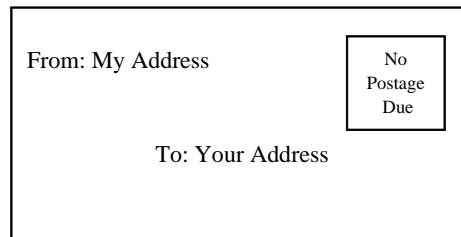


Menu Interface

What You Need to Know About Sending Electronic Mail

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

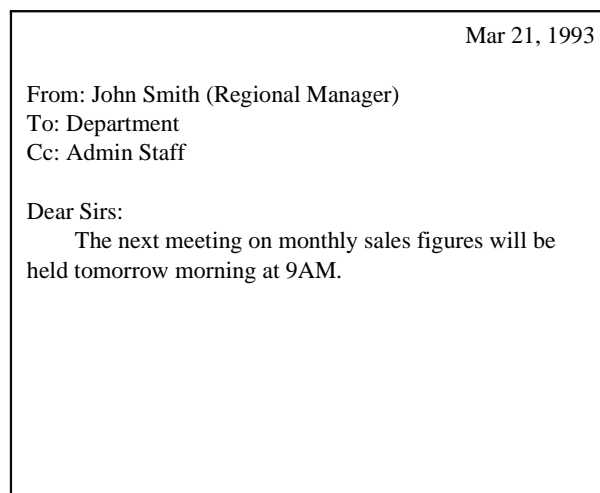
Electronic mail is similar in many respects to conventional post office style mail -- but much faster and without the stamps! Electronic messages consist of two parts; the envelope and the message or letter itself.



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

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

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



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

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

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

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

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

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

NetMail/3000 Menu Interface

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

```
NetMail/3000 B.01 94/11/13 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Received at Size Type Message from >
04/02/94 09:21 57.4k Mult RCB
Subject: some neat stuff
09/21/94 13:33 42.0k Mult DEMO
Subject: hello world
New 09/30/94 22:47 318 Rcpt GAH
Subject: this is a test...
10/24/94 17:55 816 Text Chris Bartram <rcb@access.digex.net>
Subject: A message from the Internet

(1) (2) (3) (4) (5) (6) (7) (8) (9)

Folder: INBOX -> #Urgnt:0 #New:1 #Bytes:96593
#Folders:2 Total #Msgs:4 Total #Bytes:96593

Help Zoom Menu Delete Refresh Tag this Exit
In<->Out Bar Message
```

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

- (1) Take note of the name displayed here on your screen. This is your mail name -- the name which you are known by to the mail system and the address which others must use to send mail to you.
- (2) The menu bar. Note that this area remains constant on the screen though messages in the “message area” below it scroll up and down. Each word on the menu bar describes a group of commands which can be displayed by selecting that group. To select a group, first you must have the menu bar activated by selecting the “Menu Bar” function key, then use the left or right arrow keys on your keyboard until the group you want is highlighted, then hit either the “RETURN” key or the “down arrow” key to “pull down” the menu list. Once a group is pulled down, you can use the up or down arrow keys to move among the available options (the current option is always highlighted) and can select an option with the “RETURN” key. You can also use the left or right arrow keys to move to other menu groups. As described later, some menu selections will pop up further choice lists.

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- (3) New (unread) message indicator column. In this column you will see "NEW" in front of messages which have not yet been read. Note that on HP terminals, "URGENT" unread messages will blink.
- (4) This arrow indicates the column where the date and time that the message was delivered into your mailbox is displayed. The date is followed by the time in HOUR:MINUTE format.
- (5) This arrow indicates the area of the message listing that displays the approximate size of the message. The size is listed in bytes, and is rounded into k-bytes if the message is large enough, or even M-bytes.
- (6) This area indicates the type of message which has been delivered into your mailbox. "Text" is the most common message type, and indicates a regular message, "Mult" denotes a message with files attached, and you may also see "UNDL" for messages that are returned to you if they were not deliverable.
- (7) This area indicates who the message is from. If the message was sent by someone on the same system, you will only see a simple mail name here. If the message came from another system, you will see a more typical network mail address, usually consisting of a name followed by an "@" and then the name of a remote computer system.
- (8) This area on the display tells you information about the current listing of mail messages and your mailbox overall. In the upper left portion of this area is the name of the current folder (whose contents are displayed). Below that you see the total number of folders you have created. In addition, in further over to the right, you see the number of "urgent" messages in your mailbox, the total number of messages (of any priority) in your mailbox, the number of "new" (unread) messages in your mailbox, and on the right side, the size of the current folder (in bytes) and below it the size of your entire mailbox (in bytes).
- (9) The subject line of the message. On the line below the description of the message, if there was a subject specified by the sender, the subject line will be displayed for you. Since subject is not required by the e-mail standards, not all messages will have a subject specified (though in practice most do).

What Are Mail Addresses?

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

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

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

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

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

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

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

```
01234567@MCIMAIL.COM
```

```
70901.987@COMPUSERVE.COM
```

```
host1!host2!johndoe
```

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

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

Running the NetMail Program

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

:RUN NETMAIL.SYS.THREEK

If you see a “[NetMail/INBOX]” when you start up NetMail/3000, then you are in “command mode.” To change your display to “menu mode” (this manual deals with the menu mode interface) enter the command “SET MODE=MENU” and hit return (leave off the quotes). Your screen will then re-paint and you will see the menu display as described.

Once you start up NetMail, you will be greeted by a heading line displayed across the top of your screen, a list of whatever mail messages are currently in your mailbox, and will be pointing to the list of messages in your INBOX folder. You can use the arrow keys on your keyboard (up arrow, down arrow, left arrow, right arrow) as well as the “page up”, “page down”, or “home” (diagonal arrow) keys on your keyboard to move the current message pointer to a message you are interested in. Note that the current message pointer is highlighted or inversed and moves up and down as you use the up and down arrow keys on your keyboard.

At this point, you can either move the cursor to a message you are interested in (and hit RETURN to read it or the DELETE MESSAGE function key (f4) to delete that message), or you can select the MENU BAR (f3) function key to activate the pull-down menu at the top of the screen. Note that since many menu operations operate on the “current” message, you may still want to select an appropriate message before activating the menu bar.

Basic Operations

Whenever you run NetMail/3000 in menu mode, you will see the menu bar painted across the top of the screen, and a message display area below where messages in the current folder are listed. For those of you used to standard applications on HP3000s, you need to be aware that NetMail/3000 actually lets you use the terminal's arrow keys (up, down, left, right) - you may not be used to using these in an HP3000 application.

The ALT Key

Something PC users may find more intuitive is the separation of the menu bar and the window below. On PCs you typically use the “ALT” key to toggle between the menu bar and the application window; since we don’t have “ALT” keys on HP terminals (and on PCs running emulation packages we still don’t have access to it from the HP3000) we use a function key to simulate it. In our case, the “ALT” key is simulated by the f3 (function key 3), which is labelled as “Menu Bar” if you are currently “in” the message listing window, and changes to “Message List” when you have the menu bar activated. **Each time you hit the f3 key, you will move between the menu bar and the message list.**

Cursor Keys

In the message display area, you use the arrow keys (up/down) to point to the message you want to “operate” on (read, delete, whatever). You can also jump a page at a time with the “page down” or “page up” keys, or even jump all the way to the top of the list by using the “CNTL home” key combination (hold down the CNTL or CTRL key and hit the diagonal-up arrow), and can jump all the way to the bottom of the list by using the “CNTL end” key combination (holding down the CNTL or CTRL key and hitting the “end” key). As you move around, the “current” message will be highlighted, and the message display may scroll if you have more than one screen full of messages. You’ll notice that there is a “scroll bar” on the right hand side of the message list, which graphically shows you where you are in the list (useful if you have many pages of messages so you can see how near the top or bottom you are). You might also notice the scroll bar across the bottom of the listing; this typically stays on the left side, but if you happen to get a message with a very long “From address” (which might disappear off the right side of the screen), you can scroll the display to the right to see the rest of it - use the right arrow key til you hit the right margin, after which the display will start scrolling to the left.

Function Keys

You'll notice some special function keys while you are in the message display area. The function keys you will see include the "HELP" key (f1), "Zoom In<->Out" (f2), "Menu Bar" (f3), "Delete Message" (f4), "Refresh" (f5), "Tag this Message" (f7), and "EXIT" (f8). First and foremost, the "HELP" key functions at any point while in the program, and will pop up a window describing where you are and what is expected. Some help screens will also have highlighted words or phrases on them; you may use the "TAB" or arrow keys to jump to one of these words, and when it is highlighted, hit the "RETURN" key to jump to the help screen for that topic.

The "**Zoom In<->Zoom Out**" function key allows you to temporarily expand the viewing area for your listing of mail messages. By default, the window where you can view is 18 lines long by 78 characters wide; by "Zooming in" you can expand that area to a full 23 lines by 80 columns (this hides the menu bar and status area at the bottom of the screen). Once you "Zoom in", you can return the screen to its normal format by "Zooming out" (hitting the same function key again - each time you select the Zoom key it toggles).

The "**Menu Bar**" key (f3) activates the menu bar at the top of the screen and allows you to select an operation from one of the menu selections. Each time the "Menu Bar" key is hit, it toggles you between the menu bar and the message display area.

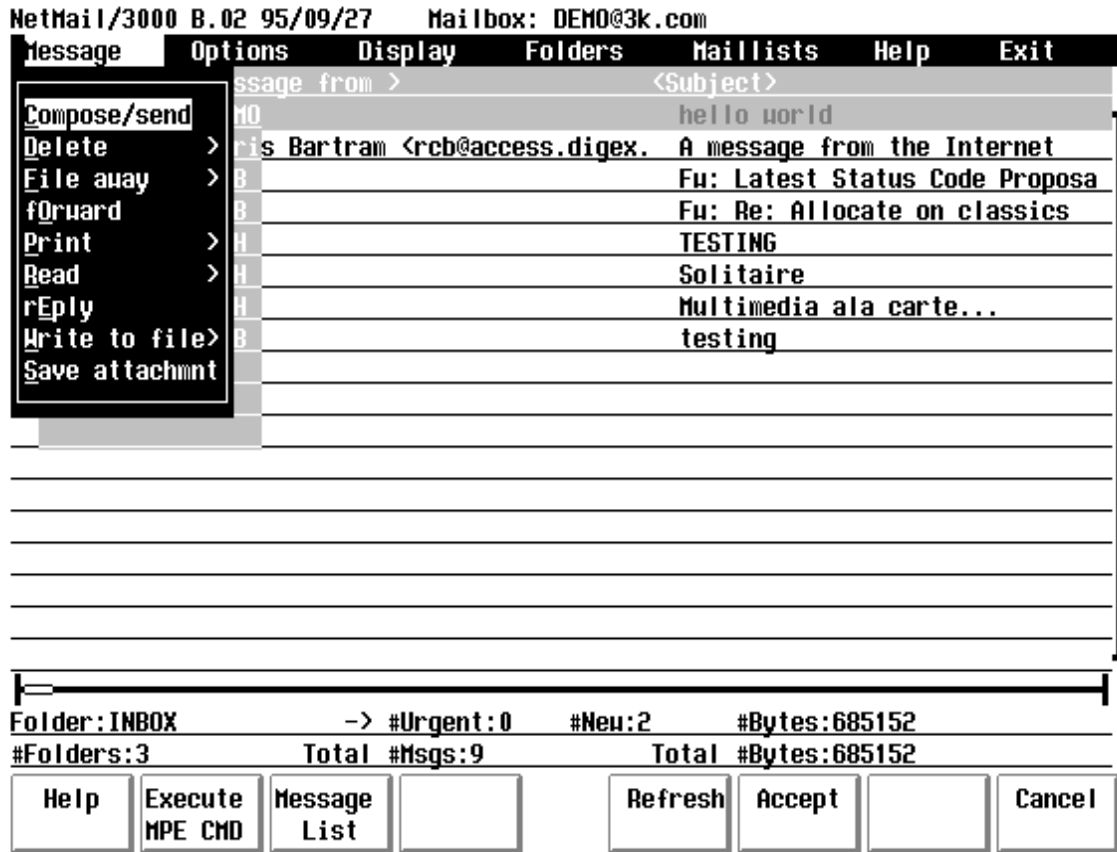
The "**Delete Message**" (f4) key deletes the current message (the currently highlighted message in your message display area). If you have the "delete verify" setting enabled (described later) then a box will pop up to make you verify that you REALLY want to delete the message; if not, it will be deleted and your message display will be updated.

The "**Refresh**" key (f5) can be used in the event something occurs to interrupt or corrupt your screen (a powerfail perhaps). It will re-paint the current screen for you.

NetMail/3000 allows you to perform operations on groups of messages at a time. Many of the menu options will operate on the current (highlighted) message, all messages in your current folder, sometimes on all new messages, and also on all "tagged" messages. The tagging capability allows you to randomly select messages in your current folder (by hitting the key f7 labelled "**Tag this Message**"), after which they will be marked with a "[" on the left and a "]" on the right side of the display around the message. You can tag up to twenty four (24) messages at a time. Once you have tagged ANY messages, you will be given the option of working on "all tagged" messages for those menu selections that support it (read, delete, print, file).

The "**EXIT**" key (f8) ends the program.

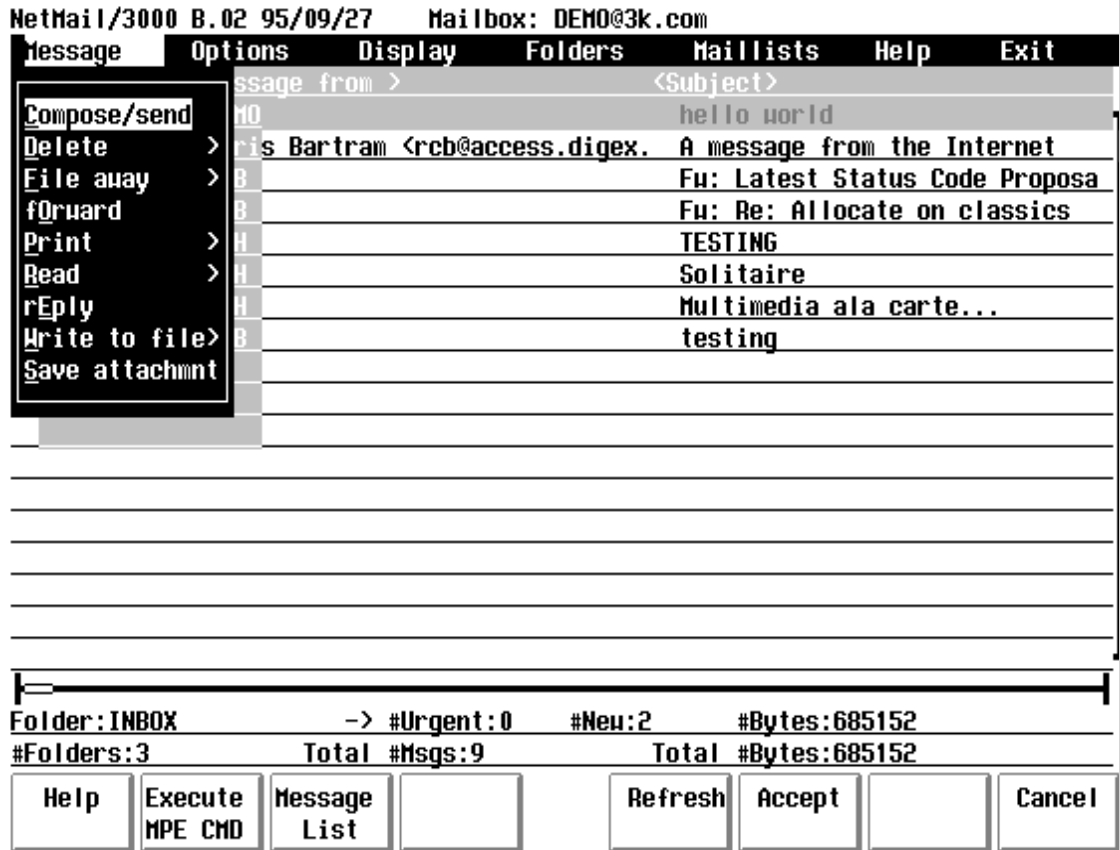
Message Options



Once you activate the menu bar, the first selection you encounter are the message options. This is a pull-down menu (when you get to it, use the down arrow or RETURN key to view the menu). Under this selection are the NetMail/3000 commands relating to sending and processing messages in your current folder. Options to send, delete, file, etc., are all under this selection, and you use the up and down arrows to select one of the options (or you can jump to a selection by entering the underlined letter in the command you want).

Compose/Send Message

The first selection under message options is “Compose/send”. This is the selection you use to actually compose and/or send a message. Notice that the “fast select” character for this option is “C” (the underlined character in the selection). This means you can merely type a “C” when the menu is pulled down to invoke this option.



As soon as you select the “Compose/send” choice, a new window will pop up, prompting you for information about the message you propose to send.

