



**MAILMAN
USER MANUAL**

Version 7.1 & Patch XM*7.1*50

July 1999

Department of Veterans Affairs
VISTA Software Development
Infrastructure Product Line

Preface

The "MailMan V. 7.1 & Patch 50 User Manual" provides descriptive information and instructions on the use of the MailMan software within the VA's Veterans Health Information Systems and Technology Architecture (VISTA) environment. This document is intended for all personnel who use VISTA's MailMan software, and it emphasizes the changes made to the MailMan interface introduced by MailMan V. 7.1 with Patch XM*7.1*50 (i.e., Patch 50).

MailMan Patch 50 is a large patch that has modified not only existing options and functionality but added new options and functionality to MailMan V. 7.1. These changes have resulted in a new user interface to MailMan. Therefore, this "MailMan V. 7.1 & Patch XM*7.1*50 User Manual" has been created to assist you when working with the new MailMan interface. Both the new and existing functionality is described in the chapters that follow.

The MailMan Development Team appreciates and encourages all feedback regarding MailMan and its use. Please Use the National Online Information Sharing (NOIS) system to include any problems encountered and the Electronic Error and Enhancement Requests (E3R) system to request enhancements you would like incorporated into the MailMan software and documentation. Although we can't guarantee their incorporation, the MailMan Development Team will consider your suggestions for future enhancements to MailMan.

Table of Contents

Orientation.....	Orientation-1
Introduction.....	Introduction-1
1. Reading/Managing Messages—New Messages and Responses.....	1-1
NML—New Messages and Responses Option.....	1-3
How to Read All of Your New Mail by Basket.....	1-5
How to List All of Your Baskets with New Mail.....	1-7
How to List All of Your New Messages.....	1-9
How to List All of Your Priority Messages.....	1-11
How to Print All of Your New Messages.....	1-15
How to Scan All of Your New Messages.....	1-17
How to Quit—Exiting the New Messages Option.....	1-19
How to Stop Reading a Message—Exiting a Message with Unread (New) Responses.....	1-21
2. Reading/Managing Messages—In a Basket.....	2-1
RML—Read/Manage Messages Option.....	2-3
Action Codes—Baskets.....	2-5
Message Number ("n") Action.....	2-9
Message Selection Actions.....	2-13
Selecting Messages.....	2-15
Deselecting Messages.....	2-21
Change Basket Name ("C") Action.....	2-27
Change Detail ("CD") Action.....	2-29
Delete Messages ("D") Action.....	2-33
How Do I Delete a Mail Basket?.....	2-34
Forward Messages ("F") Action.....	2-37
Filter Messages ("FI") Action.....	2-39
Headerless Print Messages ("H") Action.....	2-43
Later Messages ("L") Action.....	2-47
New Message List ("N") Action.....	2-49
New Toggle ("NT") Action.....	2-51

Opposite Selection Toggle ("O") Action.....	2-53
Print Messages ("P") Action.....	2-57
Query (Search for) Messages in this Basket ("Q") Action.....	2-63
Resequence Messages ("R") Action.....	2-69
Save Messages to Another Basket ("S") Action.....	2-71
Terminate Messages ("T") Action.....	2-73
Zoom Selection Toggle ("Z") Action.....	2-75
Paging Actions.....	2-77
Text String Search Actions.....	2-79
Up-arrow ("^") Exit Action.....	2-83
3. Reading/Managing Messages—Individual Messages.....	3-1
Action Codes—Individual Messages.....	3-3
Answer ("A") Action.....	3-7
Backup ("B") Action.....	3-11
Print to the Browser ("BR") Action.....	3-13
Copy ("C") Action.....	3-15
Delete ("D") Action.....	3-19
Edit ("E") Action.....	3-21
Forward ("F") Action.....	3-23
Headerless Print ("H") Action.....	3-25
Help: Group Information ("HG") Action.....	3-29
Help: User Information ("HU") Action.....	3-31
Ignore ("I") Action.....	3-33
Include Message ("IM") Action.....	3-35
Information Only ("IN") Action (Toggle).....	3-39
Priority Replies ("K") Action (Toggle).....	3-41
Later ("L") Action.....	3-43
New/Un New ("N") Action (Toggle).....	3-47
Print ("P") Action.....	3-49
Query ("Q") Action.....	3-53
Query Recipients ("Q xxx") Action.....	3-55
Query Detailed ("QD") Action.....	3-59
Query Network ("QN") Action.....	3-63
Reply ("R") & Reply and Include responses ("RI") Actions.....	3-69

How do you Respond to a Message?	3-73
Responding to the Latest Response	3-80
Replying to a Message—"Reply To" Differs From the "From" Address	3-81
Completing an Interrupted Reply.....	3-83
Save ("S") Action	3-85
Terminate ("T") Action.....	3-87
Vaporize Date Edit ("V") Action.....	3-89
Removing a Vaporization date.....	3-91
Write ("W") Action.....	3-93
Extract KIDS or PackMan Messages ("X") Action.....	3-97
Up-arrow ("^") Exit Action	3-99
4. Sending Mail	4-1
SML—Send a Message Option	4-3
Message Subjects.....	4-7
Address Functionality.....	4-7
Entering User or Group Names.....	4-7
Addressing Recipients Using Their DUZ.....	4-7
Addressing Mail to Mail Groups	4-8
Addressee Unknown.....	4-15
Recipient Prefix Codes	4-17
Broadcast Messages.....	4-19
Delivery Options—Immediate, Deferred, and/or Staggered	4-27
Later ("L:xxx") Prefix Code	4-29
Completing an Interrupted Message.....	4-35
Sending Mail Using the P-MESSAGE Device.....	4-37
Action Codes—Sending Messages.....	4-41
Backup ("B") Action.....	4-43
Confidential ("C") Action (Toggle).....	4-45
Delivery Basket Set ("D") Action.....	4-47
Edit Recipients ("ER") Action.....	4-51
Edit Subject ("ES") Action	4-55
Edit Text ("ET") Action.....	4-57
Information Only ("I") Action (Toggle)	4-59
Transmit Later ("L") Action	4-61

Network Signature ("NS") Action	4-65
Priority Delivery ("P") Action (Toggle)	4-67
Confirm Receipt ("R") Action (Toggle)	4-69
Scramble ("S") Action	4-71
Transmit Now ("T") Action	4-73
Vaporize Date Set ("V") Action	4-75
Closed Message ("X") Action (Toggle)	4-77
Canceling a Message ("^")	4-79
5. Searching for Mail	5-1
Query/Search for Messages Option	5-3
Where to Search	5-3
Search Criteria	5-5
How to Search	5-9
Searching All Messages	5-9
Searching Your Own Mailbox	5-13
6. Filtering Mail	6-1
Message Filter Edit Option	6-3
Filtering Criteria	6-5
Establishing Filter Order	6-7
How to Create a New Mail Filter	6-9
How to Edit an Existing Mail Filter	6-13
How to Modify a Mail Filter and Filter Messages in a Basket	6-15
How to Delete a Mail Filter	6-21
7. Mail Groups	7-1
Mail Group Options	7-3
How to Enroll in Mail Groups	7-7
How to Disenroll From Mail Groups	7-9
Personal Mail Groups	7-11
How to Create a New Personal Mail Group	7-13
How to Edit an Existing Personal Mail Group	7-17
How to Delete a Personal Mail Group	7-21

8. Surrogates	8-1
Surrogate Options	8-3
How to Become a Surrogate	8-5
SHARED,MAIL Surrogates	8-6
Other Surrogates	8-7
Read Privileges	8-9
Read and Write Privileges	8-11
How to Designate a Surrogate	8-13
How to Remove a Surrogate	8-17
9. Having Your Mail Automatically Forwarded	9-1
Forwarding Address Edit Option	9-3
Forwarding Address	9-5
Local Delivery Flag	9-7
How to Enter Your Forwarding Address	9-9
How to Delete Your Forwarding Address	9-11
10. Reports and Lists	10-1
Other MailMan Functions Option	10-3
How to Get a Report On "Latered" Messages in Your Mailbox	10-5
How to Change/Delete a Message's "Latered" Date and Time	10-7
Changing a "Latered" Date and Time	10-7
Deleting a "Latered" Date and Time	10-9
How to Get a List of All Messages in Your Mailbox	10-11
Listing Messages in <i>One</i> Basket	10-12
Listing Messages in <i>All</i> Baskets	10-13
11. Online Help/Information	11-1
Help (User/Group Info., etc.) Option	11-3
How to Obtain User Information	11-5
How to Obtain Remote User Information	11-9
How to Obtain Mail Group Information	11-11
How to View the New Features in MailMan Introduced With Patch 50	11-15
How to Obtain General MailMan Information	11-17
How to View Frequently Asked Questions About MailMan	11-19

Table of Contents

How to View the MailMan Users Manual (Online) 11-21

Glossary..... Glossary-1

Index.....Index-1

Orientation

How to Use this Manual

Throughout this manual, advice and instructions are offered regarding the use of MailMan V. 7.1 including the changes brought about by Patch 50 (i.e., XM*7.1*50) and the functionality it provides for Veterans Health Information Systems and Technology Architecture (VISTA) software products.

There are no special legal requirements involved in the use of MailMan's interface.

This manual uses several methods to highlight different aspects of the material:

- Various symbols are used throughout the documentation to alert the reader to special information. The following table gives a description of each of these symbols:

Symbol	Description
	Used to inform the reader of general information including references to additional reading material.
	Used to caution the reader to take special notice of critical information.
	Used to inform the reader of helpful tips or tricks they can use when working with MailMan.

Table 1: Documentation Symbol Descriptions

- Descriptive text is presented in a proportional font (as represented by this font).
- "Snapshots" of computer online displays (i.e., roll-and-scroll screen captures/dialogues) and computer source code are shown in a *non*-proportional font and enclosed within a box.
 - User's responses to online prompts will be in boldface type.
 - The "<RET>" found within these snapshots indicate that the user should press the Enter or Return key on their keyboard.
 - Author's comments are displayed in italics or as "callout" boxes.



Callout boxes refer to labels or descriptions usually enclosed within a box, which point to specific areas of a displayed image.



Unless otherwise noted, all sample screen captures/dialogue boxes in this manual are derived from using either MailMan's Detailed or Summary Full Screen message readers.

- All uppercase is reserved for the representation of M code, variable names, or the formal name of options, field and file names, and security keys (e.g., the XUPROGMODE key).

How to Obtain Help Online

Help at Prompts

MailMan has extensive online help, commonly used system default prompts, and bulletins. Users are strongly encouraged to enter question marks at any response prompt. At the end of the help display, you are immediately returned to the point from which you started. This is an easy way to learn about any aspect of MailMan.

To retrieve online documentation in the form of Help in MailMan:

- Enter a single question mark ("?") at a field/prompt to obtain a brief description. If a field is a pointer, entering one question mark ("?") displays the HELP PROMPT field contents and a list of choices, if the list is short. If the list is long, the user will be asked if the entire list should be displayed. A YES response will invoke the display. The display can be given a starting point by prefacing the starting point with an up-arrow ("^") as a response. For example, **^M** would start an alphabetic listing at the letter M instead of the letter A while **^127** would start any listing at the 127th entry.
- Enter two question marks ("??") at a field/prompt for a more detailed description. Also, if a field is a pointer, entering two question marks displays the HELP PROMPT field contents and the list of choices.
- Enter three question marks ("???) at a field/prompt to invoke additional Help text stored in Help Frames.

In addition to the "question mark" help, you can use the Help (User/Group Info., etc.) menu option on the main MailMan Menu to access the MailMan Help Frames through the following options:

- New Features in MailMan
- General MailMan Information
- Questions and Answers on MailMan
- Manual for MailMan Users

The Help Frames themselves are grouped according to function. The lead frame for a function contains the "keywords" or reference words, highlighted in reverse video, for linking to related frames. For example, while in a Help Frame, enter the desired keyword at the "Select HELP SYSTEM action or <return>:" prompt. The user can return to the previous Help frame simply by pressing the Enter/Return key at the message prompt.



For more information on obtaining online help, please refer to Chapter 11, "Online Help/Information," in this manual.

Assumptions About the Reader

This manual is written with the assumption that the reader is familiar with the **VISTA** computing environment.

It provides an overall explanation of MailMan and the changes contained in MailMan V. 7.1 with Patch 50 (i.e., XM*7.1*50). However, no attempt is made to explain how the overall **VISTA** programming system is integrated and maintained. Such methods and procedures are documented elsewhere. We suggest you look at the various VA home pages on the World Wide Web (WWW) for a general orientation to **VISTA**. For example, check out the following web sites:

- Veterans Health Information Systems and Technology Architecture (**VISTA**), formerly known as the Decentralized Hospital Computer Program (DHCP) System:
 - <http://www.va.gov/vama.htm#DHCP>
 - <http://vawww.va.gov/vama.htm#DHCP>
- **VISTA** Software Development Home Page: <http://vista.med.va.gov/>

VA FileMan

Knowledge of general VA FileMan is all that is required to use MailMan. VA FileMan menus present the viewer with information, and then give the user an opportunity to make a selection based on the information, through the use of a message prompt. Most prompts require the entry of "Y" for yes or "N" for no (in any case). If yes or no is contained within the prompt, as in "YES//", pressing the Enter/Return key (<RET>) selects this response.

Text can also be entered at message prompts. A <RET> must be entered following the text in order for the computer to accept the information. If you wish to skip a prompt, just enter <RET>. If a keyword is being entered at the prompt, only the first four letters need to be entered, as VA FileMan recognizes the entire keyword from the first four letters.

If there is more than one selection for an entry, a list of all possible selections either appears or can be solicited by entering a question mark ("?"). The viewer can enter leading characters of the name or the list number of a selection. All of the entries, with the exception of question mark subject searches, can be entered in either upper- or lowercase.

Related Manuals and Other References

Readers who wish to learn more about MailMan should consult the following:

- "MailMan V. 7.1 & Patch XM*7.1*50 Release Notes"
- "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual"
- "MailMan V. 7.1 & Patch XM*7.1*50 Programmer Manual"
- "MailMan V. 7.1 & Patch XM*7.1*50 Technical Manual"
- "MailMan V. 7.1 Network Reference Manual"
- MailMan Home Page at the following web address:
<http://vista.med.va.gov/mailman/index.html>

This site contains additional information and documentation.

MailMan documentation is made available online, on paper, and in Adobe Acrobat Portable Document Format (PDF). The PDF documents *must* be read using the Adobe Acrobat Reader (i.e., ACROREAD.EXE), which is freely distributed by Adobe Systems Incorporated at the following web address:

<http://www.adobe.com/>



For more information on the use of the Adobe Acrobat Reader, please refer to the "Adobe Acrobat Quick Guide" at the following web address:

<http://vista.med.va.gov/infrastructure/acrobat/index.html>



Introduction—Managing Mail In Your MailMan Message Center

This manual discusses the various options provided by MailMan V. 7.1 with Patch 50 that allow you to better manage your mail and maintain your MailMan Message Center.

The topics covered in this manual include:

- **Reading/Managing Messages—New Messages and Responses**
- **Reading/Managing Messages—In a Basket**
- **Reading/Managing Messages—Individual Messages**
- **Sending Mail**
- **Searching for Mail**
- **Filtering Mail**
- **Mail Groups**
- **Surrogates**
- **Having Your Mail Automatically Forwarded**
- **Reports and Lists**
- **Online Help/Information**



1. Reading/Managing Messages—New Messages and Responses

Topics To Be Discussed:	<ul style="list-style-type: none">• NML—New Messages and Responses Option• How to Read All of Your New Mail by Basket• How to List All of Your Baskets with New Mail• How to List All of Your New Messages• How to List All of Your Priority Messages• How to Print All of Your New Messages• How to Scan All of Your New Messages• How to Quit—Exiting the New Messages Option• How to Stop Reading a Message—Exiting a Message with Unread (New) Responses
--------------------------------	---

The features and functionality associated with managing your *new* messages are described in greater detail in this chapter.

NML—New Messages and Responses Option

Use the New Messages and Responses option [synonym NML] when you specifically wish to process *new* mail in your mailbox.

It provides you with the following choices of how you choose to read your new mail:

- **Read new mail by basket (default)**
- **List Baskets with new mail**
- **List all new messages**
- **List all priority messages**
- **Print all new messages**
- **Scan all new messages**
- **Quit**

The New Messages and Responses option is available on the main MailMan menu, as shown below:

```

➔ NML   New Messages and Responses
RML   Read/Manage Messages
SML   Send a Message
      Query/Search for Messages
AML   Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option: NML <RET> New Messages and Responses
Select New mail option: Read new mail by basket// ?

Enter a code from the list.

      Select one of the following:

R       Read new mail by basket
LB      List Baskets with new mail
LN      List all new messages
LP      List all priority messages
P       Print all new messages
S       Scan all new messages
Q       Quit

Select New mail option: Read new mail by basket//

```

You can choose how you read your new mail by choosing from this list of options.

Figure 1: NML—New Messages and Response Option



Besides the New Messages and Responses option [NML], you can also use the Read/Manage Messages option [RML] to read all of your messages in your mailbox, including the new messages.

For more information on the Read/Manage Messages option [RML], please refer to Chapter 2 and 3 in this manual.

When listing new messages, all new message information is displayed in detail, regardless of the message reader you choose. Also, the list of messages will be displayed in the order you set when using the User Options Edit option to set your preferences.



*For more information on setting your preferences, please refer to the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

MailMan V. 7.1 with Patch 50 also introduced several new command actions, some of which are only available when using the Detailed or Summary Full Screen message readers.



For a complete list and description of command action codes, please refer to the "Action Codes—Baskets" topic and Table 2 in Chapter 2 in this manual.

How to Read All of Your New Mail by Basket

You can read all of your new mail basket by basket when you choose the Read new mail by basket option available with the New Messages and Responses option [synonym NML].

As the default, MailMan will start processing new mail in your "IN" basket, as shown below:



If you choose a basket other than "IN," MailMan "cycles" through all new mail in all baskets in basket name order (alphabetically).

```
Select MailMan Menu Option: NML <RET> New Messages and Responses
You have new mail in more than one basket.

Select New mail option: Read new mail by basket// <RET>
Read NEW mail in MAIL BASKET: IN// ?
Answer with BASKET
Do you want the entire BASKET List? y <RET> (Yes)
Choose from:
  IN (14 messages, 8 new)
  TEST (22 messages, 2 new)

Read NEW mail in MAIL BASKET: IN// TEST <RET> (22 messages, 3 new)

Subj: test [#1223222] 04 Aug 98 08:14 1 line
From: MAGENTA,MICHAL - Q... Continuum In 'TEST' basket
-----
test

Enter message action (in TEST basket): IGNORE// <RET>
.
.
.

Enter RETURN to continue or '^' to exit: <RET>
Done with NEW mail in your 'TEST' Basket.

Read NEW mail in MAIL BASKET: IN//
```

Reading new mail by basket is the default response. If you have mail in more than one basket, MailMan lets you choose the mail basket. MailMan will then display all of your new mail in the selected mail basket.

By continuously pressing the Enter/Return key, MailMan will display all new messages in this basket.

When done with new mail in one basket, MailMan will prompt you to choose another basket with new mail. MailMan uses the next basket name in alphabetic order as the default.

Figure 2: Reading New Mail By Basket

In this example (Figure 2), we had new mail in more than one mail basket. Thus, when we chose to read our new mail by basket, MailMan prompted us to choose from which basket we wanted to start reading our new mail. It defaulted to start with our "IN" basket.

By putting a question mark at the "Read NEW mail in MAIL BASKET: IN//" prompt, MailMan gave us a list of all of our mail baskets with new mail. MailMan also tells you how many total messages reside in each of those baskets and how many of those messages are new. In this case, both our "IN" and "TEST" mail baskets contained new mail. For this example, we chose to read from the "TEST" mail basket.

MailMan immediately began displaying our new mail in the "TEST" mail basket. MailMan will display each subsequent new message until all new messages have been read in that basket or we quit the option.

When you have read all your mail in one basket and still have new mail in other mail baskets, MailMan will prompt you to choose another mail basket to continue reading your new mail. If you only had new mail in one basket, MailMan would immediately begin displaying your first new message in that one basket. It would continue to display all subsequent new messages in that basket until all new messages have been read or you quit that option by entering an up-arrow ("^" Shift-6 key on most keyboards) at the message action prompt.



If you use the Read new messages by basket option to read your mail, MailMan first displays any new priority mail before displaying other new mail.

How to List All of Your Baskets with New Mail

You can list all of your mail baskets with new mail in alphabetic order by choosing the List Baskets with new mail option available with the New Messages and Responses option [synonym NML], as shown below:

```
Select MailMan Menu Option: NML <RET> New Messages and Responses

You have new mail in more than one basket.

Select New mail option: Read new mail by basket// LB <RET> List Baskets with new
mail

Choose from:
  IN   (8 New)
  TEST (2 New)

Select New mail option: Read new mail by basket//
```



Figure 3: Listing Basket with New Mail

As you can see from this example (Figure 3), we listed all of our baskets with new mail by choosing the List Baskets with new mail option.

MailMan displayed the list of all of our mail baskets with new mail in alphabetic order. In this case, both our "IN" and "TEST" mail baskets contain new mail.

MailMan also tells you how many new messages reside in each mail basket. With this information, you can choose another new mail option to read your new mail (e.g., Read new mail by basket option, previously described).

How to List All of Your New Messages

You can list all of your new mail in your mailbox, regardless of the mail basket, when you choose the List all new messages option available with the New Messages and Responses option [synonym NML], as shown below:

```
Select MailMan Menu Option: NML <RET> New Messages and Responses

You have new mail in more than one basket.

Select New mail option: Read new mail by basket// LN <RET> List all new messages

*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
* 1. IN [1223232] 04 Aug 98 Digest bat-list.v004.n 622 bat-list-errors@lists
* 2. IN [1223228] 04 Aug 98 Stress management exerc 16 MAGENTA,MICHAL
* 3. IN [1222979] 02 Aug 98 Digest bat-list.v004.n 673 bat-list-errors@lists
* 4. IN [1222838] 04 Aug 98 Digest bat-list.v004.n 673 bat-list-errors@lists
* 5. IN [1222838] 04 Aug 98 Digest bat-list.v004.n 673 bat-list-errors@lists
* 6. IN [1222738] 30 Jul 98 Digest bat-list.v004.n 673 bat-list-errors@lists
* 7. IN [1222669] 30 Jul 98 Digest bat-list.v004.n 673 bat-list-errors@lists
* 8. IN [1222306] 28 Jul 98 Digest bat-list.v004.n 673 bat-list-errors@lists
* 9. TEST [1223225] 04 Aug 98 Digest bat-list.v004.n 673 bat-list-errors@lists
*10. TEST [1223223] 04 Aug 98 Digest bat-list.v004.n 673 bat-list-errors@lists
Enter message number or command
```

You know these messages are all new by the asterisk ("*") displayed to the left of each message number. However, if they were new *and* priority messages, only the priority exclamation point ("!") would be shown.

Figure 4: Listing All of Your New Mail

In this example (Figure 4), we chose the List all new messages option to list all of our new mail in our entire mailbox. From this list of messages we can see that eight of the new messages are in our "IN" mail basket and that two of the new messages are in our "TEST" mail basket.

MailMan provides detailed information on each message including:

- **Flags**—Any special flag associated with the message (e.g., Priority ["!"] or New ["*"] flags).



The priority flag is the exclamation point ("!"). Prior to Patch 50, it used to be a plus sign ("+").

- **Message Number**—The number associated with the message (meaningful for this list only).
- **Basket**—Basket containing the message (e.g., "IN").
- **MailMan Internal Message Identification Number**—The MailMan message number generated internally for the message (displayed in brackets).
- **Message Sent Date**—The date the message was sent (i.e., day, month, and year).
- **Subject**—Subject of the message.
- **Lines**—Number of lines of text in the message.
- **From**—The name of the person who sent the message.
- **Read/Rcvd**—Total number of responses read and received for that message. If there are no responses to a message, no totals will be indicated.



When listing new messages, all new message information is displayed in detail, regardless of the message reader you choose. Also, the list of messages will be displayed in the order you set when using the User Options Edit option to set your preferences.

*For more information on setting your preferences, please refer to the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

After displaying the list of new messages, MailMan asks you to enter a message number or specific command at the "Enter message number or command:" prompt.

You can enter any of the following:

- **Message Number**—Enter a specific message number from the list.
- **MailMan Internal Message Identification Number**—Enter the MailMan internal message identification number for any message located on the system (i.e., the number in brackets).



The message does not have to be in the message list displayed or in your mailbox, however, it must still be on the system.

- **Action Code**—Enter an action code to take action on any message(s) in the list of new messages.



For a complete list and description of command action codes, please refer to the "Action Codes—Baskets" topic and Table 2 in Chapter 2 in this manual.

- **Up-arrow ("^" Shift-6 key on most keyboards)**—Enter an up-arrow to quit the option.

How to List All of Your Priority Messages

When MailMan delivers priority mail to your mailbox, you get a special notification, as shown below:

The screenshot shows the MailMan interface with several callouts explaining priority message notifications:

- Callout 1:** Points to the message list header and the first three lines of the list. Text: "These are the actual message numbers for these priority messages in the 'IN' basket." The list shows messages 23, 22, and 21, all marked with an exclamation point (!) and labeled as Priority Three, Two, and One respectively.
- Callout 2:** Points to the first three lines of the message list. Text: "These messages were all sent priority. MailMan highlights them by displaying them before your MailMan Menu (notice the exclamation points to the left)." The messages are displayed in reverse chronological order.
- Callout 3:** Points to the line "There is PRIORITY Mail!". Text: "Here's another priority mail notification from MailMan (highlighted by reverse video)." The text is shown in reverse video (bolded).

The main interface text includes: "Select OFFICE MENU OPTIONS Option: 4 MailMan Menu", a list of menu options (NML, RML, SML, AML), and status information like "You last used MailMan: 28 Jul 98 09:06" and "You have 3 new messages.".

Figure 5: MailMan Highlights Priority Mail

Figure 5 shows you how MailMan notifies you that you have priority mail prior to your executing any of the MailMan Menu options.

For example, when first entering the MailMan Menu, MailMan displays any new priority message(s) before displaying the MailMan Menu.



The priority message is indicated by an exclamation point ("!") next to each priority message. Prior to Patch 50, the priority flag used to be a plus sign ("+").

Also, MailMan displays the phrase "There is PRIORITY Mail!" following your MailMan Menu. As a further highlight, all priority messages displayed to you in a list will be preceded by an exclamation point.

You can list all of your priority mail in your mailbox, regardless of the mail basket, when you choose the List all priority messages option available with the New Messages and Responses option [synonym NML], as shown below:

```

Select MailMan Menu Option: NML <RET> New Messages and Responses

You have new mail in more than one basket.

Select New mail option: Read new mail by basket// LP <RET> List all priority
messages

*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
! 1. IN [1223285] 04 Aug 98 Priority Three           1 ORANGE,SUSAN
! 2. IN [1223283] 04 Aug 98 Priority Two           1 ORANGE,SUSAN
! 3. IN [1223282] 04 Aug 98 Priority One          1 ORANGE,SUSAN
Enter message number or command:
    
```

Figure 6: List of Priority Messages

As you can see from this example (Figure 6), we have three priority messages in our "IN" mail basket.

MailMan gives us detailed information on each message including:

- **Priority Flag**—Exclamation point ("!") preceding each message.



The priority flag is the exclamation point ("!"). Prior to Patch 50, it used to be a plus sign ("+").

- **Message Numbers**—1, 2, and 3 (meaningful for this list only).
- **Basket**—"IN" mail basket.
- **MailMan Internal Message Identification Number**—Displayed in message display order (in brackets):
 - Message #1 [1223285]
 - Message #2 [1223283]
 - Message #3 [1223282]
- **Message Sent Date**—04 Aug 98 (all sent on the same date).
- **Subject**—The subject of each message includes:
 - Message #1 Priority Three
 - Message #2 Priority Two
 - Message #3 Priority One
- **Lines (total number of lines of text in the message)**—1 (all messages only have one line of text).
- **From**—ORANGE,SUSAN (sent all three messages).

- **Read/Rcvd (total number of responses read and received for the message)**—In this case, no numbers are displayed, since none of these messages had any responses.



When listing new messages, all new message information is displayed in detail, regardless of the message reader you choose. Also, the list of messages will be displayed in the order you set when using the User Options Edit option to set your preferences.

*For more information on setting your preferences, please refer to the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

After displaying the list of priority messages, MailMan asks you to enter a message number or specific command at the "Enter message number or command:" prompt.

You can do any of the following:

- Enter a specific message number from the list in order to read that message.
- Enter the MailMan internal message identification number for any message located on the system (does *not* have to be in the message list currently displayed).
- Enter an action code to take action on any message(s) in the list of new messages.
- Enter an up-arrow ("^" Shift-6 key on most keyboards) to quit the option.



Effective with MailMan V. 7.1 with Patch 50, several additional command actions were introduced, some of which are only available when using the Detailed Full Screen or Summary Full Screen message readers.

For a complete list and description of command action codes, please refer to the "Action Codes—Baskets" topic and Table 2 in Chapter 2 in this manual.

If you use the List all priority messages option and you don't have any new priority messages, MailMan will let you know. For example:

```
Select MailMan Menu Option: NML <RET>  New Messages and Responses

You have new mail in more than one basket.

Select New mail option: Read new mail by basket// LP <RET>  List all priority
messages

You have no new Priority messages.
```

MailMan lets you know when there are no new priority messages.

Figure 7: Display When You Don't Have Priority Mail

How to Print All of Your New Messages

You can print all of your new mail in your mailbox, regardless of the mail basket, when you choose the Print all new messages option available with the New Messages and Responses option [synonym NML], as shown below:

```

NML   New Messages and Responses
RML   Read/Manage Messages
SML   Send a Message
      Query/Search for Messages
AML   Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...
You have 2 new messages. (Last arrival: 02 Aug 99 14:39)
Select MailMan Menu Option: nml <RET> New Messages and Responses
Select New mail option: Read new mail by basket// p <RET> Print all new messages
DEVICE: HOME// C6_AD_6FLR L16

Do you want your output QUEUED? NO// <RET> (NO)
.
.
.
.

```

Figure 8: Printing All New Mail

In this example (Figure 8), we used the Print all new messages option to print all of our new messages. MailMan asked us to choose where to print our messages (i.e., what device). In this case, we chose to print our messages to a specific printer by entering the printer name (i.e., "C6_AD_6FLR L16") at the "DEVICE: HOME/" prompt.

MailMan then immediately printed all of our new messages.



If you want to print your message(s) to a different device, enter the appropriate device name at the "DEVICE: HOME/" prompt.

MailMan displays the print information prior to the message header for each message, as shown below:

```

MailMan message for BLUE,THOMAS E.  COMPUTER SPECIALIST
Printed at ISC-SF.VA.GOV  02 Aug 99 14:41

```

Figure 9: Sample MailMan Print Information

This print information (Figure 9) helps you differentiate:

- **Who**—For whom was the message printed (i.e., BLUE,THOMAS E. COMPUTER SPECIALIST).
- **Where**—At what location was the message printed (i.e., Printed at ISC-SF.VA.GOV).
- **When**—When was the message printed (i.e., 02 Aug 99 14:41 as opposed to when the message was actually sent).



If you use the Print new messages by basket option to print all of your new mail, MailMan first prints any new priority mail in your mailbox before printing other new mail in your mailbox.

How to Scan All of Your New Messages

Scanning your new messages is similar to reading your new messages by basket. However, when scanning messages, you are not prompted between baskets. You automatically pass from reading new messages in one basket to reading the new messages in the next basket without any user prompts or user action required in between.



For more information on reading your new mail by basket, please refer to the "Reading All of Your New Mail by Basket" topic previously described in this chapter.

You can scan all of your new mail in your mailbox, regardless of the mail basket, when you choose the Scan all new messages option available with the New Messages and Responses option [synonym NML], as shown below:

```
Select MailMan Menu Option: NML <RET>  New Messages and Responses

You have new mail in more than one basket.

Select New mail option: Read new mail by basket// S <RET>  Scan all new messages

Subj: Digest bat-list.v004.n177  [#1222920]
Sat, 1 Aug 1998 18:47:44 -0700 (PDT)  654 lines
From: bat-list-errors@lists.xxxx.com  In 'IN' basket.  Page
-----
.
.
.
Enter RETURN to continue or '^' to exit: <RET>
```

Continuously pressing the Enter/Return key allows MailMan to scan through all of your new mail in your mailbox.

Figure 10: Scanning Your New Mail

In the previous example (Figure 10), we chose to scan through our mail by choosing the Scan all new messages option at the "Select New mail option:" prompt. Scanning automatically begins displaying all new mail in each mail basket (mail baskets are scanned in alphabetic order). Unlike the Read new mail by basket option (Figure 2), the Scan all new messages option will *not* prompt you when MailMan has displayed all the new mail in one basket and is ready to scan the new mail in the next mail basket.

As you continuously press the Enter/Return key, MailMan automatically displays your new mail until there is no more new mail. If you want to quit scanning your new mail before reaching the end, simply enter the up-arrow ("^" Shift-6 key on most keyboards) to exit the option.



If you use the Scan new messages by basket option to "scan" through all of your new mail, MailMan first displays any new priority mail in your mailbox before displaying the other new mail in your mailbox.

How to Quit—Exiting the New Messages Option

MailMan V. 7.1 with Patch 50 introduced the Quit option. As its name implies, you use the Quit option to "quit" processing your new mail, as shown below:

```
Select New mail option: Read new mail by basket// ?
Enter a code from the list.

    Select one of the following:

        R      Read new mail by basket
        LB     List Baskets with new mail
        LN     List all new messages
        LP     List all priority messages
        P      Print all new messages
        S      Scan all new messages
        Q      Quit

Select New mail option: Read new mail by basket// Q <RET> Quit

NML  New Messages and Responses
RML  Read/Manage Messages
SML  Send a Message
      Query/Search for Messages
AML  Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...
```

Figure 11: Quit Option

As you can see from this example (Figure 11), the Quit option takes you immediately out of the New Messages and Responses option [synonym NML] and puts you back into the MailMan Menu (main menu).



Entering an up-arrow ("[^]" Shift-6 key on most keyboards) has the same effect as Quit.

How to Stop Reading a Message—Exiting a Message with Unread (New) Responses

MailMan does not force you to read an entire message or any of its responses. MailMan V. 7.1 with Patch 50 allows you to enter the up-arrow ("^" Shift-6 key on most keyboards) at any point while reading a message in order to stop reading that message or any of its responses.



If you use the up-arrow to stop reading a new message without reading all responses and "ignore" that message, the message will not remain marked as "new," even though you have new (unread) responses. However, if you enter the up-arrow at the "Enter message action" prompt, the message will remain marked as "new."

After entering the up-arrow, MailMan indicates the range of unread responses (if any) and gives you the chance to continue reading the responses, as shown below:

```

Subj: Test - Exiting a Message with Unread Responses [#29408875]
16 Apr 99 14:18 23 lines
From: BLACK,ALICE - SYSTEMS ANALYST (Albany CIO Field Office)
0 of 3 responses read. In 'IN' basket. Page 1 *New*
-----
This is a test message with multiple responses.
.
.
.
Enter RETURN to continue or '^' to exit: ^
>> You haven't read responses 1-3. You may backup to see them. <<

Enter message action (in IN basket): IGNORE//

```

Enter an up-arrow ("^") here to stop reading a message. MailMan will advise you, if you have any unread responses.

Figure 12: An Example of Exiting a Message with Unread Responses

In this example (Figure 12), we began reading a message but chose to stop reading the entire message and any of its responses by entering an up-arrow ("^") at the "Enter RETURN to continue or '^' to exit:" prompt.

MailMan notified us that we hadn't read a range of responses (i.e., ">> You haven't read responses 1-3. You may backup to see them. <<") and presented us with the "Enter message action (in IN basket): IGNORE//" prompt. If we entered a "B" (Backup) at this prompt, MailMan would back up to the first unread response.



For more information on the Backup action command or any other message action command, please refer to Chapter 3 in this manual.



2. Reading/Managing Messages—In a Basket

Topics To Be Discussed:	<ul style="list-style-type: none">• RML—Read/Manage Messages Option• Action Codes—Basket Action Commands<ul style="list-style-type: none">➤ Message Number ("n") Action➤ Message Selection Actions➤ Change Basket Name ("C") Action➤ Change Detail ("CD") Action➤ Delete Messages ("D") Action➤ Forward Messages ("F") Action➤ Filter Messages ("FI") Action➤ Headerless Print Messages ("H") Action➤ Later Messages ("L") Action➤ New Message List ("N") Action➤ New Toggle ("NT") Action➤ Opposite Selection Toggle ("O") Action➤ Print Messages ("P") Action➤ Query (Search for) Messages in this Basket ("Q") Action➤ Resequence Messages ("R") Action➤ Save Messages to Another Basket ("S") Action➤ Terminate Messages ("T") Action➤ Zoom Selection Toggle ("Z") Action➤ Paging Actions➤ Text String Search Actions➤ Up-arrow ("^") Exit Action
--------------------------------	---

The features and functionality associated with managing *all* of your messages are described in greater detail in this chapter.

RML—Read/Manage Messages Option

The Read/Manage Messages option [synonym RML] allows you to perform numerous actions on both new and existing messages stored on the system (e.g., in a particular mail basket, mailbox, etc.). Use it to better manage your e-mail.



The number of actions available to you depends on whether you are using the Detailed/Summary Full Screen message readers or the Classic message reader.

As long as a message is still in the MESSAGE file (#3.9) and you were a recipient or sender of the message, it is available to you.

The Read/Manage Messages option is available on the main MailMan Menu, as shown below:

```

NML   New Messages and Responses
➤ RML   Read/Manage Messages
SML   Send a Message
      Query/Search for Messages
AML   Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option: RML <RET>  Read/Manage Messages

```

Figure 13: RML—Read/Manage Messages Option

After selecting the Read/Manage Messages option [synonym RML], you can begin to manage your mail within each of your mail baskets, for example:

```

Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// MailMan      (5 messages)

MailMan Basket, 5 messages (1-5)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 5. [1225160] 17 Aug 98 MailMan surprise          3 VON BLACK&WHITE,HA  1/1
 4. [1190657] 07 Nov 97 I'm so excited...       59 FUCHSIA,GARY      733/733
 3. [1182059] 29 Aug 97 RFC 822 Sender          355 <gjb@xxxxx.com>  1/1
 2. [1028185] 02 Apr 96 MAILMAN CUSTOM HEADERS  20 VON BLACK&WHITE,HA 2/2
 1. [1019674] 15 Mar 96 imap.vs.pop (fwd)      717 <gjb@xxxxx.com>

Enter message number or command:

```

Figure 14: Managing Your Mail in Your Mail Baskets

In the previous example (Figure 14), after selecting the Read/Manage Messages option (**RML**), MailMan prompted us to choose a message reader. We chose the **Detailed Full Screen** message reader (default) as our message reader by pressing the Enter/Return key at the "Select message reader: Detailed Full Screen/" prompt.

MailMan then prompted us to choose the mail basket. We entered "**MailMan**" at the "Read mail in MAIL BASKET: IN/" prompt. Because we chose the Detailed Full Screen message reader, MailMan displayed a detailed list of all new and existing messages in our "MailMan" mail basket. However, in this basket, we didn't have any new messages (no asterisk to the left of any message number).

At this point we can take any number of actions on any or all of the messages in this basket (e.g., read a message).



For a complete list and description of command action codes for baskets, please refer to the "Action Codes—Baskets" topic and Table 2 that follows in this chapter.