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This box will pop-up over your message display and prompts you to provide information about the message you want to send. The first field you encounter is the “**message subject**”. You can enter any text you want in this field (or leave it blank, but the subject is useful to recipients reviewing the message). When you have entered the text you want in the subject field, hit the “RETURN” key to move on to the next field. Note also, that there will be a “GO ON” key (f3) on the screen at this point; if the rest of the selections on the screen are agreeable, you can hit the “GO ON” key to skip the rest of the prompts and simply jump to the next form (either the editor to compose your message, message attachment prompts, or message recipient information - depending on settings).

The “**On**” field works in conjunction with the “Filename” field which appears next. The filename field allows you to specify a message (in a file) which you have previously composed and have it “sent” to your recipients. The “On” field allows you to specify whether this file resides on the HP3000 or on your PC (or Macintosh). Only users running terminal emulators will be allowed to change this field - for HP terminal users, the field will be set to “HP” and will be skipped over entirely.

The “**Filename**” field is where you enter the name of a file you have already created that you wish to send as a message. **If you wish to compose a message “on the fly” leave this field blank.** If the “On” field specifies “HP”, then the filename you provide here must be a valid

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```
NetMail/3000 B.01 95/06/02 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
Send Mail
Subject: test message
On: HP Filename:
Read Receipt Delivery Receipt Urgent Purge after send Add Signature
Attachments?
Type:8BIT Encoding
Encoding
NONE For US Ascii Text files
QUOTED-PRINTABLE For MIME 8-bit Text files
UUENCODE Binary files to Unix mailers
< OK >
04/27/95 11:02 61.6k Mult GAH
Subject: Multimedia ala carte...
New 04/28/95 11:40 308 Rcpt RCB
Subject: testing
Folder: INBOX -> #Urgent:0 #New:2 #Bytes:685152
#Folders:3 Total #Msgs:9 Total #Bytes:685152
Help Zoom In Print Refresh Accept Previous Cancel
```

If you specified “8BIT” as the “Type”, you must now select an “**Encoding**”. The default encoding for “8BIT” messages is the MIME standard “Quoted Printable” encoding. The technical description of how this works is involved, but basically you only need to remember that you will normally choose “Quoted Printable” encoding when sending messages with non-english (8-bit) characters in them. If you know that the e-mail package the recipients of your message are using is NOT MIME compatible, you may need to pick one of the other encodings - typically “UUENCODE” for older Unix or PC mail systems, and “BINHEX” for Macintosh systems which you know are not MIME capable.

Now, if you selected to compose a new message, the editor you have selected will be run and you will compose your message. If you are using the NETEDIT editor provided with this package, you can get further information on how to use it in the chapter on NETEDIT. After you have finished composing the message and have exited the message editor, you will be returned to a new pop-up window as described below.

If you selected a file that already existed to be sent as your message, then you the file will be loaded (in the background) and you will proceed on to the following screen also.

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NetMail/3000 B.01 95/06/02 Mailbox: DEMO@3k.com

Message Options Display Folders Maillists Help Exit

Send Mail

Subject: test message

On: HP Filename:

Read Receipt Delivery Receipt Urgent Purge after send Add Signature

Attach Files

On: 0 HP PC Filename:

Type: USTEXT Encoding: NONE Emulator: NONE

< OK > < CANCEL > < DONE >

Folder: INBOX -> #Urgent: 0 #New: 2 #Bytes: 685152

#Folders: 3 Total #Msgs: 9 Total #Bytes: 685152

Help Zoom In Print Refresh Accept Previous Cancel

select this feature for your message, enter an “X” in the field. To skip it, hit “RETURN” (or use the “GO ON” function key to skip all remaining prompts if appropriate).

The next field is the “**URGENT**” priority flag. Messages are typically sent with “normal” priority, however, many mail systems support the flagging of messages as higher priority (or urgent). In NetMail/3000 for example, urgent messages are listed with “URG” in front of the message in the message list, and when delivered, notifications indicate “urgent” mail has been delivered (as opposed to merely mail being delivered). Again, type an “X” in this field to make this message “Urgent”, or hit “RETURN” to skip past it.

The “**Purge after send**” field is automatically turned on if you decide to compose a message “on the fly”. This field means that the file which is to be sent as a message will be purged as soon as it is sent (messages composed in the message editor are kept as permanent files with pseudo-random names so should normally be purged when they have been sent). If you actually specified a filename to send (in the filename field above) then this field defaults to disabled (no “X”), though you can enable it by typing an “X” in the field if you do want to have the file purged when you have sent it. Note that this option only works for files on the HP3000 - it does not purge files loaded from a PC or Macintosh.

The next field on the screen “**Add Signature**” will be skipped over unless you have designated a signature file (see the Set Signature selection under the Options menu). If you do not have a signature file specified, you will skip directly to the “Type” field. If you DO have a

NetMail/3000 Menu Interface

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signature file specified but specified that it must ALWAYS be included, the “Add Signature” field will also be skipped over, but will be turned on (an “X” in it). If you specified a signature file but did not specify that it ALWAYS be used, the “Add Signature” box will be enabled by default, but you can turn it off (by typing a space over it).

The next field on the screen is the “**Attachments**” box. You select this box (by typing anything in the box) to tell NetMail/3000 that you are going to want to attach some file(s) to your message (any file other than the main part of your message). For instance, you can send a message describing your new sales-projection spreadsheet, and actually attach the spreadsheet to your message. If you check this box, then you will be prompted later to supply the filename of each file you wish to attach to the message. You can attach as many files as you want to a message; just be considerate before overwhelming someone else's mailbox and keep in mind that some other mailsystems do impose limits on the maximum size of received messages.

For most messages, the default “**Type**” of USTEXT will suffice. USTEXT simply means that your message uses US Ascii characters - as opposed to some foreign languages which have characters like “î â ñ”. If you are using a language which contains some of those characters, then you should select the 8BIT encoding choice (these are known as 8-bit character sets). To make a selection, use the arrow keys to move up or down until the selection you want is highlighted, then just hit “RETURN”. If you are using the default USTEXT message type, you will then drop all the way down to the “OK” and “CANCEL” buttons. Use the arrow keys or tab keys to jump between the two buttons - if you are satisfied with your selections, select the “OK” button and hit “RETURN”. If you decide that you don't want to send a message now after all, select the “CANCEL” field and hit RETURN.

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NetMail/3000 B.01 94/11/13 Mailbox: DEMO@3k.com

Message Options Display Folders Maillists Help Exit

Send Mail

Subject: test message

On: P Filename:

Read Receipt Delivery Receipt Urgent Purge after send Add Signature

Type

USTEXT Text/Plain (7-bit Ascii) later: NONE

8BIT Text with foreign characters

CANCEL >

Folder: INBOX -> #Urgnt:0 #New:1 #Bytes:96593

#Folders:2 Total #Msgs:4 Total #Bytes:96593

Help Zoom In Print Refresh Accept Previous Cancel

If you selected USTEXT then you're done here, and you will proceed to either compose your message or attach files. If not, you will now have the following choice:

When you are done composing the message (or supplied a filename in the Send Mail window above) you will then be prompted with the “Attach Files” window pictured above. At this point you have composed a message in the editor (or provided an external message) and you now have the option of attaching other files to the message before sending it. Unlike the main message body defined previously, message attachments can be of any type - ascii text, binary executables, graphics files, spreadsheets, native wordprocessing files, etc.

The “**On**” field works in conjunction with the “Filename” field which appears next. The filename field allows you to specify a file on the HP3000 or on your PC or Macintosh which will be attached to the message you are generating. The “On” field allows you to specify whether this file resides on the HP3000 or on your PC (or Macintosh). Only users running terminal emulators will be allowed to change this field - for HP terminal users, the field will be set to “HP” and will be skipped over entirely.

The “**Filename**” field is where you enter the name of a file you wish to attach to your message. If the “On” field specifies “HP”, then the filename you provide here must be a valid MPE filename (traditional MPE syntax or Posix/HFS syntax if you are on MPE/iX 4.5 or later). If the “On” field specifies “PC” then you may enter a fully qualified path and filename for the file to be retrieved off your PC (or Macintosh). Files attached to a message can be any file type you like, including HP VFAST, PROG, or other data files, or any PC or Macintosh application, data, graphics, video, or audio file.

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Users Guide

```
NetMail/3000 B.01 95/06/02 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
Send Mail
Subject: test message
On: HP Filename:
Read Receipt Delivery Receipt Urgent XPurge after send Add Signature
Attach Files
On: HP Filename: test
Type USTEXT Text/Plain (7-bit Ascii) Editor: NONE
      8BIT Text with foreign characters
      BINARY Application/octet-stream
      GIF Image/GIF
      AUDIO Audio/Basic
< DONE >
Folder: INBOX -> #Urgent: 0 #New: 2 #Bytes: 685152
#Folders: 3 Total #Msgs: 9 Total #Bytes: 685152
Help Zoom In Print Refresh Accept Previous Cancel
```

After providing a filename (and specifying PC or HP for the source) you will be asked to pick a description for the file from the list available (the “**TYPE**” of the attachment file). This allows NetMail/3000 to decide how the file should be “encoded” (and if it in fact needs to be encoded) for transport to its destination. Pick an appropriate description for the type of file you are attaching from the list - use USTEXT if it is a normal (ASCII) text message or file, if it is a text message or file but contains non-english special characters or escape codes, select the 8BIT option. If it is an HP3000 filetype (PROG, VFAST, etc.) or a PC filetype that doesn’t fall under one of the other selections choose the BINARY type. To select a type, use the arrow keys on your keyboard to move the highlighted entry up or down until it highlights the entry you want, then hit “RETURN”. If you chose USTEXT then the other options after this are skipped (they don’t apply) and you will go directly to the <OK> <CANCEL> and <DONE> choices. If you did select a filename, use <OK>. Only use <DONE> if you did not provide a filename, as it causes the prompting for attachments to end and if there is a filename in the field when you select <DONE> it will be SKIPPED and prompting will end.

If you chose a filetype other than “USTEXT” then you will come to the next field.

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```
NetMail/3000 B.01 95/06/02 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
Send Mail
Subject: test message
On: HP Filename:
Read Receipt Delivery Receipt Urgent Purge after send Add Signature
Attach Files
On: HP Filename: test
Type: 8BIT Encoding
Encoding
NONE For US Ascii Text files
QUOTED-PRINTABLE For MIME 8-bit Text files
BASE64 For MIME Binary files
UUENCODE Binary files to Unix mailers
< OK >
Folder: INBOX -> #Urgent: 0 #New: 2 #Bytes: 685152
#Folders: 3 Total #Msgs: 9 Total #Bytes: 685152
Help Zoom In Print Refresh Accept Previous Cancel
```

This field describes how the attachments you just specified will be “encoded” to meet the e-mail standard requirements (non text messages must be encoded somehow to be transported over a network). “**Encoding**” will default to “none” for text messages - for other message types you should pick one of the following unless you know that the receiving system must have (or only understands) specific encoding types;

If the attachment is text but contains non-english special characters, or might contain escape sequences or other special character codes, you can pick “Quoted Printable”. This is the default encoding for French, Spanish, German, and other languages that use some special characters not part of 7-bit USASCII codes.

If the attachment is some other sort of file which will likely contain more than a few special characters (.exe files, graphics files, video, audio, spreadsheets, etc.) then you should use the “BASE64” encoding choice (unless you KNOW that the recipients mail system does NOT understand the MIME mail standard).

If you know the recipients mail system does not understand MIME, then you may choose the “UUENCODE” or “BINHEX” encoding. “UUENCODE” is typically used by older Unix based and some DOS based e-mail systems, while “BINHEX” is used by some older Macintosh e-mail systems.

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After you have selected the encoding (for any value other than “NONE”) you will be presented with the “Emulator” field.

NetMail/3000 B.01 95/06/02 Mailbox: DEMO@3k.com

Message Options Display Folders Maillists Help Exit

Send Mail

Subject: test message

On: HP Filename: test

Read Receipt Delivery Receipt Urgent Purge after send Add Signature

Attach Files

On: HP Filename: test

Type: 8BIT Encoding: BASE64 Emulator

< OK > < CANCEL >

Emulator

NONE

REFLECTION LABEL

SESSION BACKUP

Folder: INBOX -> #Urgent: 0 #New: 2 #Bytes: 685152

#Folders: 3 Total #Msgs: 9 Total #Bytes: 685152

Help Zoom In Print Refresh Accept Previous Cancel

The “**Emulator**” selections are only relevant if you are attaching an HP3000 (non text) file. For any other file type, use the default of “None”. For HP3000 files, NetMail/3000 must add special “characteristics” of the file - information that is unique to HP3000s - but must be preserved to transport (and reconstruct) the attachment on another system. The characteristics need to be coded into the attachment in some uniform way so as to allow a recipient on another HP3000 system to be able to reconstruct the file just as it appeared when you attach it (filecode, end of file, record size, user labels, etc.) To do this, we utilize the formats of the popular PC terminal emulators - WRQ’s Reflection “LABELLED” format and Unison Software’s “BACKUP” format. If you are sending to another NetMail/3000 user, either format is fine, though WRQ’s format handles more filetypes. If you are sending to another mail system, you may want to pick the format that might match the emulator package they have available at that site so they can use it to recreate the attached file. Use the arrow keys to highlight the selection you want, then hit “RETURN”.

You will then be allowed to approve the attachment before it is actually performed by selecting the “**OK**” field on the screen, or you can “**CANCEL**” that attachment and be prompted for another. When you are done attaching files, you skip over the filename field (hit “RETURN” at that field) and you will be allowed to end the prompting for file attachments by

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selecting the "DONE" field.

Once you are done specifying file attachments, you then proceed to the prompt for message recipients.

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

To: (RETURN=end)

End List	Search For name						Cancel Recips
-------------	--------------------	--	--	--	--	--	------------------

Recipients

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

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

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

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

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

Bcc: (extraneous) Recipients: NetMail/3000 will send copies of the correspondence to all persons listed as “BCC” recipients, but their names will NOT appear in the heading of the mail message. This is known as a “Blind Carbon Copy”. This feature is often used to provide informative copies of correspondence to superiors or administrative staff for filing. “Bcc” recipients are then provided a copy of this message, while any subsequent electronic correspondence regarding the topic (i.e. if some other recipients respond to the message) will not automatically be sent to “Bcc” recipients.

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

At any time during the prompting process for recipients you may enter “//” (or use the function key labelled “End List” (f1)), which will end the dialog and proceed to actually send the message you have just created. You may also enter “///” (or use the function key labeled “CANCEL MESSAGE”) to cancel the entire message - this will lose any message text you have supplied as well as any recipients you have entered up to this point.

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

Help Finding Mail Names

At any To:, Cc:, or Bcc: prompt you may enter a question mark or use the function key labelled “Search for Name” (f2), and you will be prompted for a search criteria and will be provided a list of mailbox names (and potentially mailing list names). The search value will be used to scan the mail database for any user information containing the string you specified. This provides a means of finding the mail name of users when you are not sure of the exact spelling or information for a user.

NetMail/3000 B.01 94/11/13 Mailb

Message	Options	Display
New Received at		Size Type <
04/07/94 09:21		52.4k Mult R
Subject: some neat stuff		
09/21/94 13:33		43.0k Mult D
Subject: hello world		
New 09/30/94 22:47		318 Rcpt G
Subject: this is a test...		
10/24/94 17:55		816 Text C
Subject: A message from the I		

Search For: @ [redacted]

Include Mailing Lists? [v]

Folder: INBOX -> #Urgnt: 0
#Folders: 2 Total #Msgs: 4

Buttons: Help, Done / Go On..., Refresh, Accept, Cancel

Once you type a “?” or use the “Search for Name” function key, you will see the box above. This gives you the opportunity to narrow the search down if you like. You can provide part of a name in the “Search For:” field, and can also decide whether you want to include available mailing lists in the choices that will be displayed for you. Enter a name, part of a name, or just leave the “@” in the “Search For” field, and hit “RETURN” or “TAB” to jump to the next field, the “Include Mailing Lists?” field. Either hit “RETURN” here to accept the default “No” choice, or type a “Y” to include mailing lists. In either case, you will then see a list of choices that will

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look something like this:

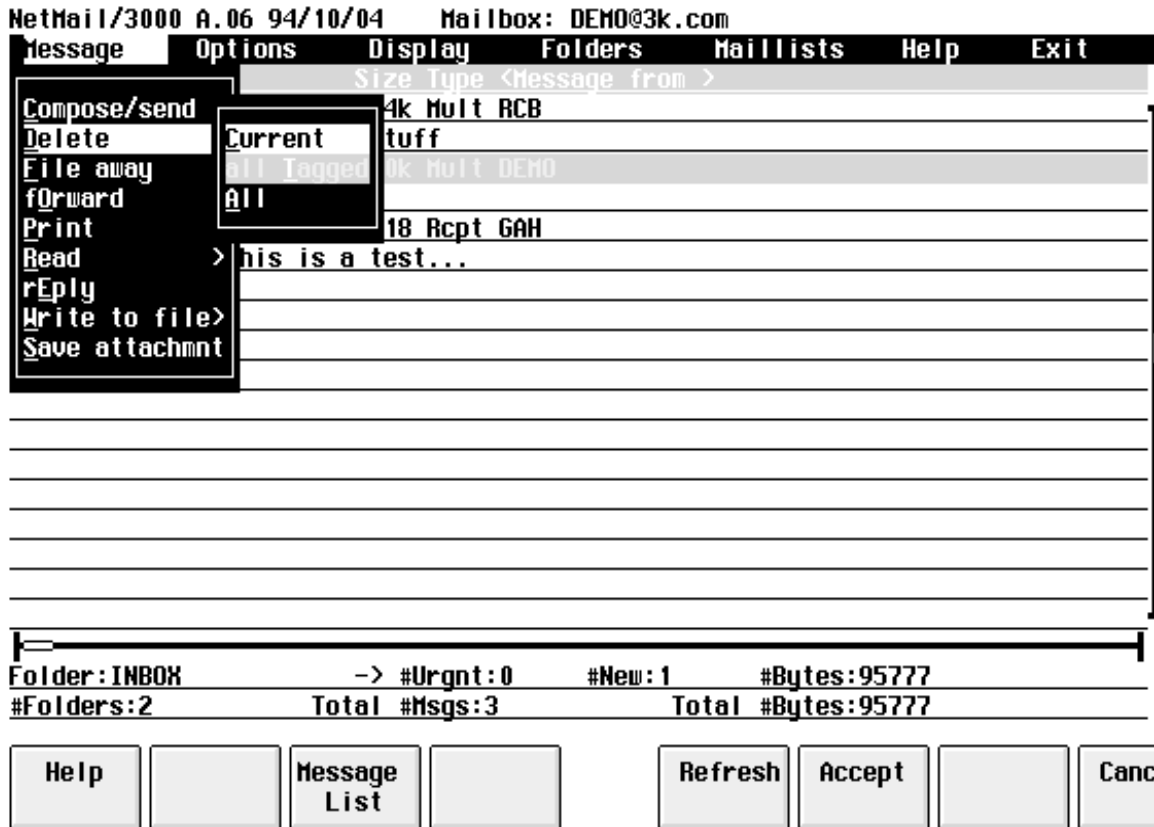
The screenshot displays the NetMail/3000 interface. On the left, a message list is shown with columns for 'Message', 'Options', and 'Display'. The messages include subjects like 'some neat stuff', 'hello world', 'this is a test...', and 'A message from the I'. On the right, a selection window is open, titled 'Search For: CHRIS'. It contains a table with columns 'Mailbox Name' and 'Real Name', listing entries such as 'CHRISB/LOC1 Chris B', 'RCB Chris Bartram', 'CHRISB Chris B POP Mailbox', and 'CB2 Chris B on Geordi'. Below the message list, status information is shown: 'Folder: INBOX -> #Urgnt: 0' and '#Folders: 2 Total #Msgs: 4'. At the bottom, there are several buttons: 'Help', 'Zoom In<->Out', 'Back to Search', 'Refresh', 'Accept', and 'Cancel'.

You can then choose from the names listed in the selection window. Use your arrow keys to move up or down the display til you have the choice you want highlighted, then hit "RETURN" to accept that name and add it to the list of recipients.

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

If you specified delivery receipts and included any local mail users (users on the same system as you) in the list of recipients you provided, you will now get messages letting you know that the mail messages were delivered to these users.

Delete Message



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

The “**DELETE**” option is used to remove mail messages from your mailbox (and the mail database). When you select the “DELETE” option, you will be prompted with a secondary pop-up window allowing you to select either the current message (the message currently highlighted in the message display below), all the tagged messages (if you have tagged any messages), or “ALL” messages in the current folder. At this point, if you have the “delete verification” option enabled, you will be prompted with a pop-up window asking you to verify that you REALLY want to delete the message, where you have one last chance cancel the operation. After this, the selected message(s) are deleted, and the message display area is updated with the new message listing.

You can also use the “Delete Message” function key when in the message listing window, which will simply delete the current (highlighted) message - asking for verification if you have “delete verification” enabled.

Note that an alternative to deleting mail is to “Write to File” the entire mail message(s) to

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a file or "SAVE Attachment" to save selected parts of messages. After copying them to file(s), you can then delete the message(s) from your mailbox (and thus free up space for new messages) while still keeping a copy of important messages on the system. For those messages which you

```

NetMail/3000 B.01 95/06/02 Mailbox: DEMO@3k.com
Message  Options  Display  Folders  Maillists  Help  Exit
-----  -
Size Type <Message from >
Compose/send :33  43.0k Mult DEMO
Delete > ello world
File away > :55  816 Text Chris Bartram <rcb@access.digex.net>
fDrward message from the Internet
Print > :32  2.0k Mult RCB
Read > u: Re: Allocate on classics
rEply :32  18.2k Mult RCB
Write to file> u: Latest Status Code Proposal for DSN
Save attachmnt :07  285.6k Mult GAH
ESTING
04/20/95 16:00 250.3k Mult GAH
Subject: Solitaire
04/27/95 11:02 61.6k Mult GAH
Subject: Multimedia ala carte...
New 04/28/95 11:40 308 Rcpt RCB
Subject: testing
-----
Folder: INBOX -> #Urgent:0 #New:2 #Bytes:685152
#Folders:3 Total #Msgs:9 Total #Bytes:685152
Help Message Refresh Accept Cancel
List
  
```

File Away Message

```
NetMail/3000 A.06 94/10/04 Mailbox: DEMO@3k.com
message Options Display Folders Maillists Help Exit
Size Type <Message from >
:21 52.4k Mult RCB
tuff
Current
all Tagged
All 18 Rcpt GAH
all New est...
Compose/send
Delete
File away
forward
Print
Read
rEply
Write to file>
Save attachmnt

Folder: INBOX -> #Urgnt:0 #New:1 #Bytes:95777
#Folders:2 Total #Msgs:3 Total #Bytes:95777

Help Message List Refresh Accept Cancel
```

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

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

Forward Message

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

The “FORWARD” command operates on the current (highlighted) message. Once you select “FORWARD”, you will be presented with the following box where you can edit the subject of the message, designate return or read receipts, the priority of the message, and whether you want to attach any additional files to the message. The screen you will see looks like this:

The first field you encounter is the “**Subject**” field. This will already contain “Fw:” (an abbreviation for a forwarded message) followed by the subject of the message you are forwarding. You are free to type over and modify the subject if you wish.

The “**On**” and “**Filename**” fields are pre-filled in with information about the message being forwarded and cannot be edited here.

You may select (by typing anything in the boxes) a “**Read Receipt**”, “**Delivery Receipt**”, an “**Urgent**” status for the message, and if you have specified a signature file, you can select the “**Add Signature**” box to have your signature file appended to the message. See the discussion of the “Compose/Send” command for more details on these fields.

The next field on the screen is the “**Attachments**” box. You select this box (by typing anything in the box) to tell NetMail/3000 that you are going to want to attach some file(s) to your message (any file other than the main part of your message). For instance, you can send a message describing your new sales-projection spreadsheet, and actually attach the spreadsheet to your message. If you check this box, then you will be prompted later to supply the filename of each file you wish to attach to the message. You can attach as many files as you want to a message; just be considerate before overwhelming someone else's mailbox and keep in mind that some other mailsystems do impose limits on the maximum size of received messages.

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If you specified that you wanted to attach files, you will get the “attach file” box where you can specify the file(s) you want to attach. See the discussion of the “Compose/Send” command for details on the file attachment process.

You will be prompted for (To, Cc, and Bcc) until you are done (entering “/” without the quotes or just hitting the RETURN key until you get return to the message window).

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

Print Message

To actually print a copy of any message(s) in your mailbox, use the "PRINT" command. This will print a copy of the message(s) that you specify on the printer that is designated for you (see the SET PRINTER command). Only the text portion of messages are printed (i.e. not non-text attachments).

```
NetMail/3000 A.06 94/10/04 Mailbox: DEMO@3k.com
```

Message	Options	Display	Folders	Maillists	Help	Exit
		Size Type <Message from >				
Compose/send	:21	52.4k Mult RCB				
Delete	>	ome neat stuff				
File away	>	33 43.0k Mult DEMO				
fOrward						
Print	Current	18 Rcpt GAH				
Read	All Tagged	est...				
rEply	All					
Write to file	all New					
Save attachmn						

Folder: INBOX	-> #Urgnt: 0	#New: 1	#Bytes: 95777
#Folders: 2	Total #Msgs: 3	Total #Bytes: 95777	

Help		Message List		Refresh	Accept		Cancel
------	--	--------------	--	---------	--------	--	--------

When you select the print command, you are then prompted with a secondary menu where you can pick to print 1) the **current** (highlighted) message, 2) **All tagged messages** (you can only choose this option if you have "tagged" one or more messages - otherwise it will not allow you to select it), 3) **All messages** (will print all the messages in the current folder - read or unread), or 4) **All the new (unread) messages** in the current folder (again, this option will only be available if there are new messages in the folder, otherwise it will automatically be skipped over and cannot be selected).

Read Message

```
NetMail/3000 A.06 94/10/04 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
Size Type <Message from >
:21 52.4k Mult RCB
ome neat stuff
:33 43.0k Mult DEMO
ello world
18 Rcpt GAH
est...
Current
all Tagged
All
all New

Folder: INBOX -> #Urgnt:0 #New:1 #Bytes:95777
#Folders:2 Total #Msgs:3 Total #Bytes:95777

Help Message List Refresh Accept Cancel
```

There are two means of reading messages listed on the current display. The first and simplest, is to simply highlight it (using the arrow keys) and hit "RETURN". This will display the contents of the current message for you, after which you will be returned to the message list. The other way to read a message (or several at a time) is to activate the menu bar, pull down the message menu, and select the "READ" option. Once you select this option, you will be presented with another menu of choices where you can pick to read 1) the **current** (highlighted) message, 2) **All tagged messages** (you can only choose this option if you have "tagged" one or more messages - otherwise it will not allow you to select it), 3) **All messages** (will display the contents of all the messages in the current folder - read or unread), or 4) **All the new (unread) messages** in the current folder (again, this option will only be available if there are new messages in the folder, otherwise it will automatically be skipped over and cannot be selected).

You will notice from when you list your mail that messages which you have not yet read appear with an arrow "NEW" or "URG" to the left of the message id. This presents an "eye-catching" notation to aid you in locating messages which you haven't read. Once you have read a message it still remains in your mailbox (until you issue the command to delete it or file it into another folder).

When you read a message in your mailbox, you may cause the message to pause tempo-

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rarily by hitting the “CNTL S” (control S) key sequence, and resume with the “CNTL Q” (control Q) key sequence. In addition, you may end the listing of a mail message by hitting the “CNTL Y” (control Y) key sequence.

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

You may also see messages with “attachments” as you read them. If a message has some kind of special file “attached” to it, you will see a special delimiting message as you are reading the message telling you that there is an “attachment” in the message. Since attachments are not displayable ascii text, it is not possible to “represent” this information on a normal computer terminal. PC users do have the option of displaying or invoking applications to process message attachments, which will be described later in the manual. Any user does have the option to “save” attachments from within messages (see the “SAVE ATTACHMENT” command).

Reply to Message

```
NetMail/3000 B.01 94/11/17 Mailbox: DEMO@3k.com
message Options Display Folders Maillists Help Exit
Compose/send 21 52.4k Mult RCB
Delete > ome neat stuff
File away > :33 43.0k Mult DEMO
fOrward ello world
Print > :47 318 Rcpt GAH
Read > his is a test...
rEPLY :55 816 Text Chris Bartram <rcb@access.digex.net>
Write to file> message from the Internet
Save attachmt

Folder:INBOX -> #Urgnt:0 #New:1 #Bytes:96593
#Folders:2 Total #Msgs:4 Total #Bytes:96593

[ Help ] [ ] [ Message List ] [ ] [ Refresh ] [ Accept ] [ ] [ Cancel ]
```

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

If the message you are REPLYing to has more than one possibility for a return e-mail address (some messages may have a “Sender”, “From”, “Reply-To”, or other similar headers) you will be prompted with a window listing all the possible return addresses and asked to select one. You select the one you wish to have your message sent to by moving the highlighted line (with the cursor arrow keys) up or down until you have the address you want highlighted, then hit the “RETURN” key.

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

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At this point, you will be placed in your selected editor where you can edit, delete, or add to the text of the original message. Note that in REPLYs, attached files are NOT preserved, though you will sometimes see lines in the message body indicating attachments WERE present, once the message has been REPLYd to the new message that goes out does NOT include those attachments - you may want to delete any such indications in the body of the text so as to avoid any confusion by your recipient(s).

When you are done editing the message, you will be presented with the following window where you can edit the message subject, request receipts, set the message priority, or specify that you want to attach files to the new reply. NetMail/3000 automatically inserts the message subject for you (which is whatever the original subject was with an "Re: " inserted in front of it). This is another Internet mail standard which makes conversations easier to follow. The screen looks like this:

```
NetMail/3000 B.01 95/06/02 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
Send Mail
Subject: Re: TESTING
On:HP Filename:MG000XFC
Read Receipt Delivery Receipt Urgent Purge after send Add Signature
Attachments?
Type:USTEXT Encoding:NONE Emulator:NONE
< OK > < CANCEL >
04/27/95 11:02 61.6k Mult GAH
Subject: Multimedia ala carte...
New 04/28/95 11:40 308 Rcpt RCB
Subject: testing
Folder:INBOX -> #Urgent:0 #New:2 #Bytes:685152
#Folders:3 Total #Msgs:9 Total #Bytes:685152
Help Done / Refresh Accept Cancel
Go On...
```

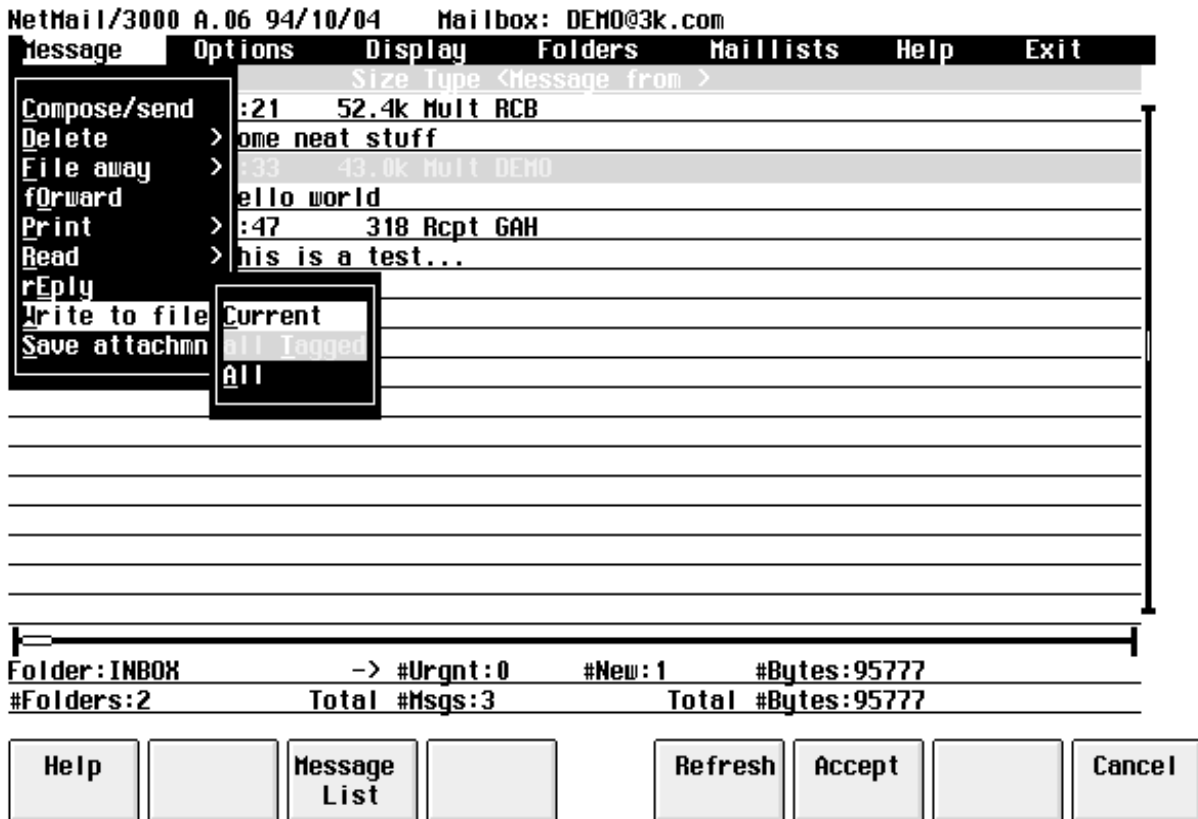
The first field you encounter is the "Subject" field, which will be pre-filled in for you although you are free to type over it and change it to anything you like. Following this are the "On" and "Filename" fields which are pre-filled in with information relating to the message being replied to and cannot be changed (in fact, after entering the subject, the cursor will automatically skip to the "Read Receipt" field. The "Read Receipt", "Delivery Receipt", "Urgent", "Purge after send", "Add Signature", "Attachments", "Type", "Encoding", and "Emulator" fields are described in detail in the section describing the "Compose/Send" command.