Action Codes—Baskets

The following table lists *all* of the possible actions that you can perform after listing messages in a particular mail basket when using either the Detailed or Summary Full Screen message reader. Some of these codes were introduced with MailMan V. 7.1 with Patch 50. Many, but not all, of these action codes are also available with MailMan's Classic message reader (exceptions are noted below):

Action Code	Action Description
n	Message Number (" n ")—Enter the message number (" n ") from the list or the MailMan internal message identification number in order to read a specific message located anywhere on the system. <i>(Available with all message readers.)</i>
.n	Select Message " n " (for subsequent action)—The decimal point ("." period) before the message number (" n ") tells MailMan to select the message from the list of messages to subsequently perform an action on the selected message. <i>(Not available with the Classic message reader.)</i>
.-n	Deselect Message " n "—The decimal point ("." period) and minus sign ("-" hyphen) before the message number (" n ") tells MailMan to deselect a previously selected message. <i>(Not available with the Classic message reader.)</i>
.n-m,a,c-d	Select a List of Messages (for subsequent group action)—The decimal point ("." period) before the message numbers (" n-m,a,c-d ") tells MailMan to select any combination of messages from a list of messages to subsequently perform group actions on all selected messages. <i>(Not available with the Classic message reader.)</i>
.-n-m,a,c-d	Deselect a List of Messages—The decimal point ("." period) and minus sign ("-" hyphen) before the message numbers (" n-m,a,c-d ") tells MailMan to deselect any combination of previously selected messages. <i>(Not available with the Classic message reader.)</i>
.*	Select All Messages (for subsequent group action)—The decimal point ("." period) before the asterisk ("*") tells MailMan to select <i>all</i> messages from a list of messages to subsequently perform group actions on all selected messages. <i>(Not available with the Classic message reader.)</i>
.-*	Deselect All Messages—The decimal point ("." period) and minus sign ("-" hyphen) before the asterisk ("*") tells MailMan to deselect <i>all</i> previously selected messages. <i>(Not available with the Classic message reader.)</i>

Table 2: Action Codes—Basket Message Lists

Table 2 (continued):

Action Code	Action Description
C	Change the Name of This Basket—Change the name of any mail basket in your mailbox except the "IN" and "WASTE" baskets. <i>(Available with all message readers.)</i>
CD	Change Detail—Change your view to detailed information, when summary information is displayed or change to summary information when detailed information is displayed. <i>(Not available with the Classic message reader.)</i>
D	Delete Messages—Move messages to the "WASTE" basket. The messages are <i>not</i> permanently deleted from your mailbox or the system until all recipients delete or terminate the message. <i>(Available with all message readers.)</i>
F	Forward Messages—Send messages to another individual or group of individuals. <i>(Available with all message readers.)</i>
FI	Filter Messages—Filter messages in a basket based on mail filters you've previously established for your mailbox. <i>(Available with all message readers.)</i>
H	Headerless Print Messages—Print messages without the print and header information to any device that you choose. MailMan only prints the body of the message. <i>(Available with all message readers.)</i>
L	Later Messages—Make messages "new" for a specified later date and time; it can act as a reminder. <i>(Available with all message readers.)</i>
N	New Message List—List all new messages in a mail basket. <i>(Available with all message readers.)</i>
NT	New Toggle—Use this toggle to make messages "new" or "not new." <i>(Added with Patch XM*7.1*110; Available with all message readers.)</i>
O	Opposite Selection Toggle (for subsequent group action)—Use this toggle to deselect previously selected messages and select previously unselected messages from a list of messages. This action code is only available when messages have been selected for subsequent group action. <i>(Not available with the Classic message reader.)</i>
P	Print Messages—Print messages to any device you choose. <i>(Available with all message readers.)</i>
Q	Query (Search for) Messages in This Basket—Search for messages based on criteria you enter. <i>(Available with all message readers.)</i>

Table 2: Action Codes—Basket Message Lists (continued)

Table 2 (continued):

Action Code	Action Description
R	Resequence Messages—Resequence the order of messages in a mail basket. All messages will be resequenced in the order of their MailMan internal message identification numbers. <i>(Available with all message readers.)</i>
S	Save Messages to Another Basket—Save messages to another existing mail basket or create a new mail basket. <i>(Available with all message readers.)</i>
T	Terminate Messages—Move messages to the "WASTE" basket and permanently delete the messages from your mailbox. You will <i>not</i> receive further replies to those messages. Messages are not permanently deleted from the system until all recipients of the messages have deleted or terminated them. <i>(Available with all message readers.)</i>
Z	Zoom Selection Toggle (for subsequent group action)—Use this toggle to zoom in and only display <i>selected</i> messages or zoom out and display <i>all</i> messages. This action code is only available when messages have been selected for subsequent group action. <i>(Not available with the Classic message reader.)</i>
=	Refresh Page—The equal sign ("=") tells MailMan to redisplay the basket message list page you were viewing ("refresh" the page/screen). <i>(Not available with the Classic message reader.)</i>
+	Next Page—The plus sign ("+") tells MailMan to go to the next page. This action code is only available when you have more than one "page" of messages when using the Detailed or Summary Full Screen message readers. <i>(Use the Enter/Return key with the Classic message reader.)</i>
+n	Page Forward "n" Pages—The plus sign ("+") before a number ("n") tells MailMan to go forward "n" pages. This action code is only available when you have more than one "page" of messages when using the Detailed or Summary Full Screen message readers. <i>(Use the Enter/Return key with the Classic message reader.)</i>
-	Previous Page—The minus sign ("-") hyphen) tells MailMan to go to the previous page. This action code is only available when you have more than one "page" of messages. <i>(Not available with the Classic message reader.)</i>
-n	Page Back n Pages—The minus sign ("-") hyphen) before a number ("n") tells MailMan to go back "n" pages. This action code is only available when you have more than one "page" of messages. <i>(Not available with the Classic message reader.)</i>

Table 2: Action Codes—Basket Message Lists (continued)

Table 2 (continued):

Action Code	Action Description
0	First Page—A zero tells MailMan to go to the first page. This action code is only available when you have more than one "page" of messages. (<i>Not available with the Classic message reader.</i>)
?string	Search for messages in the basket whose subject contains the string entered. (<i>Available with all message readers.</i>)
??string	Search for messages anywhere on the system, which you ever sent or received, whose subject begins with the string entered. (<i>Available with all message readers.</i>)
^	Exit the List (up-arrow, "^" Shift-6 key on most keyboards)—Exit from the list of messages. (<i>Available with all message readers.</i>)

Table 2: Action Codes—Basket Message Lists (continued)

 **Please remember that not all action codes are available with every message list or with every message reader. Some action codes are only available when certain conditions exist.**

 *Each action code is described in greater detail below.*

Message Number ("n") Action

As you can see from the list of action commands (Table 2 in this chapter), you can select any message from a list of messages by entering its basket message number ("n") at the "Enter message number or command:" prompt.

Also, you can enter the MailMan internal message identification number (i.e., the number generated by MailMan and placed in brackets, such as [#1222162]) for any message residing on the system, regardless of where it is located (e.g., another mail basket). As long as it is still stored in the MESSAGE file (#3.9) and you either sent or received the message, it will be located and displayed to you.

The following figure shows you how to display a message by entering the basket message number:

```
Select MailMan Menu Option: RML Read/Manage Messages
Select message reader: Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// <RET>          (7 messages, 2 new)

IN Basket, 7 messages (1-7), 2 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*7. [1222389] 28 Jul 98 NET-MEETING TRAINING ON NOIS 6 GREY,EDWARD      3/4
*6. [1222306] 28 Jul 98 Local: biweekly info exchang 2 POSTMASTER          11/12
 5. [1222162] 27 Jul 98 BLUE                          1 FUCHSIA,GARY M.
 4. [1221885] 24 Jul 98 Here we come....              55 Alice Copper <abc@xxxx.
 3. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. Gover 50 "Green, Rita" <greenr@x
 2. [1220526] 14 Jul 98 Local: biweekly info exchang 2 POSTMASTER          23/23
 1. [1208986] 15 Apr 98 Halon replacement             2 SKYBLUE,HOWARD     22/22
Enter message number or command: 5

Subj: BLUE [#1222162] 27 Jul 98 09:59 1 line
From: FUCHSIA,GARY M. - PROGRAMMER (San Francisco C
In 'IN' basket. Page 1
-----
Test Message

Enter message action (in IN basket): IGNORE// <RET>

IN Basket, 7 messages (1-7), 2 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*7. [1222389] 28 Jul 98 NET-MEETING TRAINING ON NOIS 6 GREY,EDWARD      3/4
*6. [1222306] 28 Jul 98 Local: biweekly info exchang 2 POSTMASTER          11/12
 5. [1222162] 27 Jul 98 BLUE                          1 FUCHSIA,GARY M.
 4. [1221885] 24 Jul 98 Here we come....              55 Alice Copper <abc@xxxx.
 3. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. Gover 50 "Green, Rita" <greenr@x
 2. [1220526] 14 Jul 98 Local: biweekly info exchang 2 POSTMASTER          23/23
 1. [1208986] 15 Apr 98 Halon replacement             2 SKYBLUE,HOWARD     22/22
Enter message number or command:
```

Enter the basket message number from the list of messages (displayed at the far left of the message), in order to read this message.

Figure 15: Displaying a Message Using the Basket Message Number

As you can see from the previous example (Figure 15), we were reading mail in our "IN" mail basket and entered the basket message number (i.e., "5") of the message we wanted to read at the "Enter message number or command:" prompt. MailMan found the desired message and displayed it to us.

When we were finished with the message, we pressed the Enter/Return key to ignore the message and leave it in the "IN" basket.

MailMan then returned us to the "IN" basket list of messages where we could take any additional actions on the list of messages in that basket.

The following figure (Figure 16) shows you how to display a message by entering its MailMan internal message identification number:

```

Select MailMan Menu Option: read/Manage Messages
Select message reader: Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// TEST <RET>      (5 messages)

TEST Basket, 5 messages (1-5)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
  5. [1214467] 02 Jun 98 Priority test #1          1 FUCHSIA,GARY M.    5/5
  4. [1212175] 12 May 98 New Test Message        3 BLUE,THOMAS E.
  3. [1212173] 12 May 98 Copy of: Test message   55 BLUE,THOMAS E.
  2. [1212124] 12 May 98 test                   1 BLUE,THOMAS E.
  1. [1211500] 06 May 98 Test                   1 BLUE,THOMAS E.
Enter message number or command: 1222162

Subj: BLUE [#1222162] 27 Jul 98 09:59 1 line
From: FUCHSIA,GARY M. - PROGRAMMER (San Francisco Cto
In 'IN' basket. Page 1
-----
Test Message

Enter message action (in IN basket): IGNORE// <RET>

TEST Basket, 5 messages (1-5)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
  5. [1214467] 02 Jun 98 Priority test #1          1 FUCHSIA,GARY M.    5/5
  4. [1212175] 12 May 98 New Test Message        3 BLUE,THOMAS E.
  3. [1212173] 12 May 98 Copy of: Test message   55 BLUE,THOMAS E.
  2. [1212124] 12 May 98 test                   1 BLUE,THOMAS E.
  1. [1211500] 06 May 98 Test                   1 BLUE,THOMAS E.
Enter message number or command:

```

Enter the MailMan internal message number here, in order to search for and read this message. It can be located anywhere on the system.

Figure 16: Displaying a Message Using the Internal Message Identification Number

As you can see from this example (Figure 16), we were reading mail in our "TEST" mail basket. However, we wanted to see a message in our "IN" basket. Thus, we entered the MailMan internal message identification number of that particular message in the "IN" basket (i.e., "1222162," Figure 15) at the "Enter message number or command:" prompt. MailMan found the desired message and displayed it to us.

When we were finished with the message, we pressed the Enter/Return key to ignore the message and leave it in the "IN" basket.

MailMan then returned us back to the "TEST" basket list of messages so we could make another choice.

This functionality allows you to easily retrieve a message from anywhere on the system without having to know where it is located. As long as it exists in the MESSAGE file (#3.9), you should be able to call it up.

Message Selection Actions

MailMan V. 7.1 with Patch 50 introduced a method of selecting messages in a list of messages for *subsequent* group actions.

You can select and deselect any combination of messages from a list of messages and then perform an action or actions on the selected group, such as:

- **Delete the selected message(s)**
- **Filter the selected message(s)**
- **Forward the selected message(s)**
- **Later the selected message(s)**
- **Make the selected message(s) "New" or *not* "New"**
- **Print the selected message(s) to the screen or another device you choose**
- **Save the selected message(s) to another basket**
- **Terminate the selected message(s)**

All message selection action codes begin with a decimal point ("." period) and you can do either of the following:

- **Select Messages**—When you want to *select* messages, you first enter the decimal point ("." period), followed by the message number ("n"), including ranges of messages ("**n-m,a,c-d**"), or all messages ("*"). You can enter the message numbers in any order. The message selection action codes consist of the following:
 - **.n**
 - **.n-m,a,c-d**
 - **.***
- **Deselect Messages**—When you want to *deselect* messages, you first enter the decimal point ("." period), then a minus sign ("-" or hyphen on the keyboard), followed by the message number ("n"), including ranges of messages ("**n-m,a,c-d**"), or all messages ("*"). You can enter the message numbers in any order. The message selection action codes consist of the following:
 - **.-n**
 - **.-n-m,a,c-d**
 - **.-***



All of the message selection action codes are described in greater detail below.

MailMan V. 7.1 with Patch 50 also introduced two additional action codes (described later on in this chapter) that work in conjunction with the message selection action codes:

- **The Opposite Selection Toggle**—Toggling this action code deselects selected messages and selects unselected messages. You can toggle back and forth choosing which messages are selected or deselected.



Here's a tip—At the "Enter message number or command" prompt, with one or more messages selected for subsequent group action, you can use the Opposite Selection Toggle ("O") action code to deselect all the selected messages and select all the unselected messages. This might be useful when you wish to take different actions on two groups of messages.

- **The Zoom Selection Toggle**—Toggling this action code either zooms in on selected messages or zooms out to all messages. You can toggle back and forth to just view the selected messages or view the entire list of messages.



Here's a tip—At the "Enter message number or command" prompt, with one or more messages selected for subsequent group action, you can use the Zoom Selection Toggle ("Z") action code to "zoom in on" (i.e., list) only those messages you've selected. This might be useful when you have several screens filled with messages. By using this tool, you can pare down the display to just list those selected messages. To restore the full list of messages (i.e., selected and not selected messages), toggle back by using the Zoom Selection Toggle again.



For more information on the Opposite Selection Toggle and Zoom Selection toggles, please refer to the "Opposite Selection Toggle ('O') Action" and "Zoom Selection Toggle ('Z') Action" topics that follow in this chapter.

Also, when you select messages in a mail basket, they will only remain selected while you continue processing messages in the same basket. Upon exiting that mail basket or quitting MailMan, those messages will automatically be deselected.

For example:

1. You first use the message selection action codes to select a group of messages in your "IN" basket (the messages are now selected for subsequent group action).
2. You then decide to go to your "TEST" mail basket to process other messages.
3. You then return to your "IN" mail basket (where you originally selected the messages, Step 1). You'll see that those previously selected messages will no longer be selected.

Because you left and returned to the "IN" basket, those previously selected messages will no longer be selected. You would have to reselect the messages in the "IN" basket, if you still wanted to perform some group actions on those messages.

SELECTING MESSAGES

.n—Selecting One Message

As you can see from the list of action commands (Table 2 in this chapter), to select a *single* message for subsequent action, you must first enter a decimal point ("." period) and then the number ("n") you wish to select from the list of messages (i.e., ".n").

When you have successfully selected a message, a right-angle bracket (">") is displayed to the left of the selected message in the list, as shown below:

```
Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen//
Read mail in MAIL BASKET: IN// Transportation News      (7 messages, 7 new)

Transportation News Basket, 7 messages (1-7), 7 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*7. [1223634] 06 Aug 98 Diges bat-list-errors@lists.b
*6. [1223638] 06 Aug 98 Diges bat-list-errors@lists.b
*5. [1223666] 06 Aug 98 Diges bat-list-errors@lists.b
*4. [1223680] 06 Aug 98 Diges bat-list-errors@lists.b
*3. [1223730] 04 Aug 98 Digest bat-list.v004.n181 584 bat-list-errors@lists.b
*2. [1223731] 06 Aug 98 Digest bat-list.v004.n183 738 bat-list-errors@lists.b
*1. [1223733] 04 Aug 98 Digest bat-list.v004.n182 954 bat-list-errors@lists.b
Enter message number or command: .4

Transportation News Basket, 7 messages (1-7), 7 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*7. [1223634] 06 Aug 98 Digest bat-list-errors@lists.b
*6. [1223638] 06 Aug 98 Digest bat-list-errors@lists.b
*5. [1223666] 06 Aug 98 Digest bat-list-errors@lists.b
>*4. [1223680] 06 Aug 98 Digest bat-list-errors@lists.b
*3. [1223730] 04 Aug 98 Digest bat-list-errors@lists.b
*2. [1223731] 06 Aug 98 Digest bat-list.v004.n183 738 bat-list-errors@lists.b
*1. [1223733] 04 Aug 98 Digest bat-list.v004.n182 954 bat-list-errors@lists.b
Enter message number or command:
```

Figure 17: Selecting a Single Message for Subsequent Action

In this example (Figure 17), we selected message number 4 from the list of messages in our "Transportation News" mail basket by entering ".4" at the "Enter message number or command:" prompt. (Make sure you include the decimal point.)

MailMan then redisplay the list. You'll notice that a right-angle bracket (">") appears to the left of message number 4 in the list.

We now can take any number of actions on this message.

.n-m,a,c-d—Selecting a Group of Messages

As you can see from the list of action commands (Table 2 in this chapter), to select a *group* of messages for subsequent group action, you first enter a decimal point ("." period) and then any combination of message numbers and/or ranges separated by commas (no spaces) you wish to select from the list of messages (i.e., ".n-m,a,c-d"). You can enter the message numbers in any order. A hyphen ("-") between numbers indicates a range of message numbers.

When you have successfully selected the messages, a right-angle bracket (">") is displayed to the left of the selected messages in the list, as shown below:

```
Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader: Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// Transportation News      (7 messages, 7 new)

Transportation News Basket, 7 messages (1-7), 7 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*7. [1223634] 06 Aug 98 Diges bat-list-errors@lists.b
*6. [1223638] 06 Aug 98 Diges bat-list-errors@lists.b
*5. [1223666] 06 Aug 98 Diges bat-list-errors@lists.b
*4. [1223680] 06 Aug 98 Diges bat-list-errors@lists.b
*3. [1223730] 04 Aug 98 Digest bat-list-errors@lists.b
*2. [1223731] 06 Aug 98 Digest bat-list.v004.n183 738 bat-list-errors@lists.b
*1. [1223733] 04 Aug 98 Digest bat-list.v004.n182 954 bat-list-errors@lists.b
Enter message number or command: .1-3,6,7

Transportation News Basket, 7 messages (1-7), 7 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
>*7. [1223634] 06 Aug 98 Diges bat-list-errors@lists.b
>*6. [1223638] 06 Aug 98 Diges bat-list-errors@lists.b
  *5. [1223666] 06 Aug 98 Diges bat-list-errors@lists.b
  *4. [1223680] 06 Aug 98 Diges bat-list-errors@lists.b
>*3. [1223730] 04 Aug 98 Digest bat-list-errors@lists.b
>*2. [1223731] 06 Aug 98 Digest bat-list.v004.n183 738 bat-list-errors@lists.b
>*1. [1223733] 04 Aug 98 Digest bat-list.v004.n182 954 bat-list-errors@lists.b
Enter message number or command:
```

Figure 18: Selecting a Group of Messages for Subsequent Group Action

In this example (Figure 18), we selected message numbers 1 through 3, message number 6, and message number 7 from the list of messages in our "Transportation News" mail basket by entering ".1-3,6,7" at the "Enter message number or command:" prompt. We could have entered the message numbers in any order. (Make sure you include the decimal point, hyphens, and commas where appropriate, omitting any spaces.)

MailMan then redisplay the list. You'll notice that right-angle brackets (">") appear to the left of the selected message numbers in the list (i.e., 1, 2, 3, 6, and 7).

We now can take any number of group actions on these messages or make additional selections.

. *—Selecting All Messages

As you can see from the list of action commands (Table 2 in this chapter), to select *all* messages in a list for subsequent group action, you first enter a decimal point ("." period) and then an asterisk (i.e., ". *").

When you have successfully selected all of the messages, a right-angle bracket (">") is displayed to the left of each message in the list, as shown below:

```
Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// Transportation News      (7 messages, 7 new)

Transportation News Basket, 7 messages (1-7), 7 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 *7. [1223634] 06 Aug 98 Diges bat-list-errors@lists.b
 *6. [1223638] 06 Aug 98 Diges bat-list-errors@lists.b
 *5. [1223666] 06 Aug 98 Diges bat-list-errors@lists.b
 *4. [1223680] 06 Aug 98 Diges bat-list-errors@lists.b
 *3. [1223730] 04 Aug 98 Diges bat-list-errors@lists.b
 *2. [1223731] 06 Aug 98 Digest bat-list.v004.n183 738 bat-list-errors@lists.b
 *1. [1223733] 04 Aug 98 Digest bat-list.v004.n182 954 bat-list-errors@lists.b
Enter message number or command: .*

Transportation News Basket, 7 messages (1-7), 7 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
>*7. [1223634] 06 Aug 98 Diges bat-list-errors@lists.b
>*6. [1223638] 06 Aug 98 Diges bat-list-errors@lists.b
>*5. [1223666] 06 Aug 98 Diges bat-list-errors@lists.b
>*4. [1223680] 06 Aug 98 Diges bat-list-errors@lists.b
>*3. [1223730] 04 Aug 98 Diges bat-list-errors@lists.b
>*2. [1223731] 06 Aug 98 Digest bat-list.v004.n183 738 bat-list-errors@lists.b
>*1. [1223733] 04 Aug 98 Digest bat-list.v004.n182 954 bat-list-errors@lists.b
```

Figure 19: Selecting All Messages for Action

In this example (Figure 19), we selected *all* messages (message numbers 1 through 7) from the list of messages in our "Transportation News" mail basket by entering ". *" at the "Enter message number or command:" prompt. (Make sure you include the decimal point.)

MailMan then redisplay the list. You'll notice that right-angle brackets (">") appear to the left of every message number in the list.

We now can take any number of group actions on these messages.

DESELECTING MESSAGES

.-n—Deselecting One Message

As you can see from the list of action commands (Table 2 in this chapter), to deselect a previously selected message, you first enter a decimal point ("." period), followed by a minus sign ("-" or hyphen on the keyboard), and then the message number ("n") you wish to deselect from the list of messages (i.e., **"-n"**).

When you have successfully deselected a message, the right-angle bracket (">") is no longer displayed to the left of the previously selected message in the list, as shown below:

```

Transportation News Basket, 7 messages (1-7), 7 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*7. [1223634] 06 Aug 98 Diges bat-list-errors@lists.b
*6. [1223638] 06 Aug 98 Diges bat-list-errors@lists.b
*5. [1223666] 06 Aug 98 Diges bat-list-errors@lists.b
>*4. [1223688] 06 Aug 98 Diges bat-list-errors@lists.b
*3. [1223730] 04 Aug 98 Diges bat-list-errors@lists.b
*2. [1223731] 06 Aug 98 Digest bat-list.v004.n183 738 bat-list-errors@lists.b
*1. [1223733] 04 Aug 98 Digest bat-list.v004.n182 954 bat-list-errors@lists.b
Enter message number or command: .-4

Transportation News Basket, 7 messages (1-7), 7 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*7. [1223634] 06 Aug 98 Diges bat-list-errors@lists.b
*6. [1223638] 06 Aug 98 Diges bat-list-errors@lists.b
*5. [1223666] 06 Aug 98 Diges bat-list-errors@lists.b
*4. [1223688] 06 Aug 98 Diges bat-list-errors@lists.b
*3. [1223730] 04 Aug 98 Digest bat-list.v004.n181 584 bat-list-errors@lists.b
*2. [1223731] 06 Aug 98 Digest bat-list.v004.n183 738 bat-list-errors@lists.b
*1. [1223733] 04 Aug 98 Digest bat-list.v004.n182 954 bat-list-errors@lists.b
Enter message number or command:

```

Figure 20: Deselecting a Single Message

In this example (Figure 20), we deselected the previously selected message number 4 from the list of messages in our "Transportation News" mail basket by entering **"-4"** at the "Enter message number or command:" prompt. (Make sure you include the decimal point and minus sign.)

MailMan then redisplay the list. You'll notice that the right-angle bracket (">") disappears from the left of message number 4 in the list. The message is no longer selected.

.-n-m,a,c-d—Deselecting a Group of Messages

As you can see from the list of action commands (Table 2 in this chapter), to deselect a previously selected *group* of messages, you first enter a decimal point ("." period), followed by a minus sign ("-" or hyphen on the keyboard), and then any combination of message numbers and/or ranges separated by commas (no spaces) you wish to deselect from the list of messages (i.e., ".-n-m,a,c-d"). You can enter the message numbers in any order. A hyphen ("-") between numbers indicates a range of message numbers.

When you have successfully deselected the messages, the right-angle bracket (">") is no longer displayed to the left of the selected messages in the list, as shown below:

```

Transportation News Basket, 7 messages (1-7), 7 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
>*7. [1223634] 06 Aug 98 Digest bat-list-errors@lists.b
>*6. [1223638] 06 Aug 98 Digest bat-list-errors@lists.b
  *5. [1223666] 06 Aug 98 Digest bat-list-errors@lists.b
>*4. [1223680] 06 Aug 98 Digest bat-list-errors@lists.b
  *3. [1223730] 04 Aug 98 Digest bat-list-errors@lists.b
>*2. [1223731] 06 Aug 98 Digest bat-list-errors@lists.b
>*1. [1223733] 04 Aug 98 Digest bat-list.v004.n182 954 bat-list-errors@lists.b
Enter message number or command: .-2,6-7

Transportation News Basket, 7 messages (1-7), 7 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
  *7. [1223634] 06 Aug 98 Digest list-errors@lists.b
  *6. [1223638] 06 Aug 98 Digest list-errors@lists.b
  *5. [1223666] 06 Aug 98 Digest list-errors@lists.b
>*4. [1223680] 06 Aug 98 Digest list-errors@lists.b
  *3. [1223730] 04 Aug 98 Digest list-errors@lists.b
  *2. [1223731] 06 Aug 98 Digest list-errors@lists.b
>*1. [1223733] 04 Aug 98 Digest list-errors@lists.b
Enter message number or command:

```

Figure 21: Deselecting a Group of Messages

In this example (Figure 21), we deselected message numbers 2 and message numbers 6 to 7 from the list of messages in our "Transportation News" mail basket by entering ".-2,6-7" at the "Enter message number or command:" prompt. We could have entered the message numbers in any order. (Make sure you include the decimal point, minus sign/hyphens, and commas where appropriate, omitting any spaces.)

MailMan then redisplay the list. You'll notice that the right-angle bracket (">") disappears from the left of message numbers: 2, 6, and 7. Those messages are no longer selected. However, the right-angle bracket (">") remains next to message numbers 1 and 4 in the list. Those messages remain selected for subsequent group actions.

.-*—Deselecting All Messages

As you can see from the list of action commands (Table 2 in this chapter), to deselect *all* messages in a list, you first enter a decimal point ("." period), followed by a minus sign ("- or hyphen on the keyboard), and then an asterisk (i.e., ".-*").

When you have successfully deselected all of the messages, the right-angle bracket (">") is no longer displayed to the left of each message in the list, as shown below:

```

Transportation News Basket, 7 messages (1-7), 7 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
>*7. [1223634] 06 Aug 98 Digest bat-list-errors@lists.b
>*6. [1223638] 06 Aug 98 Digest bat-list-errors@lists.b
>*5. [1223666] 06 Aug 98 Digest bat-list-errors@lists.b
>*4. [1223680] 06 Aug 98 Digest bat-list-errors@lists.b
>*3. [1223730] 04 Aug 98 Digest bat-list-errors@lists.b
>*2. [1223731] 06 Aug 98 Digest bat-list.v004.n183 738 bat-list-errors@lists.b
>*1. [1223733] 04 Aug 98 Digest bat-list.v004.n182 954 bat-list-errors@lists.b
Enter message number or command: .-*

Transportation News Basket, 7 messages (1-7), 7 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*7. [1223634] 06 Aug 98 Digest bat-list-errors@lists.b
*6. [1223638] 06 Aug 98 Digest bat-list-errors@lists.b
*5. [1223666] 06 Aug 98 Digest bat-list-errors@lists.b
*4. [1223680] 06 Aug 98 Digest bat-list-errors@lists.b
*3. [1223730] 04 Aug 98 Digest bat-list.v004.n181 584 bat-list-errors@lists.b
*2. [1223731] 06 Aug 98 Digest bat-list.v004.n183 738 bat-list-errors@lists.b
*1. [1223733] 04 Aug 98 Digest bat-list.v004.n182 954 bat-list-errors@lists.b
Enter message number or command:

```

Figure 22: Deselecting All Messages

In this example (Figure 22), we deselected all messages (message numbers 1 through 7) from the list of messages in our "Transportation News" mail basket by entering ".-*" at the "Enter message number or command:" prompt. (Make sure you include the decimal point and minus sign prior to the asterisk.)

MailMan then redisplay the list. You'll notice that the right-angle brackets (">") disappear from the left of every message number in the list. The messages are no longer selected.

You don't have to have *all* messages selected in order to use ".-*". The ".-*" will deselect any messages you have previously selected.

Change Basket Name ("C") Action

As you can see from the list of action commands (Table 2 in this chapter), the Change Basket action code (i.e., "C") allows you to rename the mail basket you are currently processing to any valid mail basket name. However, you are not allowed to change the "WASTE" or "IN" mail basket names.



*For more information on naming your mail baskets, please refer to the "How to Name Your Mail Baskets" topic in Chapter 2 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

To change a mail basket name, enter a "C" at the "Enter message number or command:" prompt, as shown below:

```

Read mail in MAIL BASKET: IN// Test Save <RET>          (1 message)

Test Save Basket, 1 message
*=New/!=Priority.....Subject.....L
 2. [1223222] 04 Aug 98 test
Enter message number or command: C
Enter a new basket name: Test Save// TEST II

TEST II Basket, 1 message
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 2. [1223222] 04 Aug 98 test                1 MAGENTA,MICHAL
Enter message number or command:

```

After renaming the "Test Save" mail basket to "TEST II", MailMan redisplay the basket message(s) indicating the basket's new name.

Figure 23: Changing a Mail Basket Name

In this example (Figure 23), we wanted to rename our "Test Save" mail basket to "TEST II." From the Read/Manage Messages option, we entered "**Test Save**" at the "Read mail in MAIL BASKET: IN/" prompt. MailMan displayed the list of messages currently in our "Test Save" mail basket. In this case, we only had one message in that basket.

In order to change this basket's name we entered a "C" (Change Basket Name) at the "Enter message number or command:" prompt.

MailMan then asked us for the new basket name. We entered "**TEST II**" at the "Enter a new basket name: Test Save//" prompt.

MailMan then redisplayed the basket with its new name indicated and placed us at the message action prompt where we can take any additional actions on the list of message in that basket.

Change Detail ("CD") Action

As you can see from the list of action commands (Table 2 in this chapter), when viewing a list of messages you can use the Change Detail ("CD") action code to toggle between the Summary and Detailed Full Screen message readers list of messages. Simply entering the Change Detail ("CD") command at the "Enter message number or command:" prompt causes the message reader to toggle.

Depending on which message reader you've selected (i.e., Detailed or Summary Full Screen), this command either: removes several columns from the display, giving the remaining columns space to display more information in a more streamlined fashion or adds several columns from the display, giving you more information about each message.



The Change Detail ("CD") command is similar to entering one question mark (for summary information) or two question marks (for detailed information) at the message action prompt when using the Classic message reader.

The following columns of data are present in the Detailed Full Screen message reader and absent from the Summary Full Screen message reader:

- **MailMan Internal Message Identification Number**—The MailMan message number generated internally for each message (displayed in brackets).
- **Message Sent Date**—The date each message was sent (i.e., day, month, and year).
- **Lines**—The number of lines of text in each message.
- **Read/Rcvd**—The number of responses read and received for each message.

For example, by removing these columns (i.e., going from detailed information to summary information), the remaining message Subject and From columns have more room to display in the listing. Thus, you can see more of the pertinent data (i.e., subject title and who sent the message to you), all with a less cluttered view, as shown below:

```

Select MailMan Menu Option: RML <RET> Read/Manage Messages
Select message reader: Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// Transportation News (7 messages, 7 new)

Transportation News Basket, 7 messages (1-7), 7 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*7. [1223634] 06 Aug 98 Digest bat-list.v004.n184 579 bat-list-errors@lists.b
*6. [1223638] 06 Aug 98 Digest bat-list.v004.n185 626 bat-list-errors@lists.b
*5. [1223666] 06 Aug 98 Digest bat-list.v004.n186 514 bat-list-errors@lists.b
*4. [1223680] 06 Aug 98 Digest bat-list.v004.n187 563 bat-list-errors@lists.b
*3. [1223730] 04 Aug 98 Digest bat-list.v004.n181 584 bat-list-errors@lists.b
*2. [1223731] 06 Aug 98 Digest bat-list.v004.n183 599 bat-list-errors@lists.b
*1. [1223733] 04 Aug 98 Digest bat-list.v004.n182 954 bat-list-errors@lists.b
Enter message number or command: CD

Transportation News Basket, 7 messages (1-7), 7 new
*=New/!=Priority.....Subject.....From
*7. Digest bat-list.v004.n184 bat-list-errors@lists.xxxx.com
*6. Digest bat-list.v004.n185 bat-list-errors@lists.xxxx.com
*5. Digest bat-list.v004.n186 bat-list-errors@lists.xxxx.com
*4. Digest bat-list.v004.n187 bat-list-errors@lists.xxxx.com
*3. Digest bat-list.v004.n181 bat-list-errors@lists.xxxx.com
*2. Digest bat-list.v004.n183 bat-list-errors@lists.xxxx.com
*1. Digest bat-list.v004.n182 bat-list-errors@lists.xxxx.com
Enter message number or command:
    
```

Detailed information.

Summary information.

Figure 24: Changing From Detailed Information to Summary Information

In this example (Figure 24), we were using the Detailed Full Screen message reader to manage our mail in our "Transportation News" mail basket. When we entered "CD" (Change Detail) at the "Enter message number or command:" prompt, the display changed from detailed information to summary information that only included:

- **Flags**—Any special flags associated with the messages in the basket (e.g., New [*] flag).
- **Message Numbers**—The numbers associated with the messages in the mail basket.
- **Subject**—Subject of each message in the mail basket.
- **From**—The name of the person who sent each message in the mail basket.



Going from detailed information to summary information with the Detailed Full Screen message reader is equivalent to entering a single question mark after the message action prompt when using the Classic message reader.

In the following example (Figure 25), we changed detail from summary information to detailed information, as shown below:

```
Select MailMan Menu Option: RML <RET> Read/Manage Messages
Select message reader: Detailed Full Screen// summary <RET> Summary Full Screen
Read mail in MAIL BASKET: IN// Transportation News (7 messages, 7 new)

Transportation News Basket, 7 messages (1-7), 7 new
*=New/!=Priority.....Subject.....From.....
*7. Digest bat-list.v004.n184 bat-list-errors@lists.xxxx.com
*6. Digest bat-list.v004.n185 bat-list-errors@lists.xxxx.com
*5. Digest bat-list.v004.n186 bat-list-errors@lists.xxxx.com
*4. Digest bat-list.v004.n187 bat-list-errors@lists.xxxx.com
*3. Digest bat-list.v004.n181 bat-list-errors@lists.xxxx.com
*2. Digest bat-list.v004.n183 bat-list-errors@lists.xxxx.com
*1. Digest bat-list.v004.n182 bat-list-errors@lists.xxxx.com
Enter message number or command: CD

Transportation News Basket, 7 messages (1-7), 7 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*7. [1223634] 06 Aug 98 Digest bat-list.v004.n184 579 bat-list-errors@lists.b
*6. [1223638] 06 Aug 98 Digest bat-list.v004.n185 626 bat-list-errors@lists.b
*5. [1223666] 06 Aug 98 Digest bat-list.v004.n186 514 bat-list-errors@lists.b
*4. [1223680] 06 Aug 98 Digest bat-list.v004.n187 563 bat-list-errors@lists.b
*3. [1223730] 04 Aug 98 Digest bat-list.v004.n181 584 bat-list-errors@lists.b
*2. [1223731] 06 Aug 98 Digest bat-list.v004.n183 584 bat-
*1. [1223733] 04 Aug 98 Digest bat-list.v004.n182 954 bat-
Enter message number or command:
```

Figure 25: Changing From Summary Information to Detailed Information

In this example (Figure 25), we first selected the Summary Full Screen message reader to manage our mail in our "Transportation News" mail basket. MailMan displayed all of our messages in the mail basket and only included the message number, message subject, and message sender. When we entered "CD" (Change Detail) at the "Enter message number or command:" prompt, the display changed from summary information to detailed information that included:

- **Flags**—Any special flags associated with the messages in the basket (e.g., New [*] flag).
- **Message Numbers**—The numbers associated with the messages in the mail basket.
- **MailMan Internal Message Identification Number**—The MailMan message number generated internally for each message (displayed in brackets).
- **Message Sent Date**—The date each message was sent (i.e., day, month, and year).
- **Subject**—Subject of each message in the mail basket.
- **Lines**—The number of lines of text in each message in the mail basket.
- **From**—The name of the person who sent each message in the mail basket.
- **Read/Rcvd**—Total number of responses read and received for a message. If there are no responses to a message, no totals will be indicated.



Going from summary information to detailed information with the Summary Full Screen message reader is equivalent to entering two question marks after the message action prompt when using the Classic message reader.

Delete Messages ("D") Action

As you can see from the list of action commands (Table 2 in this chapter), the Delete action code (i.e., "D") allows you to delete messages from your mail baskets by moving them to the "WASTE" basket. MailMan allows you to delete any selection, range, or all messages in a mail basket.

Generally, a batch job is run nightly (determined by Information Resource Management [IRM] at your site) to remove messages from your "WASTE" basket, and thus, from your mailbox. You can immediately remove a message from your mailbox by, again, deleting the message from your "WASTE" basket. However, the message remains in the system until all recipients of the message have deleted it from their mailbox.

Unlike the Terminate action code, the Delete action code will *not* prevent responses to a "deleted" message from "resurrecting" or restoring a message back into your mailbox.



For more information on the Terminate action code, please refer to the "Terminate Messages ('T') Action" topic that follows in this chapter.

To delete messages from a mail basket, enter a "D" at the "Enter message number or command:" prompt, as shown below:

```

IN Basket, 8 messages (1-8)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 8. [1224355] 11 Aug 98 Priority message           1 MAGENTA,MICHAL
 7. [1224353] 11 Aug 98 Priority Mail             1 BLUE,THOMAS E.
 6. [1223228] 04 Aug 98 Stress management exercise 16 MAGENTA,MICHAL
 5. [1222306] 28 Jul 98 Local: biweekly info exchang
 4. [1222162] 27 Jul 98 BLUE
 3. [1221643] 22 Jul 98 Copy of: Deleting files 3/6 1
 2. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. Gover 5
 1. [1220526] 14 Jul 98 Local: biweekly info exch
Enter message number or command: D
Delete which messages: (1-8): 1-3,7,8
Do you really want to delete these messages? No// y <RET> YES
5 messages deleted.
Press RETURN to continue: <RET>

IN Basket, 3 messages (4-6)
*=New/!=Priority.....Subject.....
 6. [1223228] 04 Aug 98 Stress management exercise
 5. [1222306] 28 Jul 98 Local: biweekly info exchang 2 POSTMASTER 70/70
 4. [1222162] 27 Jul 98 BLUE 1 FUCHSIA,GARY M.
Enter message number or command:

```

Here we are deleting messages #1 - #3, #7, and #8 from our "IN" mail basket.

When MailMan redisplay the list, we see that the selected messages are gone (now in the "WASTE" basket).

Figure 26: Deleting Messages from a Mail Basket

In the previous example (Figure 26), we wanted to delete five messages from a mail basket. While in our "IN" basket, we entered "D" (Delete) at the "Enter message number or command:" prompt. MailMan asked us which messages to delete. As a default, MailMan listed the entire range of messages in the

basket (i.e., 1 through 8). For this example, we entered "1-3,7,8" at the "Delete which messages: (1-8):" prompt. We were telling MailMan that we wanted to delete message numbers 1 through 3, 7, and 8. We could have entered the message numbers in any order.

Before deleting those messages, MailMan wanted us to verify that we really wanted to delete those messages. Since we did, we entered "Yes" at the "Do you really want to delete these messages? No//" prompt. MailMan confirmed that four messages had been deleted.

When we pressed the Enter/Return key, MailMan redisplayed the "IN" basket list of messages (minus the deleted messages) where we could take any additional actions on the list of remaining messages in that basket.



Here's a tip—You can "un-delete" a message by going to your "WASTE" basket and saving the deleted message back to another mail basket. Thus, you can retrieve any message you deleted, if it's still on the system and you know the message number.

HOW DO I DELETE A MAIL BASKET?

You can only delete an empty mail basket. Thus, you must first delete all messages from a basket that you intend on deleting. Once the mail basket is empty and you try to enter it, MailMan will ask you if you want to now delete it, as shown below:

```

NML   New Messages and Responses
RML   Read/Manage Messages
SML   Send a Message
      Query/Search for Messages
AML   Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option: R <RET>  Read/Manage Messages
Read mail in MAIL BASKET: IN// Mail
   1  MailMan      (5 messages)
   2  MailMan 2   (0 messages)
CHOOSE 1-2: 2 <RET>  MailMan 2   (0 messages)
No messages in basket.

Since the 'MailMan' basket is empty,
do you want to delete it? YES// <RET>
Basket deleted.
    
```

Here we see that our "MailMan 2" mail basket is empty (0 messages).

Since the basket is empty, MailMan asked us if we wanted to delete it when we chose it.

Figure 27: Deleting an Already Empty Mail Basket

As you can see from this previous example (Figure 27), using the Read/Manage Messages option (RML), we selected an already empty mail basket (i.e., "MailMan 2"). MailMan notified us that the mail basket was empty (i.e., "No messages in basket."). Because it was empty, MailMan immediately asked us if we

wanted to delete it. In this case, we did. Thus, we accepted the "Yes" response by pressing the Enter/Return key at the "Since the 'MailMan' basket is empty, do you want to delete it? YES//" prompt. MailMan confirmed that the mail basket had been deleted.

In the following example (Figure 28), we want to delete our "Transportation News" mail basket, however, it is not empty. Thus, we first must delete all messages in that basket and then delete the basket itself, as shown below:

```
Select MailMan Menu Option: rml <RET> Read/Manage Messages
Select message reader: Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// Transportation News (5 messages)

Transportation News Basket, 5 messages (1-5)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 5. [1222979] 02 Aug 98 Digest bat-list.v004.n178 673 bat-list-errors@lists.b
 4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.b
 3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
 2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
 1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command: .1-5

Transportation News Basket, 5 messages (1-5)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
> 5. [1222979] 02 Aug 98 Digest bat-list.v004.n178 673 bat-list-errors@lists.b
> 4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.b
> 3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
> 2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
> 1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command: d
Are you sure you want to delete the selected messages? NO// y <RET> YES
5 messages deleted.
Press RETURN to continue: <RET>
No messages in basket.

Since the 'Transportation News' basket is empty,
do you want to delete it? YES// <RET>
Basket deleted.
Read mail in MAIL BASKET: IN// ^
```

Here we've grouped the messages.

At this point we've deleted all the messages in the basket.

Finally, we've deleted the empty basket.

Figure 28: Deleting A Mail Basket After Deleting All Messages From that Basket

To delete our "Transportation News" basket, we first had to delete all the messages currently resident in that basket. Thus, we first grouped all five messages by entering ".1-5" at the "Enter message number or command:" prompt. MailMan redisplayed the list of messages indicating that they were now grouped (i.e., displayed ">" to the left of each message).