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After completing this form, you are placed at the same “To:” prompt as when you normally send a message, except you will notice that NetMail/3000 already provided one recipient for you, NetMail/3000 automatically determines the “address” to reply to based on Internet rules and the message headers in the message you replied to (if there are more than one choice, you will be presented with a window listing the different potential reply-to addresses and you will be allowed to select the one you wish to use). You can end the list of recipients with this single address or add any others you like; or you can cancel that address and enter other address(es) instead.

Write to File



To save a copy of a message as a permanent disc file you may use the '**Write to file**' command. This command makes a copy of the mail message and writes it to a disc file that will be created for you. This command only writes the text part of the message to the file - if there are any non-text attachments with the message, an indicator will be included in the file that "there was a non-text attachment here", but the attachment will not be copied. Once you select this option, you will be presented with another menu of choices where you can pick to copy 1) the **current** (highlighted) message, 2) **All tagged messages** (you can only choose this option if you have "tagged" one or more messages - otherwise it will not allow you to select it), or 3) **All messages** (will copy all the messages in the current folder - read or unread). Note that if you select more than one message, all the messages you select will be copied to the same file (with messages appended to the end of the previous message(s)). Once you select the message or messages you want to copy, you will then be prompted to select the file you want the message(s) copied into. You will see a window like the following:

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```
NetMail/3000 B.01 94/11/17 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Received at Size Type <Message from >
04/07/94 09:21 52.4k Null RCB
File to save attachment in
On  HP  PC Filename:
10/24/94 17:55 816 Text Chris Bartram <rcb@access.digex.net>
Subject: A message from the Internet
Folder: INBOX -> #Urgnt:0 #New:1 #Bytes:96593
#Folders:2 Total #Msgs:4 Total #Bytes:96593
[Help] [Zoom In] [Print] [Refresh] [Accept] [Previous] [Cancel]
```

You now need to select where the message(s) you are writing will be written to. You first need to specify if the file will be “**On**” the HP3000 (HP) or on your PC or Mac (PC). Of course, if you’re using an HP terminal, you won’t need to select HP or PC and the field will be set to “HP” automatically and the field will be skipped over.

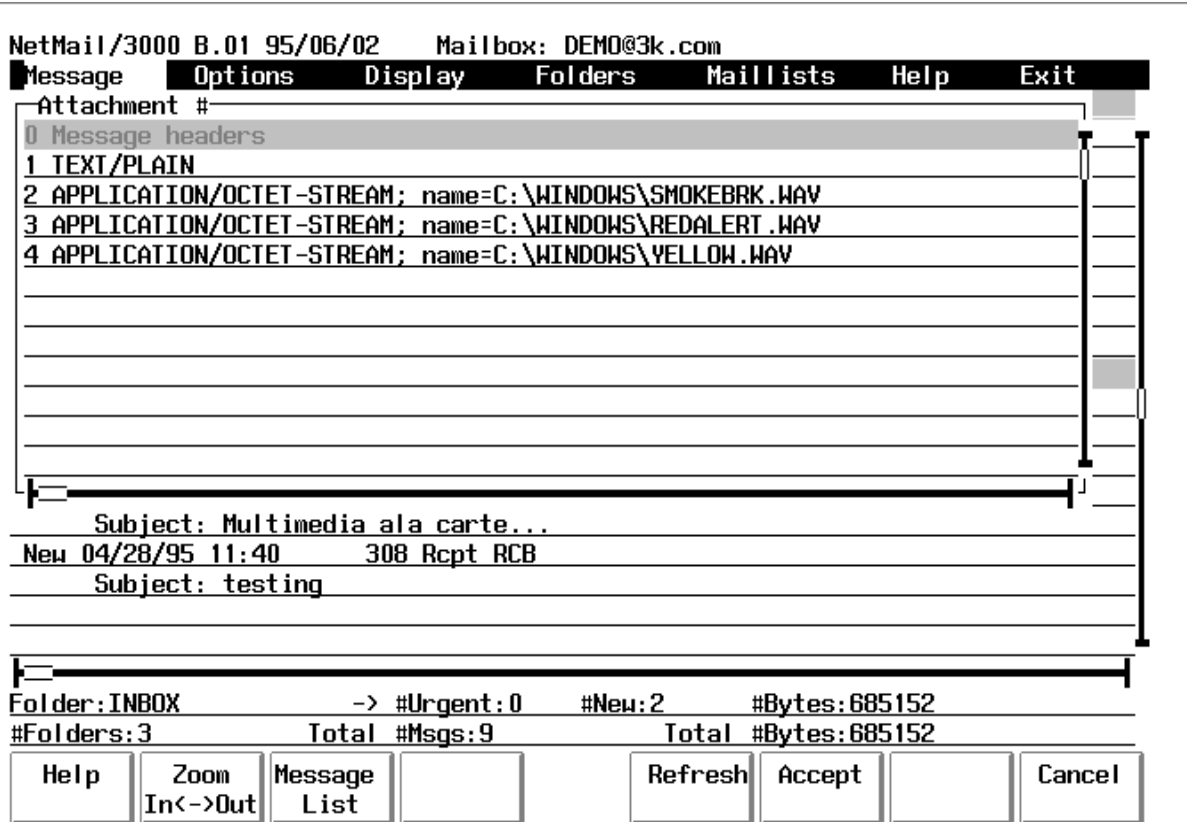
NetMail/3000 can save messages directly to disc drives available to your PC (if you are running a supported terminal emulator) as well as to disc files on the HP3000. If you are using an HP terminal, you will only be able to save files to the discs on the HP3000, but if you are using a terminal emulator, you can write the file to any floppy, hard drive, file server disc drives, or any writable device accessible from your PC by selecting the “On” field to be “PC”.

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

Once you have selected where the file will be, you now need to specify the name for the file. The “**Filename**” field must correspond to the “On” setting - if the file is to be on the HP3000, then the filename must be a valid MPE (or Posix) filename; if the file is to be on the PC or Macintosh, then the filename provided must be a valid (fully qualified) filename to that platform.

Save Attachment

You can extract and save a file that is attached to a mail message with the “**Save Attachment**” command. As you read a message, you will see special blocks denoting that there is an “attached” file at that point in the message. Attachments are listed with the “name” of the attached file (if available) and each attachment is numbered. To extract an attached file and reconstruct a file identical to the original file, use the “Save Attachment” command under the Message menu once you have selected the message you want to save attachment(s) from. Use the arrow keys in the message window until you have the appropriate message highlighted.



Note that attached files are NOT automatically converted back to original file types when received -- you must explicitly decide to save the attachment or not. Whether you save any attachments or not, the data still remains within the message. You are free to save the same attachment as many times as you need, or to send the message on to another user that can also extract and save the attachments. Messages with large attachments take up large amounts of the available mail system database and should be deleted as soon as they are not needed anymore (save the attachments you need then delete the message from the mail database). When you select the “**Save Attachment**” command, you will be prompted with a window listing all the attachments in the message by number and type, and allowing you to select the particular attachment that you want to save. Select an entry using the arrow keys til the proper entry is highlighted, then hit “RETURN”. Note that you have some special options including the ability to save “All attachments” into the same file, as well as the ability to save only the “Message headers” (the From:, To:, Subject:, etc. lines from the message).

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```
NetMail/3000 B.01 94/11/17 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Received at Size Type <Message from >
04/07/94 09:21 52.4k Mult RCB
File to save attachment in
On HP 0
Ty PC PC Binary
10/24/94 17:55 816 Text Chris Bartram <rcb@access.digex.net>
Subject: A message from the Internet
Folder: INBOX -> #Urgnt:0 #New:1 #Bytes:96593
#Folders:2 Total #Msgs:4 Total #Bytes:96593
[ Help ] [ Zoom In ] [ ] [ Print ] [ Refresh ] [ Accept ] [ Previous ] [ Cancel ]
```

When saving an attachment to the HP3000, the file will automatically be converted to either 1) its original format if it was an HP3000 file originally, or 2) a text file if it is a plain text attachment, or 3) a binary file in all other cases. As with other options, you have the choice of saving the attachment to the HP3000's disc, or, if you are using a terminal emulator, saving the attachment directly to the PC or Macintosh. In the "**On**" field, select the platform where you want the attachment saved to (if you are only on an HP terminal, you won't have an option here and the cursor skips over the field entirely, leaving you at the filename field).

After selecting the platform (On), you will then need to provide an appropriate "**File-name**". Of course, select a filename appropriate for the platform you chose; for "PC" (or Macintosh) platforms, enter a fully qualified filename appropriate to those systems; for "HP" platforms, select a valid MPE (or Posix if available) filename. After you select the filename, you

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will then be prompted with one more selection:

```
NetMail/3000 B.01 94/11/17 Mailbox: DEMO@3k.com
message Options Display Folders Maillists Help Exit
New Received at Size Type <Message from >
04/07/94 09:21 52.4k Mult RCB
File to save attachment in
On: ] Type
Type ASCII Text
BINARY Anything else
rtram <rcb@access.digex.net>
Subject: A message from the Internet
Folder: INBOX -> #Urgnt:0 #New:1 #Bytes:96593
#Folders:2 Total #Msgs:4 Total #Bytes:96593
Help Zoom In Print Refresh Accept Previous Cancel
```

Select “Binary” or “Ascii” for the file “**Type**”, as appropriate for the attachment you selected. Ascii should be used only for plain text attachments, while “Binary” should be used for all other types of file attachments. After choosing the appropriate option, hit the “RETURN” key, at which point the message attachment will be saved where you specified.

Option Selections

```
NetMail/3000 A.06 94/10/04 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Receive 04/07/9 Signature... Message from >
Subjec Verifydelete ON RCB
09/21/9 Printer... DEMO
Subjec Notification 4
New 09/30/9 Editor NETEDIT GAH
Subjec Autospellcheck OFF
passWord
Language NATIVE-3000
autoreply ON
Mailbox names...
spellchk a file

Folder: INBOX -> #Urgnt:0 #New:1 #Bytes:95777
#Folders:2 Total #Msgs:3 Total #Bytes:95777

[ Help ] [ Message List ] [ Refresh ] [ Accept ] [ Cancel ]
```

The Options menu selection groups mail configuration and other commands. By selecting and “pulling down” this menu (use the left or right arrow keys to highlight the “Options” item then use the down arrow or “RETURN” key to view the menu). Included in this group of commands are selections to specify the “signature file” for your messages, the printer your “printed” messages will be sent to, the file editor you will use to compose messages, the password to protect access to your mailbox, and several other selections.

(Set) Signature

NetMail/3000 A.06 94/10/04 Mailbox: DEMO@3k.com

Message	Options	Display	Folders	Mailists	Help	Exit
---------	---------	---------	---------	----------	------	------

New Received at 04/07/94 09:21 Size Type <Message from > 52.4k Mult RCB

Signature file

Filename:

Folder: INBOX -> #Urgnt: 0 #New: 1 #Bytes: 95777
#Folders: 2 Total #Msgs: 3 Total #Bytes: 95777

Help Message List Refresh Accept Cancel

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

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



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

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

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worldwide.

Signature files must be created (with your favorite file editor) and kept in a group that you will have read access to when you run NetMail. Files can be as long as you like (though very long signature files tend to annoy mail users and eat up network bandwidth) and should be ascii files with a record size up to 80 bytes per record. The file must remain available (it is NOT loaded by the mail system until each time it is accessed). It can thus be edited and changed as required without having to re-"SET" the file in NetMail.

You may select a signature file which will (optionally) append to your outgoing mail messages with the "SIGNATURE" selection under the Options menu. In the "**Filename**" field, you may provide a filename to enable your signature, or blank out the name (type spaces over the filename) to clear your signature file.

If you set a signature file, then you will normally be prompted whenever you send a message as to whether you want your signature appended to the outgoing message. This appears in the form of a box you must select in the window which pops up when you choose to compose/send a message. However, you can also specify that you want your signature to ALWAYS be appended and you need not check the box when sending a message. To do this, type in a "!" (exclamation point) before the signature file's filename. When you specify a signature file, the file must already exist and be readable from your logon.

Verify Delete

```

NetMail/3000 B.01 94/11/17 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Receive 0-1/07/9 Signature...
Subjec Verifydelete ON
09/21/9 Printer... DEMO
Subjec Notification 4
New 09/30/9 Editor NETEDIT GAH
Subjec autospellcheck OFF
10/24/9 passWord Chris Bartram <rcb@access.digex.net>
Subjec Language NATIVE-3000 Internet
autoreply ON
Mailbox names...
spellchk a file

Folder: INBOX -> #Urgnt: 0 #New: 1 #Bytes: 96593
#Folders: 2 Total #Msgs: 4 Total #Bytes: 96593

Help Message List Refresh Accept Cancel
  
```

You may select whether you want to be prompted for verification when you delete a mail message by setting the “**VERIFYDELETE**” ON. If ON, then whenever you delete a message you will be prompted to verify that you really want to delete that message. If OFF, then deletes occur automatically when you specify and there is no further prompting. The current setting of the verify delete option is displayed to the right of the selection. To change the setting, hit the “RETURN” key once you have highlighted the “Verifydelete” line on the menu. Each time you hit “RETURN” the value will change, switching between “ON” and “OFF”.

(Set) Printer

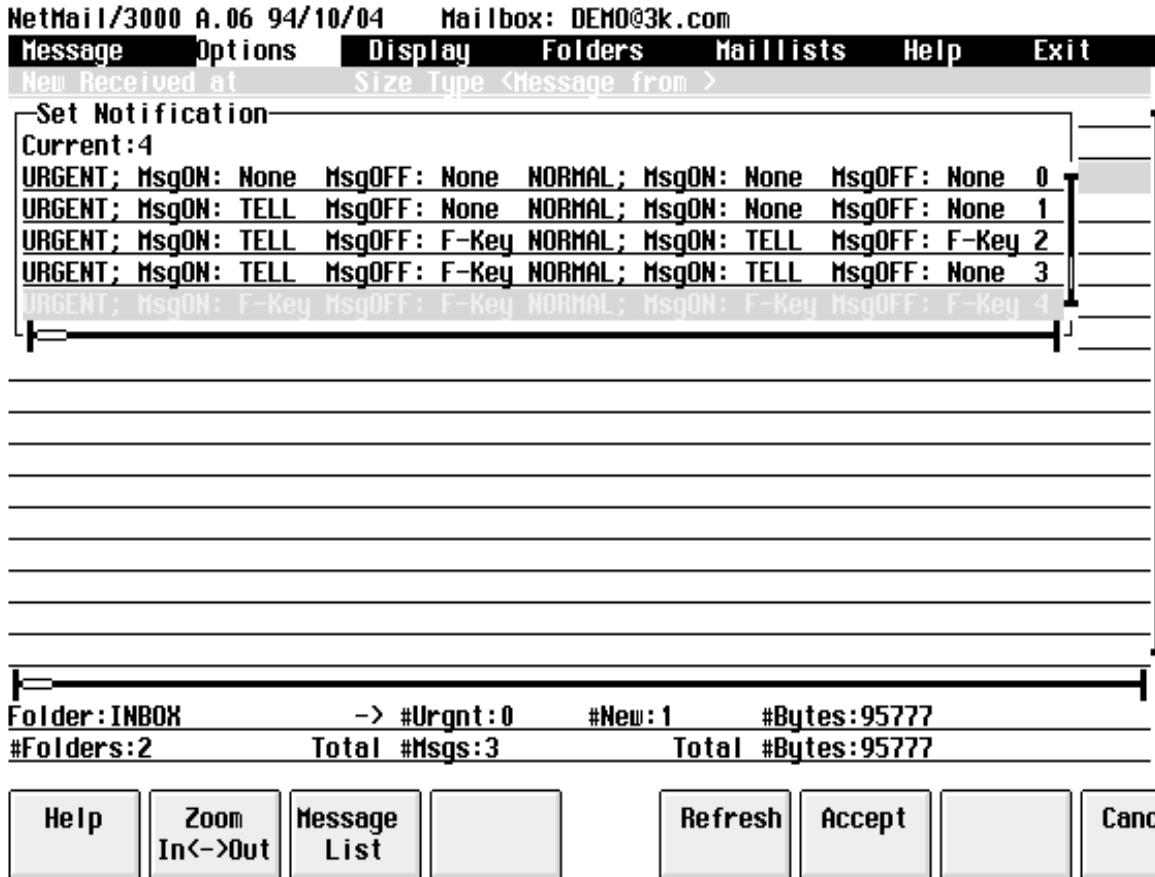
```
NetMail/3000 A.06 94/10/04 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Received at Size Type <Message from >
Select Printer
Current: LP,8
$LOCAL
LP,8
-----
Folder: INBOX -> #Urgnt:0 #New:1 #Bytes:95777
#Folders:2 Total #Msgs:3 Total #Bytes:95777
```

Help	Zoom In<->Out	Message List		Refresh	Accept		Cancel
------	------------------	-----------------	--	---------	--------	--	--------

Whenever you choose to print a message on a printer, NetMail/3000 automatically sends the message to the printer which has been designated as the output device for your mail user. You will see the current setting of your print device by selecting "**Printer**" under the "Options" menu. After selecting "Printer" (use the arrow keys til "Printer" is highlighted), hit the "RETURN" key to bring up a window listing all the printer choices available to you and your current printer selection will be highlighted in the list. To change the selection, use the arrow keys to point to the new print device you want and hit "RETURN". To simply view the selection but not change it, either hit "RETURN" (without moving the selection) or hit the "CANCEL" (f8) key.

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

(Set) Notification



You can specify the type of message notification (how you are notified when new mail arrives for you) and what type of messages you want to be notified of by setting the NOTIFY option. By selecting the “**Notification**” selection under the Options menu, you can both view and change the setting of your mail notification. Once selected, you will be prompted with the window pictured above, with all the available options listed and your current selection highlighted. You can also see the numeric code for the setting next to the “Notification” label on the Options menu. Values are numbers between 0 and 4, and the meanings of each code are defined below.

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

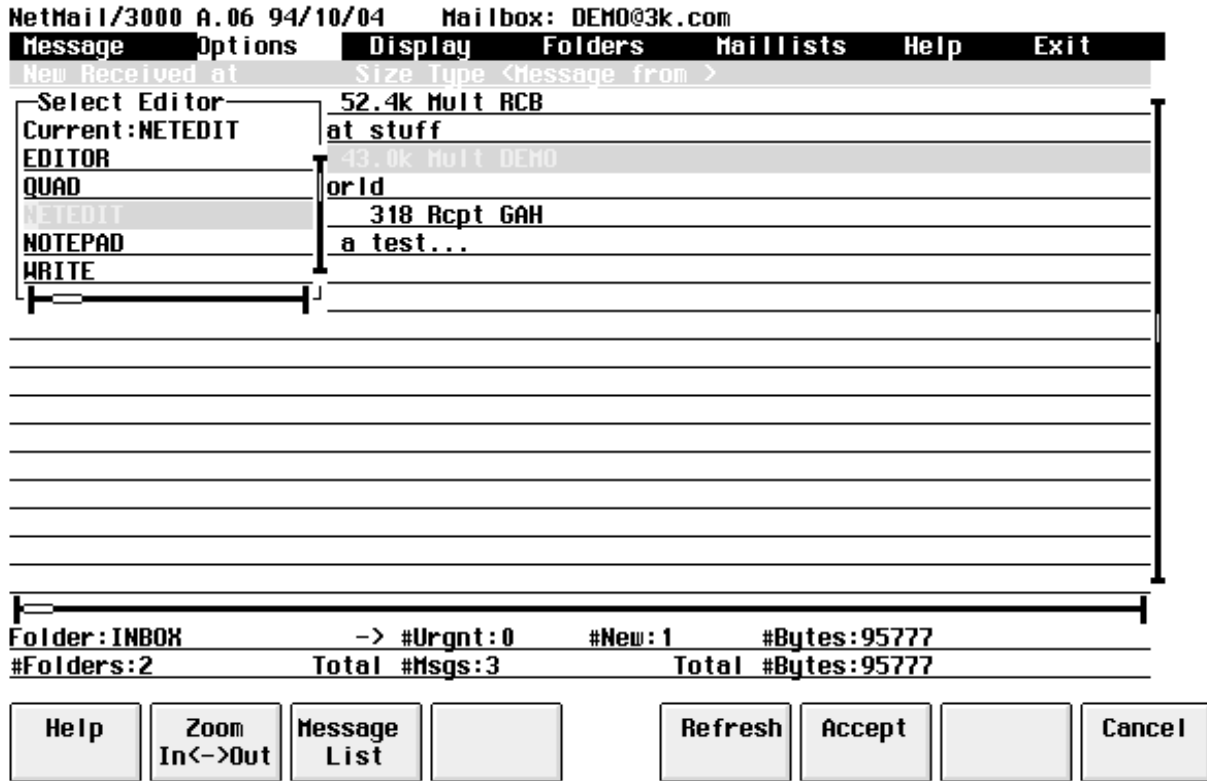
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sages only for URGENT mail (no message if “QUIET” and not URGENT)

- 4 = Always use interruptive mail notification (URGENT or normal)
- 5 = Notify users with interruptive message for URGENT mail, no notification for normal priority mail messages

(Set) Editor



The file editor you use to edit and compose messages can be set with the “**EDITOR**” command under the Options menu or by the mail system administrator. You may set the editor yourself to any allowable editor, though certain restricted editors can only be assigned by the mail systems administrator.

By default, NetEDIT is established as the editor for message composition (unless changed by the mail administrator). Also, EDITOR (HP’s EDITOR.PUB.SYS program) is available to all users as an available file editor for message composition (though this can also be changed by the administrator). When you select the “Editor” option under the Options menu, you will be presented with a list of all the available (or allowable) editors from which you can pick. Once you select the editor you wish to use (using the arrow keys til the entry you want is highlighted) hit the “RETURN” key.

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

(Set) Auto Spell Checking

```

NetMail/3000 B.01 94/11/17 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Receive 0-1/07/9 Signature... <Message from >
09/21/9 Ver ifydelete ON RCB
09/21/9 Printer... DEMO
09/30/9 Notification 4 GAH
New 09/30/9 Editor NETEDIT
Subjec autospellcheck OFF Chris Bartram <rcb@access.digex.net>
10/24/9 passWord Internet
Subjec Language NATIVE-3000
autoreply ON
Mailbox names...
spellchk a file

Folder: INBOX -> #Urgnt: 0 #New: 1 #Bytes: 96593
#Folders: 2 Total #Msgs: 4 Total #Bytes: 96593

Help Message Refresh Accept Cancel
List

```

You may select whether you want to be prompted for spell checking when you send a message by using the “**AUTOSPELL**” setting under the Options menu. This only applies if your system has a spelling checker available and it has been set up by your mail system administrator, in fact, you won’t even be able to select it if you do not have a spelling checker installed and set up by your mail system administrator. The current setting is displayed to the right of the label under the menu, and you may change the setting by selecting it and hitting “RETURN”. Each time you hit “RETURN”, the value will change between “ON” and “OFF”.

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

(Set) Password

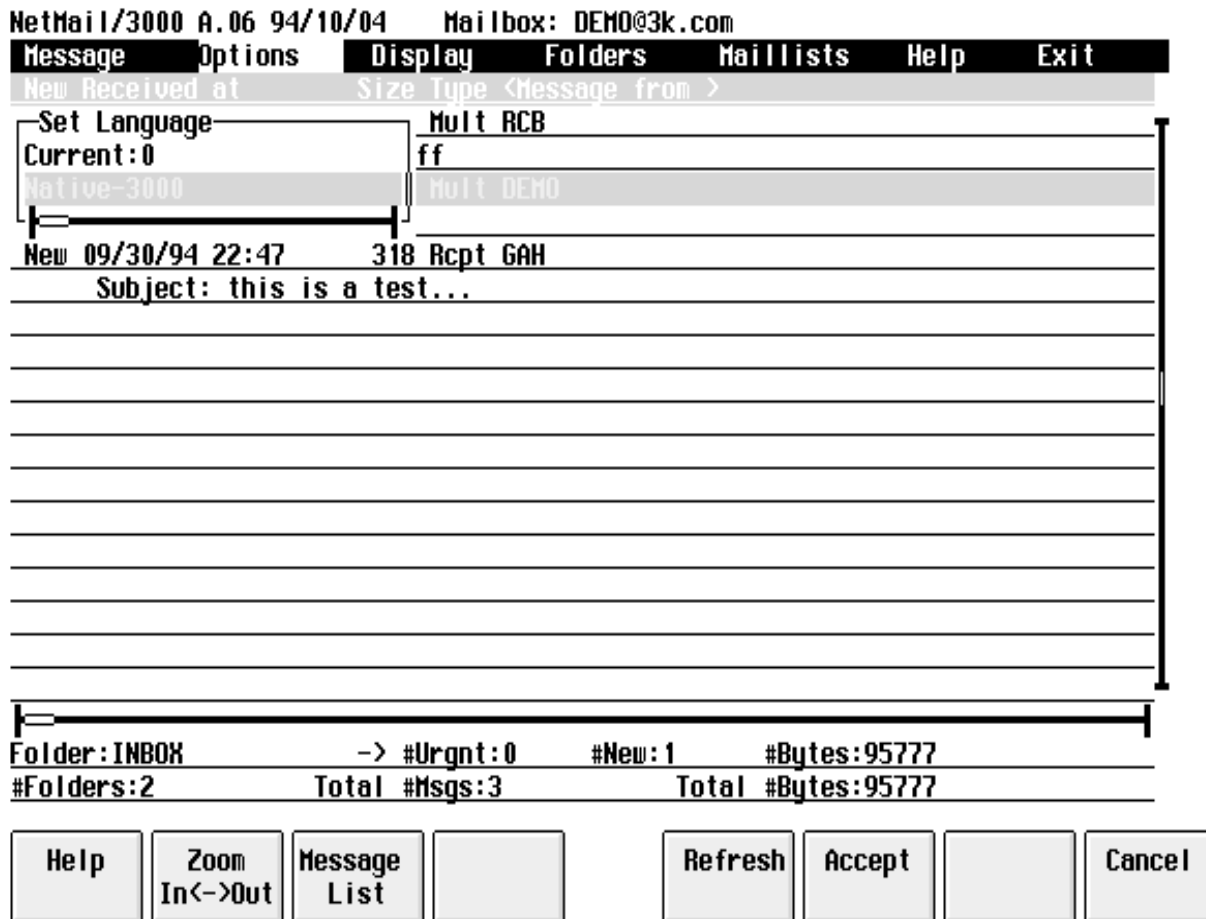
```
NetMail/3000 A.06 94/10/04 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Received at Size Type <Message from >
04/07/94 09:21 52.4k Mult RCB
Subject: some neat stuff
09/2 Password
Sub
New 09/3 Password
Sub
Folder: INBOX -> #Urgnt:0 #New:1 #Bytes:95777
#Folders:2 Total #Msgs:3 Total #Bytes:95777
```

Help Message List Refresh Accept Cancel

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

Passwords can be any combination of letters, numbers, and special characters with upper and lowercase letters allowed and preserved up to 8 characters long. When you select the "PASSWORD" entry under the Options menu, the password (if there is one set) will not display. To remove your password, hit "RETURN" to accept the blanked password (be sure to hit the "CANCEL" (f8) key if you don't want to erase your password).

(Set) Language



Each user can select their own language of choice for their user interface by choosing the “**LANGUAGE**” option. If there are other language catalogs available on your system (you will be presented a list of the available languages when you select the “LANGUAGE” selection) you can select any language catalog you wish. All prompts and commands will then be presented and parsed in that language.

(Set) Auto Reply

```

NetMail/3000 B.01 94/11/17 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Receive 04/07/9 Signature... KMessage from >
04/07/9 Verifydelete ON RCB
09/21/9 Printer... DEMO
09/30/9 Notification 4 GAH
New 09/30/9 Editor NETEDIT
10/24/9 Autospellcheck OFF
10/24/9 passWord Chris Bartram <rcb@access.digex.net>
Subjec Language NATIVE-3000 Internet
autoreply ON
mailbox names...
spellchk a file

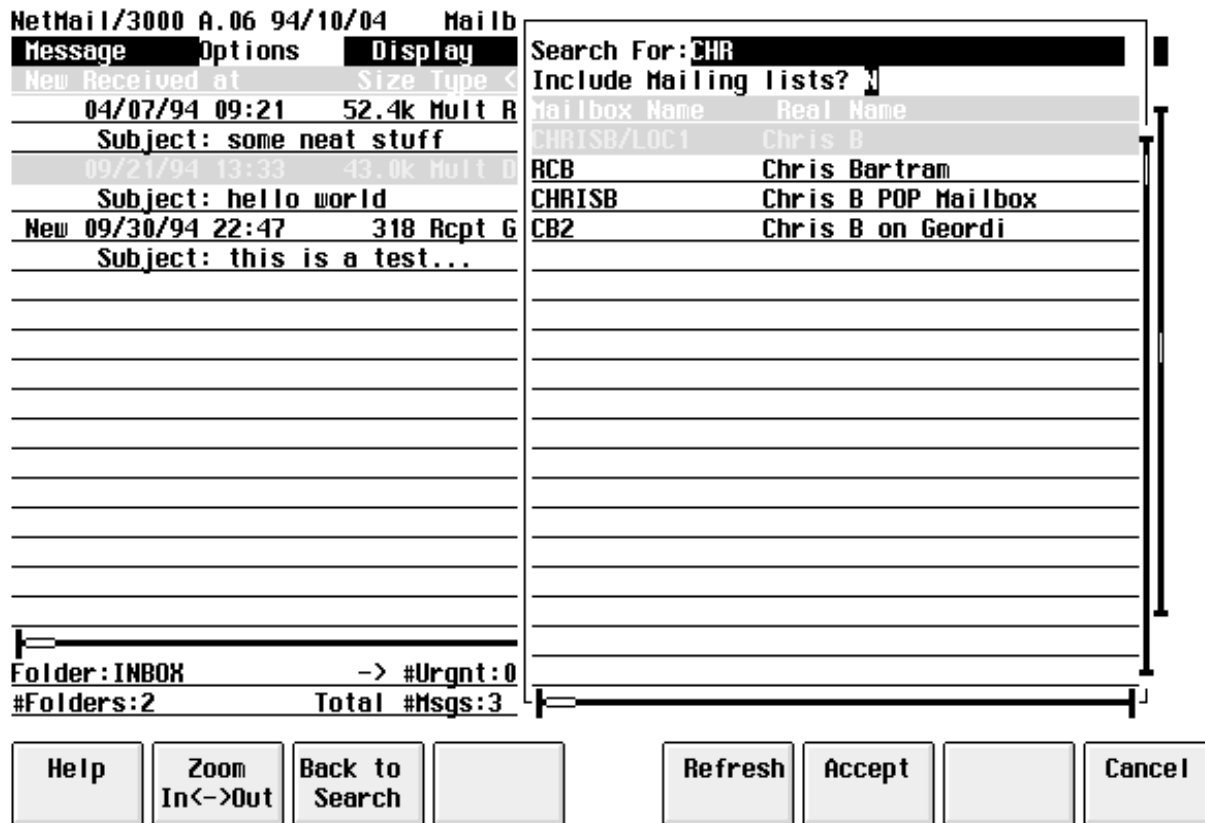
Folder: INBOX -> #Urgnt: 0 #New: 1 #Bytes: 96593
#Folders: 2 Total #Msgs: 4 Total #Bytes: 96593

[ Help ] [ Message List ] [ Refresh ] [ Accept ] [ Cancel ]
    
```

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

To change the value of “AutoReply”, highlight that selection under the “Options” menu and hit “RETURN”. Each time you hit “RETURN” the value will alternate between “ON” and “OFF”.

Mailbox Names



The screenshot shows the NetMail/3000 Mailbox Names dialog box. The main window displays a list of mailbox names and their real names. The search criteria are set to 'CHR'. The list includes:

Mailbox Name	Real Name
CHRISB/LOC1	Chris B
RCB	Chris Bartram
CHRISB	Chris B POP Mailbox
CB2	Chris B on Geordi

The dialog box also includes a search field with 'CHR' entered, a 'Search For:' label, and an 'Include Mailing lists?' checkbox. The main window shows a list of messages with columns for 'Message', 'Options', and 'Display'. The messages are:

Message	Options	Display
New Received at		Size Type <
04/07/94 09:21		52.4k Mult R
Subject: some neat stuff		
09/21/94 13:33		43.0k Mult D
Subject: hello world		
New 09/30/94 22:47		318 Rcpt G
Subject: this is a test...		

At the bottom of the dialog box, there are several buttons: Help, Zoom In<->Out, Back to Search, Refresh, Accept, and Cancel. The status bar at the bottom of the main window shows 'Folder: INBOX -> #Urgnt: 0' and '#Folders: 2 Total #Msgs: 3'.

You can search for mailbox names (without having to actually compose or send a message) with the "MAILBOX NAMES" choice under the Options menu.