For more information on grouping messages, please refer to the "Message Selection Actions" topic previously described in this chapter.

After grouping the messages, we deleted all five messages by entering a "D" (Delete) at the "Enter message number or command:" prompt.

MailMan asked us to confirm the delete. We confirmed the delete request by entering "**Yes**" at the "Are you sure you want to delete the selected messages? NO//" prompt.

MailMan then notified us that all five messages had been deleted and that the mail basket was now empty.

MailMan then automatically asked us if we wanted to delete the empty mail basket. Since we did, we accepted the "**Yes**" default response by pressing the Enter/Return key at the "Since the 'Transportation News' basket is empty, do you want to delete it? YES//" prompt. MailMan, again, confirmed that the basket had been deleted.

Forward Messages ("F") Action

As you can see from the list of action commands (Table 2 in this chapter), the Forward action code (i.e., "F") allows you to send messages from your mailbox to other recipients currently not on the message. MailMan allows you to forward any selection, range, or all messages in a mail basket.

To forward a message in a mail basket, enter an "F" at the "Enter message number or command:" prompt, as shown below:

```
Select MailMan Menu Option: RML <RET> Read/Manage Messages
Select message reader: Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// TEST II <RET> (4 messages)

TEST II Basket, 4 messages (1-4)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
  4. [1224524] 12 Aug 98 Forwarding a Message 2      1 BLUE,THOMAS E.
  3. [1224525] 12 Aug 98 Forwarding a message 3      1 BLUE,THOMAS E.
  2. [1224523] 12 Aug 98 Forward Message 1          1 BLUE,THOMAS E.
  1. [1223222] 04 Aug 98 test                        1 MAGENTA,MICHAL
Enter message number or command: F
Forward which messages: (1-4): 2-4
Forward mail to: fuchsiA,GARY M. (DOB: 9999) INFORMATION SYSTEMS CENTER
      Last used MailMan: 30 Jul 98 14:54
      On vacation 31 July through 16 August.
And Forward to: <RET>
3 messages forwarded.
Press RETURN to continue: <RET>

TEST II Basket, 4 messages (1-4)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
  4. [1224524] 12 Aug 98 Forwarding a Message 2      1 BLUE,THOMAS E.
  3. [1224525] 12 Aug 98 Forwarding a message 3      1 BLUE,THOMAS E.
  2. [1224523] 12 Aug 98 Forward Message 1          1 BLUE,THOMAS E.
  1. [1223222] 04 Aug 98 test                        1 MAGENTA,MICHAL
Enter message number or command:
```

**We chose to have
messages #2 - #4
forwarded to another
MailMan user.**

Figure 29: Forwarding Messages from a Mail Basket

In this example (Figure 29), we wanted to forward three messages to another recipient. While in our "TEST II" basket, we entered an "F" (Forward) at the "Enter message number or command:" prompt.

MailMan then asked us which messages we wanted to forward. In this case, we wanted to forward message numbers 2, 3, and 4, so we entered "2-4" at the "Forward which messages: (1-4):" prompt. We could have entered the message numbers in any order (e.g., "4-2" or "3,2,4").

MailMan then asked us to enter the addressees. For this example, we decided to forward the message to Gary Fuchsia by entering "FUCHSIA,GARY M." at the "Forward mail to:" prompt.



For more information on addressing a message, please refer to the "Address Functionality" topic in Chapter 4 in this manual.

MailMan knew we were finished forwarding the message when we pressed the Enter/Return key at the "And Forward to:" prompt without entering another recipient's name.

MailMan confirmed that the three messages had been forwarded. After pressing the Enter/Return key, MailMan redisplayed the "TEST II" basket list of messages where we could take any additional actions on the list of message in that basket.

Filter Messages ("FI") Action

MailMan V. 7.1 with Patch 50 allows you to filter your mail. You can create any number of filters to automatically send your mail to any specified mail basket in your mailbox based on various filtering criteria:

- **Subject**
- **Sender**
- **Addressee**

Sometimes, when managing mail in your mail baskets, you may find old messages that came into your mailbox *prior* to your creation of mail filters. As you can see from the list of action commands (Table 2 in this chapter), now you can use the new Filter messages action code (i.e., "FI") to filter these "old" messages and move them to the proper mail basket (determined by your mail filters). MailMan allows you to filter any selection, range, or all messages in a mail basket.



For more information on filtering your mail and setting up mail filters, please refer to Chapter 6 in this manual.

By entering the Filter messages ("FI") command at the "Enter message number or command:" prompt, you can process all of your messages in a mail basket through your established mail filters, as shown below:

```
Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// <RET>          (15 messages, 11 new)

IN Basket, 15 messages (1-15), 11 new
*=New/!=Priority.....Subject.....Lines
*15. [1223844] 07 Aug 98 SVC-News: SVC SIG NEWS UPDA 57
*14. [1223740] 05 Aug 98 SVC-News: TOUCHSTONE '98 NE 50
*13. [1223733] 04 Aug 98 Digest bat-list.v004.n182
*12. [1223731] 06 Aug 98 Digest bat-list.v004.n187 564
*11. [1223730] 04 Aug 98 Digest bat-list.v004.n187 563
* 9. [1223666] 06 Aug 98 Digest bat-list.v004.n186 514 bat-list-errors@lists.
* 8. [1223638] 06 Aug 98 Digest bat-list.v004.n185 626 bat-list-errors@lists.
* 7. [1223634] 06 Aug 98 Digest bat-list.v004.n184 579 bat-list-errors@lists.
 6. [1223228] 04 Aug 98 Stress management exercise 16 MAGENTA,MICHAL
* 5. [1222306] 28 Jul 98 Local: biweekly info exchang 2 POSTMASTER 61/63
 4. [1222162] 27 Jul 98 BLUE 1 FUCHSIA,GARY M.
! 3. [1221643] 22 Jul 98 Copy of: Deleting files 3/6 11 TAN,WALLY 12/13
 2. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. Gover 50 "Green, Rita" <greenr@
 1. [1220526] 14 Jul 98 Local: biweekly info exchang 2 POSTMASTER 23/23
Enter message number or command: FI
Filter which messages: (1-15): 1-15
15 messages filtered.
Press RETURN to continue:
```

Messages #7 - #13 have similar subjects and senders. They were sent to us before we created our new mail filter that looked for these types of messages.

Figure 30: Filtering Messages

As you can see from the previous example (Figure 30), we were managing our mail in our "IN" basket. Of the total 15 messages in the mail basket, 7 messages were from the same sender and had similar subjects (i.e., message numbers 7 through 13, shown in boldface type). These messages were sent to us prior to our creation of a new mail filter (process not shown). This new mail filter was created to filter all messages whose subject contains "Digest bat" to our "Transportation News" mail basket. Thus, we wanted to filter these previously sent messages through our new mail filter by entering "FI" at the "Enter message number or command:" prompt.

MailMan then prompted us to enter which messages from the list we wanted to filter. We chose to send all the messages through our filters by entering "1-15" at the "Filter which messages: (1-15):" prompt.

After processing the messages, MailMan replied that all 15 of the messages had been filtered.



If any other of these messages had matched the filtering criteria on any of our other mail filters, they too would have been filtered from the "IN" basket.

Pressing the Enter/Return key redisplayed the list of messages in our "IN" basket after we filtered the messages, as shown below:

```

IN Basket, 8 messages (1-15), 4 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*15. [1223844] 07 Aug 98 SVC-News: SVC SIG NE
*14. [1223740] 05 Aug 98 SVC-News:
6. [1223228] 04 Aug 98
* 5. [1222306] 28 Jul 98 Local: biweekly info 51/63
4. [1222162] 27 Jul 98 BLUE
! 3. [1221643] 22 Jul 98 Copy of: Deleting fi 12/13
2. [1220558] 14 Jul 98 FW: Tribal Wisdom vs Green
1. [1220526] 14 Jul 98 Local: biweekly info exchang 2 POSTMASTER 23/23
Enter message number or command:
    
```

Because we filtered the mail in our "IN" basket (i.e., FI action code), messages #7 - #13 are removed from the list.

Figure 31: Filtered Messages Removed From "IN" Basket

Here we see our "IN" basket messages redisplayed (Figure 31). You'll notice that messages 7-13 are no longer in the "IN" basket (Figure 30).

All the messages in the "IN" basket went through our mail filters. Because messages 7-13 had subjects containing the phrase "Digest bat," they were caught by one of our mail filters and redirected to our "Transportation News" mail basket, as shown below:

```
Select MailMan Menu Option: RML <RET> Read/Manage Messages
Select message reader: Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// Transportation News (12 messages, 7 new)

Transportation News Basket, 12 messages (1-12), 7 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*12. [1223733] 04 Aug 98 Digest bat-list.v004.n182 954 bat-list-errors@lists.
*11. [1223731] 06 Aug 98 Digest bat-list.v004.n183 738 bat-list-errors@lists.
*10. [1223730] 04 Aug 98 Digest bat-list.v004.n181 584 bat-list-errors@lists.
* 9. [1223680] 06 Aug 98 Digest bat-list.v004.n187 563 bat-list-errors@lists.
* 8. [1223666] 06 Aug 98 Digest bat-list.v004.n186 514 bat-list-errors@lists.
* 7. [1223638] 06 Aug 98 Digest bat-list.v004.n185 626 bat-list-errors@lists.
* 6. [1223634] 06 Aug 98 Digest bat-list.v004.n184 579 bat-list-errors@lists.
 5. [1222979] 02 Aug 98 Digest bat-list.v004.n183 573 bat-list-errors@lists.
 4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 573 bat-list-errors@lists.
 3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 703 bat-list-errors@lists.
 2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.
 1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.
Enter message number or command:
```

The seven messages from our "IN" basket were filtered to this mail basket (i.e., messages #6 - #12).

Figure 32: Filtered Messages in the "Transportation News" Basket

As you can see messages 7-13 in our "IN" basket (Figure 30, shown in boldface type) were filtered to our "Transportation News" basket as messages 6-12 (Figure 32, shown in boldface type).

Headerless Print Messages ("H") Action

As you can see from the list of action commands (Table 2 in this chapter), the Headerless Print action code (i.e., "H") allows you to print messages in a mail basket without a header. Unlike the Print Messages action code, the Headerless Print Messages action code will *not* print any "Print" information or the "Subject" and "From" information (i.e., the header), only the text of the message (including responses, if any) is printed.



For more information on the Print Messages action code, please refer to the "Print Messages ('P') Action" topic that follows in this chapter.

MailMan allows you to print any selection, range, or all messages in a mail basket. If you choose to print to the screen, MailMan will prompt you to press the Enter/Return key after each message is printed.

Also, as with all print commands, you can specify any print device (e.g., the monitor/screen or a printer).

To print a messages in a mail basket without a header (i.e., Headerless Print), enter an "H" at the "Enter message number or command:" prompt, as shown below:

```

Select MailMan Menu Option: RML <RET> Read/Manage Messages
Select message reader: Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// <RET> (4 messages)

IN Basket, 4 messages (1-4)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 4. [1223228] 04 Aug 98 Stress management exercise 16 MAGENTA,MICHAL
 3. [1222306] 28 Jul 98 Local: biweekly info exchang 2 POSTMASTER 70/70
 2. [1222162] 27 Jul 98 BLUE 1 FUCHSIA,GARY M.
 1. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. Gover 50 "Green, Rita" <greenr@x
Enter message number or command: H
Print which messages without headers: (1-4): 2
Print recipient list? No// y <RET> YES

Select one of the following:

      D      Detail
      S      Summary

Print Detail or Summary recipient chain: Summary// <RET>
DEVICE: HOME// <RET> Telnet terminal

Test message text.

Local Message-ID: 1222162@ISC-SF.VA.GOV (2 Recipients)

This message was addressed as follows:

FUCHSIA,GARY M.
BLUE,THOMAS E.
Enter RETURN to continue or '^' to exit: <RET>

1 message printed.
Press RETURN to continue: <RET>
    
```

Here, we want MailMan to print the recipient information in addition to the message itself (summary information only).

MailMan only prints the text of the message. The print and header information is omitted.

Summary recipient information displays after the text of the message.

Figure 33: Headerless Print of a Message in a Mail Basket

In this example (Figure 33), we wanted to print a single message *without* a header. While in our "IN" basket, we entered an "H" (Headerless Print) at the "Enter message number or command:" prompt.

MailMan then asked us which messages we wanted to print. In this case, we wanted to print message number 2, so we entered "2" at the "Print which messages without headers: (1-4):" prompt.

MailMan then asked us if we wanted to print the recipient list. Since we did, we entered "Yes" at the "Print recipient list? No/" prompt.

We were then given the choice of printing either a "Detail" or "Summary" list of recipients:

- **Summary list (default)**—The Summary list provides the same information you see when you do a query on a message (i.e., Query action code).



*For more information on the Query action code, please refer to **Error! Reference source not found.** and the "Query ('Q') Action" topic in Chapter 3 in this manual.*

- **Detail list**—The Detail list provides the same information you see when you do a detailed query on a message (i.e., Query Detailed action code).



*For more information on the Query action code, please refer to **Error! Reference source not found.** and the "Query Detailed ('QD') Action" topic in Chapter 3 in this manual.*

In this case, we chose to print a **Summary** list (default). Thus, we accepted the default response by pressing the Enter/Return key at the "Print Detail or Summary recipient chain: Summary//" prompt.

MailMan then asked us to choose where to print our message (i.e., what device). In this case, we chose to print our message to the screen by choosing the default response (i.e., "**HOME**") by pressing the Enter/Return key at the "DEVICE: HOME//" prompt.



If you want to print your message(s) to a different device (e.g., a printer), enter the appropriate device name at the "DEVICE: HOME//" prompt.

MailMan immediately printed the message and recipient information to our screen (our device choice) and, after pressing the Enter/Return key, MailMan informed us that one message had been printed.

Because this was a "Headerless" print, MailMan did *not* print any "Print" information or the "Subject" and "From" information (i.e., the header), only the text of the message is printed. Also, since we wanted to print recipient information, a Summary list of recipients was included.

Pressing the Enter/Return key, again, returned us to our list of messages in our "IN" basket where we could take additional actions. If we had selected more than one message to print, pressing the Enter/Return key would have printed the next message.

Later Messages ("L") Action

As you can see from the list of action commands (Table 2 in this chapter), the Later action code (i.e., "L") makes messages "new" at a specified later date and time. If the messages already reside in your mailbox, they will simply be made "new" again. However, if the messages no longer reside in your mailbox, they will be redelivered to your mailbox as "new" messages. This can serve as a reminder to yourself. MailMan allows you to later any selection, range, or all messages in a mail basket.

MailMan also gives you the option to review (list) all messages with "latered" dates and times using the Report on Later'd Messages option and make any modifications to those dates and times using the Change/Delete Later'd Messages option.



For more information on the Report on Later'd Messages and Change/Delete Later'd Messages options, please refer to the "Chapter 10 in this manual.

To "Later" messages in a mail basket, enter an "L" at the "Enter message number or command:" prompt, as shown below:

```
Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// TEST II <RET>      (4 messages)

TEST II Basket, 4 messages (1-4)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 4. [1224524] 12 Aug 98 Forwarding a Message 2      1 BLUE,THOMAS E.
 3. [1224525] 12 Aug 98 Forwarding a message 3      1 BLUE,THOMAS E.
 2. [1224523] 12 Aug 98 Forward Message 1          1 BLUE,THOMAS E.
 1. [1223222] 04 Aug 98 test                        1 MAGENTA,MICHAL
Enter message number or command: L
Later which messages: (1-4): 1-2
DATE MESSAGE WILL BE NEW: T+1// <RET> (AUG 13, 1998)
2 messages latered.
Press RETURN to continue: <RET>

TEST II Basket, 4 messages (1-4)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 4. [1224524] 12 Aug 98 Forwarding a Message 2      1 BLUE,THOMAS E.
 3. [1224525] 12 Aug 98 Forwarding a message 3      1 BLUE,THOMAS E.
 2. [1224523] 12 Aug 98 Forward Message 1          1 BLUE,THOMAS E.
 1. [1223222] 04 Aug 98 test                        1 MAGENTA,MICHAL
Enter message number or command:
```

We chose to have messages #1 - #2 made new ("latered") on 8/13/98.

Figure 34: "Latering" Messages in a Basket

In the previous example (Figure 34), we wanted to make messages new at a later date and time ("Later" messages). While in our "TEST II" basket, we entered an "L" (Later) at the "Enter message number or command:" prompt.

MailMan then asked us which messages we wanted to "later." In this case, we wanted to later messages number 1 and 2, so we entered "**1-2**" at the "Later which messages: (1-4):" prompt.

MailMan then asked us when we wanted the messages to be made new again. MailMan will set the default to be the next day (i.e., **T+1**, where T represents today's date). For this example, we chose to accept the default by pressing the Enter/Return key at the "DATE MESSAGE WILL BE NEW: T+1//" prompt. MailMan displayed the "later" date (i.e., "AUG 13, 1998") and informed us that the two messages had been "latered."

Pressing the Enter/Return key returned us to our list of messages in our "TEST II" basket where we could take any additional actions on the list of message in that basket.

New Message List ("N") Action

As you can see from the list of action commands (Table 2 in this chapter), the New Message List action code (i.e., "N") will just display the new messages from a list of messages in a mail basket. This can be useful if you have a mail basket with a large number of messages and you just want to see/read the new messages.

To list just the new messages in a mail basket, enter an "N" at the "Enter message number or command:" prompt, as shown below:

```
Select MailMan Menu Option: RML <RET> Read/Manage Messages
Select message reader: Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// Transportation News (10 messages, 5 new)

Transportation News Basket, 10 messages (1-10), 5 new
*=New/!=Priority.....Subject.....Lines.From Read/Byvd
*10. [1224153] 10 Aug 98 Digest bat-list.v004.n189 693
* 9. [1223785] 07 Aug 98 Digest bat-list.v004.n188 625 b
* 8. [1223733] 04 Aug 98 Digest bat-list.v004.n182 954 b
* 7. [1223731] 06 Aug 98 Digest bat-list.v004.n183 738 b
* 6. [1223634] 06 Aug 98 Digest bat-list.v004.n184 579 b
  5. [1222979] 02 Aug 98 Digest bat-list.v004.n178 673
  4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.
  3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.
  2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.
  1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.
Enter message number or command: N

Transportation News Basket
*=New/!=Priority.....Subject.....Lines.From Read/Byvd
*1. [1224153] 10 Aug 98 Digest bat-list.v004.n189 693 b
*2. [1223785] 07 Aug 98 Digest bat-list.v004.n188 625 b
*3. [1223733] 04 Aug 98 Digest bat-list.v004.n182 954 b
*4. [1223731] 06 Aug 98 Digest bat-list.v004.n183 738 b
*5. [1223634] 06 Aug 98 Digest bat-list.v004.n184 579 b
Enter message number or command:
```

The asterisks ("*") to the left of messages #6 - #10 indicate that they are new/unread messages.

After choosing the New Message List action command, only those five new messages (#6 - #10) are displayed in the list and renumbered #1 - #5.

Figure 35: New Message List in a Mail Basket

In this example (Figure 35), we wanted to only list our new messages in our "Transportation News" mail basket. When we first listed messages in our "Transportation News" basket we saw that we had 10 messages and that 5 of the messages were new. In order to just list the new messages, we entered an "N" at the "Enter message number or command:" prompt.

MailMan then redisplayed our list of messages in our "Transportation News" basket, however, this time only the five new messages were listed.

We could now take any actions on the list of new messages.

New Toggle ("NT") Action

As you can see from the list of action commands (Table 2 in this chapter), you can use the New Toggle action code (i.e., "NT") to:

- **Make message(s) "new"**—MailMan *adds* the new flag (i.e., "*" asterisk) next to the message, as if it hasn't been opened/read yet.
- **Make "new" message(s) *not* appear as "new"**—MailMan *removes* the new flag (i.e., "*" asterisk) next to the messages, as if they were already opened/read.

You can toggle between these two actions with this one action code. This can be useful when you want to make messages that you've already read appear as new again so that MailMan will indicate that you have new messages, acting as a reminder of important activities. Thus, MailMan becomes a personal reminder. Alternatively, you may have a mail basket with a number of "new" messages and you don't want them to be listed as "new" but indicated as if you have already read the messages (i.e., no asterisk displayed next to the message, "*not* new"). MailMan allows you to "new toggle" any selection, range, or all messages in a mail basket. This functionality was introduced with MailMan Patch XM*7.1*110.

To toggle messages in a mail basket from "new" to "*not* new" or vice versa, enter an "NT" at the "Enter message number or command:" prompt, as shown below:

```

*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
* 1. IN [100539] 02 Aug 99 ASKDJF 1 FUCHSIA,GARY
* 2. IN [100573] 31 Aug 99 TEST 1 1 <FUCHSIA.GARY_M+@ISC
* 3. IN [100600] 09 Sep 99 test broadcast 1 FUCHSIA,GARY
  4. IN [100607] 15 Sep 99 TEST WAIT 1 FUCHSIA,GARY
  5. IN [100648] 28 Oct 99 TEST BCAST 1 FUCHSIA,GARY
Enter message number or command: nt
New Toggle which messages: (1-5): 4-5
2 messages new toggled.
Press RETURN to continue: <RET>

*=New/!=Priority.....Sub.....
* 1. IN [100539] 02 Aug 99 ASKDJF 1 FUCHSIA,GARY
* 2. IN [100573] 31 Aug 99 TEST 1 1 <FUCHSIA.GARY_M+@ISC
* 3. IN [100600] 09 Sep 99 test broadcast 1 FUCHSIA,GARY
* 4. IN [100607] 15 Sep 99 TEST WAIT 1 FUCHSIA,GARY
* 5. IN [100648] 28 Oct 99 TEST BCAST 1 FUCHSIA,GARY
Enter message number or command:

```

After toggling messages #4 and #5 with the "NT" action code, the asterisks ("*") to the left of messages #4 and #5 indicate that they are now new/unread messages.

Figure 35a: Selecting Messages to Make "New" or "Not New" Using the New Toggle

In this example (Figure 35a), we wanted to make several messages appear as new messages, as if we hadn't read them yet, even though we had already opened/read them in our "IN" mail basket. When we first listed messages in our "IN" basket we saw that we had five messages and that three of the messages were new (i.e., #1, #2, and #3, with the asterisk next to each number) and two messages that had already been opened/read (i.e., #4 and #5). In order to make *all* messages appear as new, we entered an "NT" at the "Enter message number or command:" prompt.

MailMan then asked us which messages we wanted to toggle, in this case we chose to toggle messages #4 and #5 as new messages by entering "4-5" after the "New Toggle which messages: (1-5):" prompt. MailMan confirmed that two messages were toggled (i.e., "2 messages new toggled.").

After preassing the Enter/Return key, MailMan redisplayed our list of messages in our "IN" basket, however, this time all five messages appeared as new (i.e., #1, #2, #3, #4, and #5 all had an asterisk next to their numbers).

We could now take any actions on the list of new messages.

Opposite Selection Toggle ("O") Action

As you can see from the list of action commands (Table 2 in this chapter), you can use the Opposite Selection Toggle action code (i.e., "O") to reverse or choose the opposite of your selected messages in a list of messages. Using this action code allows you to simply select unselected messages and deselect previously selected messages. This can be useful when you have a long list of messages and the majority of the messages will undergo the same action. It's easier to select a smaller group that won't be changing, and then, using the Opposite Selection Toggle, to reverse your selection and perform the action on the majority of the opposite messages in the message list.

In order to use the Opposite Selection Toggle, you must have first selected at least one message in the list of messages. When you have successfully selected a message, a right-angle bracket (">") is displayed to the left of the selected message in the list.



For more information on selecting messages for subsequent group actions, please refer to the "Message Selection Actions" topic previously described in this chapter.

The following series of screen captures (Figure 36, Figure 37, and Figure 38) better illustrates how the Opposite Selection Toggle works.

We first must select some messages in our list of messages, as shown below:

```
Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// Transportation News      (8 messages, 1 new)

Transportation News Basket, 8 messages (1-8), 1 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*8. [1223634] 06 Aug 98 Digest bat-list.v004.n184 579 bat-list-errors@lists.b
 7. [1223267] 04 Aug 98 Digest bat-list.v004.n180 619 bat-list-errors@lists.b
 6. [1223232] 04 Aug 98 Digest bat-list.v004.n179 622 bat-list-errors@lists.b
 5. [1222979] 02 Aug 98 Digest bat-list.v004.n178 673 bat-list-errors@lists.b
 4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.b
 3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
 2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
 1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command: .1,3

Transportation News Basket, 8 messages (1-8), 1 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*8. [1223634] 06 Aug 98 Digest bat-list.v004.n184 579 bat-list-errors@lists.b
 7. [1223267] 04 Aug 98 Digest bat-list.v004.n180 619 bat-list-errors@lists.b
 6. [1223232] 04 Aug 98 Digest bat-list.v004.n179 622 bat-list-errors@lists.b
 5. [1222979] 02 Aug 98 Digest bat-list.v004.n178 673 bat-list-errors@lists.b
 4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.b
> 3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
 2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
> 1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command:
```

Here we are selecting messages #1 and #3.

Figure 36: (1 of 3) Selecting Messages to Demonstrate the Opposite Selection Toggle

As you can see from the previous figure (Figure 36), we selected messages 1 and 3 in our list of messages in our "Transportation News" mail basket by entering ".1,3" at the "Enter message number or command:" prompt. Once the messages have been selected (indicated by the ">"), MailMan allows us to use the Opposite Selection Toggle action (Figure 37).

To toggle from the selected messages to the unselected messages or vice versa, you enter "O" at the "Enter message number or command:" prompt, as shown below:

```

Enter message number or command: O

Transportation News Basket, 8 messages (1-8)
*=New/!=Priority.....Subject.....
>*8. [1223634] 06 Aug 98 Digest bat-list.v004.n175 672 bat-list-errors@lists.b
> 7. [1223267] 04 Aug 98 Digest bat-list.v004.n174 673 bat-list-errors@lists.b
> 6. [1223232] 04 Aug 98 Digest bat-list.v004.n173 674 bat-list-errors@lists.b
> 5. [1222979] 02 Aug 98 Digest bat-list.v004.n178 673 bat-list-errors@lists.b
> 4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.b
  3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
> 2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
  1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command:

```

Using the toggle, MailMan selected the opposite messages (#2 & #4 - #8), as indicated by the ">", and deselected the original messages (#1 & #3).

Figure 37: (2 of 3) Using the Opposite Selection Toggle Action Code to Select the Opposite Messages

In this example (Figure 37), entering "O" at the "Enter message number or command:" prompt tells MailMan to deselect our original messages (i.e., 1 and 3) and to select the remaining messages (i.e., message number 2 and messages 4 through 8). Thus, MailMan selected the opposite set of messages and deselected the original set of selected messages.

Finally, we use the Opposite Selection Toggle to toggle back to our original selection of messages, as shown below:

```

Enter message number or command: O

Transportation News Basket, 8 messages (1-8)
*=New/!=Priority.....Subject.....
*8. [1223634] 06 Aug 98 Digest bat-list.v004.n175 672 bat-list-errors@lists.b
  7. [1223267] 04 Aug 98 Digest bat-list.v004.n174 673 bat-list-errors@lists.b
  6. [1223232] 04 Aug 98 Digest bat-list.v004.n173 674 bat-list-errors@lists.b
  5. [1222979] 02 Aug 98 Digest bat-list.v004.n178 673 bat-list-errors@lists.b
  4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.b
> 3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
  2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
> 1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command:

```

Using the toggle again, MailMan reselected the opposite messages (#1 & #3), as indicated by the ">", and deselected messages (#2 & #4 - #8).

Figure 38: (3 of 3) Using the Opposite Selection Toggle Action Code to Reselect the Original Messages

In this last example of our series (Figure 38), entering "O" again at the "Enter message number or command:" prompt tells MailMan to reselect our original messages (i.e., 1 and 3) and to deselect the remaining messages (i.e., message number 2 and messages 4 through 8). Thus, MailMan deselected the opposite set of messages and reselected the original set of messages. Our display looks like it did when we first selected the messages (Figure 36).

Print Messages ("P") Action

As you can see from the list of action commands (Table 2 in this chapter), the Print action code (i.e., "P") allows you to print messages in a mail basket. Unlike the Headerless Print Messages action code, the Print Messages action code will print the "Print" information and the "Subject" and "From" information (i.e., the header) as well as the text of the message (including responses, if any).



For more information on the Headerless Print Messages action code, please refer to the "Headerless Print Messages ('H') Action" topic previously described in this chapter.

MailMan allows you to print any selection, range, or all messages in a mail basket. If you choose to print to the screen, MailMan will prompt you to press the Enter/Return key after each message.

Also, as with all print commands, you can specify any print device (e.g., the monitor/screen or a printer).

To print messages in a mail basket, enter a "P" at the "Enter message number or command:" prompt, as shown below:

```
Select MailMan Menu Option: RML <RET> Read/Manage Messages
Select message reader: Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// TEST II <RET> (4 messages)

TEST II Basket, 4 messages (1-4)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 4. [1224524] 12 Aug 98 Forwarding a Message 2      1 BLUE,THOMAS E.
 3. [1224525] 12 Aug 98 Forwarding a message 3      1 BLUE,THOMAS E.
 2. [1224523] 12 Aug 98 Forward Message 1          1 BLUE,THOMAS E.
 1. [1223222] 04 Aug 98 test                        1 MAGENTA,MICHAL
Enter message number or command: P
Print which messages: (1-4): 1
Print recipient list? No// <RET> NO
DEVICE: HOME// <RET> Telnet terminal

MailMan message for BLUE,THOMAS E. COMPUTER SPECIALIST
Printed at ISC-SF.VA.GOV 12 Aug 98 14:30
Subj: test [#1223222] 04 Aug 98 08:14 1 line
From: MAGENTA,MICHAL - Q... Continuum In 'TEST II' Basket. Page 1
-----
test
Enter RETURN to continue or '^' to exit: <RET>

1 message printed.
Press RETURN to continue: <RET>

TEST II Basket, 4 messages (1-4)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 4. [1224524] 12 Aug 98 Forwarding a Message 2      1 BLUE,THOMAS E.
 3. [1224525] 12 Aug 98 Forwarding a message 3      1 BLUE,THOMAS E.
 2. [1224523] 12 Aug 98 Forward Message 1          1 BLUE,THOMAS E.
 1. [1223222] 04 Aug 98 test                        1 MAGENTA,MICHAL
Enter message number or command:
```

We don't want MailMan to print the recipient information.

MailMan prints the print and header information before printing the message text.

Figure 39: Printing a Message from a Mail Basket Without Recipient Information

In this example (Figure 39), we wanted to print a message. While in our "TEST II" basket, we entered a "P" (Print) at the "Enter message number or command:" prompt.

MailMan then asked us which messages we wanted to print. In this case, we wanted to print message number 1, so we entered "1" at the "Print which messages: (1-4):" prompt.

MailMan then asked us if we wanted to print the recipient list. Since we did not, we accepted the default ("No") by pressing the Enter/Return key after "Print recipient list? No/" prompt.



For an example of printing a recipient list, please refer to the example that follows (Figure 40) in this chapter.

MailMan then asked us to choose where to print our message (i.e., what device). In this case, we chose to print our message to the screen by choosing the default response (i.e., "**HOME**") by pressing the Enter/Return key at the "DEVICE: HOME//" prompt.



If you want to print your message(s) to a different device (e.g., a printer), enter the appropriate device name at the "DEVICE: HOME//" prompt.

MailMan immediately printed the message to our screen (our device choice) and, after pressing the Enter/Return key, MailMan informed us that one message had been printed.

Because this was a "normal" print, MailMan printed the "Print" information, the "Subject," and "From" information (i.e., the header) along with the text of the message.

Pressing the Enter/Return key, again, returned us to our list of messages in our "TEST II" basket where we could take additional actions. If we had selected more than one message to be printed, pressing the Enter/Return key would have printed the next message.

The following example (Figure 40), illustrates printing a message with recipient information:

```

TEST II Basket, 4 messages (1-4)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 4. [1224524] 12 Aug 98 Forwarding a Message 2      1 BLUE,THOMAS E.
 3. [1224525] 12 Aug 98 Forwarding a message 3      1 BLUE,THOMAS E.
 2. [1224523] 12 Aug 98 Forward Message 1          1 BLUE,THOMAS E.
 1. [1223222] 04 Aug 98 test                        1 MAGENTA,MICHAL
Enter message number or command: P
Print which messages: (1-4): 1
Print recipient list? No// y <RET> YES
    Select one of the following:
        D      Detail
        S      Summary
Print Detail or Summary recipient chain: Summary// <RET>
DEVICE: HOME// <RET> Telnet terminal
MailMan message for BLUE,THOMAS E.  COMPUTER SPECIALIST
Printed at ISC-SF.VA.GOV  12 Aug 98 14:31
Subj: test [#1223222] 04 Aug 98 08:14  1 line
From: MAGENTA,MICHAL - Q... Continuum  In 'TEST II' basket.  Page 1
-----
test
Local Message-ID: 1223222@ISC-SF.VA.GOV  (2 Recipients) Delivery basket: chair
Message will be NEW on:  13 Aug 98
This message was addressed as follows:
BLUE,THOMAS E.
MAGENTA,MICHAL
Enter RETURN to continue or '^' to exit: <RET>
1 message printed.
Press RETURN to continue: <RET>
TEST II Basket, 4 messages (1-4)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 4. [1224524] 12 Aug 98 Forwarding a Message 2      1 BLUE,THOMAS E.
 3. [1224525] 12 Aug 98 Forwarding a message 3      1 BLUE,THOMAS E.
 2. [1224523] 12 Aug 98 Forward Message 1          1 BLUE,THOMAS E.
 1. [1223222] 04 Aug 98 test                        1 MAGENTA,MICHAL
Enter message number or command:
    
```

Figure 40: Printing a Message from a Mail Basket With Recipient Information

In this example (Figure 40), we wanted to print the same message along with the recipient information. While in our "TEST II" basket, we entered a "P" (Print) at the "Enter message number or command:" prompt.

MailMan then asked us which messages we wanted to print. Again, we wanted to print message number 1, so we entered "1" at the "Print which messages: (1-4):" prompt.

MailMan then asked us if we wanted to print the recipient list. In this case, we did, thus, we entered "Yes" at the "Print recipient list? No//" prompt.

We were then given the choice of printing either a "Detail" or "Summary" list of recipients:

- **Summary list (default)**—The Summary list provides the same information you see when you do a query on a message (i.e., Query action code).



*For more information on the Query action code, please refer to **Error! Reference source not found.** and the "Query ('Q') Action" topic in Chapter 3 in this manual.*

- **Detail list**—The Detail list provides the same information you see when you do a detailed query on a message (i.e., Query Detailed action code).



*For more information on the Query action code, please refer to **Error! Reference source not found.** and the "Query Detailed ('QD') Action" topic in Chapter 3 in this manual.*

For this example, we chose to print a **Summary** list (default). Thus, we accepted the default response by pressing the Enter/Return key at the "Print Detail or Summary recipient chain: Summary//" prompt.

MailMan then asked us to choose where to print our message (i.e., what device). In this case, we chose to print our message to the screen by choosing the default response (i.e., "HOME") by pressing the Enter/Return key at the "DEVICE: HOME//" prompt.



If you want to print your message(s) to a different device (e.g., a printer), enter the appropriate device name at the "DEVICE: HOME//" prompt.

MailMan immediately printed the message and recipient information to our screen (our device choice) and, after pressing the Enter/Return key, MailMan informed us that one message had been printed.

Because this was a "normal" print, MailMan printed the "Print" information, the "Subject," and "From" information (i.e., the header) along with the text of the message. Also, since we wanted to print recipient information, a Summary list of recipients was included.

Pressing the Enter/Return key, again, returned us to our list of messages in our "TEST II" basket where we could take additional actions.

Query (Search for) Messages in this Basket ("Q") Action

As you can see from the list of action commands (Table 2 in this chapter), the Query (Search for) action code (i.e., "Q") allows you to search for messages in a specific mail basket.

You can search for messages based on any combination of the following criteria:

- **Subject contents**—Enter a string from 3 to 30 characters in length (*not* case sensitive).
- **Sender of the message**—Enter the first portion of the sender's last name (*not* case sensitive) or their local DUZ (i.e., numeric user ID). If the sender is from a remote site, enter any part of the sender's name and/or site. You'll narrow your choices by entering more characters.
- **Addressee/Recipient of the message**—Enter any portion of the addressee's name or their local DUZ (i.e., numeric user ID). If the sender is from a remote site, enter any part of the sender's name and/or site. You'll narrow your choices by entering more characters.
- **Approximately when the message was sent**—Date sent range: on, before, or after the VA FileMan date you enter. (*Do not* enter a future date).
- **Specific responder to a message**—Enter the first portion of the responder's last name (*not* case sensitive) or their local DUZ (i.e., numeric user ID). If the sender is from a remote site, enter any part of the sender's name and/or site. You'll narrow your choices by entering more characters.
- **Specific text in a message**—Enter a string from 3 to 30 characters in length, you decide if the search is case sensitive and if you search just the message, just the responses or both.



For more information on entering names or DUZs, please refer to the "Address Functionality" topic in Chapter 4 in this manual.

Each additional search criterion entered helps limit the search. Therefore, the more search criterion you choose, the more specific the search becomes resulting in a smaller list of messages from which to choose.

All criteria entered *must* be true in order to pass the search test. (This is similar to using the Boolean AND in Internet search engines or program code).

MailMan displays the entire list of search criteria you've selected. To cancel a single search criterion without having to start over, use the at-sign ("@" Shift-2 key on most keyboards) to delete the specific search criterion you no longer want.

When you have completed your search criteria, enter "G" ("Go search") to start the search. To end the query without searching, you can enter "Q" ("Quit") or enter the up-arrow ("^" Shift-6 key on most keyboards) to get out of the query (search) option.

You are automatically placed in a "virtual basket" in a full-screen view to process any messages found from the search. You can take any action on the messages in this "virtual basket" that you can take in a "real" basket (e.g., read, delete, forward, save, etc.).



For more information on searching for messages, please refer to Chapter 5 in this manual.

The following series of screen captures (Figure 41, Figure 42, and Figure 43) better illustrates how the Query (Search) process works.

To search (query) for messages in a mail basket, enter a "Q" at the "Enter message number or command:" prompt, as shown below:

```

Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// <RET>          (6 messages, 1 new)

IN Basket, 6 messages (1-17), 1 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*17. [1225128] 17 Aug 98 Training by John Doe          5 YELLOW,LISA          18/20
 16. [1224496] 12 Aug 98 Message to Gary but no me    1 BLUE,THOMAS E.      1/1
   8. [1224523] 12 Aug 98 Forward Message 1          1 BLUE,THOMAS E.
   4. [1223228] 04 Aug 98 Stress management exercise  16 MAGENTA,MICHAL
   2. [1222162] 27 Jul 98 BLUE                          1 FUCHSIA,GARY M.
   1. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. Gover 50 "Green, Rita" <greenr@
Enter message number or command: Q

Current search criteria:
Search basket:                IN

    Select one of the following:

        S      Enter 'Subject contains' string
        F      Enter 'Message from' person
        T      Enter 'Message to' person
        DA     Enter 'Message sent on or after' date
        DB     Enter 'Message sent on or before' date
        R      Enter 'Response from' person
        X      Enter 'Message contains' string
        Q      Quit

Select search action: S//
    
```

MailMan automatically displays the search basket name (i.e., "IN") as our default search criterion.

MailMan also lists all of the possible search criteria from which we can choose.

Figure 41: (1 of 3) Search for a Message in a Mail Basket

As you can see from this first example of our search series (Figure 41), after we entered "Q" at the "Enter message number or command:" prompt, MailMan displayed our current search criteria (i.e., search basket: "IN") and the list of search actions from which to choose.

At this point we can enter our search criteria and initiate a search, as shown in the next example (Figure 42).

In the next example, we entered our first search criteria:

```

Select search action: S// <RET> Enter 'Subject contains' string
Subject contains: message 1

Current search criteria:
Search basket:          IN
Subject contains:      message 1

Select one of the following:

S      Change 'Subject contains' string
F      Enter 'Message from' person
T      Enter 'Message to' person
DA     Enter 'Message sent on or after' date
DB     Enter 'Message sent on or before' date
R      Enter 'Response from' person
X      Enter 'Message contains' string
Q      Quit
G      Go search

Select search action: G//

```

The screenshot shows a terminal window with a list of search actions. Two callout boxes are present: one pointing to the 'Subject contains: message 1' line, and another pointing to the 'Search basket: IN' and 'Subject contains: message 1' lines.

Figure 42: (2 of 3) Entering Search Criteria

In this second example of the series (Figure 42), we chose to search for messages in our "IN" basket by entering a portion of the message subject we are looking for by pressing the Enter/Return key to accept the "S" (Subject text) default at the "Select search action: S//" prompt.

MailMan then asked us to enter the subject string we were looking for at the "Subject contains:" prompt (i.e., "message 1").

After entering the subject contains string, MailMan immediately displayed our current search criteria:

- **Search basket**—"IN"
- **Subject contains**—"message 1"

Also, again, we are presented with the list of search actions from which to choose. Since we haven't completed entering our search criteria, we haven't started the search.

In the final example of our series, we entered our second and last search criterion and ran the search:

```

Select search action: G// DA <RET> Enter 'Message sent on or after' date
Message sent on or after: 8/1/98 <RET> (AUG 01, 1998)

Current search criteria:
Search basket:          IN
Subject contains:      message 1
Message sent on or after: 01 Aug 98

Select one of the following:

S      Change 'Subject contains' string
F      Enter 'Message from' person
T      Enter 'Message to' person
DA     Change 'Message sent on or after' date
DB     Enter 'Message sent on or before' date
R      Enter 'Response from' person
X      Enter 'Message contains' string
Q      Quit
G      Go search

Select search action: G// <RET> o search
Searching...

IN Basket
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 8. [1224523] 12 Aug 98 Forward Message 1          1 BLUE,THOMAS E.
Search finished.
Enter message number or command:
    
```

MailMan displays our current search criteria.