Spellcheck a File

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

```
NetMail/3000 B.01 94/11/17 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Received at Size Type <message from >
04/07/94 09:21 52.4k Mult RCB
Spellcheck file
Filename: ████████████████████████████████████████████████████████████
10/24/94 17:55 816 Text Chris Bartram <rcb@access.digex.net>
Subject: A message from the Internet
Folder: INBOX -> #Urgnt:0 #New:1 #Bytes:96593
#Folders:2 Total #Msgs:4 Total #Bytes:96593
[ Help ] [ ] [ Message List ] [ ] [ Refresh ] [ Accept ] [ ] [ Cancel ]
```

Display Selections

```

NetMail/3000 B.01 95/06/02      Mailbox: DEMO@3k.com
Message   Options   Display   Folders   Maillists   Help   Exit
New Received at
09/21/94 13:33 4
  Subject: hello wor
10/24/94 17:55
  Subject: A message
New 11/28/94 17:32
  Subject: Fu: Re: A
11/28/94 17:32 1
  Subject: Fu: Lates
04/20/95 14:07 28
  Subject: TESTING
04/20/95 16:00 250.3k Mult GAH
  Subject: Solitaire
04/27/95 11:02 61.6k Mult GAH
  Subject: Multimedia ala carte...
New 04/28/95 11:40 308 Rcpt RCB
  Subject: testing

```

Pause	OFF
Headings	MIN
Auto m.m.	ON
Listing	ALL
Interface	MENU
Mime	ON
Uencode	ON
Binhex	ON

```

Folder: INBOX      -> #Urgent: 0   #New: 2   #Bytes: 685152
#Folders: 3       Total #Msgs: 9   Total #Bytes: 685152

```

Help		Message List		Refresh	Accept		Cancel
------	--	--------------	--	---------	--------	--	--------

Under the Display menu choice you will find options which control various aspects of how messages (and the list of messages) are displayed for you. Below, we'll describe each selection.

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(Set) Pause

```

NetMail/3000 B.01 95/06/02      Mailbox: DEMO@3k.com
Message  Options  Display  Folders  Maillists  Help  Exit
New Received at
  09/21/94 13:33  4  Pause  OFF
    Subject: hello wor
  10/24/94 17:55
    Subject: A message
New 11/28/94 17:32
    Subject: Fu: Re: A
  11/28/94 17:32  1
    Subject: Fu: Lates
  04/20/95 14:07  26
    Subject: TESTING
  04/20/95 16:00  250.3k Mult GAH
    Subject: Solitaire
  04/27/95 11:02  61.6k Mult GAH
    Subject: Multimedia ala carte...
New 04/28/95 11:40  308 Rcpt RCB
    Subject: testing

Folder: INBOX      -> #Urgent: 0   #New: 2   #Bytes: 685152
#Folders: 3      Total #Msgs: 9   Total #Bytes: 685152
  Help  [ ]  Message List  [ ]  Refresh  Accept  [ ]  Cancel
  
```

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

The current setting for “Pause” is displayed in the menu following “Pause”. To change the value, select the “Pause” item under the Display menu and hit “RETURN”. Each time you hit “RETURN” the value will alternate between “ON” and “OFF”.

(Set) Headings

```

NetMail/3000 B.01 95/06/02      Mailbox: DEMO@3k.com
Message  Options  Display  Folders  Maillists  Help  Exit
New Received at
  09/21/94 13:33  4
  Subject: hello wor
  10/24/94 17:55
  Subject: A message
New 11/28/94 17:32
  Subject: Fu: Re: A
  11/28/94 17:32  1
  Subject: Fu: Lates
  04/20/95 14:07  28
  Subject: TESTING
  04/20/95 16:00  250.3k Mult GAH
  Subject: Solitaire
  04/27/95 11:02  61.6k Mult GAH
  Subject: Multimedia ala carte...
New 04/28/95 11:40  308 Rcpt RCB
  Subject: testing

Folder: INBOX      -> #Urgent:0   #New:2   #Bytes:685152
#Folders:3        Total #Msgs:9   Total #Bytes:685152
  Help  [ ]  Message List  [ ]  Refresh  Accept  [ ]  Cancel
  
```

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

To change the selection, highlight the “Headings” item under the Display menu and hit the “RETURN” key. Each time you hit the “RETURN” key the value will alternate between FULL and MIN.

(Set) Auto MultiMedia

```

NetMail/3000 B.01 95/06/02      Mailbox: DEMO@3k.com
Message  Options  Display  Folders  Maillists  Help  Exit
New Received at
09/21/94 13:33 4
Subject: hello wor
10/24/94 17:55
Subject: A message
New 11/28/94 17:32
Subject: Fu: Re: A
11/28/94 17:32 1
Subject: Fu: Lates
04/20/95 14:07 28
Subject: TESTING
04/20/95 16:00 250.3k Mult GAH
Subject: Solitaire
04/27/95 11:02 61.6k Mult GAH
Subject: Multimedia ala carte...
New 04/28/95 11:40 308 Rcpt RCB
Subject: testing

Folder: INBOX          -> #Urgent: 0    #New: 2      #Bytes: 685152
#Folders: 3           Total #Msgs: 9      Total #Bytes: 685152
  Help  [ ]  Message List  [ ]  Refresh  Accept  [ ]  Cancel
  
```

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

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

To change the selection, highlight the "Auto m.m." item under the Display menu and hit the "RETURN" key. Each time you hit the "RETURN" key the value will alternate between ON and OFF.

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(Set) Listing

NetMail/3000 B.01 95/06/02 Mailbox: DEMO@3k.com

Message	Options	Display	Folders	Maillists	Help	Exit
New	Received at					
	09/21/94 13:33	4	ge from >			
	Subject: hello wor	Pause OFF				
	10/24/94 17:55	Headings MIN				
	Subject: A message	Auto m.m. ON	Bartram <rcb@access.digex.net>			
New	11/28/94 17:32	Listing ALL	et			
	Subject: Fu: Re: A	Interface MENU				
	11/28/94 17:32	Mime ON	ics			
	Subject: Fu: Lates	Quencode ON				
	04/20/95 14:07	Binhex ON	proposal for DSN			
	Subject: TESTING					
	04/20/95 16:00	250.3k Mult GAH				
	Subject: Solitaire					
	04/27/95 11:02	61.6k Mult GAH				
	Subject: Multimedia ala carte...					
New	04/28/95 11:40	308 Rcpt RCB				
	Subject: testing					

Folder: INBOX		-> #Urgent: 0		#New: 2		#Bytes: 685152	
#Folders: 3		Total #Msgs: 9		Total #Bytes: 685152			
Help		Message List		Refresh	Accept		Cancel

The listing setting determines what (if any) messages in the current folder are automatically displayed in the message window. It can be set such that all messages in the current folder are listed, or that only unread messages are listed.

Listing can be ALL, where all messages in the current folder are listed; and NEW, where only new (unread) messages are listed. To change the value of the setting, use the arrow key to point to the Listing line (so it is highlighted) and hit the ENTER key. The value will toggle between NEW and ALL each time you hit "RETURN".

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(Set) Interface

```

NetMail/3000 B.01 95/06/02      Mailbox: DEMO@3k.com
Message  Options  Display  Folders  Maillists  Help  Exit
New Received at
09/21/94 13:33 4
Subject: hello wor
10/24/94 17:55
Subject: A message
New 11/28/94 17:32
Subject: Fu: Re: A
11/28/94 17:32 1
Subject: Fu: Lates
04/20/95 14:07 28
Subject: TESTING
04/20/95 16:00 250.3k Mult GAH
Subject: Solitaire
04/27/95 11:02 61.6k Mult GAH
Subject: Multimedia ala carte...
New 04/28/95 11:40 308 Rcpt RCB
Subject: testing

Folder: INBOX      -> #Urgent:0   #New:2   #Bytes:685152
#Folders:3        Total #Msgs:9   Total #Bytes:685152

[ Help ] [ Message List ] [ Refresh ] [ Accept ] [ Cancel ]
  
```

NetMail/3000 supports two separate interface types - the PC style menu interface which this manual describes, and a command line interface (also used in batch mode operations). If you wish to switch to the command line interface you can use the “**Interface**” option under the Display menu.

Move the cursor to the Interface item and hit “RETURN” to switch the program into command line mode. For instructions on operating the program from the command line, see the “NetMail/3000 Command Line Interface Users Manual”. Once you change the interface to the command line mode, it will remain that way (even if you exit and run NetMail/3000 again) until you change the interface option back to menu mode (at the NetMail/INBOX prompt in command line mode enter “SET MODE=MENU”).

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(Set) MIME

```

NetMail/3000 B.01 95/06/02      Mailbox: DEMO@3k.com
Message  Options  Display  Folders  Maillists  Help  Exit
New Received at
09/21/94 13:33 4
Subject: hello wor
10/24/94 17:55
Subject: A message
New 11/28/94 17:32
Subject: Fu: Re: A
11/28/94 17:32 1
Subject: Fu: Lates
04/20/95 14:07 26
Subject: TESTING
04/20/95 16:00 250.3k Mult GAH
Subject: Solitaire
04/27/95 11:02 61.6k Mult GAH
Subject: Multimedia ala carte...
New 04/28/95 11:40 308 Rcpt RCB
Subject: testing

Folder: INBOX      -> #Urgent:0   #New:2   #Bytes:685152
#Folders:3        Total #Msgs:9   Total #Bytes:685152
  
```

Pause	OFF
Headings	MIN
Auto m.m.	ON
Listing	ALL
Interface	MENU
Mime	ON
Uuencode	ON
Binhex	ON

ge from >
Bartram <rcb@access.digex.net>
et
ics
proposal for DSN

Help Message List Refresh Accept Cancel

By default, NetMail/3000 understands the MIME standard for encoding message attachments. The “**MIME**” Display option, however, allows the user to disable MIME encoding (when reading messages) temporarily. This option is for debugging and its use is discouraged, but it can allow a malformed MIME message (possibly from a broken MIME mailer somewhere) to be viewed in raw form.

(Set) Uuencode

```

NetMail/3000 B.01 95/06/02      Mailbox: DEMO@3k.com
Message  Options  Display  Folders  Maillists  Help  Exit
New Received at
09/21/94 13:33 4
Subject: hello wor
10/24/94 17:55
Subject: A message
New 11/28/94 17:32
Subject: Fu: Re: A
11/28/94 17:32 1
Subject: Fu: Lates
04/20/95 14:07 28
Subject: TESTING
04/20/95 16:00 250.3k Mult GAH
Subject: Solitaire
04/27/95 11:02 61.6k Mult GAH
Subject: Multimedia ala carte...
New 04/28/95 11:40 308 Rcpt RCB
Subject: testing

Folder: INBOX      -> #Urgent: 0    #New: 2    #Bytes: 685152
#Folders: 3      Total #Msgs: 9    Total #Bytes: 685152

[ Help ] [ Message List ] [ Refresh ] [ Accept ] [ Cancel ]
  
```

By default, NetMail/3000 understands UUENCODED message attachments. The “**UUENCODE**” Display option, however, allows the user to disable the interpretation of UUENCODED message attachments (when reading messages) temporarily. This option is for debugging and its use is discouraged, but it can allow a malformed attachment (possibly from a broken mailer somewhere) to be viewed in raw form. Uuencode is a format commonly used by Unix systems and some PC-based mail systems that don’t understand MIME.

(Set) Binhex

By default, NetMail/3000 understands BINHEX message attachments. The “**BIN-HEX**” Display option, however, allows the user to disable the interpretation of BINHEX message attachments (when reading messages) temporarily. This option is for debugging and its use is discouraged, but it can allow a malformed attachment (possibly from a broken mailer somewhere) to be viewed in raw form. Binhex is a format commonly used by Macintosh computers.

Folder Selections

```
NetMail/3000 A.06 94/10/04 Mailbox: DEMO@3k.com
Message  Options  Display  Folders  Maillists  Help  Exit
New Received at      Size Type <H
  04/07/94 09:21    52.4k Mult RC
  Subject: some neat stuff
  09/27/94 13:33    43.0k Mult DE
  Subject: hello world
New 09/30/94 22:47    318 Rcpt GAH
  Subject: this is a test...

Folder: INBOX          -> #Urgnt:0    #New:1    #Bytes:95777
#Folders:2            Total #Msgs:3    Total #Bytes:95777
```

Once you start accumulating large numbers of messages in your mailbox, you may find it useful (or even necessary) to start organizing them into groups. NetMail/3000 provides “folders” for this purpose. Folders hold messages in your mailbox and organize them into logical groups. You create whatever folders you like (assign each folder a name) and then “File” messages into the appropriate folder. Each message can be in exactly one folder, but you can have as many different folders as you wish and can keep as many messages in each folder as you wish (though keeping messages in folders still uses up mailsystem database space). By default, the “INBOX” folder is created for you, and all incoming mail is deposited into that folder for you automatically - it is up to you to create other folders and file messages from the INBOX into other folders as you like. You can move messages from the current folder (whichever one you are viewing) into any other folder with the “File” command. You switch the folder you are viewing with the “GOTO” folder, and create and destroy folders with the “Create” and “Destroy” commands described in the next few pages.

Goto (Folder)

```
NetMail/3000 A.06 94/10/04 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Received at Size Type <Message from >
Select Folder
Current: INBOX
INBOX (Default mail folder for incoming mail)
OTHER STUFF other stuff folder
TEMP test stuff
Folder: INBOX -> #Urgnt:0 #New:1 #Bytes:95777
#Folders:2 Total #Msgs:3 Total #Bytes:95777
Help Zoom Message Refresh Accept Cancel
In<->Out List
```

You may change the current mail folder with the “**GOTO**” command under the folders options. The “current” folder is the one from which you are viewing messages - if you have not changed it, every time you start up NetMail/3000 you begin in the “INBOX” folder. You may switch to any folder you have created or the default folder “INBOX”. The folder name is displayed in the status area below the message list on your screen. NetMail only lists the messages contained in the current folder; you’ll find this useful if you need to keep (and organize) many old mail messages for future reference. To switch to another folder, you must have created that folder at some point with the “Create” folder command.

Once you select the “GOTO” option, you will be presented with a list of all your folders. You can use the arrow keys or page-up/page-down to select the folder you would like to switch to, then hit “RETURN” when you have it highlighted. Your display (list of messages) will then change to reflect the list of messages in that folder (also remember that the list always reflects the setting of the “LISTING” command - it will either list all messages in the folder or only the new messages).

Destroy (Folder)

```
NetMail/3000 A.06 94/10/04 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Received at Size Type <Message from >
Select Folder
Current: INBOX
OTHER STUFF other stuff folder
TEMP test stuff

```

```
Folder: INBOX -> #Urgnt: 0 #New: 1 #Bytes: 95777
#Folders: 2 Total #Msgs: 3 Total #Bytes: 95777
```

Help	Zoom In<->Out	Message List		Refresh	Accept		Cancel
------	------------------	-----------------	--	---------	--------	--	--------

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

When you select the “DESTROY” option under the folders menu, you will be presented with a list of your mail folders and their descriptions, and you can use the arrow keys to select the folder you want to delete. When you have the appropriate record highlighted, hit “RETURN” to delete it. If you decide you don’t want to delete a folder after all, use the “CANCEL” (f8) key.

Mailing List Selections

NetMail/3000 B.01 94/11/17 Mailbox: DEMO@3k.com

Message	Options	Display	Folders	Maillists	Help	Exit
New Received at		Size Type	<message from			
04/07/94 09:21		52.4k Mult	RCB	Add...		
Subject: some neat stuff				Remove		
09/21/94 13:33		43.0k Mult	DEMO	Edit...		
Subject: hello world				Subscribe		
New 09/30/94 22:47		318 Rcpt	GAH	Unsubscribe		
Subject: this is a test...				eXpand...		
10/24/94 17:55		816 Text	Chris Bartram	sHow all	gex.net>	
Subject: A message from the Internet						

Folder: INBOX -> #Urgnt: 0 #New: 1 #Bytes: 96593
#Folders: 2 Total #Msgs: 4 Total #Bytes: 96593

Help Message List Refresh Accept Cancel

Anyone used to electronic communication can appreciate the usefulness of “mailing lists”. A mailing list is a list of electronic mail addresses grouped under one “name”. Each list can have only one, or it can have several hundred members. Whether its a list with just one person on it (perhaps because that person has a long or hard to remember address), or the list represents a group of several dozen or even several hundred people, a mailing list can save you time and prevent errors (mistyped addresses) or redundant lookups.

In NetMail/3000, there are several types of mailing lists. Individuals can create and maintain their own private mailing lists, and the mail administrator can set up public mailing lists (which anyone can subscribe to) as well as system-owned lists which anyone can reference but only the mail administrator can modify. Mailing lists can be used wherever an e-mail address can be used - at any To:, Cc:, or Bcc: recipient prompt. As a user, you can create, maintain, and delete your own mailing lists. You can also subscribe to (or unsubscribe from) public mailing lists set up by the mail administrator.

Add (Mailing List)

```
NetMail/3000 B.01 94/11/17 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Received at Size Type <Message from >
Enter Mailing List
List name
Description
Subject: A message from the Internet
Folder: INBOX -> #Urgnt: 0 #New: 1 #Bytes: 96593
#Folders: 2 Total #Msgs: 4 Total #Bytes: 96593
Help Message List Refresh Accept Cancel
```

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

You create a mailing list with the “**ADD**” mailing list command. The “ADD” command handles the initial creation of the list. A mailing list must be “created” before you can add entries to it. You create the list by simply selecting the “ADD” command under the mailing list menu and fill in the name and description of the mailing list you want to create. (Note that mailing list names are NOT case sensitive).

Upon entering the command, you will then be prompted to provide a name and description for the mailing list. The description is only for your benefit, and is displayed when you SHOW ALL MAILLISTS or when you are prompted to select a mailing list to edit.

Once you have created your mailing list, you will want to add one or more addresses to it. To do this, use the “EDIT” mailing list command.

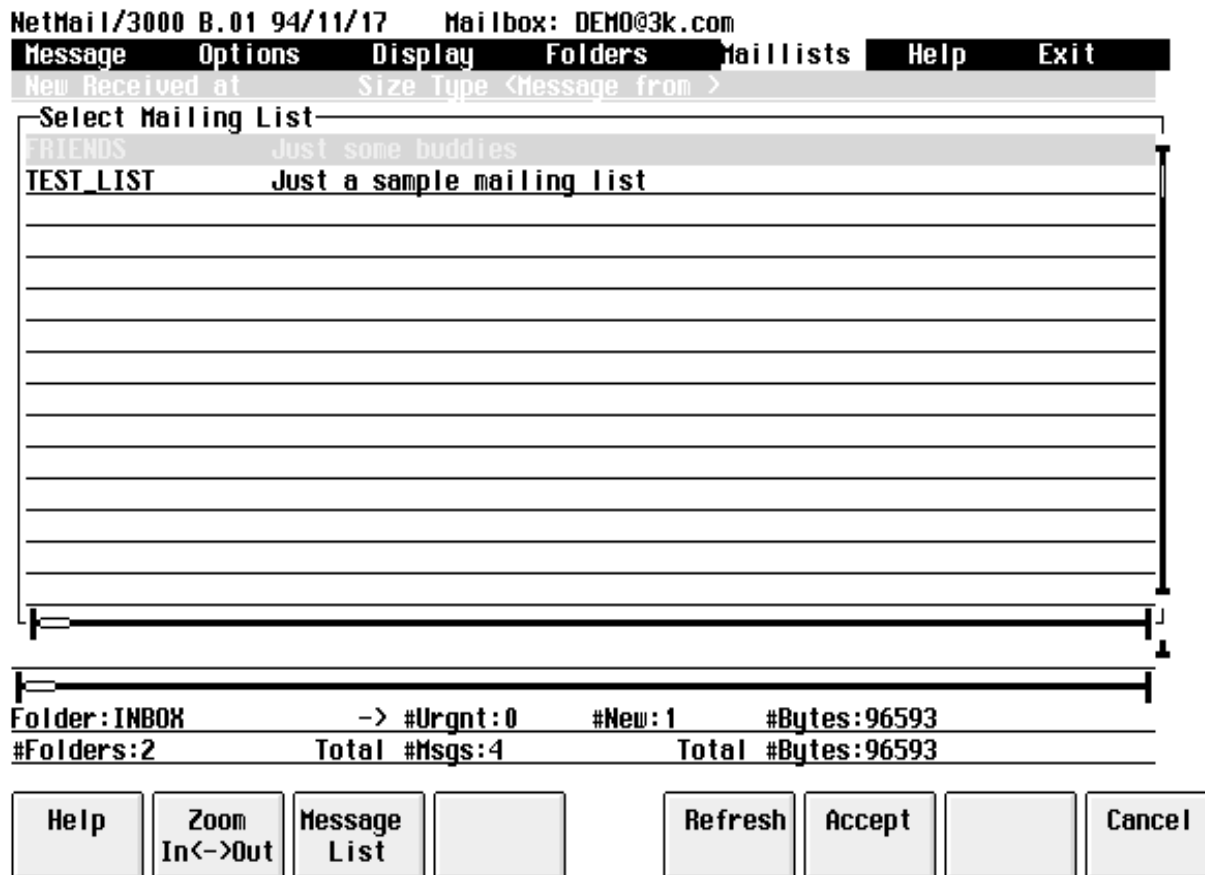
Any valid electronic mail address that you could send a message to is valid in a mailing list. Note that the addresses are NOT checked when you enter them, only when you actually refer-

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ence the list by using it when sending a message.

You can view the entries you have entered on a list at any time with the “EXPAND” command, and can add or remove entries from a list with the “EDIT” mailing list command.

Remove (Mailing List)



You get rid of private mailing lists with the “**REMOVE**” command. When you select the “REMOVE” mailing list command, you will be provided with a list of all your private mailing lists, and you can then select the list that you want to delete (use the arrow keys til you have the proper entry highlighted). The mailing list will **ONLY** be deleted if there are no more entries on the list (just in case you accidentally try to remove it).

If there are entries in the mailing list which you want to remove use the “EDIT” mailing list command to remove addresses from the list before deleting it.

Edit (Mailing List)

```
NetMail/3000 B.01 94/11/17 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Received at Size Type <Message from >
Select Mailing List
FRIENDS Just some buddies
TEST_LIST Just a sample mailing list
Folder: INBOX -> #Urgnt:0 #New:1 #Bytes:96593
#Folders:2 Total #Msgs:4 Total #Bytes:96593
[ ] [ Zoom In<->Out ] [ ] [ Refresh ] [ Select List ] [ Cancel ]
```

When you need to add addresses to a private mailing list, remove names from a list, or modify names on a mailing list, use the “**EDIT**” maillist command. When you select the EDIT command, you will be presented with a list of all the mailing lists you own and you can then select one of the mailing lists to work on (using the arrow keys until the list you want is highlighted). Note that you can only edit “private” mailing lists - lists which you have created.

If you select a mailing list that doesn't have any entries in it yet, you will be prompted to add an entry to it. Here's an example of what happens when you select a mailing list to edit that

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doesn't have any entries in it yet.

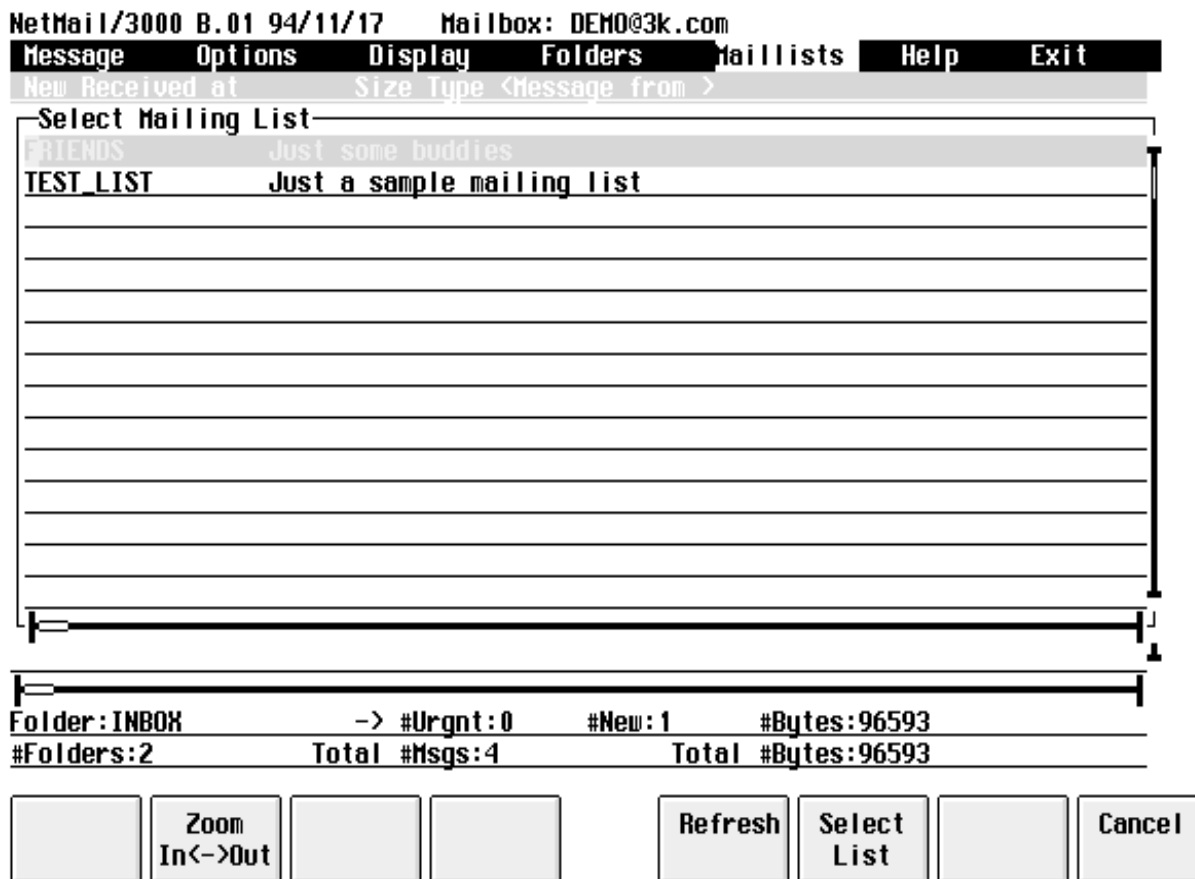
```
NetMail/3000 B.01 94/11/17 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Received at Size Type <Message from >
Select Mailing List
FRIENDS Just some buddies
TEST_LIST Just a sample mailing list
Enter the User's E-Mail Address to be added
John_Smith@HPDesk.acme.com
User's Real Name: John Smith
Folder: INBOX -> #Urgnt:0 #New:1 #Bytes:96593
#Folders:2 Total #Msgs:4 Total #Bytes:96593
Done / Go On... Cancel
```

As you see above, you are prompted to enter a mailing list address to be added to the list. The address can be long, thus the field is four lines long. After the e-mail address, you can enter the “real name” of the person whom you are adding to the list. The “real name” is used only as a descriptive comment for you to identify the address.

Once you have entered all the information for the e-mail address that you are adding, hit the “Done/Go On...” key (f6) to accept the values and add the entry.

Once there are entries on the mailing list, you can then elect to edit the mailing list and you will see a window like the following:

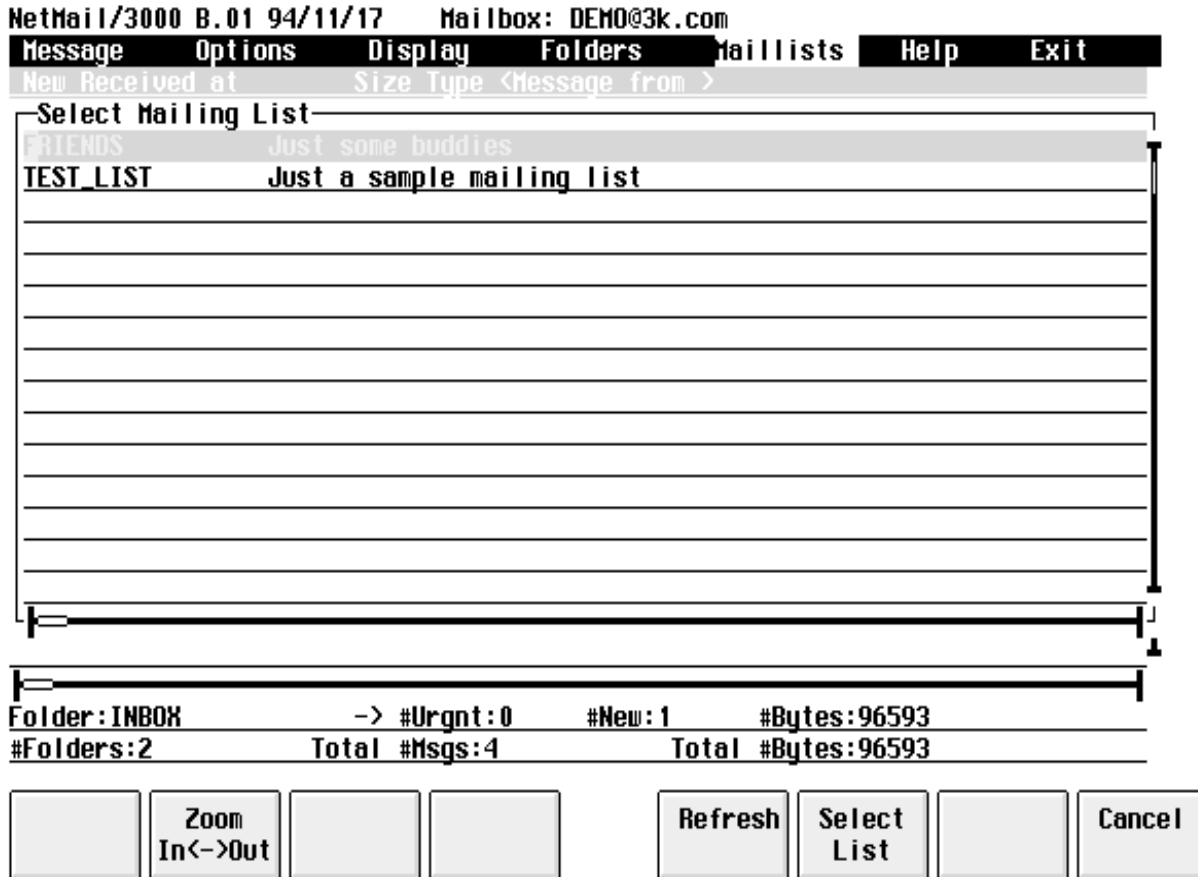
Subscribe (Mailing List)



NetMail/3000 supports three types of mailing lists; private, system, and public. Public mailing lists are created by the mail administrator, but any mail user can join them with the “**SUBSCRIBE**” command. Once you have subscribed to a mailing list, you will then get copies of all messages sent to that list. This is useful for common interest groups or work groups, as those interested can join and remove themselves as required and all participants can easily communicate with each other. To un-join a public NetMail/3000 mailing list you are subscribed to use the “UNSUBSCRIBE” command.

For example, if you selected the Subscribe mailing list command as shown in the sample above, the window would list the names of the public mailing lists which are available AND which you are not already subscribed to. (If there are no lists available that you are not already on, you will not be able to subscribe.) To subscribe to one of the lists, merely select it on the list (using the arrow keys til the desired entry is highlighted), then hit the “RETURN” key or the “Select List” function key (f6). If you decide that you don’t want to join any of the lists displayed, simply hit the “Cancel” key (f8):

Unsubscribe (Mailing List)



To remove yourself from a public mailing list you are subscribed to use the “**UNSUB-
SCRIBE**” mailing list command. When you select the Unsubscribe command, you will be presented with a list of all the public mailing lists which you belong to - simply select the one you want to unsubscribe from by using the arrow keys then hit ‘RETURN’ or the “Select List” function key (f6). If you’re not currently subscribed to any public lists, then the unsubscribe command won’t do anything.