Here we tell MailMan to start the search (i.e., Go search).

MailMan found our message and displayed the information in a "virtual basket."

Figure 43: (3 of 3) All Search Criteria Entered—Searching for the Message

In this final example of the series (Figure 43), besides searching for messages based just on a subject string, we also chose to search for messages based on the date they were sent. Thus, we entered a "DA" (Message sent on or after) at the "Select search action: G/" prompt.

MailMan then asked us to enter the date range we were looking for at the "Message sent on or after:" prompt (i.e., "8/1/98").

After entering the date, MailMan immediately displayed our search criteria:

- **Search basket**—"IN"
- **Subject contains**—"message 1"
- **Message sent on or after**—"01 Aug 98"

Also, again, we are presented with the list of search actions from which to choose. Since we have now completed entering our search criteria, we pressed the Enter/Return key to accept the "G" (Go search) default at the "Select search action: G/" prompt. MailMan immediately began to search our "IN" mail basket and look for messages that matched our search criteria.

When MailMan found the messages in question, we were informed the search had finished, and MailMan displayed the search results to us in a "virtual basket."

At this point we could read the messages or perform any other message action on the messages found by the search.

To get back to the original "real" basket list of messages, you must enter the up-arrow ("^" Shift-6 key on most keyboards) at the "Enter message number or command:" prompt and enter the up-arrow again or enter "Q" (quit) at the "Select search action, or enter 'G' to start search:" prompt.



*For more information on message action codes, please refer to the "Action Codes—Individual Messages" topic and **Error! Reference source not found.** in Chapter 3 in this manual.*

Resequence Messages ("R") Action

As you can see from the list of action commands (Table 2 in this chapter), the Resequence action code (i.e., "R") allows you to renumber the message numbers in a list of messages in a mail basket. All messages will be resequenced in the order of their MailMan internal message identification numbers. This helps keep your mail basket messages more orderly by removing any "gaps" in message number sequence.

To resequence the message numbers for a group of messages in a mail basket, enter an "R" at the "Enter message number or command:" prompt, as shown below:

```

NML  New Messages and Responses
RML  Read/Manage Messages
SML  Send a Message
      Query/Search for Messages
AML  Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// <RET>      (4 messages)
IN Basket, 4 messages (2-6)
*=New/!=Priority.....Subject.....Lines.From..
 6. [1222162] 27 Jul 98 BLUE                               1 FUCHSI
 5. [1223228] 04 Aug 98 Stress management exercise       16 MAGENT
 4. [1222306] 28 Jul 98 Local: biweekly info exchang     2 POSTMA
 2. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. Gover     50 "Green
Enter message number or command: R
Resequencing ...
Resequenced from 1 to 4
Press RETURN to continue: <RET>

IN Basket, 4 messages (1-4)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 4. [1223228] 04 Aug 98 Stress management exercise     16 MAGENTA,MICHAL
 3. [1222306] 28 Jul 98 Local: biweekly info exchang   2 POSTMASTER      70/70
 2. [1222162] 27 Jul 98 BLUE                             1 FUCHSIA,GARY M.
 1. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. Gover    50 "Green, Rita" <greenr@x
Enter message number or command:

```

Here we see that the message numbers have "gaps" between numbers and range from #2 - #6 when there are only four messages in the basket.

When MailMan redisplay the list, we see that the messages have been reordered and resequenced from #1 - #4.

Figure 44: Resequencing Messages in a Mail Basket

In this example (Figure 44), we wanted to resequence messages in our "IN" mail basket. While in our "IN" basket, we see that we have a total of four messages. However, the message numbers range from 2 through 6 rather than 1 through 4 and have "gaps" between numbers (i.e., 2, 4, 5, and 6). Thus, to resequence the numbers and remove the gaps, we entered an "R" (Resequence) at the "Enter message number or command:" prompt. MailMan informed us that the message numbers were being resequenced.

When completed, MailMan displayed that the messages in our "IN" basket had been "Resequenced from 1 to 4."

Pressing the Enter/Return key returned us to our list of messages in our "IN" basket. The messages were reordered based on their MailMan internal message identification numbers and the messages now ranged from 1 through 4 and did *not* have any gaps (i.e., 1, 2, 3, and 4).

We could now take any additional actions on the resequenced messages.

Save Messages to Another Basket ("S") Action

As you can see from the list of action commands (Table 2 in this chapter), the Save action code (i.e., "S") allows you to save messages in a list of messages to another existing mail basket or create a new mail basket on the fly. This helps you sort your messages into the proper mail basket for easier reference. MailMan allows you to save any selection, range, or all messages in a mail basket.

To save messages from one mail basket to another, enter an "S" at the "Enter message number or command:" prompt, as shown below:

```

Select MailMan Menu Option: RML <RET> Read/Manage Message
Select message reader: Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// <RET> (5 messages)

IN Basket, 5 messages (2-7)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 7. [1224524] 12 Aug 98 Forwarding a Message 2 1 THOMAS E.
 6. [1223228] 04 Aug 98 Stress management exercise 16 MAGENTA,MICHAL
 5. [1222306] 28 Jul 98 Local: biweekly info exchang 2 POSTMASTER
 4. [1222162] 27 Jul 98 BLUE 1 FUCHSIA,GARY M.
 2. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. Gover 50 "Green, Rita" <greenr@x
Enter message number or command: S
Save which messages: (2-7): 7
Save messages to which basket? TEST II
1 message saved.
Press RETURN to continue: <RET>

IN Basket, 4 messages (2-6)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 6. [1223228] 04 Aug 98 Stress management exercise 16 MAGENTA,MICHAL
 5. [1222306] 28 Jul 98 Local: biweekly info exchang 2 POSTMASTER 70/70
 4. [1222162] 27 Jul 98 BLUE 1 FUCHSIA,GARY M.
 2. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. Gover 50 "Green, Rita" <greenr@x
Enter message number or command:

```

Figure 45: Saving Messages in a Mail Basket to Another Mail Basket

In this example (Figure 45), we wanted to save (move) a message from one basket to another. While in our "IN" basket, we entered an "S" (Save) at the "Enter message number or command." prompt.

MailMan then asked us which messages we wanted to save. In this case, we wanted to save message number 7 from our "IN" basket into our "TEST II" basket. Thus, we entered "7" at the "Save which messages: (2-7):" and "TEST II" at the "Save messages to which basket?" prompts.

We could have entered any or all message numbers in the "IN" basket (in any order) and chosen any new or existing mail basket. If the basket entered did *not* already exist in our mailbox, MailMan would give us the chance to create the new mail basket on the fly or to choose another existing basket. In this case, the "TEST II" mail basket already existed, so we did not have to create a new basket.

MailMan informed us that one message had been saved.

Pressing the Enter/Return key returned us to our list of messages in our "IN" basket. However, we could see that the message number 7 was no longer in our list of messages because it had been moved to our "TEST II" mail basket.

We could now take any additional actions on the remaining messages.

Terminate Messages ("T") Action

As you can see from the list of action commands (Table 2 in this chapter), the Terminate action code (i.e., "T") allows you to permanently delete messages from your mail baskets by moving them to the "WASTE" basket. MailMan allows you to terminate any selection, range, or all messages in a mail basket.

Generally, a batch job is run nightly (determined by IRM at your site) to remove messages from your "WASTE" basket, and thus, from your mailbox. You can immediately remove messages from your mailbox by, again, terminating the messages from your "WASTE" basket. However, the message remains in the system until all recipients of the message have deleted it from their mailbox.

Unlike the Delete action code, the Terminate action code will prevent responses to "terminated" messages from being "resurrected" or restored back into your mailbox.



For more information on the Delete action code, please refer to the "Delete Messages ('D') Action" topic previously described in this chapter.

To terminate messages in a mail basket, enter a "T" at the "Enter message number or command:" prompt, as shown below:

```
Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// TEST II <RET>      (4 messages)

TEST II Basket, 4 messages (1-4)
*=New/!=Priority.....Subject.....Lines
  4. [1224524] 12 Aug 98 Forwarding a Message 2          1 BLUE, THOMAS E.
  3. [1224525] 12 Aug 98 Forwarding a message 3          1 BLUE, THOMAS E.
  2. [1224523] 12 Aug 98 Forward Message 1              1 BLUE, THOMAS E.
  1. [1223222] 04 Aug 98 test                            1 MAGENTA, MICHAL
Enter message number or command: T
Terminate which messages: (1-4): 2,4
Do you really want to terminate these messages? No// y <RET>  YES
2 messages terminated.
You won't see future responses. (In WASTE basket)
Press RETURN to continue: <RET>

TEST II Basket, 2 messages (1-3)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
  3. [1224525] 12 Aug 98 Forwarding a message 3          1 BLUE, THOMAS E.
  1. [1223222] 04 Aug 98 test                            1 MAGENTA, MICHAL
Enter message number or command:
```

Here we are terminating messages #2 and #4 from our "TEST II" mail basket.

When MailMan redisplay the list, we see that messages #2 and #4 are gone from the "TEST II" mail basket.

Figure 46: Terminating Messages in a Mail Basket

In the previous example (Figure 46), we wanted to terminate a couple of messages from a mail basket. While in our "TEST II" basket, we entered "T" (Terminate) at the "Enter message number or command:" prompt. MailMan asked us which messages to terminate. MailMan listed the entire range of messages in

the basket (i.e., 1 through 4). For this example, we entered "2,4" at the "Terminate which messages: (1-4):" prompt. We were telling MailMan that we wanted to terminate messages number 2 and 4.

Before terminating those messages, MailMan wanted us to verify that we really wanted to terminate them. Since we did, we entered "Yes" at the "Do you really want to terminate these messages? No/" prompt. MailMan confirmed that two messages had been terminated and sent to our "WASTE" basket. MailMan also informed us that we would *not* see any future responses to those messages.

When we pressed the Enter/Return key, MailMan redisplayed the "TEST II" basket's list of messages (minus the terminated messages). We could then take any additional actions on the list of remaining message in that basket.



Here's a tip—You can "un-terminate" a message by going to your "WASTE" basket and forwarding the terminated message back to yourself. Thus, you can retrieve any message you terminated, if it's still on the system and you know the message number. However, the message will not appear as a "New" message.

If the message is no longer in your "WASTE" basket but you know another recipient of the message, you can ask that other recipient of the message to forward it to you. Again, the message will not appear as a "New" message in your mailbox. It would only appear as a "New" message, when a new reply is sent.

Zoom Selection Toggle ("Z") Action

As you can see from the list of action commands (Table 2 in this chapter), the Zoom Selection Toggle is used to "zoom" in on a group of messages that have been selected for subsequent group action. Using this action code allows you to just display those selected messages and not the entire list of messages in the mail basket. This can be useful when you have a long list of messages and have selected messages throughout the entire list.

In order to use the Zoom Selection Toggle, you must have first selected at least one message in the list of messages. When you have selected a message, a right-angle bracket (">") is displayed to the left of the selected message in the list.



For more information on selecting messages for subsequent group actions, please refer to the "Message Selection Actions" topic previously described in this chapter.

The following series of screen captures (Figure 47, Figure 48, and Figure 49) better illustrates how the Zoom Selection Toggle works.

We first must select some messages in our list of messages, as shown below:

```
Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// Transportation News      (8 messages, 1 new)

Transportation News Basket, 8 messages (1-8), 1 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 *8. [1223634] 06 Aug 98 Digest bat-list.v004.n184 579 bat-list-errors@lists.b
  7. [1223267] 04 Aug 98 Digest bat-list.v004.n180 619 bat-list-errors@lists.b
  6. [1223232] 04 Aug 98 Digest bat-list.v004.n179 622 bat-list-errors@lists.b
  5. [1222979] 02 Aug 98 Digest bat-list.v004.n178 673 bat-list-errors@lists.b
  4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.b
  3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
  2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
  1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command: .1-4

Transportation News Basket, 8 messages (1-8), 1 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 *8. [1223634] 06 Aug 98 Digest bat-list.v004.n184 579 bat-list-errors@lists.b
  7. [1223267] 04 Aug 98 Digest bat-list.v004.n180 619 bat-list-errors@lists.b
  6. [1223232] 04 Aug 98 Digest bat-list.v004.n179 622 bat-list-errors@lists.b
  5. [1222979] 02 Aug 98 Digest bat-list.v004.n178 673 bat-list-errors@lists.b
 > 4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.b
 > 3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
 > 2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
 > 1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command:
```

Here we are selecting messages #1 - #4.

Figure 47: (1 of 3) Selecting Messages to Demonstrate the Zoom Selection Toggle

As you can see from the previous figure (Figure 47), we selected messages 1 through 4 in our list of messages in our "Transportation News" mail basket by entering ".1-4" at the "Enter message number or command:" prompt. Once the messages have been selected, MailMan allows us to use the Zoom Selection Toggle action.

To zoom in on just the selected messages (and zoom out again), you enter "Z" at the "Enter message number or command:" prompt, as shown below:

```

Enter message number or command: Z

Transportation News Basket, 8 messages (1-8), 1 new
*=New/!=Priority.....Subject.....Line
> 4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.b
> 3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
> 2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
> 1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command:
    
```

We used the Zoom Selection Toggle to zoom in on and only display our selected messages (#1 - #4).

Figure 48: (2 of 3) Using the Zoom Selection Toggle Action Code to Zoom in on Selected Messages

In this example (Figure 49), entering "Z" at the "Enter message number or command:" prompt tells MailMan to zoom in on and only display our selected messages (i.e., 1 through 4).

Finally, we use the Zoom Selection Toggle to zoom back out to our original list of messages, as shown below:

```

Enter message number or command: Z

Transportation News Basket, 8 messages (1-8), 1 new
*=New/!=Priority.....Subject.....Line
*8. [1223634] 06 Aug 98 Digest bat-list.v004.n184 619 bat-list-errors@lists.b
 7. [1223267] 04 Aug 98 Digest bat-list.v004.n180 619 bat-list-errors@lists.b
 6. [1223232] 04 Aug 98 Digest bat-list.v004.n179 622 bat-list-errors@lists.b
 5. [1222979] 02 Aug 98 Digest bat-list.v004.n178 673 bat-list-errors@lists.b
> 4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.b
> 3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
> 2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
> 1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command:
    
```

Using the Zoom Selection Toggle again, the entire list of messages (#1 - #8) is re-displayed.

Figure 49: (3 of 3) Using the Zoom Selection Toggle Action Code to Zoom Back Out to the Entire List of Messages

In this last example of our series (Figure 49), entering "Z" again at the "Enter message number or command:" prompt tells MailMan to zoom back out to the entire list of messages (i.e., 1 through 8). Our display looks like it did when we first selected the messages (Figure 47).

Paging Actions

MailMan V. 7.1 with Patch 50 introduced paging action commands that allow you to navigate to different locations within long lists of messages when using either the Detailed or Summary Full Screen message readers. As you can see from the list of action commands (Table 2 in this chapter), you can perform any of the following paging actions on long list of messages:

- **Enter/Return**—Pressing the Enter/Return key functions just like the "+" paging action by paging forward one page.
- **Equal Sign ("=")**—Enter an equal sign (i.e., "=" on the keyboard) at the "Enter message number or command:" prompt in order to redisplay the basket message list page (screen) you were viewing ("refresh" the page/screen).
- **Plus Sign ("+")**—Enter a plus sign (i.e., "+" on the keyboard) at the "Enter message number or command:" prompt in order to advance to the next page (screen) of messages, when a mail basket contains a large number of messages.
- **Plus Number ("+"n")**—Enter a plus sign and a specific number (i.e., "+n") at the "Enter message number or command:" prompt in order to advance n pages (screens) of messages, when a mail basket contains a large number of messages.
- **Minus Sign ("-")**—Enter a minus sign (i.e., "-" or hyphen on the keyboard) at the "Enter message number or command:" prompt in order to return to the previous page (screen) of messages, when a mail basket contains a large number of messages and you are *not* on the first page of messages.
- **Minus Number ("-n")**—Enter a minus sign and a specific number (i.e., "-n") at the "Enter message number or command:" prompt in order to go back n pages (screens) of messages, when a mail basket contains a large number of messages and you are *not* on the first page of messages.
- **Zero ("0")**—Enter a zero (i.e., "0") at the "Enter message number or command:" prompt in order to return to the first page (screen) of messages, when a mail basket contains a large number of messages and you are *not* on the first page of messages.



MailMan only displays these action codes in the list of action codes when the mail basket you are currently processing has more than one page (screen) of messages.



These paging action codes (except the Enter/Return key) are *not* available with MailMan's Classic message reader.

Text String Search Actions

As you can see from the list of action commands (Table 2 in this chapter), besides using the Query (Search for) Messages in this Basket ("Q") action code or the Query/Search for Messages option, MailMan V. 7.1 with Patch 50 allows you two additional methods of searching for messages based on a text string found in a message subject:

- **?String**—Search for messages in the basket whose subject contains the string entered.
- **??String**—Search for messages anywhere on the system, which you ever sent or received, and whose subject begins with the string entered.



The Text String Search actions are available with all three message readers (i.e., Classic message reader and the Summary or Detailed Full Screen message readers).

After the search completes, you are automatically placed in a "virtual basket" in a full-screen view to process any messages found from the search. You can take any action on the messages in this "virtual basket" that you can take in a "real" basket (e.g., read, delete, forward, save, etc.).



For more information on Query (Search for) Messages in this Basket ("Q") action code, please refer to the "Query (Search for) Messages in this Basket ('Q') Action" topic, previously described in this chapter.

For more information on the Query/Search for Messages option, please refer to the Chapter 5 in this manual.

?String

While in a basket, you can search for messages in the basket whose subject contains a specific string.

At the "Basket Message" prompt, enter the string preceded by a question mark ("?"). You will then be placed in a "virtual basket" in a full-screen view displaying a list of those messages that contain the specified string somewhere in their subject. From that list of messages, you can choose which you would like to read or take any other action.

For example, if you want to search for messages in a basket whose subject contains the word "SCHEDULE", you would enter "**?SCHEDULE**". This search is *not* case sensitive (uppercase and lowercase are treated identically). Thus, for example, "SCHEDULE" and "Schedule" would both be found with the search.

To search for messages in a basket based on specific subject text, enter a "?" and the search text at the "Basket Message" prompt, as shown below:

```
Select MailMan Menu Option: rml <RET> Read/Manage Messages
Select message reader: Classic// <RET>
Read mail in MAIL BASKET: IN// <RET> (20 messages, 15 new)
Last message number: 20 Messages in basket: 20 (15 new)
Enter ??? for help.

IN Basket Message: 1// ?later

IN Basket
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
  2. [100111] 22 Dec 98 test later          1 FUCHSIA,GARY      1/1
 *12. [100252] 16 Feb 99 TEST LATER 2      1 FUCHSIA,GARY
 *13. [100251] 16 Feb 99 TEST LATER          1 FUCHSIA,GARY      0/1
Search finished.
Enter message number or command:
```

Here we've entered a *single* question mark along with a text string (i.e., "later"). MailMan will search this mail basket and display any messages that contain this string, regardless of case.

Figure 52: An Example of Searching for Messages in a Basket Containing a Specific Text String in the Subject

After choosing the Read/Manage Messages option (**RML**) and using the Classic message reader, we wanted to search for messages in our "IN" basket whose subject contained the word "later" in the subject. Thus, we entered "**?later**" (*not* case sensitive) at the "IN Basket Message: 1//" prompt.

When the search was finished, MailMan placed us into a "virtual basket" in a full-screen view displaying all of the messages in our "IN" basket that contained the "later" string somewhere in the message subject where we could take any additional actions on the list of messages.



For a complete list of action commands we could use, please refer to Table 2 in this chapter.

??String

While in a basket, you can search for messages anywhere on the system whose subject *begins* with a certain string.

At the "Basket Message" prompt, enter the string preceded by two question marks ("??"). You will then be placed in a "virtual basket" in a full-screen view displaying a list of those messages located anywhere on the system, which you ever sent or received, whose subject *begins* with that string. This search is case sensitive (uppercase and lowercase are *not* treated identically). From that list of messages, you can choose which you would like to read.

For example, if you want to search for messages whose subject begins with the words "Schedule Reports", you would enter "**??Schedule Reports**". Since this search is case sensitive, you must enter the string in the correct case. Thus, for example, "SCHEDULE REPORTS" and "Schedule Reports" are *not* considered by this search as being the same.

To search for messages located anywhere on the system, based on initial subject text, enter "??" and the search text at the "Basket Message" prompt, as shown below:

```
Select MailMan Menu Option: rml <RET> Read/Manage Messages
Select message reader: Classic// <RET>
Read mail in MAIL BASKET: IN// <RET> (20 messages, 15 new)
Last message number: 20 Messages in 1
Enter ??? for help.

IN Basket Message: 1// ??TEST GROUP

*=New/!=Priority.....Subject.....Lines.From....Read/Rcvd
* 1. TEST [100276] 28 Feb 99 TEST GROUP 1 FUCHSIA,GARY
* 2. TEST [100277] 28 Feb 99 TEST GROUP 2 1 FUCHSIA,GARY
* 3. TEST [100278] 28 Feb 99 TEST GROUP 3 1 FUCHSIA,GARY
Search finished.
Enter message number or command:
```

Here we've entered *two* question marks along with a text string (i.e., "TEST GROUP"). MailMan searched the system and displayed all messages sent or received by us whose subject *begins* with this string (case sensitive).

Figure 53: An Example of Searching for Messages in a Basket Whose Subject *Begins* with a Specific Text String

After choosing the Read/Manage Messages option (**RML**) and using the Classic message reader, we wanted to search for messages:

- Located anywhere on the system.
- Whose subject contained the word "later" in the subject.
- Sent or received by us.

Thus, we entered "**??TEST GROUP**" (case sensitive) at the "IN Basket Message: 1/" prompt.

When the search was finished, MailMan placed us into a "virtual basket" in a full-screen view displaying all of the messages either sent by or received by us whose subject began with the "TEST GROUP" text string where we could take any additional actions on the list of messages.



For a complete list of action commands we could use, please refer to Table 2 in this chapter.

Up-arrow ("^") Exit Action

As you can see from the list of action commands (Table 2 in this chapter), as with all **VISTA** software, you can use the up-arrow ("^" Shift-6 key on most keyboards) to exit a prompt or option without taking any other action, as shown below:

```
Select MailMan Menu Option: rml <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// <RET>      (5 messages, 2 new)

IN Basket, 5 messages (1-5), 2 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*5. [1361007] 19 Apr 99 Local: biweekly info exchang 2 OCHRE,JACK      1/5
!4. [1360433] 14 Apr 99 New Phone System Training 12 SCARLET,BETH          28/28
 3. [1354489] 25 Feb 99 CIO News - February 25, 199 85 <LTBROWN.ELLEN@FORUM.VA
 2. [1354488] 24 Feb 99 Minutes - Nat'l IRM Call - 496 <ROUGE.DONNA_M@FORUM.VA
 1. [1350198] 01 Feb 99 FM22 account                6 MAGENTA,MICHAL

Enter message number or command: ^

NML  New Messages and Responses
RML  Read/Manage Messages
SML  Send a Message
      Query/Search for Messages
AML  Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option:
```

Here we've entered an up-arrow ("^") to exit the basket message list. We also could have pressed the Enter/Return key to exit the list.

MailMan proceeded to redisplay the main menu, where we could choose another option.

Figure 54: An Example Using the Up-arrow to Exit a List of Messages in a Basket



3. Reading/Managing Messages—Individual Messages

<p>Topics To Be Discussed:</p>	<ul style="list-style-type: none">• Action Codes—Individual Messages<ul style="list-style-type: none">➤ Answer ("A") Action➤ Backup ("B") Action➤ Print to Browser ("BR")➤ Copy ("C") Action➤ Delete ("D") Action➤ Edit ("E") Action➤ Forward ("F") Action➤ Headerless Print ("H") Action➤ Ignore ("I") Action➤ Include Message➤ Information Only ("IN") Action (Toggle)➤ Priority Replies ("K") Action (Toggle)➤ Later ("L") Action➤ New/Un New ("N") Action (Toggle)➤ Print ("P") Action➤ Query ("Q") Action➤ Query Recipients ("Q xxx") Action➤ Query Detailed ("QD") Action➤ Query Network ("QN") Action➤ Reply ("R") & Reply and Include responses ("RI") Actions➤ Save ("S") Action➤ Terminate ("T") Action➤ Vaporize Date Edit ("V") Action➤ Write ("W") Action➤ Extract KIDS or PackMan Messages ("X") Action
---------------------------------------	---



You can use any of the following options to access a message in order to read it, reply to it, or to take any other available action on it:

- **New Messages and Responses Option [synonym NML]**



For more information on the Read/Manage Messages option [RML], please refer to Chapter 1 in this manual.

- **Read/Manage Messages Option [synonym RML]**



For more information on the Read/Manage Messages option [RML], please refer to Chapter 2 in this manual.

- **Query/Search for Messages Option**



For more information on the Query/Search for Messages option option, please refer to Chapter 5 in this manual.



*For a complete list and description of command action codes for messages, please refer to the "Action Codes—Individual Messages" topic and **Error! Reference source not found.** that follows in this chapter.*

The features and functionality associated with managing your messages individually are described in greater detail in this chapter.

Action Codes—Individual Messages

The following table lists all of the possible message action codes that you can perform after reading a particular message. All of these action codes are available when using any of the three message readers (i.e., the Detailed Full Screen, Summary Full Screen, or Classic message readers):

Action Code	Action Description
A	Answer—The "Answer" command issues a <i>new</i> message to send to the sender of the original message.
B	Backup—Back up to the original text of the message or to a particular response.
BR	Print to the Browser.
C	Copy—Create a copy of a message.
D	Delete—Delete a message by moving it to your "WASTE" basket.
E	Edit—Edit a message you sent.
F	Forward—Forward a message to different recipients.
H	Headerless Print—Print a message without print or header information (i.e., no Subject and From lines).
HG	Help: Group Information
HU	Help: User Information
I	Ignore—Ignore the message and leave it in the current mail basket.
IM	Include Message. Include responses from another message or any COMBINATION of its responses in your message.
IN	Information Only—Toggle whether a message, sent by you, is Information Only, depending on current setting. Recipients <i>can't</i> respond to these messages.
K	Priority Replies Toggle—Toggle whether or not all future replies to this priority message are received as priority or ordinary, depending on the current setting.

Table 3: Action Codes—Messages

Table 3 (continued):

Action Code	Action Description
L	Later—Have the message made "new" in your mailbox at a specified later date and time.
N	New/Un New Toggle—Toggle a message to be new or <i>not</i> new, depending on the current setting.
P	Print—Print a message to a specified device.
Q	Query—Obtain general recipient information on a message.
Q xxx	Query Recipient(s) xxx—Obtain information on a specified recipient of a message, where "xxx" represents the name of the recipient.
QD	Query Detailed—Obtain detailed recipient information on a message.
QN	Query Network—Obtain network and detailed recipient information on a message.
R	Reply—Compose and send a reply to a message.
RI	Reply and Include responses—Compose and send a reply to a message with previous responses included in your reply.
S	Save—Save a message to an existing mail basket or to a new basket that you create on the fly.
T	Terminate—Terminate a message by putting it in your "WASTE" basket and stop receiving any future replies to that message.
V	Vaporize Date Edit—Set a specified date and time to vaporize (delete) a message from your mail basket.
W	Write—Send a <i>new</i> message while reading another message.
X	Extract KIDS or PackMan Messages—Provides a list of specific actions you can perform on these types of messages (for IRM personnel or developers).
^	Exit the Message (up-arrow, "^" Shift-6 key on most keyboards)—Acts like the Ignore action code.

Table 3: Action Codes—Messages (continued)



Please remember that not all action codes are available with every message. Some action codes are only available when certain conditions exist.



Each action code is described in greater detail below.

Answer ("A") Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Answer action code (i.e., "A") to answer a message. While "Replying" to a message chains the new response to the original message, the "Answer" command issues a new message to send to the sender of the original message, a new message that will *not* be chained to the original message.

The new "Answer" message consists of three components in the following order:

1. **A copy of the message being answered**
2. **The text of your answer**
3. **The three lines of your Network Signature**

Effective with MailMan V. 7.1 with Patch 50, when you answer a message the original message is copied *before* you are placed in the editor. Thus, "Answer" first copies the original message, adds your network signature, and then puts you into the editor. Once you're finished with your answer, it is sent as a separate message to the sender of the original message and any additional recipients you select.

In order to use the Answer command, you must have a Network Signature. If you don't have a Network Signature and try to "Answer" a message, MailMan will inform you of the requirement, as shown below:

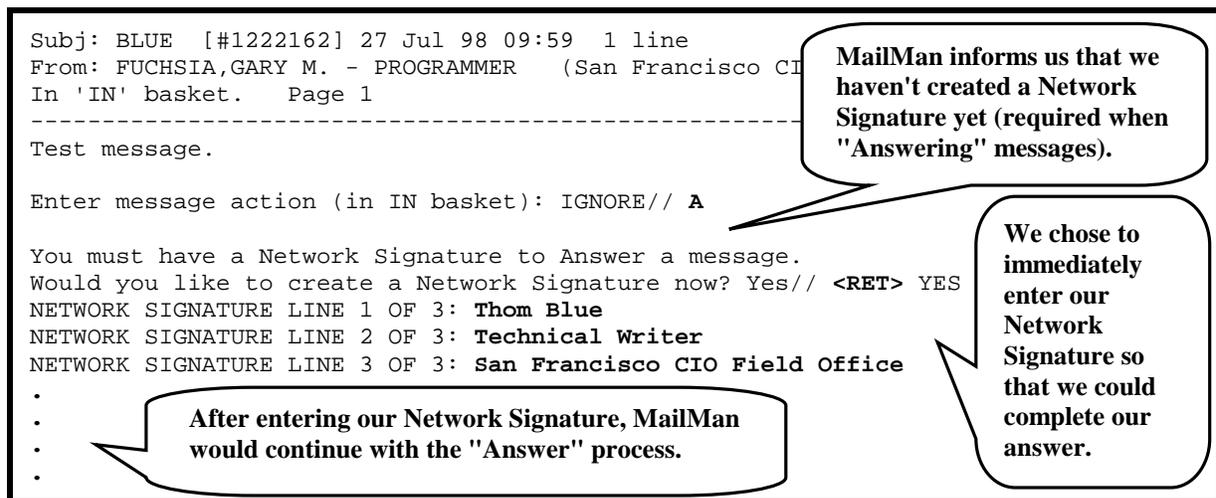


Figure 55: Answering a Message Without a Network Signature

As you can see from this example (Figure 55), MailMan would not let us "Answer" this message because we did *not* have a Network Signature. However, MailMan immediately gave us the opportunity to enter our Network Signature so that we could continue with our answer.



*You can also use the User Options Edit option on the Personal Preferences menu to enter your Network Signature. For more information on entering Network Signatures, please refer to the "Network Signature" topic in Chapter 3 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

You can "Answer" a message by entering an "A" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: Test [#1219990] 09 Jul 98 13:46 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO
In 'TEST' basket. Page 1
-----
here is a test

Enter message action (in TEST basket): IGNORE// A
Subject: Re: Test// <RET>
Copying original message and network signature...
You may edit the text of the message...

==[ WRAP ]==[ INSERT ]===== < Re: Test >===== [ <PF1>H=Help ]====
>Original message: "TEST"
>From: BLUE,THOMAS E.
>Sent: 09 Jul 98 13:46
>
>here is a test

Here is some additional text added after the original message text.

-----
Thom Blue
Technical Writer
San Francisco CIO Field Office
<=====T=====T=====T=====T=====
-----

Addressing answer to sender: BLUE,THOMAS E.
...OK? Yes// <RET> (Yes)
Select basket to send to: IN// <RET>
And Send to: fuchsiA,GARY M. (DUZ 9999) INFORMATION SYSTEMS CENTER
Last used MailMan: 30 Jul 98 14:54
On vacation 31 July through 16 August.
And Send to: <RET>

Select Message option: Transmit now// <RET> Sending [1224304]...
Sent

Finished with the 'Answer' command.
Now back to:

Subj: Test [#1219990] 09 Jul 98 13:46 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
In 'TEST' basket. Page 1
-----
Enter message action (in TEST basket): Ignore//

```

MailMan copies the original message and places our Network Signature in the body of the new "Answer" message before placing us into our editor.

In the editor, we added our response (Answer) and closed the editor.

MailMan added our Network Signature (after a dashed line) here.

MailMan notified us that the "Answer" process was completed and returned us to the original message.

Figure 56: Answering a Message

As you can see from the previous example (Figure 56), while reading a message, we entered an "A" (Answer) at the "Enter message action (in TEST basket): IGNORE//" prompt to "Answer" the message. MailMan first asked us if we wanted to change the subject text, in this case, we did not. Thus, we pressed the Enter/Return key to accept the default response (i.e., "**Re: Test**").

Next, MailMan copied the message header information (i.e., subject, sender, and date sent), the original text of the message, and our Network Signature (displayed after a dashed line) before placing us into the editor.

Once in the editor, we added our answer by typing in our response following the original copy of the message. If we wanted to, we could have deleted or moved any of the lines MailMan copied into the message, however, for clarity, we kept the copy of the original text right before our response. When we were through with our answer, we saved our text and closed the editor.

MailMan then prompted us to address the message to whomever we wished. After completing the addressing of the message, we sent it off.



For more information on addressing a message, please refer to the "Address Functionality" topic in Chapter 4 in this manual.

After sending the message, MailMan notified us the "Answer" was completed (i.e., "Finished with the 'Answer' command."), redisplayed the original message header, and returned us to the original message action prompt where we could take any additional actions on this message.



Heres a tip—Use the "Answer" command when you want to privately respond to a message and don't want your response chained to the message so others can see it (e.g., avoid all of those "Me Too's"). For example, if a message causes numerous recipients to respond by requesting the same information over and over (e.g., "Please send a copy of that document to me too."), you should use the "Answer" command rather than the "reply" command and avoid having to read all of those extraneous replies.

Backup ("B") Action

After a message has been read, replied to, and the reply has been read, MailMan will no longer display the message text automatically when you attempt to read the message. This is to avoid forcing you to read through text you've already seen. However, the text is still there. You can use the Backup action code ("B") to back up to any part of a message and read the message from that point on:

- **Original message**
- **Any specific response** (if any)

To back up to the original message or any specific response, enter a "B" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: Priority test #2 [#1214469] 02 Jun 98 07:44 1 line
From: FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Office)
7 of 7 responses read. In 'TEST' basket. Page 1
-----

Enter message action (in TEST basket): IGNORE// B
There are 7 responses. Response 0 is the original message. (?? shows index)
Backup to: Original message 0// 6

Subj: Priority test #2 [#1214469] 02 Jun 98 07:44 1 line
From: FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Office)
7 of 7 responses read. In 'TEST' basket. Page 1
-----

6) FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Office)
04 Jun 98 10:25 4 lines
Yes, that's right.

I think I've fixed it now, though.
Would you send me priority messages, and let me know?

7) BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
04 Jun 98 15:57 1 line

will do.

Enter message action (in TEST basket): IGNORE//

```

MailMan backed up to response #6 as we requested and displayed the message from that point on.

Figure 57: Backing Up in a Message

In this example (Figure 57), after reading a message, we wanted to go back and reread a specific response. Thus, we entered a "B" (Backup) at the "Enter message action (in TEST basket): IGNORE//" prompt.

MailMan informed us that there were seven responses to the original message. As a default, MailMan asked us if we wanted to back up to the original message.



If a message doesn't have any responses, MailMan will not ask this question.

For this example, we decided to back up to response number 6 of the message by entering "6" at the "Backup to: Original message 0//" prompt. Thus, MailMan displayed the message starting with Response 6.

After completing the backup, MailMan returned us to the message action prompt where we could take any additional actions on this message.

If we had entered two question marks ("??") at the "Backup to: Original message 0//" prompt, MailMan would have displayed an index or list of respondents, as shown below:

```
Backup to: Original message 0// ??

There are 7 responses. Response 0 is the original message.
Response.....From.....Lines
7) 04 Jun 98 BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Of 1
6) 04 Jun 98 FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Office) 4
5) 04 Jun 98 BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Of 1
4) 03 Jun 98 FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Office) 2
3) 03 Jun 98 BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Of 2
2) 02 Jun 98 FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Office) 2
1) 02 Jun 98 BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Of 1
0) 02 Jun 98 FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Office) 1

There are 7 responses. Response 0 is the original message. (?? shows index)
Backup to: Original message 0//
```

Figure 58: Displaying an Index for a Message

The index shows that there were seven responses to the original message.

If you have already read all the responses of a message and you go back to the message later, the message header is displayed and MailMan gives you the information: "You are at the end of this message. Enter 'B' to Backup and review it."

Print to the Browser ("BR") Action

After reading a message, you can use the **BR** action code to print the message to the FileMan Browser. If your site manager has set up the output device called BROWSER, you can view any message in the BROWSER.

The advantages of printing a message to the Browser are:

- You can scroll both forward and backward through the message smoothly and easily -- you won't lose part of it off the top of the screen as you do when you print to the HOME device.
- You can go to any line, screen, or column of the message with a single command.
- You can use the search feature to find and immediately jump to any text in the message.
- You can copy text from the message and later paste it into another message or other document or WORD-PROCESSING-type field.

Using the BROWSER has the same effect as Printing your message to the HOME device or to a printer except that you now have the benefit of being able to scroll up and down through an entire message on your screen. You can view (but not edit) any message. You may find that by viewing messages in the BROWSER, you can avoid having to print hard copies of some messages simply to be able to see the whole message.

In the example below, you open a message and you are at response 229 (this is a very long message). You want to see a previous response. You could use the Backup command if you knew the number of the response you wanted or you could Print to the HOME device and read through all the responses if you have time. However, the easiest thing to do and the option that gives you the most flexibility is to use **BR** and Print to the Browser.

```

Subj: I'm so excited... [#1190657] 07 Nov 97 09:24 59 lines
From: FUCHSIA,GARY M - PROGRAMMER (CIOFO-SF) 230 of 230 responses read.
In 'mailman' basket. Message will be NEW Later. Page 1
-----
229) CRIMSON,STEVEN R - ISC-SF (San Francisco CIO Field Office) 01 Aug 00 09:19
5 lines

I was hoping to do more than SELECT an option..... I will defer to you
folks. It is, at worse, a nuisance and, at best, unlikely to be
encountered much. And the work around is to navigate the old fashioned
way so I would hate to see anyone waste a lot of time on it. But I feel
compelled to report unexpected behavior.

230) FUCHSIA,GARY M - PROGRAMMER (CIOFO-SF) 01 Aug 00 09:36
Then let's ignore it.

Enter message action (in MailMan basket): Ignore// BR
There are 230 responses. Response 0 is the original message. (?? shows index)
Select the responses to Print: 0-230// <RET>
...one moment...

```

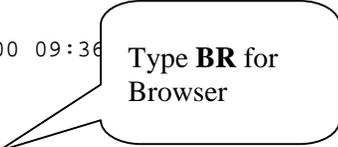


Figure 58-A 1 Enter BR to print this message to the Browser

Enter "**BR**" at the "Enter message action (in xxxx basket): Ignore/" prompt, where "xxxx" contains the name of the mail basket in which the message resides, as shown above.

When you press <RET> to accept the default of 0-230 responses to print to the Browser, immediately your screen will change to display the beginning of the message as shown below:

```

                                     [#1190657] I'm so excited...
MailMan message for MAGENTA,MICHAL Tech Writer
Printed at ISC-SF.VA.GOV 15 Aug 00 10:57
Subj: I'm so excited... [#1190657] 07 Nov 97 09:24 59 lines
From: FUCHSIA,GARY M - PROGRAMMER (CIOFO-SF) 230 of 230 responses read. In
-----
...and I just can't hide it!

What am I doing here on my day off? I can't wait! I've just got to tell you!
You've heard the rumors for months! You've read about it on FORUM for the past
week! On Wednesday, if I don't hose up the install, you'll enter a whole new
e-mail dimension!

I'm talking about MailMan patch XM*7.1*50! It'll change your life! Make you a
better person!

o It's got a whole new user interface!

o You can have your mail in date or reverse-date order, just set your
preference in the user options.

o You can set your default message lister (in edit user options) to the classic
(tired) one or the fabulous new full-screen message lister! Within it you can

. Col> 1 |<PF1>H=Help <PF1>E=Exit| Line> 22 of 10524 Screen> 1 of 479
1(023,001)
```

Figure 58-A 2: Message from Figure 58-A-1 as seen in Browser.

You can see that the top or header line of the Browser screen shows the name of the current document. The bottom line of the screen shows you, from left to right: the leftmost column, keystroke reminders for accessing help and exiting, the current line and the total number of lines, the current screen and the total number of screens.

Now that you are in the Browser, you have all of its capabilities at your fingertips. For a quick and thorough summary of the commands available to you, press <PF1>H for help while in the Browser.

For additional information about using features of the VA FileMan Browser, see the "VA FileMan Version 22.0 Getting Started Manual," chapter 4.

Copy ("C") Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Copy action code (i.e., "C") to copy a message and optionally include a list of recipients. Effective with MailMan V. 7.1 with Patch 50, when you copy a message, you can copy the original message and/or any combination of responses.

To copy the original message and any responses, enter a "C" at the "Enter message action (in xxxx basket): IGNORE// " prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: Priority test #1 [#1214467] 02 Jun 98 07:44 1
From: FUCHSIA,GARY M. - PROGRAMMER (San Francisco
5 of 5 responses read. In 'TEST' basket. Page 1
-----
Enter message action (in TEST basket): IGNORE// C
There are 5 responses. Response 0 is the original
Select the responses to copy: 0// 0,1,3-4
List original recipients in text? NO// y <RET> YES
Deliver to the same recipients? NO// <RET>

Subject: Copy of: Priority test #1 Replace Priority <RET> With Copy <RET>
Replace <RET>
Copy of: Copy test #1
Copying text...
Copying recipients into text...
You may edit the text of the message...