Expand (Mailing List)

You may view the members of any public or system mailing list, or a list which you own with the “**EXPAND**” command under the Mailing List options. When you select the Expand command, you will see a window like the following listing all the public, private, and system owned mailing lists from which you can pick:

```

NetMail/3000 B.01 94/11/21 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Received at Size Type <Message from >
Select Mailing List
##DIRECTORY IN System/Users we accept incoming Directory updates from
##DIRECTORY OUT System/Users we send Directory updates to
$ADMIN Mail users in ADMIN Department
$ALL List of all mail-users
$PROGRAMMIN Mail users in PROGRAMMIN Department
*FRIENDS Just some buddies
INFO Information list
MYFIRST baby's debutante list
NETMAIL-L NetMail/3000 Users Mailing list
NETMAIL-REQUEST Mailing list to request subscription/unsubscription
SALES Sales Support
SALES-EUROPE European Sales Offices
STNG Star Trek Next Generation Fans
SUPPORT 3k Tech support mailing list
TEST_LIST Just a sample mailing list
-----
Folder: INBOX -> #Urgnt:0 #New:1 #Bytes:96593
#Folders:2 Total #Msgs:4 Total #Bytes:96593

```

Zoom
In<->Out

Refresh

Select
List

Cancel

Once you select a mailing list that you want to view, you will then be presented with a window like the following, where all the members of the list you selected are listed for you. Once you have viewed the entries, you must hit the “Go Back” (f8) key to return to the list of mailing

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lists, and then hit the “Cancel” (f8) key to return to the menu.

```

NetMail/3000 B.01 94/11/21   Mailbox: DEMO@3k.com
Message   Options   Display   Folders   Maillists   Help   Exit
New Received at      Size Type <Message from >
-----
-Select Mailing List-
##DIRECTORY IN System/Users we accept incoming Directory updates from
##DIRECTORY User's Real Name ----- User's E-Mail Address-----
$ADMIN      Hank Green      HG0147LC1@ACHE.CO.UK
$ALL        Jane Doe        JDOE@CAMPUS1.COLLEGE.EDU
$PROGRAMMIN John Smith      JOHN_SMITH@HPDESK.ACME.COM
FRIENDS
INFO        Information list
MYFIRST     baby's debutante list
NETMAIL-L   NetMail/3000 Users Mailing list
NETMAIL-REQUEST Mailing list to request subscription/unsubscription
SALES       Sales Support
SALES-EUROPE European Sales Offices
STNG        Star Trek Next Generation Fans
SUPPORT     3k Tech support mailing list
TEST_LIST   Just a sample mailing list
-----
Folder: INBOX          -> #Urgnt: 0   #New: 1   #Bytes: 96593
#Folders: 2           Total #Msgs: 4   Total #Bytes: 96593
-----
[ ] [ Zoom In<->Out ] [ ] [ ] [ Refresh ] [ ] [ ] [ <-Back ]
  
```

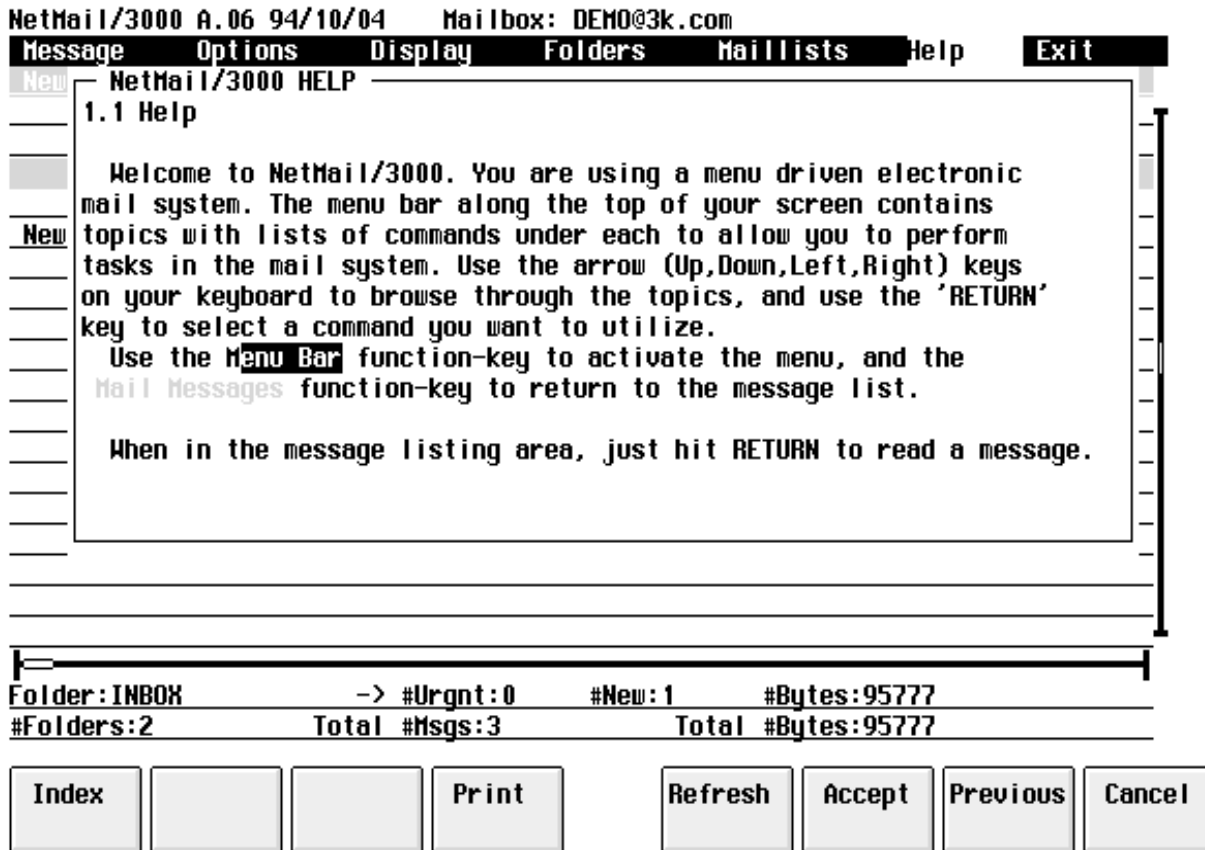
In this example, we selected the mailing list called “FRIENDS” to expand. You then see the window overlay pop-up that lists the three members of the mailing list. If there were more entries, you could scroll up and down the list (with the arrow or page-up/page-down keys) to view all the entries on the list.

Show All (Mailing Lists)

You can display all the available mailing lists (all those lists that you could use as recipients for a message) with the “**Show All**” mailing list command. This will present you with a list of all the public, system owned, and (your own) private mailing lists - basically the same listing as you would get from the expand command though here you only get a list of the mailing list names.

```
NetMail/3000 B.01 94/11/21 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Received at Size Type <Message from >
Select Mailing List
##DIRECTORY IN System/Users we accept incoming Directory updates from
##DIRECTORY OUT System/Users we send Directory updates to
$ADMIN Mail users in ADMIN Department
$ALL List of all mail-users
$PROGRAMMIN Mail users in PROGRAMMIN Department
FRIENDS Just some buddies
INFO Information list
MYFIRST baby's debutante list
NETMAIL-L NetMail/3000 Users Mailing list
NETMAIL-REQUEST Mailing list to request subscription/unsubscription
SALES Sales Support
SALES-EUROPE European Sales Offices
STNG Star Trek Next Generation Fans
SUPPORT 3k Tech support mailing list
TEST_LIST Just a sample mailing list
Folder: INBOX -> #Urgnt: 0 #New: 1 #Bytes: 96593
#Folders: 2 Total #Msgs: 4 Total #Bytes: 96593
[ ] [ Zoom In<->Out ] [ ] [ ] [ Refresh ] [ Select List ] [ ] [ Cancel ]
```

Help



An important feature of NetMail/3000's pc-style menu interface is the on-line help sub-system. You can browse through the help contents by selecting the "**Help**" menu topic which will present you with the main help window, allowing you to jump to other topic areas of interest. You can also get context sensitive help (help on whatever area of the program or menu you are on) by hitting the "HELP" function key (f1) while pointing to an item on a menu or window that you want further information on.

Whenever you jump into a "HELP" screen, you will have function keys to get an index of all help topics (the "Index" function key (f1)), as well as the "Cancel" key (f8) which will return you to the program where you left off, and a few other selections. Once you are in a help window, certain words may be accented (in half-bright or inversed video), as above. Each of these "accented" words are "hyper-text links". What this means is that when you see one of these accented words in the help window, you can use the arrow keys to jump between the words (the cursor will automatically jump between then accented words) and when you come to a word indicating a topic you might like further information on, hit the "RETURN" or "Accept" (f6) key, and the help window will automatically jump to that topic area.

When you are done browsing the help information, use the "Cancel" key to return to the

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program where you left off. You can select the “Index” key at any point to return to the main help index window.

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Exit

```
NetMail/3000 B.01 94/11/21 Mailbox: DEMO@3k.com
Message Options Display Folders Maillists Help Exit
New Received at Size Type <message from >
04/07/94 09:21 52.4k Mult RCB
Subject: some neat stuff
09/21/94 13:33 43.0k Mult DEMO
Subject: hello world
New 09/30/94 22:47 318 Rcpt GAH
Subject: this is a test...
10/24/94 17:55 816 Text Chris Bartram <rcb@access.digex.net>
Subject: A message from the Internet

Folder: INBOX -> #Urgnt:0 #New:1 #Bytes:96593
#Folders:2 Total #Msgs:4 Total #Bytes:96593
```

Help		Message List		Refresh	Accept		Cancel
------	--	--------------	--	---------	--------	--	--------

By selecting the “**Exit**” menu option, you will end the program, returning you to the MPE prompt (or menu system - or whatever you were in before running NetMail/3000).

NetMail in Batch Jobs

NetMail/3000 can be easily invoked in batch jobs by simply invoking the NetMail/3000 user agent (NETMAIL.SYS.THREEK) and providing input for the prompts which are generated. If only one command is to be executed, the command can be provided via the "INFO=" parameter, which will cause NetMail to process the single command (prompting for whatever information it needs) then to automatically terminate. Note that in this mode, NetMail/3000 operates in "command mode", so you might want to refer to the NetMail/3000 Command Line Interface Users Manual for details on commands and syntax. For example:

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

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

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

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

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

Also be aware of prompts for spell checking and the inclusion of signature files if the user's mailbox has these options enabled. If so, you will need to include responses for these

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prompts in your batch job. From the previous example, we'll go through the sample job line by line.

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

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

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

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

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

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

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

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nate.

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

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

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

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

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


Programmatic Access

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

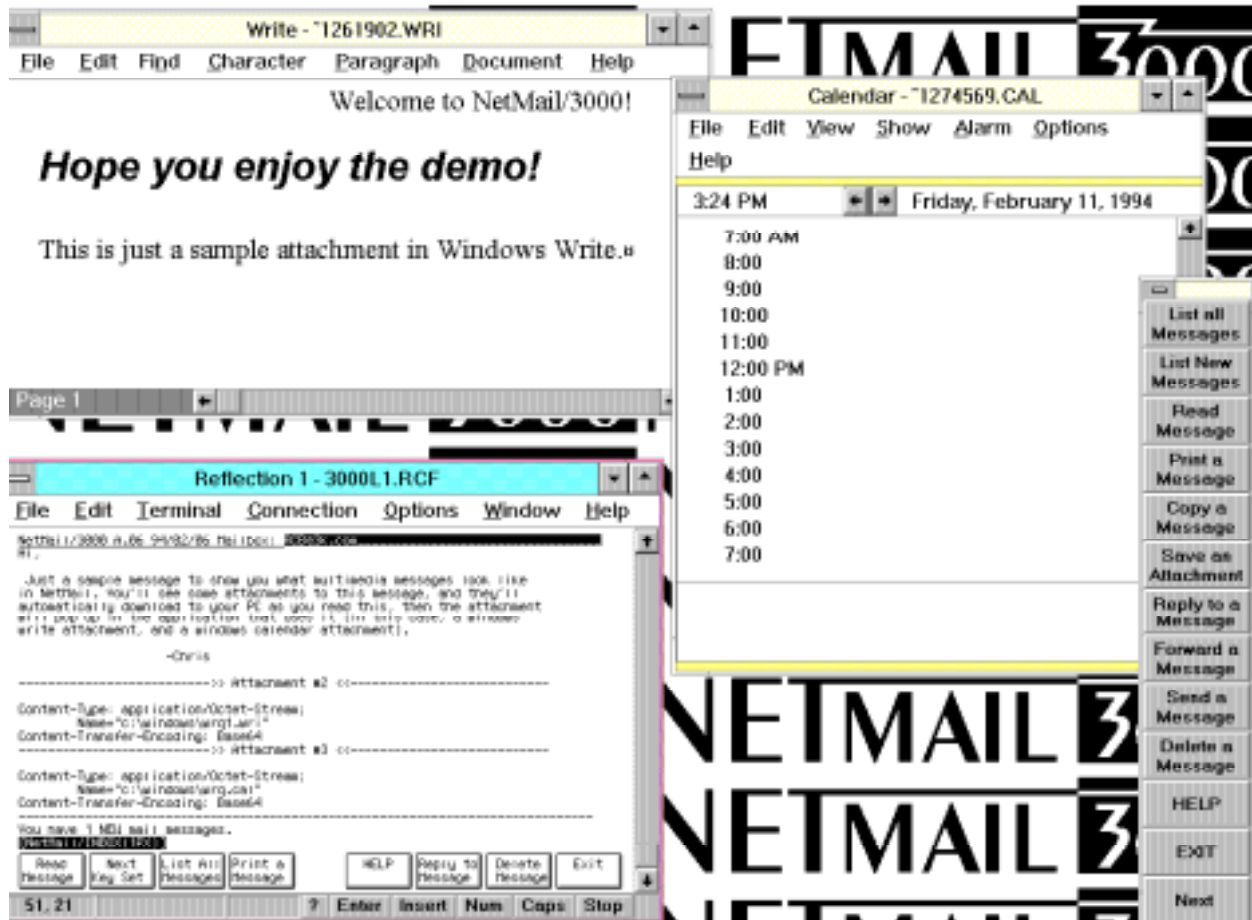
Care should be taken when invoking NetMail/3000 programmatically in interactive mode. It is advisable to generate the message to be sent as a separate file in itself rather than letting NetMail/3000 invoke the user's designated message editor. While this may be desirable in some cases, you may not know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

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

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

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

MultiMedia Mail



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

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

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

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

MultiMedia Installation and Setup

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

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

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

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

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

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

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

MultiMedia Operation

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

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

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

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

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

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

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

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

MultiMedia Customization

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

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

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

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

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

wav = soundrec.exe

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

Also, if (once you have setup your PC for multimedia operation) you need to run NetMail/3000 and want to disable the capability (and initial start-ups) temporarily, you can set the following job control word before running NetMail;

:SETJCW NETMAILMMOFF=1

This will disable the start-up inquiries and multimedia auto-processing capabilities until you exit NetMail/3000 and reset the JCW to 0 (or sign on again).

Special Terminal Types

If you need to run NetMail/3000 and you are connecting to the HP3000 over an X.25 network or use a terminal type other than the default (termtype 10), you will notice that NetMail/3000 treats your terminal as a non-HP terminal and will not use HP escape sequences necessary to handle some of the special display enhancements NetMail/3000 usually uses. This occurs because NetMail/3000 by default will only check for HP terminals (by issuing a special proprietary HP terminal escape sequence) if the user's terminal is configured as the default terminal type (termtype 10). If you are using some other terminal type but are still using an HP terminal and want to take full advantage of the display enhancements NetMail/3000 uses, issue the following MPE command before running NetMail/3000:

:SETJCW NETMAILHPTERM=1

This will override the terminal type checking and force NetMail/3000 to go ahead and issue the necessary escape sequences to recognize HP terminals (or emulators).

In addition, you can utilize NetMail/3000's MENU interface on many non-HP terminals. To do so, you will need to set a JCW (job control word) identifying the terminal type you are using before you run NetMail/3000. The following lists the supported terminal types:

For the following terminal types:	Enter the following command:
DEC VT52	:SETJCW term,5
DEC VT100	:SETJCW term,6
DEC VT220	:SETJCW term,10
DEC VT52k	:SETJCW term,11
DEC VT100k	:SETJCW term,12
DEC VT220k	:SETJCW term,13
DEC VT320	:SETJCW term,14
WYSE-50	:SETJCW term,7
WYSE-30	:SETJCW term,15
IBM 3101	:SETJCW term,20
ADDS Viewpoint	:SETJCW term,17
Televideo 910	:SETJCW term,18

HP AdvanceLink Terminal Emulator

For users running HP's Advancelink for DOS terminal emulator, there are some special setup steps you need to perform in order to be able to allow NetMail/3000 to automatically upload and download files between the HP3000 and your PC. If you do not take these steps, you will still be able to run NetMail/3000 and have all the capabilities of an HP terminal, but will not have the option of attaching files from your PC or saving them to the PC.

Users of AdvanceLink for Windows or other platforms should see the section on using Unison Software's Business Session product, as those products are identical.

To enable your PC to allow automatic file transfers from NetMail/3000;

1) Create a control file on your PC (preferably in the ADVLINK directory) using any PC file editor, and enter the following in the file:

```
&hp3000 on  
&hostcontrol 126  
&hostcopy "run monitor.pub.sys"
```

Save the file as '**ctrlfile**' in the ADVLINK directory.

2) When you start AdvanceLink, specify the control file name. For example:

```
C:\ADVLINK>advlink ctrlfile
```

3) Once logged on to the HP3000, before running NetMail/3000, issue the following MPE command:

```
:SETJCW ALDOS=1
```

Minisoft's MS92 Terminal Emulator

For users running Minisoft's MS92 terminal emulator, there are some special setup steps you need to perform in order to be able to allow NetMail/3000 to automatically upload and download files between the HP3000 and your PC. If you do not take these steps, you will still be able to run NetMail/3000 and have all the capabilities of an HP terminal, but will not have the option of attaching files from your PC or saving them to the PC.

To enable these features, perform either of the following:

1) In the MS92 terminal configuration ("CONFIG" heading in the Windows version, then under the "SPECIAL" selection) set the Serial Numbers fields to start with "MS92";

9 character: MS92

14 character: MS92

-OR-

2) Set the following Job Control Word before running NetMail/3000:

:SETJCW MS92WIN=1

(if using the Windows version of MS92)

or

:SETJCW MS92DOS=1

(if using the MS/DOS version of MS92)

Unison Software's Business Session Terminal Emulator

Users running any current version of Unison Software's Business Session terminal emulators for Windows or Macintosh will not need to perform any special setup (other than that mentioned in the multimedia installation section earlier). All capabilities are automatically enabled and all current Business Session software versions are automatically recognized by NetMail/3000 whether using a serial or a network connection.

WRQ's Reflection Terminal Emulator

Users running any of WRQ's Reflection 1 or Reflection 7 terminal emulators will not need to perform any special setup (other than that mentioned in the multimedia installation section earlier). All capabilities are automatically enabled and all current Reflection software versions are automatically recognized by NetMail/3000 whether using a serial or a network connection.

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