==[ WRAP ]==[ INSERT ]=====< Copy of: Copy test #1 >===== [ <PF1>H=Help ]=====
Here is a copy of a previous message, I'm adding this text prior to the
copied portion.

Original message: "Priority test #1" [#1214467]
From: FUCHSIA,GARY M.@ISC-SF.VA.GOV
Sent: 02 Jun 98 07:44

I am not sending this message to myself.

Response #1: BLUE,THOMAS E. 02 Jun 98 11:35
Here is my reply.

Response #3: FUCHSIA,GARY M. 02 Jun 98 12:39
Please reply again.

Response #4: BLUE,THOMAS E. 03 Jun 98 07:54
nag, nag, nag... here you go!

Original Recipients
-----
FUCHSIA,GARY
BLUE,THOM

<=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T>=====T
    
```

Here we entered the portion of the message we wanted to copy. In this case we wanted the original message and responses #1 and #3 - #4. We also requested a list of the original recipients.

Here we modified the subject.

Here we added text prior to the copied text of the message.

MailMan included the original message, the three responses we requested, and the list of original recipients.

Figure 59: Copying a Message

Figure 59 (continued):

```

Send mail to: BLUE,THOMAS E.// <RET>
Select basket to send to: IN// <RET>
And Send to: <RET>

Select Message option: Transmit now// <RET>  Sending [1225355]
      Sent

Finished with the 'Copy' command.
Now back to:

Subj: Priority test #1  [#1214467] 02 Jun 98 07:44  1 line
From: FUCHSIA,GARY M. - PROGRAMMER    (San Francisco CIO Field Office)
5 of 5 responses read.  In 'TEST' basket.  Page 1
-----
Enter message action (in IN basket): Ignore//
    
```

MailMan sent our copied message and then placed us back into the original message for any further action.

Figure 59: Copying a Message (continued)

In this example (Figure 59), we wanted to copy a message we just read. Thus, we entered a "C" (Copy) at the "Enter message action (in TEST basket): IGNORE//" prompt.

MailMan asked us to choose what portion of the message we wanted to copy (e.g., original message and/or any combination of responses). In this case, we chose to copy the original message, response 1 of the message, and responses 3 to 4 of the message by entering "0,1,3-4" at the "Select the responses to copy: 0//" prompt.



If the message you are copying doesn't have any responses, MailMan will automatically copy the original message and not prompt you to choose any responses.

If we were unsure of the responses to include, MailMan lets you enter two question marks ("??") at the "Select the responses to copy: 0//" prompt in order to display an index of responders to the message, for example:

```

Select the responses to copy: 0// ??

There are 5 responses.
Response.....From.....Lines
5) 03 Jun 98 FUCHSIA,GARY M. - PROGRAMMER    (San Francisco CIO Field Office) 1
4) 03 Jun 98 BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Of 1
3) 02 Jun 98 FUCHSIA,GARY M. - PROGRAMMER    (San Francisco CIO Field Office) 1
2) 02 Jun 98 FUCHSIA,GARY M. - PROGRAMMER    (San Francisco CIO Field Office) 1
1) 02 Jun 98 BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Of 1
0) 02 Jun 98 FUCHSIA,GARY M. - PROGRAMMER    (San Francisco CIO Field Office) 1
    
```

Two question marks displays an index of responders to a message.

Figure 60: Copy Action Code Index List of Respondents

The previous index (Figure 60) shows that there were five responses to the original message.

After we chose the portion of the message we wanted to copy (Figure 59), MailMan asked us if we wanted to have a list of recipients included after the copied text. For this example, we chose to list the original recipients by answering "Yes" at the "List original recipients in text? NO//" prompt.

Next, MailMan asked us if we wanted to deliver this copy of the message to the same recipients from the original message. In this case, we did not, so we answered "No" at the "Deliver to the same recipients? NO//" prompt.

MailMan then asked us if we wanted to modify the subject. In this case, we decided to change the Subject from "Copy of: Priority test #1" to "Copy of: Copy test #1." To do this, we entered the word "**Priority**" at the "Replace" prompt and entered the word "**Copy**" at the "With" prompt.

At this point we were finished with our changes and pressed the Enter/Return key after the next "Replace" prompt without entering any text.

MailMan then displayed our modified subject to us.

After copying the original text, the specified responses, and the list of recipients, MailMan automatically placed us into our editor to add any additional text to the copied text.

After entering our text, we saved it and closed the editor.

Finally, MailMan asked us to address the modified copy of the message. In this case, we just sent the copy to ourselves (i.e., **BLUE,THOMAS E.**, default response) by pressing the Enter/Return key at the "Send mail to: BLUE,THOMAS E.//" prompt.

We also accepted the default basket (i.e., "**IN**") by pressing the Enter/Return key at the "Select basket to send to: IN//" prompt.

MailMan knew we were finished addressing the message when we pressed the Enter/Return key at the "And Send to:" prompt without entering another recipient's name.

MailMan sent our message after we answered "Yes" at the "Select Message option: Transmit now//" prompt.

After sending the message copy, MailMan notified us the "Copy" was completed (i.e., "Finished with the 'Copy' command."), redisplayed the original message header, and returned us to the original message action prompt where we could take any additional actions on this message.

Delete ("D") Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Delete action code (i.e., "D") to delete a message from your mailbox. MailMan moves the deleted message to your "WASTE" mail basket for eventual removal from your mailbox. This allows you to better maintain your mail baskets by removing unnecessary or old messages ("clutter") from your mailbox.

Generally, a batch job is run nightly (determined by IRM at your site) to remove messages from your "WASTE" basket, and thus, from your mailbox. You can immediately remove a message from your mailbox by, again, deleting the message from your "WASTE" basket. However, the message remains in the system until all recipients of the message have deleted it from their mailbox.

Unlike the Terminate action code, the Delete action code will *not* prevent responses to a "deleted" message from "resurrecting" or restoring a message back into your mailbox.



For more information on the Terminate action code, please refer to the "Terminate Message ('T') Action" topic that follows in this chapter.

To delete a message, enter a "D" at the "Enter message action (in xxxx basket): IGNORE //" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: test3 [#1223225] 04 Aug 98 08:19 1 line
From: MAGENTA,MICHAL - Q... Continuum In 'Test Save' basket. Page 1
-----
test3

Enter message action (in Test Save basket): IGNORE// D
Message deleted.

```

MailMan will *not* ask you to confirm the delete request.

Figure 61: Deleting a Message

After reading a message (Figure 61), we decided to delete it by entering a "D" (Delete) at the "Enter message action (in Test Save basket): IGNORE //" prompt.

MailMan automatically moved the message from our "Test Save" basket to our "WASTE" basket and confirmed the deletion. It will be purged from our mailbox when the nightly batch job is run.

If we wanted to "un-delete" the message, we could go to our "WASTE" basket and save the message to another basket in our mailbox.



MailMan does not ask you to confirm the delete request.

Edit ("E") Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Edit action code (i.e., "E") to edit any message created by you and not yet sent to other recipients.

You *cannot* edit a message, if you are *not* the sender of the message, as shown below:

```

Subj: test [#1223222] 04 Aug 98 08:14 1 line
From: MAGENTA,MICHAL - Q... Continuum In 'Test Save' basket. Page 1
-----
test

Enter message action (in Test Save basket): IGNORE// E
You can't edit this message, because you didn't send it.
Enter message action (in Test Save basket): IGNORE//

```



Figure 62: Trying to Edit a Message Not Sent By You

In the previous example (Figure 62), MailMan prevented us from editing a message we didn't send.

You also *cannot* edit a message, if you already *sent* the message to a recipient other than yourself, as shown below:

```

Subj: Priority Test from Thom #1 [#1214918] 04 Jun 98
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francis
3 of 3 responses read. In 'TEST' basket. Page 1
-----

Enter message action (in TEST basket): IGNORE// E
You can't edit this message, because you have already sent it to someone else.
You may toggle the 'information only' switch, if you wish.

Enter message action (in TEST basket): IGNORE//

```

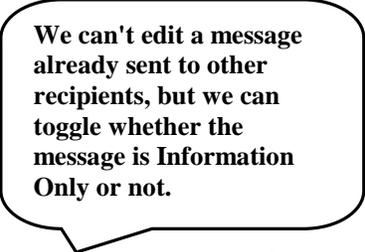


Figure 63: Trying to Edit a Message Already Sent to Recipients

In this example (Figure 63), since we obviously already sent this message to other recipients, MailMan will not allow us to further edit the message.

MailMan informed us, however, that we could prevent recipients from replying to the message by designating it as "Information Only," if we did not originally send it out as "Information Only." Conversely, we could allow recipients to reply to the message by not designating it as "Information Only," if we originally sent it out as "Information Only."



For more information on the Information Only Toggle, please refer to the "Information Only ('IN') Action (Toggle)" topic that follows in this chapter.

To edit a message, if you are the only recipient, enter an "E" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: Test New Mail [#1223214] 04 Aug 98 07:56 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
In 'TEST' basket. Page 1
-----
Testing new mail.

Enter message action (in TEST basket): IGNORE// E
Select Edit option: ?

Enter a code from the list.

    Select one of the following:

        C      Confidential (surrogate can't read)
        D      Delivery basket set
        ES     Edit Subject
        ET     Edit Text
        I      Information only (recipients may not reply)
        NS     Add Network Signature
        P      Priority delivery
        R      Confirm Receipt
        S      Scramble text with password
        V      Vaporize date set
        X      Close (no forward allowed)

Select Edit option:
    
```

We can edit a message, if it has only been sent to ourselves. MailMan provides several actions we can take on a message, as shown here.

Figure 64: Editing a Message

To get a list of possible edit actions, after reading a message, we entered a question mark ("?") at the "Select Edit option:" prompt (Figure 64). MailMan displayed the list and asked us to choose an edit option.

We can choose any or all of these edit options indicated when sending a message.



For specific information on each of these edit options, please refer to the "Action Codes—Sending Messages" topic and Table 4 in Chapter 4 in this manual.

Forward ("F") Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Forward action code (i.e., "F") to forward a message to different recipients.

To forward a message to another MailMan user, enter an "F" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: Test Edit Capabilities [#1223214] 04 Aug 98 07:56 3 lines
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
In 'TEST' basket.
Automatic Deletion Date: 10 Sep 98 Page 1
-----
Testing new mail.

I've decided to enter more text to my message.

Enter message action (in TEST basket): IGNORE// F
Forward mail to: ?

Enter the name(s) of the recipient(s) of this message
in any of the following formats:

Lastname,first           for a user at this site
Lastname,first@REMOTE-SITE for a user at another site
    (note: DUZ may be used instead of Lastname,first)
G.<group-name>           for a group of users
D.<device-name>         for a device
*                         for a limited broadcast or broadcast to all users
                          (must be Postmaster or XMSTAR key holder)

Prefix any user address with 'I:' to send Information only.
                          'C:' to send Carbon copy.
                          'L:' to send Later.
                          '-' to delete it.

Enter:
G.?                       for a list of groups
D.?                       for a list of devices

Enter '??' for detailed help.

Forward mail to: fuchsiA,GARY M. (DUZ 9999) INFORMATION SYSTEMS CENTER
Last used MailMan: 30 Jul 98 14:54
On vacation 31 July through 16 August.
And Forward to: <RET>
Message forwarded.

Enter message action (in TEST basket): IGNORE//

```

MailMan Help displays how we enter the recipient information.

Here we entered the name of the recipient to whom we want the message forwarded.

Figure 65: Forwarding a Message

For this example (Figure 65), we wanted to forward this message to another MailMan user. Thus, we entered an "F" (Forward) at the "Enter message action (in TEST basket): IGNORE//" prompt.

MailMan then prompted us to enter an addressee. As you can see from this example, we first chose to enter a question mark ("?",) at the "Forward mail to:" prompt in order to display our options when entering an addressee. For this example, we decided to forward the message to Gary Fuchsia by entering the first portion of his last name (i.e., "FUCHSIA") at the "Forward mail to:" prompt.



For more information on addressing a message, please refer to the "Address Functionality" topic in the Chapter 4 in this manual.

MailMan knew we were finished forwarding the message when we pressed the Enter/Return key at the "And Forward to:" prompt without entering another addressee.

MailMan then confirmed that the message had been forwarded.

After forwarding the message, MailMan returned us to the message action prompt where we could take any additional actions on this message.

If a message is priority, you may or may not be able to forward the message to mail groups. You can forward a priority message to a mail group if your site is set up to do so. It is possible for IRM at your site to set the site parameters in the MAILMAN SITE PARAMETERS file (#4.3) to allow this action.



*For more information on forwarding priority messages to a mail group, see "Managing MailMan, Management Features in MailMan V. 7.1+" in the "MailMan V. 7.1 & Patch XM*7.1*50 Technical Manual."*

Headerless Print ("H") Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Headerless Print action code (i.e., "H") to print a message without any header information. The default response will always be to print the original message and all responses. However, you can choose to print any combination of responses (single or ranges), with or without the original message. Also, for example, if you print responses "10-", MailMan understands that you mean print from response 10 through the last response.

To print a message without a header, enter an "H" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: Test [#1219990] 09 Jul 98 13:46 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
1 of 1 response read. In 'TEST' basket. Page 1
-----
Enter message action (in TEST basket): IGNORE// H
Print recipient list? No// ?

Answer 'Yes' if you want the recipients printed at the end.

Print recipient list? No// y <RET> YES

Select one of the following:

      D      Detail
      S      Summary

Print Detail or Summary recipient chain: Summary// <RET>
There is 1 response. Response 0 is the original message.
Select the responses to Print: 0-1// 0-1
DEVICE: HOME// <RET> Telnet terminal

here is a test

1) BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
11 Aug 98 11:41 2 lines

here is my response.

Local Message-ID: 1219990@ISC-SF.VA.GOV (1 Recipient)

This message was addressed as follows:

BLUE,THOMAS E.

Enter message action (in TEST basket): IGNORE//

```

Figure 66: Headerless Print of a Message—Summary Information

For this example (Figure 66), we wanted to print a message without a header or any print information. Thus, we entered an "H" (Headerless Print) at the "Enter message action (in TEST basket): IGNORE//" prompt.

MailMan then prompted us to choose if we wanted to print the list of recipients as well as the text of the message. We first entered a question mark ("?") at the "Print recipient list? No//" prompt in order to display our options. For this example, we decided to include a list of recipients by entering "Yes" at the "Print recipient list? No//" prompt.

We were then given the choice of printing either a "Detail" or "Summary" list of recipients:

- **Summary list (default)**—The Summary list provides the same information you see when you do a query on a message (i.e., Query action code).



For more information on the Query action code, please refer to the "Query ('Q') Action" topic that follows in this chapter.

- **Detail list**—The Detail list provides the same information you see when you do a detailed query on a message (i.e., Query Detailed action code).



For more information on the Query action code, please refer to the "Query Detailed ('QD') Action" topic that follows in this chapter.

For this example, we chose to only print a Summary list by pressing the Enter/Return key to accept the default response (i.e., **Summary**) at the "Print Detail or Summary recipient chain: Summary//" prompt.

MailMan then asked us to choose what portion of the message we wanted to print (e.g., original message, original message plus any combination of responses). In this case, we chose to print the original message and its only response by entering "0-1" at the "Select the responses to Print: 0-1//" prompt. We also could have pressed the Enter/Return key to accept the default of "0-1."



If the message you are printing doesn't have any responses, MailMan will not ask this question.

MailMan then asked us to choose where to print our message (i.e., what device). In this case, we chose to print our message to the screen by choosing the default response (i.e., "HOME") by pressing the Enter/Return key at the "DEVICE: HOME//" prompt. MailMan immediately begins printing our message.



If you want to print your message(s) to a different device (e.g., a printer), enter the appropriate device name at the "DEVICE: HOME//" prompt.

MailMan printed our message text and the response we requested without any print or header information. Also, in this example, we chose to print a Summary list of recipient information. Thus, MailMan printed that information after the last response text of the message.

After printing the message, MailMan returned us to the message action prompt where we could take any additional actions on this message.

The following example demonstrates printing a message without a header and including *detailed* recipient information:

```

Subj: Test [#1219990] 09 Jul 98 13:46 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
1 of 1 response read. In 'TEST' basket. Page 1
-----
Enter message action (in TEST basket): IGNORE// H
Print recipient list? No// y <RET> YES

Select one of the following:

      D      Detail
      S      Summary

Print Detail or Summary recipient chain: Summary// D <RET> Detail
There is 1 response. Response 0 is the original message. (?? shows index)
Select the responses to Print: 0-1// 0-1
DEVICE: HOME// <RET> Telnet terminal

here is a test

1) BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
11 Aug 98 11:41 2 lines

here is my response.

Local Message-ID: 1219990@ISC-SF.VA.GOV (1 Recipient)

BLUE,THOMAS E.      Last read: 11 Aug 98 13:56 (1 of 1 response)
                   [First read: 09 Jul 98 13:46]

Enter message action (in TEST basket): IGNORE//

```

Here we want MailMan to print the recipient information in addition to the message itself (detailed information).

Detailed recipient information displays after the text of the message.

Figure 67: Headerless Print of a Message—Detailed Information

In this example (Figure 67), we, again, chose to print a message without any print or header information. However, this time we wanted to print a detailed list of recipient information. Thus, all entries are the same as in Figure 66 except that we entered a "D" (Detail) at the "Print Detail or Summary recipient chain: Summary//" prompt.

As you can see from this example, the recipient information printed more detail about the recipient when compared to the summary information in the previous example (Figure 66).

After printing the message, MailMan returned us to the message action prompt where we could take any additional actions on this message.

Help: Group Information ("HG") Action

You can use the Help:Group Information action to get information about a mail group. If you have read a message and want information about the mail group(s) to which the message has been sent, you can enter "HG" at the Action prompt to find that information.

```

Enter message action (in mailman basket): Ignore// HG Help:Group Information
Select MAIL GROUP NAME: ISC STAFF

NAME: ISC STAFF                                TYPE: public
ALLOW SELF ENROLLMENT?: NO                    REFERENCE COUNT: 3296
LAST REFERENCED: AUG 11, 2000

DESCRIPTION:  Members of the San Francisco Information Systems Center Staff
Includes all at 301 Howard, all Satellites and remote supervisors if they've
asked to be included.

Authorized Sender: ORANGE, CATHERINE
Authorized Sender: GOLD, WALLY
Authorized Sender: YELLOW, TAMI K
Authorized Sender: PURPLE, MAUREEN
Authorized Sender: CHARTREUSE, JEAN
  
```

Enter HG and the group name...

and MailMan displays the group information.

Figure 67-A 1: Enter HG for Help:Group Information

Help:Group gives you the following information about the mail group:

- the mail group name,
- the type of mail group – whether public or private,
- if there are authorized senders,
- whether self-enrollment is allowed,
- the reference count (how many times the mail group has been sent a message),
- last referenced (the last date and time the group was referenced),
- the coordinator (the person responsible for maintaining the membership of the mail group),
- the description of the mail group,
- the organizer (the person who set up the mail group),
- authorized senders (the only users who are allowed to send mail to the group),
- the members of the group,
- member of (a list of mail groups to which the mail group belongs).

If you want information about the group but you don't know the group(s) to which the message has been sent, you can use the Query action to find out.

```
Enter message action (in mailman basket): Ignore// Q Query
Subj: I'm so excited... [#1190657] 07 Nov 97 09:24 5 lines
From: BEUSCHEL,GARY M - PROGRAMMER (CIOFO-SF) 930 of 9 responses read.
In 'mailman' basket. Message will be NEW Later.

Local Message-ID: 1190657@ISC-SF.VA.GOV (60 recipients)
Message will be NEW on: Jan 01, 2600

This message was addressed as follows:

G.ISC STAFF
CRIMSON,SKIP
test@HOTMAIL.COM

Enter message action (in mailman basket): Ignore//
```

Figure 67-A 2: Enter Q for Query

You can also get group information through the MailMan menu. See Online Help/Information, Section 11, How to Obtain Mail Group Information for more information about this option and the information it returns.

However, if you have been reading a mail message and want to get information about the mail group(s) to which the message was sent, the shortcut way to find that information is to use the HG Help:Group Information (or the HU Help:User Information) option at the message action prompt. This saves you the steps of getting out of the message and going back to the MailMan menu to get the same information.

Help: User Information ("HU") Action

You can use the Help:User Information action to get information about a user who is a recipient of a message. If you have read a message and want information about the user(s) to whom the message has been sent, you can enter "HU" at the Action prompt to find that information.

```

Enter message action (in mailman basket): Ignore// HU Help:User Information

User name: CRIMSON CRIMSON,SKIP INFORMATION RESOURCES MGMT.
Last used MailMan: 15 Aug 00 10:05

CRIMSON,SKIP - PROGRAMMER (CIOFO-SF)
Last used MailMan: 15 Aug 00 10:05

Office phone: 304-626-7739

Introduction:
The answer is: 42

Private e-mail address: anonymous@prodigy.net

Mail Groups:
ISC STAFF (Public)
FILEMAN DEVELOPER (Public)
CLARKSBURG (Public)
TK73VER (Public)
FMTEAM (Public)
ISC SATELLITE (Public)
IMF (Public)
INFRASTRUCTURE (Public)
infra (Private)
MESSAGING TEAM (Public)

```

Enter HU (above) and the name of a user...

and MailMan displays the user information.

Figure 67-A 3: Enter HU for Help:User Information

Help:User gives you the following information about the user:

- the MailMan user's name,
- banner (the user's current MailMan banner, if any has been entered using the User Options Edit option on the Personal Preferences menu),
- the last date and time the user used MailMan and the status of messages in their mailbox,
- introduction (the user's introduction, if any has been entered using the User Options Edit option on the Personal Preferences menu),
- the user's office information, if any has been entered using the User Options Edit option on the Personal Preferences menu,
- a list of mail groups to which the user belongs,
- a list of the MailMan users for whom this user may act as surrogate, if any.

If you want information about the user but you don't know the user(s) to whom the message has been sent, you can use the Query action to find out.

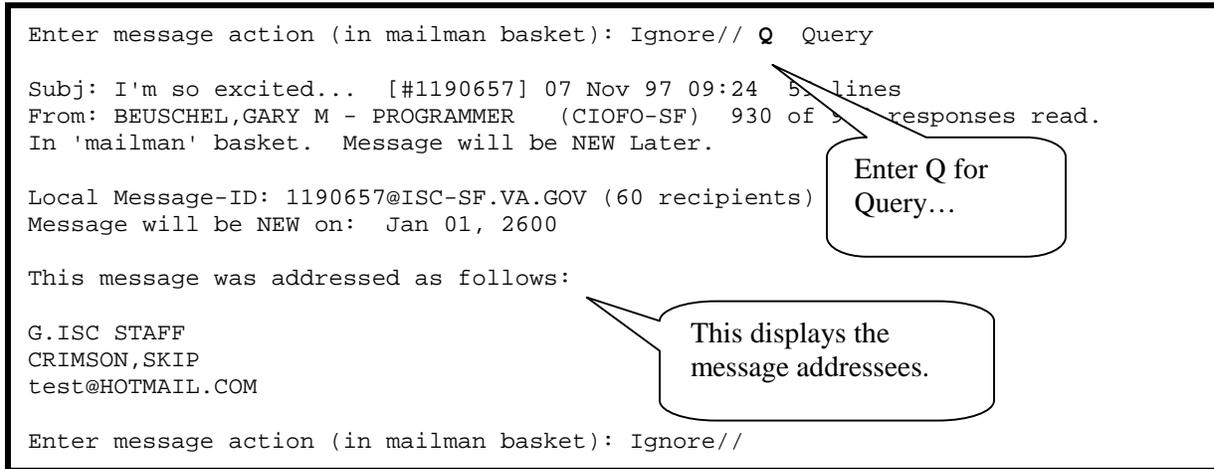


Figure 67-A 4: Enter Q for Query

You can also get user information through the MailMan menu. See Online Help/Information, Section 11, How to Obtain User Information, for more information about this option and the information it returns.

However, if you have been reading a mail message and want to get information about a user to whom the message was sent, the shortcut way to find that information is to use the HU Help:User Information option at the message action prompt. This saves you the steps of getting out of the message and going back to the MailMan menu to get the same information.

Ignore ("I") Action

As you can see from the list of message action codes (**Error! Reference source not found.** in this chapter), you can use the Ignore action code (i.e., "I") to "ignore" a message (take no action) and leave it in the current mail basket.



If you use the up-arrow ("^" Shift-6 key on most keyboards) to stop reading a new message without reading all responses and "ignore" that message, the message will not remain marked as "new," even though you have new (unread) responses. However, if you enter the up-arrow at the "Enter message action" prompt, the message will remain marked as "new."

To "ignore" a message and leave it in the same mail basket, either press the Enter/Return key to accept the **"IGNORE"** default, if indicated, or enter an "I" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: TEST DELIVERY BASKET [#1212448] 14 May 98 07:10 2 lines
From: FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Offi
4 of 4 responses read. In '1 Mail Test' basket. Page 1
-----
Enter message action (in 1 Mail Test basket): IGNORE// <RET>

1 Mail Test Basket, 1 message
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 1. [1212448] 14 May 98 TEST DELIVERY BASKET          2 FUCHSIA,GARY M.    4/4
Enter message number or command:

```

The default response is to "Ignore" the message (i.e., leave it in this mail basket).

Figure 68: Ignoring a Message

In this example (Figure 68), we "ignored" this message by pressing the Enter/Return key at the "Enter message action (in 1 Mail Test basket): IGNORE//" prompt to accept the default response (i.e., **"IGNORE"**). We also could have entered an "I" (Ignore) after the prompt.



*The message action default response for the "IN" mail basket is set by you when entering your personal preferences with the User Options Edit option. For more information on setting your message action default for the "IN" mail basket or the User Options Edit option, please refer to the "Message Action Default" topic in Chapter 3 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

In this case, ignoring the message simply keeps the message in our "1 Mail Test" mail basket.

After ignoring the message, MailMan returned us to the message list action prompt where we could take any additional actions on the messages in the basket.

Include Message ("IM") Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), when you are sending a message, you can use the Include Message action code ("IM") to include a response or any combination of responses from another message in your message.

There are two ways you can use the Include Message action.

The first way to use this action is when you are creating a new message. You can include replies from another message when you originate a message using the Send a Message action from the MailMan menu. For example, suppose you wish to send a new message in which you refer to another message and to the responses to that message and you want to include some part(s) of that message. You want to start a new message, not simply add a reply to a previous message.

From the main MailMan menu, choose S for Send a Message, begin the message, then save the message text and close the editor. Next enter the addressees of the message. At the Transmit Now prompt, type "IM" for Include Message, as in the example below.

```

NML   New Messages and Responses
RML   Read/Manage Messages
SML   Send a Message
      Query/Search for Messages
AML   Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.)

Select MailMan Menu Option: s <RET> Send a Message

Subject: Include Message Example
You may enter the text of the message...

=[ WRAP ]==[ INSERT ]====< Include Message Example >====[ <PF1>H=Help ]====
Here is the beginning of the message in which I wish to include part of another
message.

<=====T=====T=====T=====T=====T=====T=====T=====T=====T>=====

```

Figure 68-A 1: Creating a new message in which to include a message

Figure 68-A1 (continued)

This is what you see when you save the message text and close the editor. MailMan prompts you for the addressees of your message.

```

Send mail to: MAGENTA,MICHAL//  MAGENTA,MICHAL
Select basket to send to: IN// <RET>
And Send to: 9999 FUCHSIA,GARY M. (DUZ 9999) INFORMATION SYSTEMS CENTER
Last used MailMan: 02 Sep 00 12:28
    If wishes were horses, beggars would ride.
    ...OK? Yes// <RET> (Yes)

Select Message option: Transmit now// im Include responses from another Message

Include responses from which message: (11630-1420279): 1419307 Local: biweekly
info exchange message # 44
There are 4 responses. Response 0 is the original message. (?? shows index)
Select the responses to include: ??

There are 4 responses. Response 0 is the original message.
Response.....From.....Lines
0) 18 Sep 00 POSTMASTER 2
1) 18 Sep 00 BLUE,THOM - COMPUTER SPECIALIST CIOFO-SF 4
2) 26 Sep 00 FUSCHIA,GARY M - PROGRAMMER (CIOFO-SF) 2
3) 26 Sep 00 MAGENTA,MICHAL - Tech Writer (Vista Maintenance Team) 3
4) 26 Sep 00 SILVER,SKIP - PROGRAMMER (CIOFO-SF) 1
Select the responses to include: 1
Copying...
You may edit the text of the message...

=[ WRAP ]==[ INSERT ]====< Include Message Example >====[ <PF1>H=Help ]===
Here is the beginning of the message in which I wish to include part of another
message.

In the message:
>Subj: Local: biweekly info exchange message # 44 [#1419307]
>From: POSTMASTER
>Sent: 18 Sep 00 06:00
On 18 Sep 00 12:08 (Response #1) BLUE,THOM wrote:
>We need to replace a housing in the Alpha disk drives. It's scheduled
>tomorrow @ 4pm. I believe we have a way of doing it without taking down
>the system but if it doesn't work, the system will be down for 45 min - 1
>hr.

<=====T=====T=====T=====T=====T=====T=====T=====T=====T>=====
    
```

Type IM for Include Message.

Index shows responses.

Select responses to include.

Figure 68-A 2: Including a message in a new message

When MailMan asks, "Include responses from which message," type the message number. MailMan returns the message subject and the number of responses, and tells you that ?? (double question marks) will display the message index. Type ?? and the index lists the responses and respondents in order. You need only select the responses to include and MailMan copies them to your message.



Notice that you can edit the text of the message you have copied into your message.

The second way to use this action is when you are replying to an existing message. When you are answering a message, you can include responses from another message by using the Reply and Include responses ("RI") action code. The "RI" command enables you to include responses from one message when you are replying to another message. See the Reply and Include responses action code in this chapter for a detailed description and an example.

Information Only ("IN") Action (Toggle)

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Information Only Toggle action code (i.e., "IN") to make a message sent by you informational only and *not* allow any further replies or toggle an Information Only message and allow replies.

To make a message Information Only or not, enter an "IN" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: Priority Test from Thom #1 [#1214918] 04 Jun 98 15:58 2 lines
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
3 of 3 responses read. In 'TEST' basket. Page 1
-----
Enter message action (in TEST basket): IGNORE// IN
Message is now 'Information only'. No one may reply.

Enter message action (in TEST basket): IGNORE// IN
Message is no longer 'Information only'.

Enter message action (in TEST basket): IGNORE//

```

Toggling back and forth changes the message from *not* Information Only to Information Only and back again.

Figure 69: Toggling a Message—Information Only vs. Not Information Only

In this example (Figure 69), we originally sent a message out allowing all recipients to respond (i.e., *not* Information Only). However, we later decided to make the message Information Only, preventing the recipients from replying to the message, by entering an "IN" (Information Only) at the "Enter message action (in TEST basket): IGNORE//" prompt.

To allow all recipients to, once again, be able to respond to the message, we simply had to toggle the message by entering another "IN" at the "Enter message action (in TEST basket): IGNORE//" prompt.

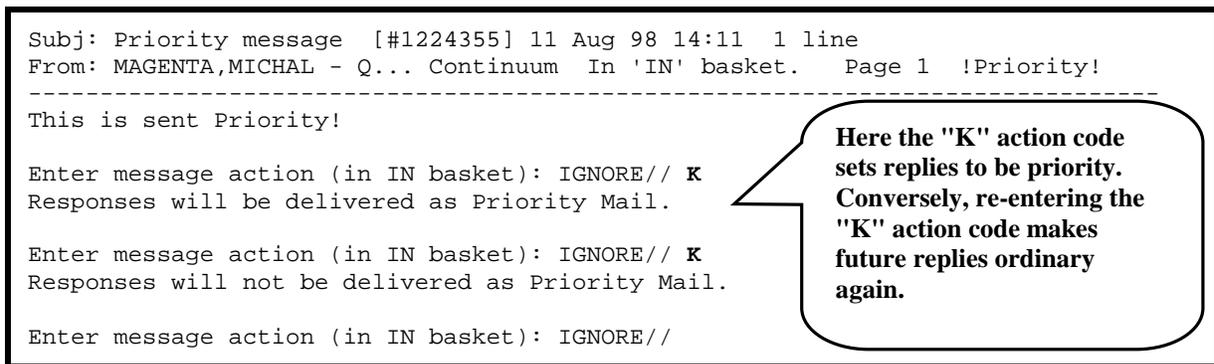
MailMan accepted our latest entry and confirmed that the message was no longer "Information Only." Thus, all recipients could reply to the message, once again.

After toggling the Information Only action code, MailMan returned us to the message action prompt where we could take any additional actions on this message.

Priority Replies ("K") Action (Toggle)

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Priority Replies Toggle action code (i.e., "K") to switch from receiving responses to a priority message as priority or not depending on how you set your PRIORITY RESPONSES FLAG field in the User Options Edit option.

To toggle between "Responses are ORDINARY" and "Responses are PRIORITY", enter a "K" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:



```

Subj: Priority message [#1224355] 11 Aug 98 14:11 1 line
From: MAGENTA,MICHAL - Q... Continuum In 'IN' basket. Page 1 !Priority!
-----
This is sent Priority!

Enter message action (in IN basket): IGNORE// K
Responses will be delivered as Priority Mail.

Enter message action (in IN basket): IGNORE// K
Responses will not be delivered as Priority Mail.

Enter message action (in IN basket): IGNORE//

```

Here the "K" action code sets replies to be priority. Conversely, re-entering the "K" action code makes future replies ordinary again.

Figure 70: Switching Back and Forth on How Responses are Received with a Priority Message

In this example (Figure 70), by entering a "K" at the "Enter message action (in IN basket): IGNORE//" prompt, we toggled how we wanted responses for this priority message to be delivered.

We asked MailMan to switch from delivering responses as ordinary to delivering responses as priority (i.e., "Responses will be delivered as Priority Mail."). This also sets the default answer the next time we'd be presented with the "Deliver future responses to this message as Priority Mail?" prompt.

We then toggled back to have all responses delivered as ordinary (i.e., "Responses will not be delivered as Priority Mail") by, again, entering "K" after the Enter message action (in IN basket): IGNORE//" prompt.

After toggling how priority responses will be received, MailMan returned us to the message action prompt where we could take any additional actions on this message.



*For more information on the priority prompt and the User Options Edit option, please refer to the "Priority Responses" topic in Chapter 3 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

Later ("L") Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Later action code (i.e., "L") to have a message made "new" at a specified later date and time. If the message already resides in your mailbox, it will simply be made "new" again. However, if the message no longer resides in your mailbox, it will be redelivered to your mailbox as a "new" message.

Effective with MailMan V. 7.1 with Patch 50, if you later a message and then try to later the same message again, MailMan will notify you that the message has already been "latered" and then gives you the chance to:

- **Add another "Later" date on which this message should appear new**
- **Change the current "Later" date**
- **Delete the current "Later" date**



This feature of the Later action code is available with all message readers.

Also, MailMan gives you the option to review (list) all messages with "latered" dates and times using the Report on Later'd Messages option and make any modifications to those dates and times using the Change/Delete Later'd Messages option.



For more information on the Report on Later'd Messages and Change/Delete Later'd Messages options, please refer to the "Chapter 10 in this manual.

To "Later" a message, enter an "L" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: test2 [#1221443] 21 Jul 98 15:20 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
In 'TEST' basket. Page 1
-----
here is a test

Enter message action (in TEST basket): IGNORE// L
DATE MESSAGE WILL BE NEW: T+1// ?

Enter a date or date @ time on which you wish this message to be new.
Examples of Valid Dates:
  JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
  T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
  T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
If the year is omitted, the computer assumes a date in the FUTURE.
You may omit the precise day, as: JAN, 1957
If only the time is entered, the current date is assumed.
Follow the date with a time, such as JAN 20@10, T@10AM, 10:30, etc.
You may enter a time, such as NOON, MIDNIGHT or NOW.

DATE MESSAGE WILL BE NEW: T+1// <RET> (AUG 19, 1998)
Enter message action (in TEST basket): IGNORE//
    
```

These are the valid VA FileMan dates you can enter when "latering" a message.

This message will be redelivered to our mailbox as a "new" message on 8/19/98.

Figure 71: "Latering" a Message

In the previous example (Figure 71), we wanted to make a message new again by "latering" it for a future date and time. Thus, we entered an "L" (Later) at the "Enter message action (in TEST basket): IGNORE//" prompt.

When presented with the "DATE MESSAGE WILL BE NEW: T+1//" prompt, we chose to enter a question mark ("?") to display the acceptable VA FileMan date and time formats we can enter.



All VA FileMan dates are Year 2000 (Y2K) compliant.

We chose to later the message for the next day by choosing the default response by pressing the Enter/Return key at the "DATE MESSAGE WILL BE NEW: T+1//" prompt (i.e., T+1, where "T" equals today's date plus one day, which is the next day).

MailMan displayed the "later" date in parentheses as (i.e., "AUG 19, 1998).

After "latering" the message, MailMan returned us to the message action prompt where we could take any additional actions on this message.

The following example illustrates changing a previously set "Later" date:

```

Subj: test [#1212124] 12 May 98 08:47 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
In 'TEST' basket. Page 1
-----
this is a test message.

Enter message action (in TEST basket): IGNORE// L
DATE MESSAGE WILL BE NEW: T+1// <RET> (AUG 19, 1998)

Enter message action (in TEST basket): IGNORE// L

Message will be NEW on: 19 Aug 98

Select one of the following:

    A      Add another date on which this message should appear new
    C      Change this date
    D      Delete this date

Enter response: C <RET> Change this date
DATE MESSAGE WILL BE NEW: AUG 19,1998// 8/20/98 <RET> (AUG 20, 1998)

Enter message action (in TEST basket): IGNORE//

```

When we try to "Later" a message that has already been "Latered," MailMan gives us several options from which to choose.

Figure 72: Changing a "Later" date

In the previous example (Figure 72), we wanted to make a message we just read appear as "new" at a later date and time. Thus, we entered an "L" (Later) at the "Enter message action (in TEST basket): IGNORE//" prompt.

MailMan then asked us to enter the date and time to make the message new. For this example, we chose to later the message for the next day by accepting the default response by pressing the Enter/Return key at the "DATE MESSAGE WILL BE NEW: T+1//" prompt (i.e., T+1, where "T" equals today's date plus one day, which is the next day).

MailMan accepted our entry and displayed the "later" date in parentheses (i.e., "AUG 19, 1998").

Continuing with this example, we, again, chose to "later" the same message by entering another "L" at the "Enter message action (in TEST basket): IGNORE//" prompt. This time MailMan notified us that this message already had a "later" date by displaying "Message will be NEW on: 19 Aug 98" and presenting us with a list of "latering" options.

At this point we decided to change our previous "later" date, so we entered "C" at the "Enter response:" prompt.

MailMan then asked us to enter the new "later" date. In this case, we entered "8/20/98" at the "DATE MESSAGE WILL BE NEW: AUG 19,1998//" prompt.

Once again, MailMan displayed the changed "later" date in parentheses as "(AUG 20, 1998)".

New/Un New ("N") Action (Toggle)

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the New/Un New Toggle action code (i.e., "N") to:

- **Make a message "new"**—MailMan *adds* the new flag (i.e., "*" asterisk) next to the message, as if it hasn't been opened/read yet.
- **Make a "new" message *not* appear as "new"**—MailMan *removes* the new flag (i.e., "*" asterisk) next to the message, as if it was already opened/read. (This functionality was introduced with MailMan V. 7.1 with Patch 50.)

You can toggle between these two actions with this one action code.

To toggle a message from "new" to "not new" or vice versa, enter an "N" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: Test [#1219990] 09 Jul 98 13:46 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
1 of 1 response read. In 'TEST' basket. Page 1
-----
Enter message action (in TEST basket): IGNORE// N
Message will be new next time.

Enter message action (in TEST basket): IGNORE// N
Message will NOT be new next time.

Enter message action (in TEST basket): IGNORE//

```

Toggling back and forth changes the message from *not* new to new and back again.

Figure 73: Toggling a Message—New vs. Not New

In this example (Figure 73), after reading a message, we wanted to make it so it would appear as "new" the next time we read our mail. Thus, we entered an "N" (New) at the "Enter message action (in TEST basket): IGNORE//" prompt.

To *not* have the message appear as new the next time we read our mail (i.e., Un New), we simply had to toggle the message by entering another "N" at the "Enter message action (in TEST basket): IGNORE//" prompt. MailMan accepted our latest entry and confirmed that the message would *not* appear as "new" the next time we read our mail.

After toggling the New/Un New action code, MailMan returned us to the message action prompt where we could take any additional actions on this message.

Print ("P") Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Print action code (i.e., "P") to print a message to any specified device. The default response will always be to print the original message and all responses. However, you can now choose to print any combination of responses (single or ranges), with or without the original message. Also, for example, if you print responses "10-", MailMan understands that you mean print from response 10 through the last response.



When printing a KIDS or PackMan message, you will be given the choice of what to print, with the default being just the description.

To print a message, enter a "P" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: Test [#1219990] 09 Jul 98 13:46 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
1 of 1 response read. In 'TEST' basket. Page 1
-----
Enter message action (in TEST basket): IGNORE// P
Print recipient list? No// YES

Select one of the following:

      D      Detail
      S      Summary

Print Detail or Summary recipient chain: Summary// <RET>
There is 1 response. Response 0 is the original message. (?? shows index)
Select the responses to Print: 0-1// 0
DEVICE: HOME// <RET> Telnet terminal

MailMan message for BLUE,THOMAS E. COMPUTER SPECIALIST
Printed at ISC-SF.VA.GOV 11 Aug 98 14:49
Subj: Test [#1219990] 09 Jul 98 13:46 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
1 of 1 response read. In 'TEST' basket. Page 1
-----
here is a test

Local Message-ID: 1219990@ISC-SF.VA.GOV (1 Recipient)

This message was addressed as follows:

BLUE,THOMAS E.

Enter message action (in TEST basket): IGNORE//

```

Here, we want MailMan to print the recipient information in addition to the message itself (summary information only).

MailMan prints the print and header information as well as the message and recipients.

Summary recipient information displays after the text of the message.

Figure 74: Printing a Message With Recipient Information

As the previous example shows (Figure 74), to print a message, we simply had to enter a "P" (Print) at the "Enter message action (in TEST basket): IGNORE//"
prompt.

MailMan then prompted us to choose if we wanted to print the list of recipients along with the message. For this example, we decided to include a list of recipients by entering "Yes" at the "Print recipient list? No//"
prompt.

We were then given the choice of printing either a "Detail" or "Summary" list of recipients:

- **Summary list (default)**—The Summary list provides the same information you see when you do a query on a message (i.e., Query action code).



For more information on the Query action code, please refer to the "Query ('Q') Action" topic that follows in this chapter.

- **Detail list**—The Detail list provides the same information you see when you do a detailed query on a message (i.e., Query Detailed action code).



For more information on the Query action code, please refer to the "Query Detailed ('QD') Action" topic that follows in this chapter.

For this example, we chose to only print a Summary list by pressing the Enter/Return key to accept the default response (i.e., **Summary**) at the "Print Detail or Summary recipient chain: Summary//"
prompt.



For an example of a Detail Summary list, please refer to the "Headerless Print ('H') Action" topic previously described in this chapter.

MailMan then asked us to choose what portion of the message we wanted to print (e.g., original message, original message plus any combination of responses). In this case, we just wanted to print the original message by entering "0" at the "Select the responses to Print: 0-1//"
prompt.



If the message you are printing doesn't have any responses, MailMan will not ask this question.

MailMan then asked us to choose where to print our message (i.e., what device). In this case, we chose to print our message to the screen by choosing the default response (i.e., **HOME**) by pressing the Enter/Return key at the "DEVICE: HOME//"
prompt. MailMan immediately begins printing our message.



*If you want to print your message(s) to a different device (e.g., a printer), enter the appropriate device name at the "DEVICE: HOME//"
prompt.*

MailMan printed the original message text we requested preceded by the print and header information. Also, since we chose to print a Summary list of recipient information, MailMan printed that information after the original message text.

After printing the message, MailMan returned us to the message action prompt where we could take any additional actions on this message.

The following figure demonstrates printing a message *without* recipient information:

```

Subj: Test [#1219990] 09 Jul 98 13:46 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Franci
1 of 1 response read. In 'TEST' basket. Page 1
-----
Enter message action (in TEST basket): IGNORE// P
Print recipient list? No// <RET> NO
There is 1 response. Response 0 is the original message. (?? shows index)
Select the responses to Print: 0-1// 0
DEVICE: HOME// <RET> Telnet terminal

MailMan message for BLUE,THOMAS E. COMPUTER SPECIALI
Printed at ISC-SF.VA.GOV 11 Aug 98 14:51
Subj: Test [#1219990] 09 Jul 98 13:46 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Fran
1 of 1 response read. In 'TEST' basket. Page 1
-----
here is a test

Enter message action (in TEST basket): IGNORE//

```

Figure 75: Printing a Message Without Recipient Information

In this example (Figure 75), we chose to print the same message but *without* any recipient information. Thus, we entered a "P" (Print) at the "Enter message action (in TEST basket): IGNORE//" prompt.

MailMan then prompted us to choose if we wanted to print the list of recipients along with the message. For this example, since we did *not* want to include a list of recipients, we accepted the "No" default by pressing the Enter/Return key at the "Print recipient list? No//" prompt.

Again, MailMan asked us to choose what portion of the message we wanted to print (e.g., original message, original message plus any combination of responses). As before, we just wanted to print the original message by entering "0" at the "Select the responses to Print: 0-1//" prompt.

MailMan then asked us to choose where to print our message (i.e., what device). Once again, we chose to print our message to the screen by choosing the default response (i.e., "HOME") by pressing the Enter/Return key at the "DEVICE: HOME//" prompt. MailMan immediately begins printing our message.

MailMan printed the original message text preceded by the print and header information *without* printing any recipient information.

After printing the message, MailMan returned us to the message action prompt where we could take any additional actions on this message.

Query ("Q") Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Query action code (i.e., "Q") to inquire about general address information on a message.

When doing a query on a message, MailMan will display the following information:

- **Message Header**—The message header includes the "Subject," and "From" information of the message.
- **Local Message ID**—This is the MailMan internal message identification number and MailMan location.
- **Number of Recipients**—This is the total number of recipients of the message (including the total number of members in any mail groups).
- **List of Addressees**—This is a list of the local and remote users and any mail groups that were addressees of the message.

To query a message for general recipient information, enter a "Q" at the "Enter message action (in xxxx basket): IGNORE//"
prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Enter message action (in IN basket): IGNORE// Q

Subj: FW: Tribal Wisdom vs. Government Policy [#1220558]
Tue, 14 Jul 1998 11:00:33 -0700 50 lines
From: "Green, Rita" <greenr@xxxxxx.army.mil> In 'IN' basket.

Local Message-ID: 1220558@ISC-SF.VA.GOV (29 Recipients)

This message was addressed as follows:

G.HUMOR
BLUEGREEN,GREGORY J.
magentams@xxx.COM
g.irm@SHERIDAN.VA.GOV
jlg@SEATTLE.VA.GOV

Enter message action (in IN basket): IGNORE//
  
```

Message header

Local message ID with the total number of recipients (i.e., 29).

MailMan displays a list of all addressees (i.e., 5).

Figure 76: Query a Message for General Information

In this example (Figure 76), after reading a message, we wanted to see to whom this message was addressed. Thus, to query a message for general addressee information, we simply had to enter a "Q" (Query) at the "Enter message action (in IN basket): IGNORE//"
prompt.

MailMan then displayed the following information:

- **Message header:**
 - Subj: FW: Tribal Wisdom vs. Government Policy [#1220558]
 - Tue, 14 Jul 1998 11:00:33 -0700 50 lines
 - From: "Green, Rita" <greenr@xxxxx.army.mil> In 'IN' basket.
- **Local message ID**—1220558@ISC-SF.VA.GOV
- **Number of recipients**—29
- **List of addressees**—See below

We can see in this example that the message was addressed to the following:

- **G.HUMOR** (mail group)
- **BLUEGREEN,GREGORY J.** (local recipient)
- **magentams@xxx.COM** (remote recipient)
- **g.irm@SHERIDAN.VA.GOV** (remote recipient)
- **jlg@SEATTLE.VA.GOV** (remote recipient)

Though MailMan lists 5 addressees, we see that there are a total of 29 recipients. Since there are 4 individual recipients (local and remote) and 1 mail group (i.e., G.HUMOUR), we can conclude that the mail group must contain 25 members/recipients (i.e., $29 - 4 = 25$).

After the query, MailMan returned us to the message action prompt where we could take any additional actions on this message.

Query Recipients ("Q xxx") Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Query Recipients action code (i.e., "Q xxx"—where "xxx" represents the name of a person) to inquire about specific local and remote recipients of a message. MailMan will display *all* recipients who match your entry. The more characters entered (*not* case sensitive), the more closely MailMan can match your entry to the list of recipients.

When doing a query on a message for a specific person, regardless of a match, MailMan will always display the following information about the message:

- **Message Header**—The message header includes the "Subject," and "From" information of the message.
- **Local Message ID**—This is the MailMan internal message identification number and MailMan location.
- **Number of Recipients**—This is the total number of recipients of the message (including the total number of members in any mail groups).

If MailMan finds an addressee on the message who matches the person entered, MailMan will display the detailed information for that addressee.

If the addressee is a local recipient, MailMan provides the following information:

- **Name**—MailMan displays the name(s) of the local recipient(s) who match your entry.
- **Status**—This indicates the current status of the message in the local recipient's mailbox. For example, if and when the recipient read the message. This includes the following information:
 - **Not read**—If the local recipient hasn't read the message, MailMan will display this message.
 - **First read date and time**—The date and time the local recipient first read the message.
 - **Last read date and time**—The date and time the local recipient last read the message. Associated with this date is the number of responses read. If the message has any responses, MailMan will indicate the total number of responses read (if any).
 - **Terminated date and time**—If the local recipient has terminated the message, MailMan will display the date that they terminated the message.
- **Forwarding Information**—If the message was forwarded to the local recipient, MailMan will indicate the name of the person who forwarded the message and the date and time the message was forwarded.

If the addressee is a remote recipient, MailMan provides the following information:

- **Name**—MailMan displays the name(s) of the remote recipient(s) who match your entry.
- **Sent**—The date and time the message was sent over the network to the remote recipient.
- **Time**—This is the time (in seconds) it took to transmit the message over the network to the remote recipient.
- **Remote Message ID**—If sent to a remote MailMan user, MailMan will display the internal message identification number for the message and the remote user's MailMan location. This information is *not* displayed when the message was sent to a *non-MailMan* location.

- **Forwarding Information**—If the message was forwarded to the remote recipient, MailMan will indicate the name of the person who forwarded the message and the date and time the message was forwarded.

If MailMan cannot find a match, no recipient detailed information can be displayed. However, MailMan will still display information about the message itself (i.e., message header, local message ID, and the number of recipients).

To query a message for detailed information on a specific recipient, enter a "Q" and the **recipient's name** at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

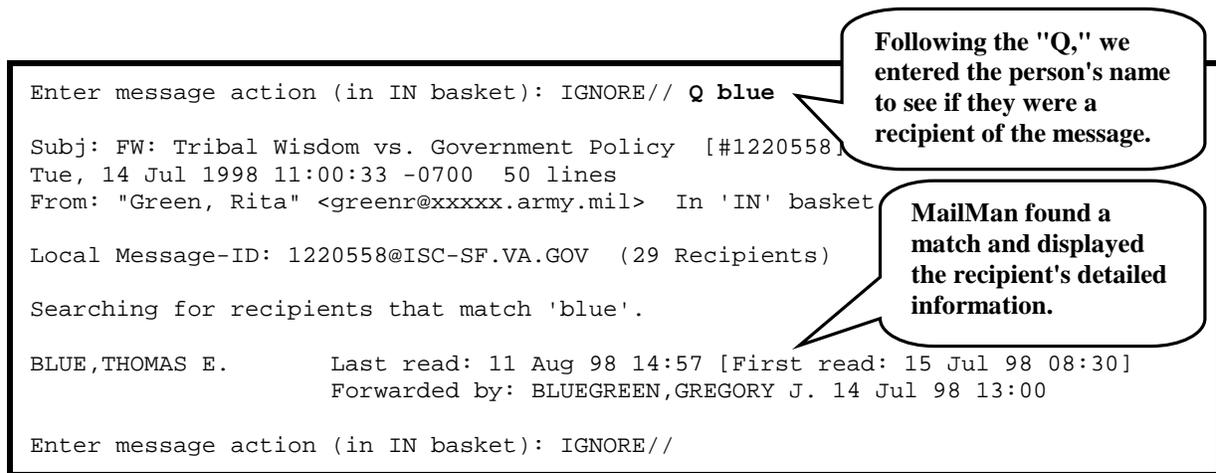


Figure 77: Query a Message for a Specific Recipient

In this example (Figure 77), after reading a message, we wanted to see if a specific person was a recipient of the message. Thus, to query a message for a specific recipient, Thomas E. Blue, we simply had to enter "Q blue" (Query xxx) at the "Enter message action (in IN basket): IGNORE//" prompt. You can enter any amount of characters (*not* case sensitive), however, the more characters you enter enables MailMan to more closely match your entry to the list of recipients.

MailMan first displayed the following information about the message:

- **Message header:**
 - Subj: FW: Tribal Wisdom vs. Government Policy [#1220558]
 - Tue, 14 Jul 1998 11:00:33 -0700 50 lines
 - From: "Green, Rita" <greenr@xxxxx.army.mil> In 'IN' basket.
- **Local message ID**—1220558@ISC-SF.VA.GOV
- **Number of recipients**—29

Also, MailMan found a matching recipient to the name we entered and displayed detailed information on that user. This confirmed that the person was a recipient of this message.

The detailed information on the matching recipient included the following:

- **Name**—BLUE,THOMAS E.
- **Last read date and time**—11 Aug 98 14:57
- **First read date and time**—15 Jul 98 08:30
- **Forwarded by**—BLUEGREEN,GREGORY J. 14 Jul 98 13:00

Based on the information displayed, we know that the recipient was a local user.

After the query, MailMan returned us to the message action prompt where we could take any additional actions on this message.

If we had entered a person who was *not* a recipient of a message, you would see the following:

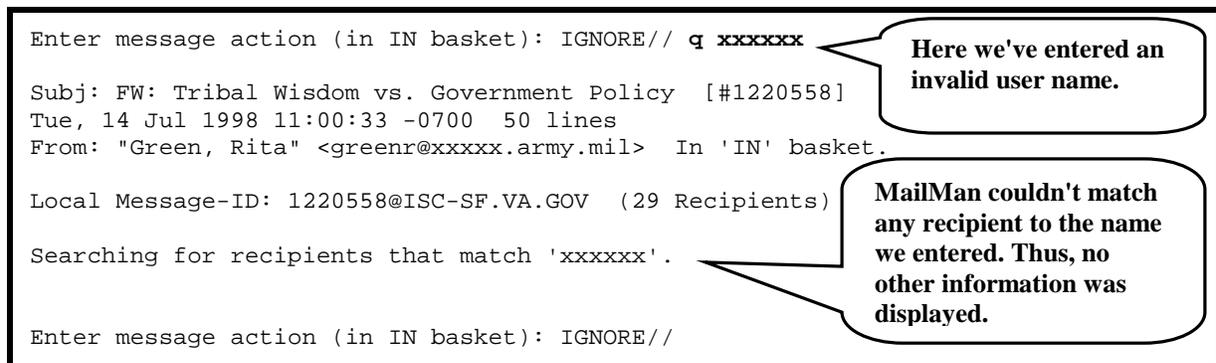


Figure 78: Query a Message for a Specific Recipient Not Found

Query Detailed ("QD") Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Query Detailed action code (i.e., "QD") to retrieve detailed information for each addressee (local and remote recipients) of a message.

When doing a detailed query on a message, MailMan displays the following information:

- **Message Header**—The message header includes the "Subject," and "From" information of the message.
- **Local Message ID**—This is the MailMan internal message identification number and MailMan location.
- **Number of Recipients**—This is the total number of recipients of the message (including the total number of members in any mail groups).
- **Addressee Information**—MailMan displays detailed addressee information for all local and remote users who are recipients of the message (including all members of any mail groups).

For each local recipient, MailMan provides the following information:

- **Name**—MailMan displays the name(s) of the local recipient(s).
- **Status**—This indicates the current status of the message in the local recipient's mailbox. For example, if and when the recipient read the message. This includes the following information:
 - **Not read**—If the local recipient hasn't read the message, MailMan will display this message.
 - **First read date and time**—The date and time the local recipient first read the message.
 - **Last read date and time**—The date and time the local recipient last read the message. Associated with this date is the number of responses read. If the message has any responses, MailMan will indicate the total number of responses read (if any).
 - **Terminated date and time**—If the local recipient has terminated the message, MailMan will display the date that they terminated the message.



MailMan also indicates when a surrogate has read a message.

- **Forwarding Information**—If the message was forwarded to the local recipient, MailMan will indicate the name of the person who forwarded the message and the date and time the message was forwarded.

For remote recipients, MailMan provides the following information:

- **Name**—MailMan displays the name(s) of the remote recipient(s).
- **Sent**—The date and time the message was sent over the network to the remote recipient(s).
- **Time**—This is the time (in seconds) it took to transmit the message over the network to the remote recipient(s).

- **Remote Message ID**—If sent to a remote MailMan user, MailMan will display the internal message identification number for the message and the remote user's MailMan location. This information is *not* displayed when the message is sent to a *non*-MailMan location.
- **Forwarding Information**—If the message was forwarded to the remote recipient, MailMan will indicate the name of the person who forwarded the message and the date and time the message was forwarded.

Also, available with MailMan V. 7.1 with Patch 50, when you do a detailed query on a message that was sent to you and you have your mail automatically forwarded to a remote address, the query now clearly shows that you are the one who forwarded the message to that address. Previously, a query made it appear that the person who sent the message to you or the person who forwarded the message to you was the one who specified that remote address.



For more information on having your mail automatically forwarded, please refer to Chapter 9 in this manual.

To query a message for detailed recipient information, enter a "QD" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Enter message action (in IN basket): IGNORE// QD

Subj: FW: Tribal Wisdom vs. Government Policy [#1220558]
Tue, 14 Jul 1998 11:00:33 -0700 50 lines
From: "Green, Rita" <greenr@xxxxx.army.mil> In 'IN' basket

Local Message-ID: 1220558@ISC-SF.VA.GOV (29 Recipients)

GRAY,JOEL          Last read: 15 Jul 98 09:58 [First read: 15 Jul 98 09:58]
                   Forwarded by: BLUEGREEN,GREGORY J. 14 Jul 98 13:00
YELLOW,MIKE        Last read: 15 Jul 98 08:45 [First read: 15 Jul 98 08:45]
                   Forwarded by: BLUEGREEN,GREGORY J. 14 Jul 98 13:00
BROWN,JOHN         Last read: 14 Jul 98 15:59 [First read: 14 Jul 98 15:59]
                   Forwarded by: BLUEGREEN,GREGORY J. 14 Jul 98 13:00
BLUEGREEN,GREGORY J. Last read: 14 Jul 98 13:00 [First read: 14 Jul 98 13:00]
                   Forwarded by: BLUEGREEN,GREGORY J. 14 Jul 98 13:00
FUCHSIA,GARY M.    Last read: 14 Jul 98 15:27 [First read: 14 Jul 98 15:27]
                   Forwarded by: BLUEGREEN,GREGORY J. 14 Jul 98 13:00
MAGENTA,MICHAL     Last read: 14 Jul 98 13:53 [First read: 14 Jul 98 13:53]
                   Forwarded by: BLUEGREEN,GREGORY J. 14 Jul 98 13:00
BLUE,THOMAS E.     Last read: 11 Aug 98 15:03 [First read: 15 Jul 98 08:30]
                   Forwarded by: BLUEGREEN,GREGORY J. 14 Jul 98 13:00
magentams@xxx.COM  Sent: 14 Jul 98 13:54 Time: 0 seconds
                   Forwarded by: MAGENTA,MICHAL 14 Jul 98 13:54
g.irm@SHERIDAN.VA.GOV Sent: 28 Jul 98 14:10 Time: 7 seconds
                   Message ID: 2831665@SHERIDAN.VA.GOV
                   Forwarded by: DARKBROWN,ROBERT 28 Jul 98 14:09
jlg@SEATTLE.VA.GOV Sent: 15 Jul 98 10:00 Time: 4 seconds
                   Message ID: 22346886@SEATTLE.VA.GOV
                   Forwarded by: GRAY,JOEL 15 Jul 98 09:58
.
.
.
Enter message action (in IN basket): IGNORE//

```

MailMan displays detailed information on all recipients (local and remote).

We have abbreviated the list of recipients for this example.

Figure 79: Query a Message for Detailed Recipient Information

In this example (Figure 79), after reading a message, we wanted to see detailed information on all recipients of the message. Thus, to query a message for detailed information on recipients, we simply had to enter "QD" (Query Detailed) at the "Enter message action (in IN basket): IGNORE//" prompt.

MailMan first displayed the following information about the message:

- **Message header:**
 - Subj: FW: Tribal Wisdom vs. Government Policy [#1220558]
 - Tue, 14 Jul 1998 11:00:33 -0700 50 lines
 - From: "Green, Rita" <greenr@xxxxx.army.mil> In 'IN' basket.
- **Local message ID**—1220558@ISC-SF.VA.GOV
- **Number of recipients**—29

Also, MailMan listed all 29 recipients (for space considerations, we abbreviated the list in Figure 79) with detailed information on each recipient. This message had both local and remote recipients.

For example, the detailed information on a local recipient included the following:

- **Name**—GRAY,JOEL
- **Last read date and time**—15 Jul 98 09:58
- **First read date and time**—15 Jul 98 09:58
- **Forwarded by**—BLUEGREEN,GREGORY J. 14 Jul 98 13:00

For example, the detailed information on a remote recipient at another MailMan site included the following:

- **Name**—g.irm@SHERIDAN.VA.GOV
- **Date sent over the network**—28 Jul 98 14:10
- **Transmission time over the network**—7 seconds
- **Remote MailMan message ID**—2831665@SHERIDAN.VA.GOV
- **Forwarded by**—DARKBROWN,ROBERT 28 Jul 98 14:09

For example, the detailed information on a remote recipient *not* at a MailMan site included the following:

- **Name**—magentams@xxx.COM
- **Date sent over the network**—14 Jul 98 13:54
- **Transmission time over the network**—0 seconds
- **Forwarded by**—MAGENTA,MICHAL 14 Jul 98 13:54

After the query, MailMan returned us to the message action prompt where we could take any additional actions on this message.

Query Network ("QN") Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Query Network action code (i.e., "QN") to retrieve network/trace header information and detailed information about each addressee (local and remote recipients) of a message. However, it is primarily used as a diagnostic tool.



For a complete description of the detailed information displayed for local and remote recipients, please refer to the "Query Detailed ('QD') Action" topic previously described in this chapter.

Also, when messages are received from a *non-MailMan* remote sites, MailMan now captures the "From" address from the message header and *not* from the envelope. However, the "From" address from the envelope is captured in a new field and is displayed by the QN action code when it differs from the message header "From" address.



The envelope contains the "From" and "To" address used by the mail transport system and is not part of the message itself.

You won't notice a difference with messages from other MailMan systems. However, other *non-MailMan* systems sometimes include clear-text names in the "From" address, in addition to the e-mail address.

For example:

Previously, MailMan captured: "<fred@ANYDOMAIN.COM>"

Now, MailMan captures: "'Fred Chartreuse' <fred@anydomain.com>"

To query a message for network and detailed recipient information, enter a "QN" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Enter message action (in IN basket): IGNORE// QN

Subj: FW: Tribal Wisdom vs. Government Policy [#1220558]
Tue, 14 Jul 1998 11:00:33 -0700 50 lines
From: "Green, Rita" <greenr@xxxxxx.army.mil> In 'IN' basket

Local Message-ID: 1220558@ISC-SF.VA.GOV (29 Recipients)

Network header:

Received: from deptvass-xx.va.gov by ISC-SF.VA.GOV (MailMan/
id 1220558 ; 14 Jul 1998 11:51:44 -0800 (PST)
Received: (from xxxx@localhost) by deptvass-xx.va.gov (8.6.12/
OAA16983 for <bluegreen@isc-sf.va.gov>; Tue, 14 Jul 1998 14:49:46 -
0400
Received: from proxy4.ba.xxxx.com by deptvass-xx.va.gov via
id xma016974; Tue, 14 Jul 98 14:49:38 -0400
Received: from shell13.ba.xxxx.com (gjb@shell13.ba.xxxx.com [206.184.139.134])
by proxy4.ba.xxxx.com (8.9.0/8.9.0/best.out) with ESMTTP id LAA26145;
Tue, 14 Jul 1998 11:45:48 -0700 (PDT)
X-Received: from proxy2.ba.xxxx.com (root@proxy2.ba.xxxx.com [206.184.139.13])
by shell13.ba.xxxx.com (8.9.0/8.9.0/best.sh) with ESMTTP id LAA14340
for <gjb+XRCPT.676a7740776e6574632e636f6d@shell13.ba.xxxx.com>; Tue, 14
Jul 1998 11:03:16 -0700 (PDT)
X-Received: from xxxxxexc2.army.mil (XXXXXXEXC2.ARMY.MIL [138.27.199.115])
by proxy2.ba.xxxx.com (8.9.0/8.9.0/best.in) with ESMTTP id LAA27077
for <gjb@xxxxxx.com>; Tue, 14 Jul 1998 11:01:05 -0700 (PDT)
X-Received: by XXXXXEXC2 with Internet Mail Service (5.0.1460.8)
id <N7MM7GT1>; Tue, 14 Jul 1998 11:00:36 -0700
Message-ID: <E1B12D3A67E2CF119F600020AFFBF43AC593CE@XXXXXXEXC2>
From: "Green, Rita" <greenr@xxxxxx.army.mil>
To: Steve Brown <brown4@llnl.gov>, Greg <gjb@xxxxxx.com>,
"Yellow, Linda" <yellowl@xxxxxx.army.mil>,
"Purple, Jean" <purplej@xxxxxx.army.mil>,
"Black, Kathleen C. (Maj) ~U" <BLACKK@stratcom.af.mil>
Subject: FW: Tribal Wisdom vs. Government Policy
Date: Tue, 14 Jul 1998 11:00:33 -0700
X-Mailer: Internet Mail Service (5.0.1460.8)
X-Rcpt-To: gjb@xxxxxx.com
    
```

Along with the local MailMan message information, MailMan displays all of the network header information when doing a network query.

Figure 80: Query a Message for Network Information

Figure 80 (continued):

```

ReSent-Date: Tue, 14 Jul 1998 11:45:35 -0700 (PDT)
ReSent-From: "Gregory J. Bluegreen" <gjb@xxxxx.com>
ReSent-To: bluegreen@isc-sf.va.gov,
          Gregory Bluegreen <gregory.bluegreen@med.va.gov>
ReSent-Message-ID: <Pine.BSF.3.96.980714114535.1192A@sh

GRAY,JOEL          Last read: 15 Jul 98 09:58 [First read: 15 Jul 98 09:58]
                   Forwarded by: BLUEGREEN,GREGORY J. 14 Jul 98 13:00
YELLOW,MIKE        Last read: 15 Jul 98 08:45 [First read: 15 Jul 98 08:45]
                   Forwarded by: BLUEGREEN,GREGORY J. 14 Jul 98 13:00
BROWN,JOHN         Last read: 14 Jul 98 15:59 [First read: 14 Jul 98 15:59]
                   Forwarded by: BLUEGREEN,GREGORY J. 14 Jul 98 13:00
BLUEGREEN,GREGORY J. Last read: 14 Jul 98 13:00 [First read: 14 Jul 98 13:00]
                   Forwarded by: BLUEGREEN,GREGORY J. 14 Jul 98 13:00
FUCHSIA,GARY M.   Last read: 14 Jul 98 15:27 [First read: 14 Jul 98 15:27]
                   Forwarded by: BLUEGREEN,GREGORY J. 14 Jul 98 13:00
MAGENTA,MICHAL     Last read: 14 Jul 98 13:53 [First read: 14 Jul 98 13:53]
                   Forwarded by: BLUEGREEN,GREGORY J. 14 Jul 98 13:00
BLUE,THOMAS E.    Last read: 11 Aug 98 15:03 [First read: 15 Jul 98 08:30]
                   Forwarded by: BLUEGREEN,GREGORY J. 14 Jul 98 13:00
magentams@xxx.COM Sent: 14 Jul 98 13:54 Time: 0 seconds
                   Forwarded by: MAGENTA,MICHAL 14 Jul 98 13:54
g.irm@SHERIDAN.VA.GOV Sent: 28 Jul 98 14:10 Time: 7 seconds
                   Message ID: 2831665@SHERIDAN.VA.GOV
                   Forwarded by: DEWAYNE,ROBERT 28 Jul 98 14:09
jlg@SEATTLE.VA.GOV Sent: 15 Jul 98 10:00 Time: 4 seconds
                   Message ID: 22346886@SEATTLE.VA.GOV
                   Forwarded by: GRAY,JOEL 15 Jul 98 09:58
.
.
.
Enter message action (in IN basket): IGNORE//

```

MailMan displays detailed information on all recipients (local and remote).

We have abbreviated the list of recipients for this example.

Figure 80: Query a Message for Network Information (continued)

In this example (Figure 80), after reading a message, we wanted to see both network header information and detailed information on all recipients of the message. Thus, we did a Network Query by entering "QN" at the "Enter message action (in IN basket): IGNORE//" prompt.

MailMan first displayed the following information about the message:

- **Message header:**
 - Subj: FW: Tribal Wisdom vs. Government Policy [#1220558]
 - Tue, 14 Jul 1998 11:00:33 -0700 50 lines
 - From: "Green, Rita" <greenr@xxxxx.army.mil> In 'IN' basket.
- **Local message ID**—1220558@ISC-SF.VA.GOV
- **Number of recipients**—29

MailMan then displayed all of the network/trace header information. This information includes all the different mail server relay information while the message passed from server to server to all of the remote addressees.

Also, once again, MailMan listed all 29 recipients (for space considerations, we abbreviated the list in Figure 80) with detailed information on each recipient. This message had both local and remote recipients.



For examples of the detailed information for local and remote recipients on a MailMan system as well as remote recipients on a non-MailMan system, please refer to the "Query Detailed ('QD') Action" topic and Figure 79 previously described in this chapter.

After the query, MailMan returned us to the message action prompt where we could take any additional actions on this message.

If the message header "From" person differs from the message envelope "From" person, MailMan will display the envelope information, as shown below:

```

Enter message action (in IN basket): IGNORE// qn

Subj: RE: [HH] FileMan/Kernel questions [#1235752]
16 Oct 1998 11:59:14 -0800 (PST) 21 lines
From: TAN.WALLY@isc-sf.va.gov In 'IN' basket.

Local Message-ID: 1235752@ISC-SF.VA.GOV (3 Recipient)

Envelope From:<hh-errors@lists.xxxx.com>

Network header:

Received: from deptvass-bh.va.gov by ISC-SF.VA.GOV (MailMan/7.1 TCP/IP-MAILMAN)
        id 1235752 ; 16 Oct 1998 12:09:57 -0800 (PST)
Received: (from uucp@localhost) by deptvass-bh.va.gov (8.6.12/8.6.11) id
        PAA29295; Fri, 16 Oct 1998 15:06:10 -0400
Received: from lists1.xxxx.com by deptvass-bh.va.gov via smap (3.2)
        id xma029267; Fri, 16 Oct 98 15:05:43 -0400
Received: (from daemon@localhost)
        by lists1.xxxx.com (8.9.0/8.9.0/best.ls) id LAA29720;
        Fri, 16 Oct 1998 11:56:41 -0700 (PDT)
Message-Id: <199810161856.LAA29720@lists1.xxxx.com>
From: TAN.WALLY@isc-sf.va.gov
Subject: RE: [HH] FileMan/Kernel questions
Date: 16 Oct 1998 11:59:14 -0800 (PST)
XXXServHost: lists.xxxx.com
In-Reply-To: <199810052047.NAA27028@lists1.xxxx.com>
Sender: hh-errors@lists.xxxx.com
Errors-To: hh-errors@lists.xxxx.com
Reply-To: hh@lists.xxxx.com
To: hh@lists.xxxx.com

TAN,WALLY          Last read: 19 Oct 98 09:37 [First read: 19 Oct 98 09:37]
                   Forwarded on: 16 Oct 98 12:10
BLUEGREEN,GREGORY J. Last read: 21 Oct 98 13:19 [First read: 16 Oct 98 12:14]
                   Forwarded on: 16 Oct 98 12:10
BLUE,THOMAS E.     Last read: 21 Oct 98 13:27 [First read: 21 Oct 98 13:20]
                   Forwarded by: BLUEGREEN,GREGORY J. 21 Oct 98 13:19

Enter message action (in IN basket): IGNORE//

```

MailMan displayed the envelope "From" person (i.e., hh-errors@lists.xxxx.com) because it differs from the message header "From" person (i.e., TAN,WALLY).

Figure 81: Envelope Information Displayed Using the Query Network Action Code

If the message header "From" person is the same as the "From" person on the message envelope, MailMan will *not* display the envelope information when doing a network query on a message.

If a message was sent locally and *not* over the network, MailMan displays the following when using the Query Network ("QN") action code:

```
Enter message action (in IN basket): IGNORE// qn

Subj: Software Purchase Questions [#1226116] 24 Aug 98 10:44 34 lines
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO
In 'IN' basket.

Local Message-ID: 1226116@ISC-SF.VA.GOV (4 Recipients)

This message originated locally. There is no network header.

PURPLE,JEAN          Last read: 24 Aug 98 17:31 [First read: 24 Aug 98 17:31]
MAGENTA,MICHAL       Not read.
BLUE,THOMAS E.       Last read: 25 Aug 98 09:23 [First read: 24 Aug 98 10:44]
SKYBLUE,HOWARD       Last read: 25 Aug 98 07:39 [First read: 25 Aug 98 07:39]

Enter message action (in IN basket): IGNORE//
```

MailMan informs us that this message was sent locally and *not* over the network.

Figure 82: Query a Message Sent Locally for Network Information

Reply ("R") & Reply and Include responses ("RI") Actions

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Reply action code (i.e., "R") or the Reply and Include responses action code (i.e., "RI") to reply to a message.

Effective with MailMan V. 7.1 with Patch 50, "Reply" immediately attaches your reply to the response chain so everyone on the message sees your reply, making it instantly available to anyone currently reading the message. Previously, the response wasn't attached to the message until the Background Filer was about to deliver the response to the recipients. Now, the response is attached to the message when the user transmits the message. (The Background Filer still delivers the response to the recipients.) This helps facilitate "real-time" conversations among message recipients.



MailMan automatically adds the sender as a recipient, if he isn't already one, when a reply is made to the message.

Also, you are able to copy the original message and/or any combination of responses into your reply (i.e., "RI—Reply and Include responses"). Thus, with this feature, you can more easily respond to what someone wrote, point by point.

Further, the "RI" (Reply and Include responses) command also enables you to include responses from another message (see example below). At the "Enter message action" prompt, type RI. MailMan asks you the message from which you would like to include responses. When you type a message number (internal entry number), MailMan displays the number of responses for that message and tells you to enter two question marks (??) to see an index. When you enter two question marks, MailMan displays the index of responses and asks you to select the responses you wish included.

```

Enter message action (in IN basket): Ignore// ri Reply and Include responses

Include responses from which message: This message// ?

Press Enter to include previous responses from this message,
or enter the internal entry number of a different message
(11630-1419789) to include any of its responses.

Include responses from which message: This message//1419307 Local: biweekly info
exchange message # 44
There are 4 responses. Response 0 is the original message. (?? shows index)
Select the responses to include: ??

There are 4 responses. Response 0 is the original message. (?? shows index)
Response.....From.....
0) 18 Sep 00 POSTMASTER 2
1) 18 Sep 00 BLUE,THOM - COMPUTER SPECIALIST CIOFO-SF 4
2) 26 Sep 00 FUSCHIA,GARY M - PROGRAMMER (CIOFO-SF) 2
3) 26 Sep 00 MAGENTA,MICHAL - Tech Writer (Vista Maintenance Team) 3
4) 26 Sep 00 SILVER,SKIP - PROGRAMMER (CIOFO-SF) 1

There are 4 responses. Response 0 is the original message. (?? shows index)
Select the responses to include:

```

Type RI.

Index shows responses to choose from.

Select responses to include.

Figure 82-A 1: Using Reply and Include Responses



Here's a tip—When a message has numerous responses and you want to reference an earlier response, include the text of that response with your reply by choosing the "RI—Reply and Include responses" action code. Previously, you could only point readers to the previous response number you were referencing. Now, the referenced response can be displayed within your own response. The other readers of the message won't have to back up and hunt for that previous response anymore, because you've provided them with the text.



To avoid excessive overhead, please use the "RI—Reply and Include responses" feature sparingly. Also, when you do quote material, it is generally a good idea to edit the quoted material down to just the specific text to which you are replying.

To review the recipients of a message before you make a response, use the "Query" action codes.



For more information on the "Query" action codes, please refer to Table 3: Action Codes—Messages and the "Query Action" topics previously described in this chapter.

When you use the up-arrow ("^" Shift-6 key on most keyboards) to skip reading all replies or inadvertently, MailMan will notify you of the range of unread responses, some of which could influence your own reply:

```
>> You haven't read responses n-n. You may backup to see them. <<
```

**"n-n" represents the range
of unread responses.**

HOW DO YOU RESPOND TO A MESSAGE?

Once you have read a message and are presented with the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), you can reply to the message, as shown below:

```

Subj: TEST 1 [#1229870] 16 Sep 98 15:20 2 lines
From: FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Office)
3 of 3 responses read. In 'TEST' basket. Page 1
-----
Enter message action (in TEST basket): IGNORE// R
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]=====< TEST 1 >=====
This is a test reply.
-----
<=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T=====
-----

Select Message option: Transmit now// <RET> Sending local reply...
Sent

Enter message action (in TEST basket): IGNORE//

```

After choosing the Reply action, MailMan placed us into the editor where we entered our response.

Figure 83: Replying to a Message Without Including Previous Responses

In the previous example (Figure 83), we were responding to message number 1229870 (as shown in the Subject line of the message). To initiate our reply, we entered "R" at the "Enter message action (in TEST basket): IGNORE//" prompt.

MailMan automatically placed us into our editor to add our response.

We entered our reply, saved it, and closed the editor.

We sent our reply by choosing the "Transmit now" default response at the "Select Message option: Transmit now//" prompt, by pressing the Enter/Return key.

Finally, MailMan indicated that our response had been sent locally (i.e., "Sending local reply..."). If we had sent a reply over the network, MailMan would have displayed "Sending network reply..."

You can also include the original message and any previous response(s) to a message in your reply. You may wish to do this so you can make a direct reference to the included text in your own reply, as shown below:

```

Subj: Test Later Delivery for Individual Recipients [#1226242]
25 Aug 98 09:20 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
7 of 7 responses read. In 'TEST' basket. Page 1
-----

Enter message action (in TEST basket): IGNORE// RI
There are 7 responses. Response 0 is the original message. (?? shows index)
Select the responses to include: ??

There are 7 responses. Response 0 is the original message.
Response....From.....Lines
7) 27 Aug 98 MAGENTA,MICHAL - Q... Continuum 1
6) 26 Aug 98 FUCHSIA,GARY M. - PROGRAMMER (San Fran 2
5) 26 Aug 98 BLUE,THOMAS E. - COMPUTER SPECIALIST (San Fran 12
4) 26 Aug 98 BLUE,THOMAS E. - COMPUTER SPECIALIST (San Fran 9
3) 26 Aug 98 FUCHSIA,GARY M. - PROGRAMMER (San Fran 2
2) 26 Aug 98 FUCHSIA,GARY M. - PROGRAMMER (San Fran 1
1) 26 Aug 98 MAGENTA,MICHAL - Q... Continuum 2
0) 25 Aug 98 BLUE,THOMAS E. - COMPUTER SPECIALIST (San Fran 1

There are 7 responses. Response 0 is the original message. (?? shows index)
Select the responses to include: 2
Copying...
You may edit the text of the message...

==[ WRAP ]==[ INSERT ]===< Test Later Delivery for Indivi >==[ <PF1>H=Help ]====

On 26 Aug 98 06:47 (Response #2) FUCHSIA,GARY M. wrote:
>I got your message.

Here is my additional response referencing this response.

<=====T=====T=====T=====T=====T=====T=====T=====

Select Message option: Transmit now// <RET> Sending local reply...
Sent

Enter message action (in TEST basket): IGNORE//
    
```

We asked MailMan to display information on all the responders to the message (i.e., index).

We entered "2" to include response #2 in our reply.

MailMan copied response #2 and placed us into the editor where we entered our reply, referencing the copied text.

Figure 84: Replying to a Message—Including One Response

In the previous example (Figure 84), we were responding to message number 1226242 (as shown in the Subject line of the message). We wanted to include a response in our reply so we chose the Reply and Include responses action by entering an "RI" at the "Enter message action (in TEST basket): IGNORE//" prompt.

After indicating the number of responses, MailMan gives you the opportunity of displaying an index of all responders to a message. By entering two question marks ("??") at the "Select the responses to include:" prompt, MailMan displays a summary list of response information for the message.



If you choose the "RI—Reply and Include responses" action code and there aren't any responses to a message, MailMan will automatically copy the original message and place you in the editor.

The information displayed for each response included:

- **Response number**
- **Date response was sent**
- **Responder's name** (includes their title and MailMan Institution, if space allows)
- **Number of lines in each response**

From this list, we chose response number 2 by entering "2" at the "Select the responses to include:" prompt. MailMan automatically copied response number 2 and placed us into our editor to add our reply. In this case, we chose to add our response after the copied text. However, you are free to add the text anywhere you want (e.g., before the copied response, within the copied response, or after the copied response).

After we entered our reply, we saved it and closed the editor.

We sent our reply by accepting the "**Transmit now**" default response at the "Select Message option: Transmit now//" prompt, by pressing the Enter/Return key.

Finally, MailMan indicated that our response had been sent locally (i.e., "Sending local reply..."). If we had sent a reply over the network, MailMan would have displayed "Sending network reply..."

You can also include any combination of previous responses to a message in your reply. You may wish to do this so you can make a direct reference to those responses in your own reply, as shown below:

```

Subj: Test Later Delivery for Individual Recipients [#1226242]
25 Aug 98 09:20 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
8 of 8 responses read. In 'TEST' basket. Page 1
-----

Enter message action (in TEST basket): IGNORE// RI
There are 8 responses. Response 0 is the original message. (?? shows index)
Select the responses to include: 5,2-3,1
Copying...
You may edit the text of the message...

==[ WRAP ]==[ INSERT ]===< Test Later Delivery for Indivi >

On 26 Aug 98 06:32 (Response #1) MAGENTA,MICHAL wrote:
>Do you need to know when/if we received it?
>Hi! How's things?

Here is my reference to response #1

On 26 Aug 98 06:47 (Response #2) FUCHSIA,GARY M. wrote:
>I got your message.

Here is my reference to response #2

On 26 Aug 98 06:48 (Response #3) FUCHSIA,GARY M. wrote:
>Thom, have you done a Q and a QD before the messages were delivered to
>see what they tell you?

Here is my reference to response #3

On 26 Aug 98 08:56 (Response #5) BLUE,THOMAS E. wrote:
>Gary:
>
>Yes, thanks!

Here is my reference to response #5

<=====T=====T=====T=====T=====T=====T=====T=====T=====T>=====

Select Message option: Transmit now// <RET> Sending local reply...
Sent

Enter message action (in TEST basket): IGNORE//
    
```

Here we entered a combination of responses to include in our reply.

MailMan copied all four responses we requested and placed us into the editor where we entered our reply, referencing the copied text.

Figure 85: Replying to a Message—Including Multiple Responses

In the previous example (Figure 85), we were, again, responding to message number 1226242 (as shown in the Subject line of the message). However, this time we wanted to include a combination of replies so that we could reference them in our own reply. Thus, we chose the Reply and Include responses action by entering an "**RI**" at the "Enter message action (in TEST basket): IGNORE//" prompt.

We decided to include responses: 1, 2 to 3, and 5 in our reply by entering "5,2-3,1" at the "Select the responses to include:" prompt (notice the commas and no spaces between numbers). MailMan automatically copied all four responses and placed us into our editor to add our reply referencing the copied text of each response.

We entered our reply, saved it, and closed the editor.

We sent our reply by accepting the "**Transmit now**" default response at the "Select Message option: Transmit now//" prompt by pressing the Enter/Return key.

Finally, MailMan indicated that our response had been sent locally (i.e., "Sending local reply..."). If we had sent a reply over the network, MailMan would have displayed "Sending network reply..."

Other Actions at the Transmit Prompt When Replying to a Message

Prior to transmitting your reply, MailMan gives you other opportunities to review, edit, and add responses to your reply or query the message to which you are responding, as shown below:

```

Subj: TEST [#100649] 28 Oct 99 14:45 1 line
From: FUCHSIA,GARY In 'IN' basket. Page 1
-----
TEST

Enter message action (in IN basket): Ignore// r
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]===== < TEST >===== [ <PF1>H=Help ]====
test

<=====T=====T=====T=====T=====T=====T=====T=====T=====T=====>=====

Select Message option: Transmit now// ?

Enter a code from the list.

      B      Backup to review message
      E      Edit reply
      I      Include previous responses in reply
      Q      Query
      Q xxx   Query recipient(s) xxx
      QD     Query Detailed
      QN     Query Network
      T      Transmit now

Select Message option: Transmit now//

```

We entered a question mark at the transmit prompt in order to display the list of possible action commands that we could use before transmitting our reply.

Figure 85a: Other Options Before Sending Your Reply

For example, if we wanted to include additional responses to our reply we could use the "I" (Include previous responses in reply), as shown below:

```

Subj: TEST [#100188] 06 Feb 99 09:38 1 line
From: FUCHSIA,GARY 2 of 2 responses read. In 'IN' basket
-----
Enter message action (in IN basket): Ignore// r
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]=====< TEST >===== [ <PF1>H=Help ]=====
Here is a reply, since we didn't use the "RI" action code, we will have to use
the "I" action code to add a response before this reply is sent.

<=====T=====T=====T=====T=====T=====
Select Message option: Transmit now// i
There are 2 responses. Response 0 is the original message. (?? shows index)
Select the responses to include: ??

There are 2 responses. Response 0 is the original message.
Response....From.....
2) 27 Apr 99 BLUE,THOM (SF CIOFO)
1) 27 Apr 99 BLUE,THOM (SF CIOFO)
0) 06 Feb 99 FUCHSIA,GARY

There are 2 responses. Response 0 is the original message. (?? shows index)
Select the responses to include: 1
Copying...
You may edit the text of the message...

==[ WRAP ]==[ INSERT ]=====< TEST >===== [ <PF1>H=Help ]=====
Here is my reply, but I forgot to use the "RI" action code, so I will have
to add responses using the "I" action code before I send this message
reply.

On 27 Apr 99 08:17 (Response #1) BLUE,THOM wrote:
>test reply

<=====T=====T=====T=====T=====T=====T=====
Select Message option: Transmit now// <RET> Sending local reply...
Sent

Enter message action (in IN basket): Ignore//
    
```

We used the "R" action code rather than the "RI" action code, because we didn't think we needed to include any responses in our reply.

However, before sending the message, we decided to include one response, so we entered an "I" at the transmit prompt.

We asked MailMan to display information on all the responders to the message (i.e., index).

We entered "1" to include response #1 in our reply.

MailMan copied response #1 after our original reply and placed us into the editor where we could further refine our response before sending it.

Figure 85b: Adding Responses to Your Reply Before Sending It

As you can see from Figure 85b, we first composed our reply but decided to include a response before sending our reply. Thus, we entered an "I" at the "Select Message option: Transmit now//" prompt.

Since there was more than one response from which to choose, we entered two question marks ("??") at the "Select the responses to include:" prompt in order to display an index of responses.

After reviewing the list of respondents, we chose to append response #1 to our reply by entering "1" after the "Select the responses to include:" prompt. MailMan automatically copied the response and placed us back into our editor to further edit our reply, if necessary.

Since our edits were now complete, we saved our reply and closed the editor.

We sent our reply by accepting the "**Transmit now**" default response at the "Select Message option: Transmit now//" prompt by pressing the Enter/Return key.

Finally, MailMan indicated that our response had been sent locally (i.e., "Sending local reply..."). If we had sent a reply over the network, MailMan would have displayed "Sending network reply..."



For more information on the other reply-related actions (i.e., Backup, Edit, or Query functions), please refer to those specific action code topics previously described in this chapter.

RESPONDING TO THE LATEST RESPONSE

Also, effective with MailMan V. 7.1 with Patch 50, if while composing a reply to a message another reply comes in to the same message, you will be prompted with the following text when exiting the editor (prior to sending your reply):

```
>> Response n has arrived - you may backup to see it. <<
```

"n" represents the latest response number.

When you are given the opportunity to back up to see new responses, you can enter a **"B"** (Backup) at the transmit prompt. The default will be to back up to this new, unseen response, instead of the original message (i.e., response 0). Thus, you can back up and read the latest response(s).

Since you haven't transmitted your response yet, you may choose to revise your own reply based on that new response. You simply enter an **"E"** (Edit) at the Transmit now// prompt, and you are put back into the editor where you can modify your reply based on what you just read.

When your revisions are complete, you can transmit your reply. Previously, this prompt didn't appear until *after* you had already sent your reply.



For more information on the Backup function, please refer to the "Backup ('B') Action" topic previously described in this chapter.

MailMan then asked us if we wanted to send our reply over the network. In this case, we did, so we entered "Yes" at the "Do you wish to send this reply across the network? No/" prompt.

After accepting the default subject (i.e., "**Re: Test Message**"), MailMan informed us that the "From" and "Reply To" contained different addressees. We entered a question mark ("?") at the "Select the address to use: R/" prompt in order to get Help on this prompt. For this example, we decided to accept the default and send the message to the address found in the "Reply To" field (i.e., "**Test-1@lists.xxxx.com**").

MailMan confirmed the address and sent the message.



*Use the **Query Network** action code to view network information on a message, including any "Reply To" and "From" information for a message sent over the network. For more information on the **Query Network** action code, please refer to the "**Query Network ('QN') Action**" topic previously described in this chapter.*

COMPLETING AN INTERRUPTED REPLY

Also, if you are in the middle of a replying to a message and are inadvertently logged off the system, MailMan will give you the opportunity to complete your reply when you re-enter MailMan, as shown below:

```
Select ISC OFFICE MENU OPTIONS Option: 4 <RET> MailMan Menu

You have an unsent response remaining in your buffer.
You may continue to reply or delete the remaining text.
Do you want to delete the unsent response? No// ?

Enter 'Yes' to delete the unsent response.
Enter 'No' to continue with the response.

If in doubt, just press return. You will be able to edit
the response and delete it if you wish.

Do you want to delete the unsent response? No// <RET> NO
```

Before displaying the MailMan Menu, MailMan informs us about an unsent response. We can either delete it or complete and send it.

Figure 87: MailMan Notifies You When You Have an Unsent Response

As you can see from the previous example (Figure 87), before the main MailMan Menu is displayed, MailMan will inform you about any unsent response(s). You can choose to complete the response(s) by answering "No" (default) at the "Do you want to delete the unsent response? No//" prompt or deleting the unsent response by answering "Yes." If you answer "No" MailMan will place you back in the message with the unsent response at the "Select response action: Reply//" prompt. Thus, you can go into your editor and complete your response as usual.

Save ("S") Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Save action code (i.e., "S") to save (move) a message to a different existing mail basket or to a new mail basket you create on the fly.

To save a message to another mail basket, enter an "S" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: test3 [#1223225] 04 Aug 98 08:19 1 line
From: MAGENTA,MICHAL - Q... Continuum In 'TEST' basket.  Pa
-----
test3

Enter message action (in TEST basket): IGNORE// S
Save message into basket:  Test Save
Are you adding 'Test Save' as a new BASKET (the 77TH for this MAILBOX)? No// y
<RET> (Yes)
Message saved.

```

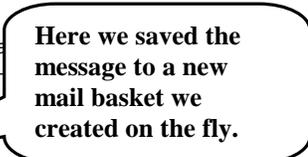


Figure 88: Saving a Message to a New Mail Basket

In this example (Figure 88), we wanted to save (move) a message we just read from one basket to another. Thus, we entered an "S" (Save) at the "Enter message action (in TEST basket): IGNORE//" prompt.

MailMan then asked us into which basket we wanted to save the message. In this case, we wanted to save the message into our "Test Save" basket. Thus, we entered "**Test Save**" at the "Save message into basket:" prompt.

Since this mail basket did not already exist in our mailbox, MailMan asked us if we wanted to create it as a new basket. In this case, we did, so we entered "**Yes**" at the "Are you adding 'Test Save' as a new BASKET (the 77TH for this MAILBOX)? No//" prompt. We also could have saved the message to an existing mail basket.

MailMan informed us that the message had been saved.

The following figure demonstrates saving a message to an existing mail basket:

```

Subj: test [#1223222] 04 Aug 98 08:14 1 line
From: MAGENTA,MICHAL - Q... Continuum In 'TEST' basket.  Page 1
-----
test

Enter message action (in TEST basket): IGNORE// S
Save message into basket:  Test Save
Message saved.

```

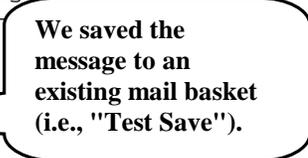


Figure 89: Saving a Message to an Existing Mail Basket

In this example (Figure 89), we, again, wanted to save (move) a message we just read from one basket to another. Thus, we entered an "S" (Save) at the "Enter message action (in TEST basket): IGNORE//"
prompt.

MailMan then asked us into which basket we wanted to save the message. In this case, we wanted to save the message into our newly created "Test Save" basket (Figure 88). Thus, we entered "**Test Save**" at the "Save message into basket:" prompt.

Since this mail basket already existed in our mailbox, MailMan saved (moved) the message to this basket and informed us that the message had been saved.

Terminate ("T") Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Terminate action code (i.e., "T") to permanently delete a message by moving it to your "WASTE" mail basket. Terminating a message also stops any subsequent replies to that message from being delivered to you.

Generally, a batch job is run nightly (determined by IRM at your site) to remove messages from your "WASTE" basket, and thus, from your mailbox. You can immediately remove messages from your mailbox by, again, terminating the messages from your "WASTE" basket. However, the message remains in the system until all recipients of the message have deleted it from their mailbox.

Unlike the Delete action code, the Terminate action code will prevent responses to a "terminated" messages from being "resurrected" or restored back into your mailbox.



For more information on the Delete action code, please refer to the "Delete Message ('D') Action" topic previously described in this chapter.

To terminate a message, enter a "T" at the "Enter message action (in xxxx basket): IGNORE //" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: test2  [#1223223] 04 Aug 98 08:18  1 line
From: MAGENTA,MICHAL - Q... Continuum  In 'TEST' basket.  Page 1
-----
test2

Enter message action (in TEST basket): IGNORE// T
You won't see future replies.  (In WASTE basket)

```

Figure 90: Terminating a Message

In this example (Figure 90), we wanted to terminate (delete) a message we just read. Thus, we entered a "T" (Terminate) at the "Enter message action (in TEST basket): IGNORE //" prompt.

MailMan immediately terminated the message (i.e., moved it to our "WASTE" basket for future removal from our mailbox) and informed us that we wouldn't see any future responses to the message.

If we wanted to "un-terminate" the message, we could go to our "WASTE" basket and forward the message to another basket in our mailbox. If the message is no longer in our "WASTE" basket, we could ask another recipient of the message to forward it to us.



MailMan does not ask you to confirm the terminate request.

Vaporize Date Edit ("V") Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Vaporize Date Edit action code (i.e., "V") to set a message to be deleted from your mailbox at a specific date and time or to modify a Vaporize Date already set. You can move any message set to vaporize to any of your mail baskets, including the "WASTE" basket, and *not* affect its vaporization date. Vaporize means automatically delete. However, you are free to modify or remove the AUTOMATIC DELETION DATE (i.e., vaporize date) at any time prior to the vaporization date.

Also, a message that is scheduled for vaporization (either by you or by MailMan during the IN-BASKET PURGE) will vaporize on the scheduled date. Previously, it wouldn't vaporize until the IN BASKET PURGE ran again.

To "vaporize" a message, enter a "V" at the "Enter message action (in xxxx basket): IGNORE //" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: September training [#1223554] 06 Aug 98 08:38 17 lines
From: MAGENTA,MICHAL - Q... Continuum 21 of 21 responses read
In 'Infrastructure' basket.
-----
Enter message action (in TEST basket): IGNORE// V
AUTOMATIC DELETE DATE: ??
  Examples of Valid Dates:
    JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
    T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
    T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
  If the year is omitted, the computer uses CURRENT YEAR. Two digit year
  assumes no more than 20 years in the future, or 80 years in the past.
  You may omit the precise day, as: JAN, 1957
  This is the date at which this message will be 'vaporized'
  deleted from this mail basket for this user.
AUTOMATIC DELETE DATE: 10/1/98 <RET> (OCT 01, 1998)
Enter message action (in TEST basket): IGNORE//

```

Online help tells us all of our VA FileMan date and time options.

Here we set the vaporize date to 10/1/98.

Figure 91: Vaporizing a Message

In the previous example (Figure 91), we wanted to delete a message at a specific date and time (vaporize). Thus, we entered a "V" at the "Enter message action (in TEST basket): IGNORE //" prompt.

MailMan then asked us to enter the "vaporize" date and time (i.e., AUTOMATIC DELETE DATE). In order to display all of the acceptable VA FileMan date and time formats we could enter, we entered a question mark ("?") at the "AUTOMATIC DELETE DATE:" prompt.



All VA FileMan dates are Year 2000 (Y2K) compliant.

In this case, we chose to set a vaporize date of October 1, 1998 by entering "**10/1/98**" at the "AUTOMATIC DELETE DATE:" prompt. MailMan confirmed that the message was set to vaporize on October 1, 1998. We can later remove or modify the vaporization date before it gets physically deleted from our mailbox.

After "vaporizing" the message, MailMan returned us to the message action prompt where we could take any additional actions on this message.



Here's a tip—If you know a message will be obsolete or unnecessary after a period of time (e.g., messages advising you about a temporary event such as: system downtime, building fire alarm test, etc.) set the message to "vaporize" after the prescribed time has past. That way, you won't be cluttering your mailbox with extraneous mail.

REMOVING A VAPORIZATION DATE

If you previously set a vaporization date for a message and now want to keep the message, you simply delete the vaporization date, as shown below:

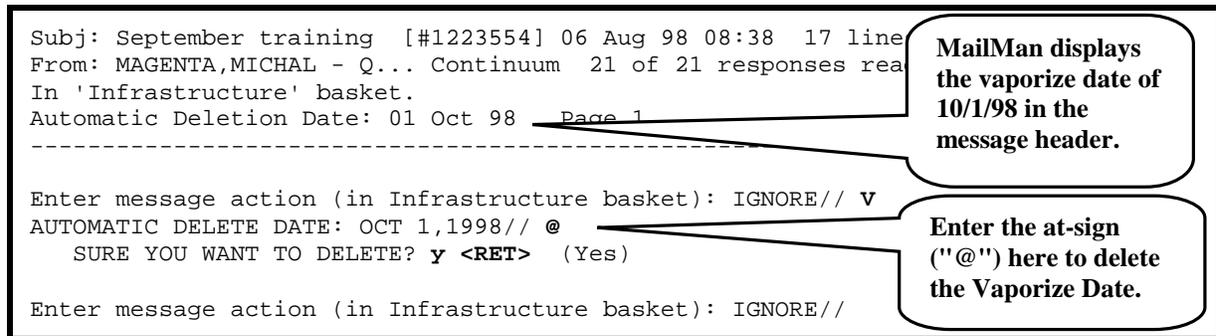


Figure 92: Deleting the Vaporization Date

In this example (Figure 92), we wanted to remove (delete) a vaporization date we previously set (Figure 91). Thus, we opened the message that had a vaporization date set (i.e., AUTOMATIC DELETION DATE) and entered a "V" at the "Enter message action (in Infrastructure basket): IGNORE//" prompt.

Since this message had a vaporization date set, MailMan displayed the current vaporization date as the default (i.e., "OCT 1,1998") and prompted us to make any changes to the vaporization date.

To delete the Vaporization Date, we simply entered an at-sign ("@" Shift-2 key on most keyboards) after the AUTOMATIC DELETE DATE: OCT 1,1998/" prompt.

MailMan asked us to confirm the delete request. We confirmed the delete by entering "Yes" at the "SURE YOU WANT TO DELETE?" prompt.

When we went back in to read that message (Figure 93), we saw that the "Automatic Deletion Date" was no longer indicated in the message header (compare to Figure 92), as shown below:

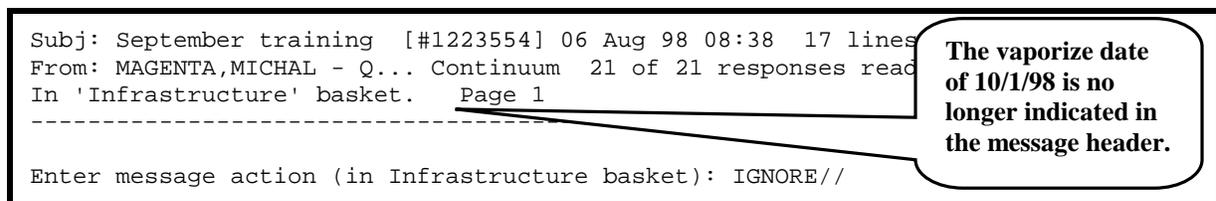


Figure 93: Verifying a Message is no Longer Set to Vaporize

Write ("W") Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Write action code (i.e., "W") to "write" (compose) a new message while reading a message. The steps of creating a message using the Write action code are the same as if you used the Send a Message option [synonym SML].



For more information on creating and sending a message or the Send a Message option [SML], please refer Chapter 4 in this manual.



Here's a tip—Use the Write action code ("W") to immediately send a message while reading another message. For example, if after reading a message, you suddenly remember that you need to send a message about an unrelated matter to somebody else. Rather than having to go through the Send a Message option [synonym SML], you could simply enter the Write action code. After composing and sending your message, MailMan will automatically return you to the original message where you can continue with your reading.

To write and send a new message while reading another message, enter a "W" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: test [#1223222] 04 Aug 98 08:14 1 line
From: MAGENTA,MICHAL - Q... Continuum In 'TEST' basket. Page 1
-----
test

Enter message action (in TEST basket): IGNORE// W
Subject: Write Test
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]===== < Write Test >===== [ <PF1>H=Help ]=====
This is a new message created while reading another message. Just by
entering the Write command at the disposition prompt, I can type a new
message.

<=====T=====T=====T=====T=====T=====T=====T=====

Send mail to: BLUE,THOMAS E.// <RET>
Select basket to send to: IN// <RET>
And Send to: <RET>

Select Message option: Transmit now// <RET> Sending [12
Sent

Finished with the 'Write' command.
Now back to:

Subj: test [#1223222] 04 Aug 98 08:14 1 line
From: MAGENTA,MICHAL - Q... Continuum In 'TEST' basket. Page 1
-----
Enter message action (in TEST basket): IGNORE//

```

After choosing the Write action, MailMan lets us write an entirely new message with a new subject and different recipients, etc.

After sending the new message, MailMan notified us that the "Write" process was completed and returned us to the original message.

Figure 94: Writing a New Message

In the previous example (Figure 94), we finished reading a message and wanted to send a new message without having to go through the Send a Message option. Thus, we entered a "W" at the "Enter message action (in TEST basket): IGNORE//" prompt.

MailMan then asked us to enter the subject for our new message. For this example, we entered "Write Test" at the "Subject:" prompt.

MailMan then immediately placed us into our editor where we could enter the text of our message. When we had completed our entry, we saved the text and closed the editor.

MailMan then asked us to address the message. In this case, we wanted to just send the message to ourselves so we pressed the Enter/Return key at the "Send mail to: BLUE,THOMAS E.//" prompt.

We accepted the default basket (i.e., "IN") by pressing the Enter/Return key at the "Select basket to send to: IN/" prompt.

MailMan knew we were done addressing the message when we pressed the Enter/Return key at the "And Send to:" prompt without entering a name.

We immediately sent the message by, again, pressing the Enter/Return key at the "Select Message option: Transmit now/" prompt.

Finally, MailMan displayed the internal message identification number (in brackets) and indicated that our message had been sent.

After writing and sending the new message, MailMan notified us the "Write" was completed (i.e., "Finished with the 'Write' command."), redisplayed the original message header, and returned us to the original message action prompt where we could take any additional actions on this message.

Extract KIDS or PackMan Messages ("X") Action

Programmers use PackMan and KIDS messages to store and transport data, packages, and routines via MailMan messages. It may not be used unless the proper key is held (i.e., XUPROGMODE security key).

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Extract KIDS or PackMan Messages Toggle action code (i.e., "X") when reading a KIDS or PackMan message to choose from a list of specific functions you can perform on these types of messages.



For more information on KIDS and PackMan messages, please refer to Chapters 26-29 in the "Kernel V. 8.0 Systems Manual."

Up-arrow ("^") Exit Action

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), as with all **VISTA** software, you can use the up-arrow ("^" Shift-6 key on most keyboards) to exit a prompt or option without taking any other action, as shown below:

```

Select MailMan Menu Option: rml <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// <RET>      (5 messages, 2 new)

IN Basket, 5 messages (1-5), 2 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*5. [1361007] 19 Apr 99 Local: biweekly info exchang 2 OCHRE,JACK      1/5
!4. [1360433] 14 Apr 99 New Phone System Training  12 SCARLET,BETH      28/28
 3. [1354489] 25 Feb 99 CIO News - February 25, 199 85 <LTBROWN.ELLEN@FORUM.VA
 2. [1354488] 24 Feb 99 Minutes - Nat'l IRM Call - 496 <ROUGE.DONNA_M@FORUM.VA
 1. [1350198] 01 Feb 99 FM22 account                6 MAGENTA,MICHAL
Enter message number or command: 4

Subj: New Phone System Training [#1360433] 14 Apr 99 15:05:40-71
From: SCARLET,BETH - ADMIN OFFICER 28 of 28 responses
Page 1 *New*
-----
Enter message action (in IN basket): IGNORE// ^

IN Basket, 5 messages (1-5), 1 new
*=New/!=Priority.....Subject.....Li
*5. [1361007] 19 Apr 99 Local: biweekly info exchang
 4. [1360433] 14 Apr 99 New Phone System Training
 3. [1354489] 25 Feb 99 CIO News - February 25, 199
 2. [1354488] 24 Feb 99 Minutes - Nat'l IRM Call -
 1. [1350198] 01 Feb 99 FM22 account
Enter message number or command:

```

Here we've entered an up-arrow ("^") to exit from the message. We also could have simply pressed the Enter/Return key to exit the message.

MailMan proceeded to redisplay the basket message list, where we could choose another message.

Figure 95: An Example Using the Up-arrow to Exit a Message



4. Sending Mail

Topics To Be Discussed:	<ul style="list-style-type: none">• SML—Send a Message Option• Address Functionality• Delivery Options—Immediate, Deferred, and/or Staggered• Completing an Interrupted Message• Sending Mail Using the P-MESSAGE Device• Action Codes—Sending Messages
--------------------------------	--

Sending messages gives you the opportunity to obtain or disseminate information.

The features and functionality associated with sending messages are described in greater detail in this chapter.

Sending Mail

SML—Send a Message Option

In addition to replying to an existing message, you can use the Send a Message option [synonym SML] to send a new message to any number of recipients or mail groups.

The Send a Message option is the option you use when you wish to send new messages to any number of recipients. It is available on the MailMan Menu, as shown below:

```

NML   New Messages and Responses
RML   Read/Manage Messages
➔ SML   Send a Message
      Query/Search for Messages
AML   Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option: SML <RET> Send a Message

```

Figure 96: SML—Send a Message Option

Once you select the Send a Message option, MailMan allows you to send new mail in four easy steps:

1. Enter the subject of your message.
2. Compose your message (i.e., enter the text of your message).
3. Address your message (e.g., send it to individual recipients or a mail group).
4. Send your message. You can further customize your message before sending it using various action commands (e.g., make it: priority, closed, confidential, information only, etc.).



For a complete list of message action commands when sending a message, please refer to Table 4 that follows in this chapter.

After you choose the Send a Message option [synonym SML], MailMan prompts you to enter the **subject** of the new message and then automatically places you in the editor to compose your new message, as shown below:

```

Select MailMan Menu Option: SML <RET> Send a Message
Subject: Sending a Message
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]=====< Sending a Message >=====
Here I am composing a message to send to several recipients
as a test.

<=====T=====T=====T=====T=====T=====T=====T=====T=====

Send mail to: BLUE,THOMAS E.// <RET>
Select basket to send to: IN// <RET>
And Send to: 9999 FUCHSIA,GARY M. (DUZ 9999) INFORMATION SYSTEMS CENTER
    Last used MailMan: 02 Sep 98 12:28
        If wishes were horses, beggars would ride.
        ...OK? Yes// <RET> (Yes)
And Send to: orange,SUSAN (DUZ 7777) VERIFICATION
    Last used MailMan: 13 Aug 98 11:26

And Send to: magenta,MICHAL (DUZ 8888) INFORMATION SYSTEMS CENTER
    Last used MailMan: 13 Aug 98 14:22
        The closer I get to my goal, the better my chance of discovering what
        it is. Ashley Brilliant
And Send to: <RET>

Select Message option: Transmit now// ?
Enter a code from the list.

    Select one of the following:

        B      Backup to review message
        C      Confidential (surrogate can't read)
        D      Delivery basket set
        ER     Edit Recipients
        ES     Edit Subject
        ET     Edit Text
        I      Information only (recipients may not respond)
        L      Transmit later
        P      Priority Delivery
        R      Confirm receipt
        S      Scramble text with password
        T      Transmit now
        V      Vaporize date set
        X      Closed Message (no forward allowed)

Select Message option: Transmit now//
    
```

After we entered our message subject, MailMan automatically placed us into our editor where we entered the text of our message.

Here we are addressing the message to ourselves and other recipients.

Enter a question mark here to display the list of action commands available when sending a message.

Figure 97: Message Send Options

As you can see from the previous example (Figure 97), after we chose the Send a Message option (SML), MailMan prompted us to enter the message subject (i.e., "**Sending a Message**").



For more information on message subjects, please refer to the "Message Subject" topic that follows in this chapter.

After entering the subject, MailMan automatically placed us into our editor to compose our message. After typing in the text of our message, we saved the text, and closed the editor.

MailMan next asked us to address the message. As a default, MailMan will always let you send a message to yourself by automatically placing your name as the default response after the first "Send mail to:" prompt. As an addressee, you can query the message to see if or when the other recipients opened the message you sent. Whether you initially make yourself an addressee or not, you will receive all replies to the message.



For more information on querying a message, please refer to the "Query" Action code topics in Chapter 3 in this manual.

Depending on how you've set the ASK BASKET field in your User Options Edit option, MailMan may then ask you to choose the mail basket in your mailbox to send your copy of the message. If you initially set your "ASK BASKET" field to "No", MailMan will *not* prompt you to choose a mail basket. In this case, our ASK BASKET field is set to ask us to choose the mail basket. We accepted the default response (i.e., "IN" basket) by pressing the Enter/Return key at the "Select basket to send to: IN//" prompt.



*For more information on the "ASK BASKET" field or the User Options Edit option, please refer to the "How to Set Your Mail Basket Prompt" topic in Chapter 2 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

MailMan then prompted us to choose any other recipients for our message (address information). We chose to send the message to three other people beside ourselves:

- **FUCHSIA,GARY M. (DUZ = 9999)**
- **ORANGE,SUSAN (DUZ = 7777)**
- **MAGENTA,MICHAL (DUZ = 8888)**

We addressed the message by entering each recipient's name at the "And Send to:" prompt.



For more information on addressing a message, please refer to the "Address Functionality" topic that follows in this chapter.

Sending Mail

MailMan knew we had completed our addressing when we pressed the Enter/Return key without entering another name at the "And Send to:" prompt.

Finally, MailMan presented us with the "Select Message option: Transmit now//" prompt. At this prompt, MailMan allows you to further edit your message and include any delivery options prior to sending (transmitting) your message (e.g., make the message: priority, closed, confidential, information only, etc.). The default response was to simply "**Transmit now**" (send) our message. However, by entering a question mark ("?") at this prompt, MailMan presented us with a list of additional action codes, which are described in greater detail on the following pages.

Message Subjects

The subject of the message is shown whenever the message is displayed. It can be from 3 to 65 characters in length. The message subject cannot be blank. MailMan automatically deletes any leading and trailing blanks. Also, MailMan reduces any sequence of three or more blanks to two blanks.

If a user enters a blank or null subject, MailMan defaults the subject to "*** No Subject ***". When a message whose subject is "*** No Subject ***" is sent to a remote site, the subject transmitted (in the header record) is null. This is useful for sending a message to a list server (to join or drop a list, etc.) whose subject must be blank and whose text must contain the command to the list server.

Address Functionality

ENTERING USER OR GROUP NAMES

When entering a user or mail group name, MailMan only requires that you enter the first portion of the last name (user names are *not* case sensitive); MailMan will find the appropriate person or group based on your partial entry and automatically display the rest of the name to you. If more than one person or group is found based on your partial entry, MailMan will allow you to choose from a list. However, you'll narrow your choices by entering more characters of the name.

ADDRESSING RECIPIENTS USING THEIR DUZ

In addition to entering a user's name, MailMan also allows you to enter a person's local DUZ when performing the following functions:

- Addressing a message (including forwarding messages)
- Becoming a surrogate
- Filtering mail by sender and/or recipient
- Searching for messages by sender, recipient, and/or responder

The DUZ is a person's unique numeric user ID. Thus, if multiple addressees, for example, have similar names, you can enter their local DUZ instead of their name to choose the specific person.



You cannot substitute the DUZ for a name when creating members of a personal mail group or when creating a surrogate for yourself.

MailMan V. 7.1 with Patch 50 introduced new functionality where MailMan can display a user's DUZ when doing any of the following:

- Addressing messages.
- Displaying user information with the User Information option available on the Help (User/Group Info., etc.) menu.

IRM controls whether or not a user's DUZ is displayed through the SHOW DUZ WHEN ADDRESS MESSAGE field (#7.3) in the MAILMAN SITE PARAMETERS file (#4.3).



*For more information on the SHOW DUZ WHEN ADDRESS MESSAGE field (#7.3), please refer to the "New Management Features in MailMan V. 7.1 & XM*7.1*50" topic in the "Implementation and Maintenance" section of the "MailMan V. 7.1 & Patch XM*7.1*50 Technical Manual."*

ADDRESSING MAIL TO MAIL GROUPS

MailMan V. 7.1 with Patch 50 introduced new functionality when addressing messages to mail groups. Mail groups can now be classified as "large" (site-specified) and processed differently from "small-" to "medium-sized" mail groups. A mail group may be considered "large" when it has a large number of local and remote members, member groups, or distribution lists (nationwide mail groups). IRM sets the number used to indicate when a mail group is considered "large" (i.e., BIG GROUP SIZE field (#7.2) in the MAILMAN SITE PARAMETERS file (#4.3)).



*For more information on the BIG GROUP SIZE field (#7.2), please refer to the "New Management Features in MailMan V. 7.1 & XM*7.1*50" topic in the "Implementation and Maintenance" section of the "MailMan V. 7.1 & Patch XM*7.1*50 Technical Manual."*

Now, if you address a message to a "large" mail group, MailMan gives you the opportunity to queue ("Later") the message for delivery to that group at a later date and time (background processing). Previously, MailMan did *not* give you this option and added every member to the recipient list in the foreground while you waited. MailMan would display a series of dots while processing those recipients. Depending on the size of the recipient list, this could take some time and prevented you from taking any other actions.

Addressing a message to a "small-" or "medium-sized" mail group is processed in the foreground as usual. Also, if you choose to "Later" a message to a "large" mail group, you will *not* be able to remove (minus) members from the group before sending the message. Thus, if you need to selectively remove (minus) members from the group, you should *not* "later" the delivery of the message to that group.

If the total number of members in a mail group is equal to or greater than the value in the BIG GROUP SIZE field, the mail group is considered to be a "large" mail group and treated accordingly. Conversely, if the total number of members in a mail group are less than this number, they will be treated as "small-" to "medium-sized" mail groups and processed in the foreground as usual.

The following examples illustrate addressing a message to a "small-" or "medium-sized" mail group and to a "large" mail group. For both examples, let's assume that IRM set our BIG GROUP SIZE field to 100. Thus, any mail group whose total number of members is equal to or greater than 100 will be considered a "large" mail group, otherwise it is considered to be a "small-" to "medium-sized" group. Also, for both examples, we will only show how we addressed the message.



A mail group is also considered "large" if it contains another mail group or a distribution list.

For our first example, we addressed a message to a "small-" to "medium-sized" mail group, as shown below:

```

.
.
.
And Send to: g.isc - SAN FRANCISCO BASED
44 Local:

DARKGREY, RON          TAN, WALLY          PUCE, FIL Y., JR.    BRIGHTRED, CATHERINE
GREY, EDWARD          PURPLE, JEAN        BROWN, JOHN          DARKYELLOW, ALAN
RED, TAMI K.          TEAL, MAUREEN       DARKBLUE, DANILA     DARKORANGE, STEVEN R.
LTRED, JOANNE         PINK, JAMIE         BLUE, THOMAS E.      FUCHSIA, GARY M.
Do you want to see more members? No// <RET> NO
And Send to: g.isc satELLITE
9 Local:

CYAN, CAMERON         GRAY, JOEL          YELLOW, MIKE          RED, TAMI K.
DARKORANGE, STEVEN R. SILVER, SKIP        AQUA, ENRIQUE        NEUTRAL, CHRISTINE M
BRIGHTORANGE, PETER
And Send to: -darkGREY, RON (DI7 5555) DEVELOPMENT
Last used MailMan: 16 Sep 98 12:51
Messaging Developer Deleted.
And Send to: -g.isc satELLITE Deleting Members ..
9 Local:

CYAN, CAMERON         GRAY, JOEL          YELLOW, MIKE          RED, TAMI K.
DARKORANGE, STEVEN R. SILVER, SKIP        AQUA, ENRIQUE        NEUTRAL, CHRISTINE M
BRIGHTORANGE, PETER
Members Deleted..
.
.
.

```

We were able to "minus" a member from the group before sending our message.

We were also able to "minus" a mail group before sending our message.

Figure 98: Addressing Mail to a "Small-" or "Medium-sized" Mail Group

In this example (Figure 98), we addressed our message to two groups:

- **G.ISC - SAN FRANCISCO BASED**
- **G.ISC SATELLITE**

At the first "And Send to:" prompt we entered the first portion of the "**G.ISC - SAN FRANCISCO BASED**" mail group name.

MailMan indicated that this group consisted of 44 local members and then displayed the first 16 members of the group. Since the total number of members in this group did not exceed our site's BIG GROUP SIZE (i.e., not a "large" group, 40 < 100), MailMan did *not* ask us if we wanted to "Later" the message to the group. However, MailMan did give us the option to list more of the members of the group. In this case, we did *not* want to see any more members in the list so we accepted the "No" default response by

Sending Mail

pressing the Enter/Return key at the "Do you want to see more members? No//" prompt. If we had answered "Yes," MailMan would have displayed the next block of names and, again, given us the choice of continuing the list until all members of the group were listed or we answered "No" to displaying any more members.

At the next "And Send to:" prompt we entered the first portion of the "G.ISC SATELLITE" mail group name.

MailMan indicated that this group consisted of 9 local members and then displayed all nine members of the group. Since the total number of members in this group did not exceed our site's BIG GROUP SIZE (i.e., not a "large" group, $9 < 100$), MailMan did *not* ask us if we wanted to "Later" the message to the group.

After entering our groups we decided to "minus" a member from the "G.ISC - SAN FRANCISCO BASED" group before sending the message. In this case, we entered "-DARKGREY,RON" at the "And Send to:" prompt. MailMan confirmed that the member was "deleted" from the recipient list.

We then decided to "minus" the entire second group (i.e., "G.ISC SATELLITE") by entering "**-G.ISC SATELLITE**" at the "And Send to:" prompt. MailMan confirmed that all the members in the mail group were "deleted" from the recipient list.

For our second example (shown in two parts), we addressed a message to a "large" mail group, as shown below:

```

.
.
.
Send mail to: BLUE,THOMAS E.// <RET>
Select basket to send to: IN// <RET>
And Send to: g.fileman suPPORT

This group seems to be fairly big.
If you don't need to 'minus' anyone from it,
then you can save some time by queuing this group for 'Later' delivery.

Would you like to queue this group for later delivery? NO// ?

Answer NO if
- You need to delete any group members from the message.

Answer YES if
- You don't need to delete any group members from the message.
- and you'd like to save a bit of time.

Would you like to queue this group for later delivery? NO// y <RET> YES

Later Delivery must be at least 5 minutes from now.
When Later: (9/14/98 - 10/14/98): 14 Sep 98@15:34// <RET> (SEP 14, 1998@15:34)

>> Remember, you won't be able to 'minus' anyone from the group. <<
3 Local, 1 Member Group(s):

PURPLE,JEAN          WHITE,GURBIR          KELLYGREEN,LISA
9 Local:

PURPLE,JEAN          RED,TAMI K.           DARKRED,RICK          TEAL,MAUREEN
DARKBLUE,DANILA     GOLD,MICHAEL          UMBER,GEORGE         BLACK,DONALD
SILVER,SKIP

And Send to:

```

Since MailMan displayed this message, the number of members in the G.FILEMAN SUPPORT mail group must have met or exceeded the number in the BIG GROUP SIZE field set by IRM.

Here we displayed online Help in order to see what choices were available to us.

MailMan reminded us that we can't "minus" members from the group.

Figure 99: (1 of 2) Latering Delivery of a Message to a "Large" Mail Group

In Part 1 of addressing a message to a "large" mail group (Figure 99), we wanted to send the message to a mail group (i.e., "G.FILEMAN SUPPORT") as well as individual recipients. As our first addressee, we entered the first portion of the "G.FILEMAN SUPPORT" group name at the "And Send to:" prompt.

MailMan indicated that this was a "large" group. Although the total number of members did not exceed our site's BIG GROUP SIZE (i.e., 100), this group does have a member group and that is enough to have it considered as a "large" group. Because this was a "large" mail group, MailMan gave us the option of "latering" the message to the mail group.

We decided to display the online help by entering a question mark ("?") at the "Would you like to queue this group for later delivery? NO/" prompt. MailMan explained our options when "latering" the message to a group.

Sending Mail

After reviewing our choices, knowing that we didn't want to "minus" anyone from the group, we decided to "later" the message to the group by entering "Yes" at the "Would you like to queue this group for later delivery? NO/" prompt.

MailMan then asked us to set the date and time to deliver the message to this group. For this example, we chose the default (**five minutes in the future**) by pressing the Enter/Return key at the "When Later: (9/14/98 - 10/14/98): 14 Sep 98@15:34/" prompt.

MailMan displayed the future delivery date (i.e., "SEP 14, 1998@15:34") and reaffirmed the fact that we would not be able to "minus" anyone from the mail group. MailMan also listed the all members in the mail group.

MailMan then proceeded to prompt us for any additional addressees.



For more information on "latering" a message, please refer to the "Later ('L:xxx') Prefix Code" or "Transmit Later ('L') Action" topics that follow in this chapter.

The next figure (Figure 100) continues with this example:

```

And Send to: fuchsiA,GARY M.      (DUZ 9999) INFORMATION SYSTEMS CENTER
      Last used MailMan: 17 Sep 98 07:43
      If wishes were horses, beggars would ride.
And Send to: orange,SUSAN      (DUZ 7777) VERIFICATION
      Last used MailMan: 16 Sep 98 16:09

And Send to: ??

      Select one of the following:

          U      User information
          G      Mail Group information
          D      Domain information
          R      Remote user information
          S      Show current recipients of this message

Enter the kind of help you'd like: s <RET> Show current recipients of this
message

Current recipients are:
  FUCHSIA,GARY M.
  BLUE,THOMAS E.
  G.FILEMAN SUPPORT
  ORANGE,SUSAN
Like more detail? YES// n <RET> NO
      Deliver: 14 Sep 98 16:26

      Select one of the following:

          U      User information
          G      Mail Group information
          D      Domain information
          R      Remote user information
          S      Show current recipients of this message

Enter the kind of help you'd like: <RET>

And Send to: -orange,SUSAN      (DUZ 7777) VERIFICATION
      Last used MailMan: 14 Sep 98 16:09
      Deleted.
But message will still go to all members of the following later'd group(s):
G.FILEMAN SUPPORT
And Send to:
.
.
.
  
```

We entered additional addressees of our message.

We wanted to see our current list of addressees.

Here is our list of current addressees. Notice that the mail group has a later delivery date set.

We can still "minus" members, however, we *can't* "minus" any members from the mail group with a "latered" delivery date.

Figure 100: (2 of 2) Verifying Recipients of a Message

In Part 2 of this example (Figure 100), we wanted to send the message to some additional recipients:

- **FUCHSIA,GARY M.**
- **ORANGE,SUSAN**

As with entering any local MailMan user's name, we only had to enter the first portion of each person's last name (*not* case sensitive) or their local DUZs (i.e., numeric user ID) at the "And Send to:" prompt.

We then entered two question marks ("??") at the next "And Send to:" prompt in order to display the online Help. MailMan gave us several help options from which to choose. For this example, we wanted to confirm the recipients for our message by entering an "S" (Show current recipients of this message) at the "Enter the kind of help you'd like:" prompt.

MailMan listed our current recipients:

- **FUCHSIA,GARY M.**
- **BLUE,THOMAS E.**
- **G.FILEMAN SUPPORT (Deliver: 14 Sep 98 16:26)**
- **ORANGE,SUSAN**

You'll notice that MailMan displayed the "later" delivery date for the G.FILEMAN SUPPORT mail group (i.e., Deliver: 14 Sep 98 16:26) that we previously set (Figure 99). online Help, we pressed the Enter/Return key at the "Enter the kind of help you'd like:" prompt.

Though we can't "minus" a member from the "latered" mail group, we were able to "minus" one of our other recipients before sending the message. In this case, we entered "**-ORANGE,SUSAN**" at the "And Send to:" prompt.

MailMan confirmed that the member was "deleted" from the recipient list. MailMan also reiterated that the message would still be delivered to *all* members of the G.FILEMAN SUPPORT mail group.

ADDRESSEE UNKNOWN

If you send a message locally, MailMan will only allow you to enter or choose a valid user as a recipient. A valid user must have an Access Code and a mailbox, as shown below:

```

Subj: Test [#1236951] 22 Oct 98 10:30 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
In 'TEST' basket. Page 1
-----
Test!

Enter message action (in TEST basket): IGNORE// f
Forward mail to: rosey

If ROSEYPINK,ROSEMARY is the person you're trying to address, you can't,
because ROSEYPINK,ROSEMARY doesn't have an access code.
Message addressees must have an access code and a mailbox.

Checking for MAIL NAME: ROSEY
Not a local user; checking Remote User Directory: ROSEY Not found.
Forward mail to:

```

Figure 101: Notification of an Unknown Addressee (1)

When addressing a message, if an addressee is not found in the local user file, MailMan asks, "Do you want to check the REMOTE USER DIRECTORY? No//." Also, if MailMan checks it and finds an entry, MailMan asks, "OK?" instead of simply selecting it. This will prevent unwanted addressees, because the REMOTE USER DIRECTORY entry might not be the addressee the sender wants.

```

Send mail to: MAGENTA,MICHAL// MAGENTA,MICHAL
Select basket to send to: IN//
And Send to: applegreen,john Not found in NEW PERSON file.
Checking for MAIL NAME: APPLEGREEN,JOHN

Not a local user; want to check the Remote User Directory? No// y YES
Checking Remote User Directory: APPLEGREEN,JOHN APPLEGREEN,JOHN@KERNEL.ISC-
SF.VA.GOV APPLEGREEN,JOHN
    ...OK? Yes// (Yes)

Routing to Remote Address: APPLEGREEN,JOHN@KERNEL.ISC-SF.VA.GOV
And Send to:

```

Figure 101 - 1: Checking Remote User Directory for Addressee Unknown Locally

Sending Mail

Also, if you send a message to a remote recipient (e.g., someone on FORUM), MailMan cannot verify the remote user's name while you are addressing the message. If the user cannot be found on the remote system (e.g., invalid entry), MailMan will notify you with a message that your mail to that unknown addressee could not be delivered, as shown below:

```
Subj: Message not delivered to recipient [#1227769] 04 Sep 98 09:02
7 lines
From: POSTMASTER In 'IN' basket. Page 1 *New*
-----
Your message [#1227766]
SUBJECT: Sending a Message to an Invalid Remote User
was not delivered to xxxxxx@FORUM.VA.GOV.
The error message was:

Recipient not found
<XXXXXX@FORUM.VA.GOV>

Enter message action (in IN basket): IGNORE//
```



Figure 102: Notification of an Unknown Addressee (2)

RECIPIENT PREFIX CODES

MailMan also allows you to further customize how you send a message to individual recipients by using a variety of prefix codes. To display the list of prefix options, enter a question mark ("?") at the "And Send to:" prompt, as shown below:

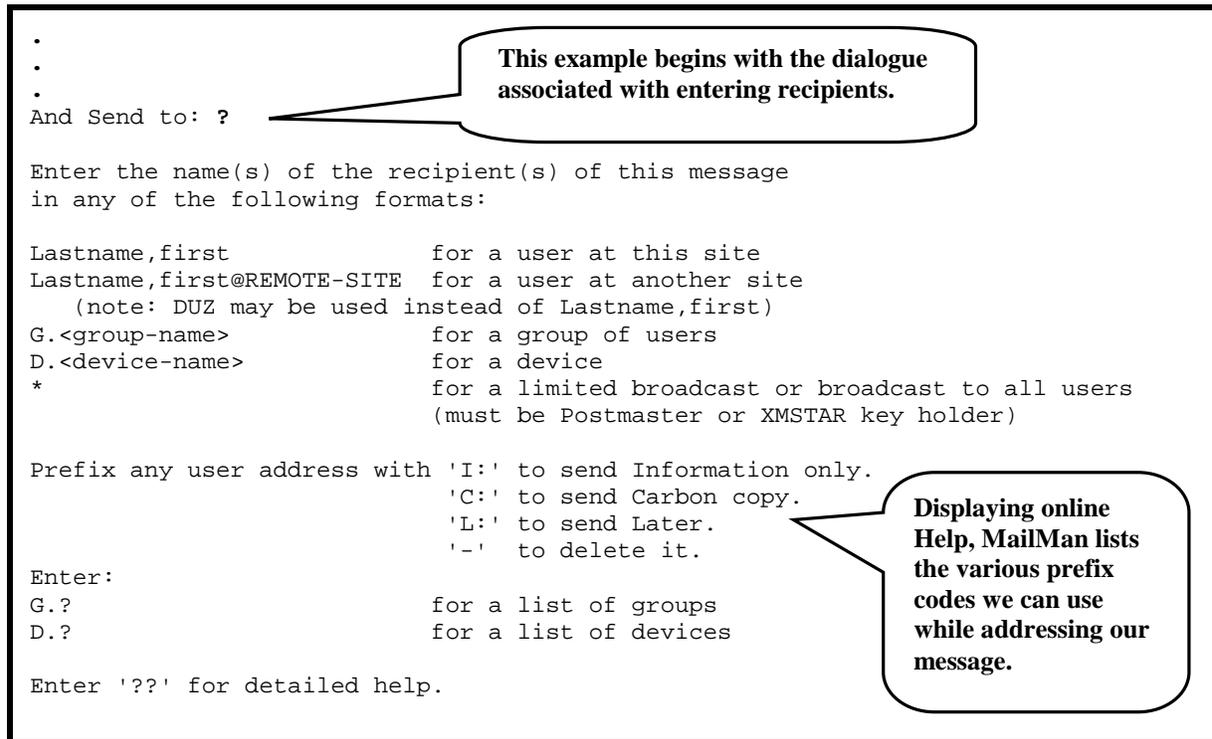


Figure 103: Recipient Prefix Codes

Each of the prefix options are briefly described below:

- **Information Only**—Send the message to an individual recipient as Information Only (i.e., "I:xxx," where "xxx" represents the recipient's name). Thus, the individual specified cannot reply to the message. However, other recipients on the message can still reply.



Please note that designating a recipient as "Information Only" is a MailMan-specific capability that is not recognized by other non-MailMan systems. Therefore, any "I:xxx" designation is ignored when sending a message to a non-MailMan system (e.g., Microsoft Exchange or Outlook).



For more information on sending a message Information Only, please refer to the "Information Only ('I') Action" topic that follows in this chapter.

- **Carbon Copy**—Send a carbon copy of the message to a recipient (i.e., "C:xxx," where "xxx" represents the recipient's name).



This feature serves no other function than to highlight a recipient as receiving a carbon copy. The carbon copy recipient has the same capabilities as any other recipient to the message.

When doing a query on a message where a recipient was designated to receive a carbon copy, a "cc:" will precede their name, as shown below:

```

Subj: Carbon Copy Test [#1226302] 25 Aug 98 14:47 1
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco)
2 of 2 responses read. In 'TEST' basket. Page 1
-----
Enter message action (in TEST basket): IGNORE// qd
Subj: Carbon Copy Test [#1226302] 25 Aug 98 14:47 1
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco)
2 of 2 responses read. In 'TEST' basket.

Local Message-ID: 1226302@ISC-SF.VA.GOV (3 Recipients)

cc: ORANGE,SUSAN      Last read: 25 Aug 98 14:50 (2 of 2 responses)
                        [First read: 25 Aug 98 14:48]
FUCHSIA,GARY M.      Not read.
BLUE,THOMAS E.      Last read: 25 Aug 98 14:49 (2 of 2 responses)
                        [First read: 25 Aug 98 14:47]

```

This recipient received a carbon copy of the message (designated by the "cc:"). The sender must have entered "C:ORANGE,SUSAN" at the "And Send to: prompt" when designating this person as a recipient.

Figure 104: Example Showing a Recipient Received a Carbon Copy of the Message

- **Staggered Delivery**—Send the message to a recipient at a future date and time (i.e., "L:xxx," where "xxx" represents the recipient's name).



For more information on the Later prefix code, please refer to the "Later ('L:xxx') Prefix Code" topic that follows in this chapter.

- **Remove Recipient**—Remove (minus) a recipient from your list of recipients on a message before sending it (i.e., "-xxx," where "xxx" represents the recipient's name to be removed)



For an example using this prefix, please refer to the "Edit Recipients ('ER') Action" topic and Figure 116 that follows in this chapter.

BROADCAST MESSAGES

Broadcast messages are messages sent to *all* local users or a *subset* of local users on MailMan. These messages are used to inform (notify) users of general events that affect or involve all or select local users on MailMan. For example:

- System Messages (e.g., system shutdown notices, new hardware and software installs).
- Personnel Announcements (e.g., new policies and procedures, open season for health/life insurance changes, holiday and leave information).
- General Public Announcements (e.g., VA Secretary's daily message, VA-wide conference information)
- Site-specific Announcements (e.g., building alerts, local training sessions and seminars)

Users authorized to send Broadcast messages to *all* local MailMan users include:

- The Postmaster.
- Any holder of the XMSTAR security key.

Broadcast messages sent to all MailMan local users are automatically sent as "Information Only" (i.e., prevents all recipients from replying to the message).

In addition to Broadcast messages to *all* local users, MailMan Patch XM*7.1*107 provided the capability that allows an authorized user to send "Limited" Broadcast messages to a *subset* of local users. A subset of local users might include all users who have a certain primary menu, users who belong to a certain division, users who hold a specific security key, or any other way that users in the NEW PERSON file (#200) might be categorized and specified by a site's IRM.



For more information on the broadcast categories, please refer to the "Broadcast Messages to a Subset of Users—LIMITED BROADCAST Multiple Field" topic in the "Managing MailMan" section in the "MailMan V. 7.1 & Patch 50 Technical Manual."

Users authorized to send Limited Broadcast messages to a *subset* of local MailMan users include:

- The Postmaster.
- Any holder of the XMSTAR security key.
- Any holder of the XMSTAR LIMITED security key.

However, unlike Broadcast messages, Local Broadcast messages are *not* automatically "Information Only" (i.e., prevents all recipients from replying to your message). However, prior to transmission of a Limited Broadcast message, the sender can toggle the message as "Information Only."



For more information on the Information Only Toggle, please refer to the "Information Only ('IN') Action (Toggle)" topic that follows in this chapter.

Sending a Broadcast Message When You Hold the XMSTAR Security Key

If you hold the XMSTAR security key, MailMan lets you send both "limited" and "regular" broadcast-type messages, as shown in the following examples (Figure 104a and Figure 104c).

Broadcast Message to All Local Users

The following example illustrates sending a general Broadcast message to *all* local MailMan users. For this example the sender holds the XMSTAR security key:

```

Select MailMan Menu Option: sml <RET> Send a Message

Subject: Test All Broadcast
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]=====< Test All Broadcast >
I'm sending a Test Broadcast message to all users.

<=====T=====T=====T=====T=====T=====

Send mail to: BLUE,THOM// ?

Enter the recipient(s) of this message in any of the following formats:

Lastname,first           for a user at this site
Lastname,first@REMOTE-SITE for a user at another site
    (note: DUZ may be used, instead of Lastname,first for local or remote users)
G.<group-name>           for a mail group
D.<device-name>          for a device
*                         for a limited broadcast or broadcast to all users
                          (must be Postmaster or XMSTAR key holder)

Prefix any user address with 'I:' to send Information only.
                          'C:' to send Carbon Copy.
                          'L:' to send Later.
                          '-' to delete it.

Enter:
G.?                       for a list of mail groups
D.?                       for a list of devices

Enter '??' for detailed help.

Send mail to: BLUE,THOM// *

    Select one of the following:

        B      Broadcast to all local users
        L      Limited broadcast to local users

Broadcast type: Broadcast to all local users// B <RET> Broadcast to all local
users (Broadcast to all local users)
And Send to: <RET>

Select Message option: Transmit now// <RET> Sending [100897]
Sent
    
```

After composing our message and entering a question mark at the recipient prompt ("Send Mail to:"), we see we need to enter an asterisk ("*") in order to send a broadcast - type message.

Based on the format choices, we entered an asterisk in order to send a Broadcast message.

If you only held the XMSTAR LIMITED security key, you would not be given the choices shown.

We chose to send a "regular" Broadcast message to all users.

Figure 104a: Sending a Broadcast Message to All Local Users

As you can see in the previous example (Figure 104a), as holders of the XMSTAR security key, we wanted to send a broadcast-type message to all local MailMan users. Thus, we first used the Send a Message option to compose our message to be broadcast.

After composing our message, MailMan asked us to choose the recipients. We first entered a question mark ("?",) after the "Send mail to: BLUE,THOM//" prompt in order to see all the valid types of recipient formats. MailMan displayed the choices; you can see that in order to send any type of Broadcast message that we need to enter an asterisk ("*"). Thus, since we wanted to send (broadcast) this message to *all* users, we entered an asterisk after the "Send mail to: BLUE,THOM//" prompt.

Because we hold the XMSTAR security key (in this example), MailMan gave us the option to broadcast the message to *all* users or a *subset* of local users (i.e., a Limited Broadcast). Again, we wanted to broadcast to *all* users, so we entered a "B" (Broadcast to all local users) after the "Broadcast type: Broadcast to all local users//" prompt. We also could have pressed the Enter/Return key to accept the default of "Broadcast to all local users."

MailMan knew we were done addressing the message when we pressed the Enter/Return key at the "And Send to:" prompt without entering a name.

To transmit the Broadcast message, we pressed the Enter/Return key at the "Select Message option: Transmit now//" prompt. MailMan then sent our Broadcast message to all local users, automatically making it "Information Only."

To verify that the Broadcast message was automatically sent as "Information Only," without any intervention by us (the sender), we opened the message and did a query, as shown below:

```

Subj: Test All Broadcast [#100897] 02 May 00 11:32 1 line
From: BLUE,THOM (SF CIOFO) In 'IN' basket. Page 1
-----
I'm sending a Test Broadcast message to all users.

Enter message action (in IN basket): Ignore// Q

Subj: Test All Broadcast [#100897] 02 May 00 11:32 1 line
From: BLUE,THOM (SF CIOFO) In 'IN' basket.

Local Message-ID: 100897@MAILMAN.CIOFO-SF.MED.VA.GOV (2 recipients)
'Information only' for all recipients.

This message was addressed as follows:

* (Broadcast to all local users)

Enter message action (in IN basket): Ignore//

```

Here we did a Query ("Q") on the Broadcast message. You'll notice that the message was sent as "Information Only."

Figure 104b: Verifying that the Broadcast Message was Sent Information Only

After reading the message (Figure 104b, originally created in Figure 104a), we entered a "Q" (Query) after the "Enter message action (in IN basket): Ignore//" prompt in order to confirm that this Broadcast message was sent to all users as "Information Only." MailMan confirmed this by displaying

"**Information only**' for all recipients" and "*** (Broadcast to all local users)**" after displaying the message information.



For more information on the Query action code, please refer to **Error! Reference source not found.** and the "Query ("Q") Action" topic in Chapter 3 in this manual.

Limited Broadcast to a *Subset* of Local Users

The following example illustrates sending a Limited Broadcast message to a *subset* of local MailMan users. For this example the sender holds the XMSTAR security key:

```

Select MailMan Menu Option: sml <RET> Send a Message
Subject: Test Limited Broadcast
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]=====< Test Broadcast >===== [ <PF1>H=Help ]====
Announcement to all holders of the XMSTAR LIMITED key.

<=====T=====T=====T=====T=====T=====T=====T=====T=====T=====
We entered an asterisk in order to send a Broadcast message.

Send mail to: BLUE,THOM// *

Select one of the following:

      B      Broadcast to all local users
      L      Limited broadcast to local users

Broadcast type: Broadcast to all local users// L <RET> Limited broadcast to
local users
Select LIMITED BROADCAST: ?
Answer with LIMITED BROADCAST
Choose from:
  DIVISION
  KEY
  PRIMARY MENU
  SERVICE/SECTION
We chose to send a "Limited" Broadcast message.

Select LIMITED BROADCAST: key <RET>
Select Limited Broadcast KEY: XMSTAR LIMITED
Limited broadcast recipients:

BLUE,THOM
And Send to: <RET>
We wanted this "Limited" Broadcast message sent only to users who hold the XMSTAR LIMITED security key.

Select Message option: Transmit now// <RET> Sending [100895]...
Sent
    
```

Figure 104c: Sending a Limited Broadcast Message

As you can see in this example (Figure 104c), as holders of the XMSTAR security key, we wanted to send a Limited Broadcast message to a subset of local MailMan users. Thus, we first used the Send a Message option to compose our message to be broadcast.

After composing our message, MailMan asked us to choose the recipients. Since we wanted to send a Limited Broadcast message to a *subset* of local users, we entered an asterisk after the "Send mail to: BLUE,THOM//" prompt.

Because we hold the XMSTAR security key (in this example), MailMan gave us the option to broadcast the message to *all* users or a *subset* of local users (i.e., a Limited Broadcast). Again, we wanted to broadcast to a *subset* of users, so we entered an "L" (Limited broadcast to local users) after the "Broadcast type: Broadcast to all local users//" prompt.



If we only held the XMSTAR LIMITED security key, MailMan would not have given us the choice to send a Broadcast message to all local users. It would have chosen "L" (Limited broadcast to local users) for us.

MailMan knew we were done addressing the message when we pressed the Enter/Return key at the "And Send to:" prompt without entering a name.

To transmit the Broadcast message, we pressed the Enter/Return key at the "Select Message option: Transmit now//" prompt. MailMan then sent our Broadcast message to all local users.



Unlike the Broadcast message to all local users, if you want a Limited Broadcast message to be "Information Only" you have to specify it yourself.

To verify the address information for the Limited Broadcast message, we opened the message and did a query, as shown below:

```

Subj: Test Limited Broadcast [#100895] 10 May 00 15:53 1 line
From: BLUE,THOM (SF CIOFO) In 'IN' basket. Page 1
-----
Announcement to all holders of the XMSTAR LIMITED key.

Enter message action (in IN basket): Ignore// Q

Subj: Test Limited Broadcast [#100895] 10 May 00 15:53 1 line
From: BLUE,THOM (SF CIOFO) In 'IN' basket.

Local Message-ID: 100895@MAILMAN.CIOFO-SF.MED.VA.GOV (2 recipients)

This message was addressed as follows:

*;KEY;XMSTAR LIMITED

Enter message action (in IN basket): Ignore//

```

The three components of the address for a Limited Broadcast message (separated by semi-colons).

Figure 104d: Querying a Limited Broadcast Message

After reading the Limited Broadcast message (Figure 104d, originally created in Figure 104c), we entered a "Q" (Query) after the "Enter message action (in IN basket): Ignore //" prompt in order to display the address information for this message. As you can see, MailMan indicated that this was a Limited Broadcast message by displaying the three components of the address separated by semicolons (i.e., "***;KEY;XMSTAR LIMITED**"). The three components indicate the following:

- ***** (**Asterisk**)—This is a broadcast-type message.
- **KEY**—The message is limited to local users that hold a specific security key.
- **XMSTAR LIMITED**—The message is limited to local users that hold the XMSTAR LIMITED security key.



Compare this query with the query done for the Broadcast message sent to all local users (i.e., Figure 104b).



*For more information on the Query action code, please refer to **Error! Reference source not found.** and the "Query ("Q") Action" topic in Chapter 3 in this manual.*

Trying to Send a Broadcast Message When You Don't Hold the Proper Security Keys

The following example illustrates what happens when you try sending any type of Broadcast message (i.e., Broadcast or Limited Broadcast) when you (the sender) don't hold the proper security keys (i.e., XMSTAR or XMSTAR LIMITED):

```
Select MailMan Menu Option: sml <RET>  Send a Message
Subject: Test Broadcast, No Key
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]=====< Test Broadcast No Key >=====[ <PF1>H=Help ]====
Test sending a Broadcast message without holding the proper security keys.

<====T====T====T====T====T====T====T====T====T====>====

Send mail to: BLUE,THOM// *
Only the Postmaster or XMSTAR key holders may broadcast messages.
Send mail to: BLUE,THOM// ^
Shall we forget the whole thing? No// y <RET>  YES
```

Figure 104e: Trying to Send a Broadcast Message Without Holding the Proper Security Keys

In this example (Figure 104e), since we do not hold the XMSTAR or XMSTAR LIMITED security keys, MailMan will *not* let us send a broadcast-type message of any kind, as evidenced by MailMan's response when we enter an asterisk ("*") at the "Send mail to: BLUE,THOM// " prompt.

Delivery Options—Immediate, Deferred, and/or Staggered

Besides sending a message immediately (Transmit Now), MailMan V. 7.1 with Patch 50 allows you to send messages at different dates and times per recipient or per message. You can do any of the following:

- **Transmit Now (default)**—Using the Transmit Now action code, you can send the message to all recipients immediately.



For more information on the Transmit Now action code, please refer to the "Transmit Now ('T') Action" topic that follows in this chapter.

- **Deferred Send**—Using the Transmit Later action code, you can specify a later delivery date and time (up to one year into the future) of a message for *all* recipients.



For more information on the Transmit Later action code, please refer to the "Transmit Later ('L') Action" topic that follows in this chapter.

- **Staggered Delivery**—Using the Later prefix code, you can specify a different, later delivery date and time (from at least five minutes up to one month into the future) of a message for *each* recipient.



For more information on the Later prefix code, please refer to the "Later ('L:xxx') Prefix Code" topic that follows in this chapter.

Later ("L:xxx") Prefix Code

The "L:xxx" prefix code (where "xxx" represents the recipient's name) is an additional prefix code introduced with MailMan V. 7.1 with Patch 50. It allows you to individually enter a specific delivery date and time (from at least five minutes into the future up to one month) for each recipient of a message. You can use this prefix code in conjunction with either the Transmit Now (send the message immediately) or the Deferred Send (send the message later) action codes.

For example, if you want a few recipients from the list of the recipients of your message to receive the message at a much later date and time, you could first use the staggered delivery function to specify the later delivery date and time for those specific recipients and then send the message using either the Transmit Now or Deferred Send action codes.

After the message with staggered delivery dates and times has been sent, and *before* it has been delivered to the staggered recipients, doing a query on the message will show the intended delivery dates and times for those recipients.

After the message with staggered delivery dates and times has actually been delivered to the recipients, doing a query on the message will indicate that the message was "forwarded" to the recipients.



Here's a tip—It could be helpful to use staggered delivery of a message when working on a project or task that must be done in several steps and a different person must perform each step. You could send a message out to all the participants (recipients), staggering the delivery for each person so that they only receive the message when it was time for them to perform their step (after the previous person should have accomplished the prerequisite step). Finally, you could also later the message to yourself to be made new for you after the last step is completed. That way you could verify that all steps have been completed and the project is done.

As with other prefix codes, you specify this when entering the recipient at the "And Send to:" prompt, as shown below:

```

Select MailMan Menu Option: sml <RET>  Send a Message
Subject: Staggered Delivery Test
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]===< Another Late Delivery Test, Pl >==[ <Pfl>H=Help ]====
Testing a message with staggered delivery dates.

<=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T>=====T

Send mail to: BLUE,THOMAS E.// ?

Enter the name(s) of the recipient(s) of this message
in any of the following formats:

Lastname,first           for a user at this site
Lastname,first@REMOTE-SITE for a user at another site
    (note: DUZ may be used instead of Lastname,first)
G.<group-name>           for a group of users
D.<device-name>         for a device
*                         for a limited broadcast or broadcast to all
                          (must be Postmaster or XMSTAR key)

Prefix any user address with 'I:' to send Information only.
                          'C:' to send Carbon copy.
                          'L:' to send Later.
                          '-' to delete it.

Enter:
G.?                       for a list of groups
D.?                       for a list of devices

Enter '??' for detailed help.

Send mail to: BLUE,THOMAS E.// l:blue,THOMAS E.
Select basket to send to: IN// <RET>

Later Delivery must be at least 5 minutes from now.
When Later:  (8/26/98 - 9/26/98): 26 Aug 98@08:05// 8/27/98@8:00a <RET> (AUG 27,
1998@08:00)
    
```

After entering a question mark, MailMan displays the Help available when addressing mail.

These are the available prefix codes, we will demonstrate the Later prefix below.

Here we've "latered" the message to ourselves. It will be made new again on 8/27/98 at 8:00 a.m.

Figure 105: Staggering the Delivery of a Message for Each Recipient

Figure 105 (continued):

```

And Send to: l:fuchsiA,GARY M.      (DUZ 9999) INFORMATION
      Last used MailMan: 26 Aug 98 06:46
      If wishes were horses, beggars would ride.

Later Delivery must be at least 5 minutes from now.
When Later:  (8/26/98 - 9/26/98): 26 Aug 98@08:06// 8/27/98@6:00a <RET> (AUG 27,
1998@06:00)
And Send to: L:magentaNTA,MICHAL      (DUZ 8888) INFORMATION SYSTEMS CENTER
      Last used MailMan: 26 Aug 98 06:30
      The closer I get to my goal, the better my chance of discovering what
it is.      Ashley Brilliant

Later Delivery must be at least 5 minutes from now.
When Later:  (8/26/98 - 9/26/98): 26 Aug 98@08:07// 8/27/98@7:00a <RET> (AUG 27,
1998@07:00)
And Send to: <RET>

Select Message option:  Transmit now// <RET>
      Sending [1226401]      Sent

```

Now we're "latering" the message to each recipient. You can enter any valid VA FileMan date and time. Enter a question mark here to see valid entries.

We are sending the message now, however, it won't be delivered to Michal or Gary until later. It will be delivered to us immediately.

Figure 105: Staggering the Delivery of a Message for Each Recipient (continued)

As you can see from the previous example (Figure 105), during the addressing of our message, we first entered a question mark ("?",) at the "Send mail to: BLUE,THOMAS E.//" prompt in order to display the Help information for this prompt. MailMan indicated the valid name information and also displayed the prefix codes we could use. We decided to stagger the delivery of this message to each recipient, including ourselves, using the "Later" prefix code prior to the recipients name (i.e., "L:" prefix).

We decided to "later" the message in our "IN" mail basket by first entering "**l:blue**" at the "Send mail to: BLUE,THOMAS E.//" prompt.

We accepted the default basket (i.e., "IN") by pressing the Enter/Return key at the "Select basket to send to: IN//" prompt. Besides this "later" message, it will also be delivered to our "IN" basket immediately, as usual.

MailMan then prompted us to enter the "Later" date and time to deliver the message to ourselves (i.e., make *New* again). We entered "**8/27/98@8:00a**" at the "When Later: (8/26/98 - 9/26/98): 26 Aug 98@08:05//" prompt and MailMan redisplayed the full date to us (i.e., "AUG 27, 1998@08:00"). The default response will be five minutes into the future.



MailMan will not actually send another copy of the message to us but will make the message New again on 8/27/98 at 8:00 a.m. If we have deleted it, MailMan will redeliver it.

For our first recipient (i.e., FUCHSIA,GARY M.), we wanted to send the message on 8/27/98 at 6:00 a.m. To do this we entered "**l:fuchsi**" at the "And Send to:" prompt.

Sending Mail

MailMan then prompted us to enter the "Later" date and time to deliver the message to this recipient. We entered "**8/27/98@6:00a**" at the "When Later: (8/26/98 - 9/26/98): 26 Aug 98@08:06/" prompt and MailMan redisplayed the full date to us (i.e., "AUG 27, 1998@06:00").

For our second recipient (i.e., MAGENTA,MICHAL), we wanted to send the message on 8/27/98 at 7:00 a.m. To do this we entered "**L:mage**" after the next "And Send to:" prompt. Again MailMan found the user and displayed the rest of her name to us.

MailMan then prompted us to enter the "Later" date and time to deliver the message to this recipient. We entered "**8/27:98@7:00a**" at the "When Later: (8/26/98 - 9/26/98): 26 Aug 98@08:07/" prompt and MailMan redisplayed the full date to us (i.e., "AUG 27, 1998@07:00").

Even though MailMan indicates the message had been sent, it will *not* be delivered to the recipients with staggered delivery dates until the prescribed date and time is reached.

In all cases, MailMan only allowed us to project a date within a prescribed period of time (from five minutes to one month in the future). For this example, we could send the message from 8/26/98 (the date we were sending the message, at least five minutes into the future) through 9/26/98.

MailMan will deliver the message to the recipients at the specified dates and times indicated below:

Recipient Name	Delivery Date & Time (Staggered)
BLUE,THOMAS E. (Sender)	August 26, 1998, immediately
BLUE,THOMAS E. (Sender)	August 27, 1998 at 8:00 a.m. (as New)
FUCHSIA,GARY M.	August 27, 1998 at 6:00 a.m.
MAGENTA,MICHAL	August 27, 1998 at 7:00 a.m.

Doing a Query ("Q") on a message with staggered delivery shows the following information:

```

Subj: Staggered Delivery Test  [#1226401]
26 Aug 98 08:02  1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
In 'IN' basket.  Page 1
-----
Testing a message with staggered delivery dates.

Enter message action (in TEST basket): IGNORE// q

Subj: Staggered Delivery Test  [#1226401]
26 Aug 98 08:02  1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
In 'TEST' basket.

Local Message-ID: 1226401@ISC-SF.VA.GOV  (1 Recipient)
Message will be NEW on:  27 Aug 98 08:00

This message was addressed as follows:

BLUE,THOMAS E.
FUCHSIA,GARY M. for delivery 27 Aug 98 06:00 by BLUE,THOMAS E.
MAGENTA,MICHAL for delivery 27 Aug 98 07:00 by BLUE,THOMAS E.

Enter message action (in TEST basket): IGNORE//

```

MailMan displays the date and time this message will be "New" for us.

MailMan also displays the staggered delivery dates and times for each recipient.

Figure 106: Doing a Query on a Message with Staggered Delivery



*For more information on the Query action code, please refer to **Error! Reference source not found.** and the "Query ('Q') Action" topic in Chapter3 in this manual.*

Doing a Query Detailed ("QD") on the message with staggered delivery, before the message is delivered to the recipients, shows the following information:

```
Subj: Staggered Delivery Test [#1226401]
26 Aug 98 08:02 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO)
In 'IN' basket. Page 1
-----
Testing a message with staggered delivery dates.

Enter message action (in TEST basket): IGNORE// qd

Subj: Staggered Delivery Test [#1226401]
26 Aug 98 08:02 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO)
In 'IN' basket.

Local Message-ID: 1226401@ISC-SF.VA.GOV (1 Recipient)

BLUE,THOMAS E. Last read: 26 Aug 98 08:02 [First read: 26 Aug 98 08:02]

Enter message action (in TEST basket): IGNORE//
```

Before the delivery date and time and using the Query Detailed action code, MailMan only displays information on us (sender) because the message hasn't been delivered to the other recipients yet.

Figure 107: Doing a Query Detail on a Message with Staggered Delivery (1)

Doing another Query Detailed ("QD") on the message with staggered delivery, after the message has been delivered to the recipients, shows the following:

```
Subj: Staggered Delivery Test [#1226401]
26 Aug 98 08:02 2 lines
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO)
In 'IN' basket.

Local Message-ID: 1226401@ISC-SF.VA.GOV (3 Recipients)

FUCHSIA,GARY M. Last read: 27 Aug 98 06:38 [First read: 27 Aug 98 06:38]
Forwarded by: BLUE,THOMAS E. 27 Aug 98 06:00
MAGENTA,MICHAL Not read. Forwarded by: BLUE,THOMAS E. 27 Aug 98 07:00
BLUE,THOMAS E. Last read: 27 Aug 98 08:49 [First read: 26 Aug 98 08:02]

Enter message action (in TEST basket): IGNORE//
```

After the delivery date and time and using the Query Detailed action code, MailMan now displays information on us (sender) and the other recipients. Also, notice that the message shows it was "Forwarded by:" us to each recipient.

Figure 108: Doing a Query Detail on a Message with Staggered Delivery (2)



For more information on the Query Detailed action code, please refer to **Error! Reference source not found.** and the "Query Detailed ('QD') Action" topic in Chapter 3 in this manual.

Completing an Interrupted Message

If you are in the middle of composing or addressing a message and are inadvertently logged off the system, MailMan will automatically place you back into your editor to complete the message when you re-enter MailMan, as shown below:

```
Select ISC OFFICE MENU OPTIONS Option: 4 MailMan Menu

You have an unsent message in your buffer.
Subj: Test
You may have lost some of the text.
You must re-enter recipients and any special handling instructions.
You may edit the text of the message...

==[ WRAP ]==[ INSERT ]=====< Test >=====
Here I'm entering my message text

<=====T=====T=====T=====T=====T=====T=====
.
.
.
```

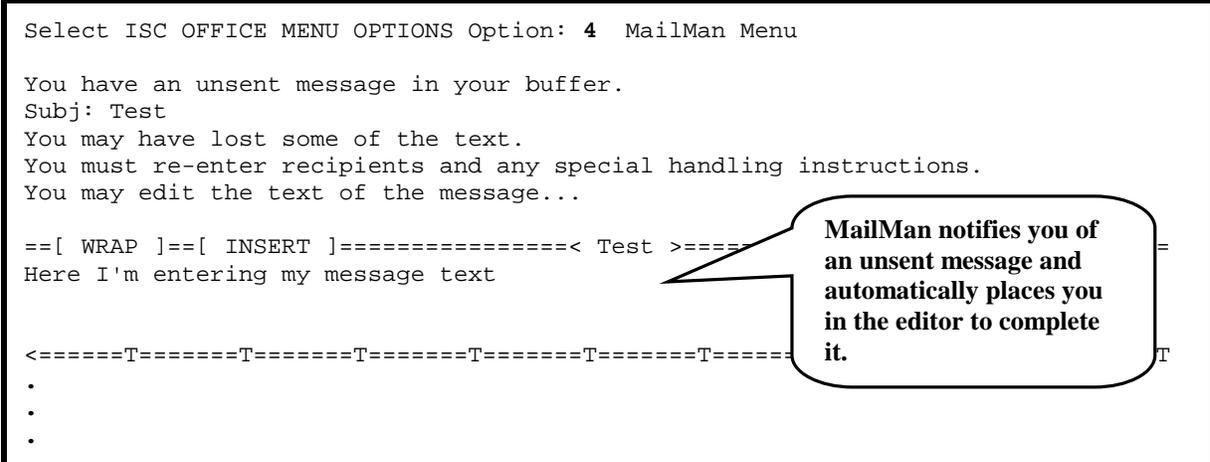


Figure 109: MailMan Notifies You When You Have an Unsent Message

Before the main MailMan Menu is displayed, MailMan will inform you about any unsent message and automatically place you into your editor where you can complete your message as usual.

Sending Mail Using the P-MESSAGE Device

Rather than printing information (e.g., a report or listing) to the screen or a printer, the P-MESSAGE device can be used to send a mail message to yourself and/or others that contains the information.

For example, you may want to keep a copy of a report by sending it to yourself in a mail message by directing the report to the P-MESSAGE device, as shown below:

```
Select MailMan Menu Option: other MailMan Functions

Report on Later'd Messages
Change/Delete Later'd Messages
Mailbox Contents List

Select Other MailMan Functions Option: report on Later'd Messages
DEVICE: HOME// p-message <RET> P-MESSAGE-HFS HFS FILE=>MESSAGE

Moving text to MailMan message... (Creating now)
Subject: Latered Messages Report as of 2/11/99
.
End of file reached

Select one of the following:

M      Me
P      Postmaster

From whom: Me// ?

Answer 'Me' if the message should be from you.
If you send this to yourself, it will not be delivered new to you,
but you will be able to edit it, if you don't send it to anyone else.

Answer 'Postmaster' if the message should be from the Postmaster.
If you send this to yourself, it will be delivered new to you,
but you will not be able to edit it.

Select one of the following:

M      Me
P      Postmaster

From whom: Me// post <RET> Postmaster
Send mail to: BLUE,THOMAS E.// <RET>
Select basket to send to: IN// <RET>
And Send to: <RET>
Message subject: Latered Messages Report as of 10/21/98, Message number: 1236565
```

Here we've chosen to print our report to the P-MESSAGE device.

MailMan creates a new message to contain the report and asks us to enter a subject.

MailMan lets us choose if we want the message to be from us or the POSTMASTER. Here we've displayed the Help to explain the difference.

In this case, we chose to have the message come from the POSTMASTER.

Figure 110: Using the P-MESSAGE Device

For this example (Figure 110), we wanted to print a report on "latered" messages to an e-mail message that we would send to ourselves.

Sending Mail

After choosing the Report on Later'd Messages option on the Other MailMan Functions menu, we chose to print the report to the P-MESSAGE device by entering "**P-MESSAGE**" at the "DEVICE: HOME//" prompt.

When printing to the P-MESSAGE device, MailMan prompted us to enter a subject for the message that would contain the report. In this case, we entered "**Latered Messages Report as of 2/11/99**" at the "Subject:" prompt.

MailMan gives you the choice of having the message come from yourself or the Postmaster, in this case, the default is to have messages sent to the P-MESSAGE device come from us (i.e., "Me"). Since we did *not* need to edit the message, we had it come from the Postmaster by entering "**post**" (i.e., Postmaster) after the "From whom: Me//" prompt. Thus, it would appear as "new" in our mailbox.

Also, we chose to only address the message to ourselves. When the addressing was complete, MailMan indicated that the message had been sent.



*You can use the User Options Edit option to set the P-MESSAGE FROM field default value. For more information on the P-MESSAGE FROM field, please refer to the "P-MESSAGE From" topic in Chapter 3 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

When we look at this message we see that it came from the Postmaster rather than ourselves, as shown below:

```
Subj: Latered Messages Report as of 2/11/98 [#1236565] 11 Feb 99 07:28 4 lines
From: POSTMASTER In 'IN' basket. Page 1 *New*
-----
Later'd Messages Report for: BLUE, THOMAS E. Page: 1
Date Basket Message Subject
-----
Jul 03, 1999 TEST 1229871 test 2
Enter message action (in IN basket): IGNORE//
```

Figure 111: Sample Report Printed to the P-MESSAGE Device

Because the message came from the Postmaster, it was flagged as "new." Thus, we knew when it had been delivered.



For more information on the Other MailMan Functions and Report on Later'd Messages options, please refer to Chapter 10 in this manual.



Here's a tip—Let's say you're viewing a laboratory report online and want to show it to several other people. Rather than printing the report, photocopying it, and distributing it to all of the other people yourself, print the report to P-MESSAGE and let MailMan copy and distribute the report automatically via a mail message.

Action Codes—Sending Messages

The following table lists *all* of the possible actions that you can perform when sending a message. Some of these codes were introduced with MailMan V. 7.1 with Patch 50. Also, some actions are not "new" but they may be associated with a new action code or a previous action code is now used for a different action with Patch 50:

Action Code	Action Description
B	Backup—Back up to review the message you were just editing before you send it.
C	Confidential Toggle—Toggle whether or not a message can only be read by the designated recipient and <i>not</i> their surrogate(s), depending on the current setting. <i>(This action code was changed with Patch 50.)</i>
D	Delivery Basket Set—Specify the delivery basket to send the message for all recipients. However, each recipient controls how they actually will receive the mail. <i>(This is action code was created with Patch 50.)</i>
ER	Edit Recipients—Edit just the recipients of your message. <i>(This action code was created with Patch 50.)</i>
ES	Edit Subject—Edit just the text in the subject of your message. <i>(This action code was created with Patch 50.)</i>
ET	Edit Text—Edit just the text in the body of your message. <i>(This action code was created with Patch 50.)</i>
I	Information Only Toggle—Toggle whether or not a message prevents recipients from replying, depending on the current setting. <i>(This action code was created with Patch 50.)</i>
L	Transmit later—Send your message to all addressees at a specified date and time. <i>(This is action code was created with Patch 50.)</i>
NS	Network Signature—Append a Network Signature to the text of your message. <i>(This action code was created with Patch XM*7.1*110.)</i>
P	Priority Delivery Toggle—Toggle whether or not a message is sent as priority mail, depending on the current setting.

Table 4: Action Codes—Sending Messages

Table 4 (continued):

Action Code	Action Description
R	Confirm Receipt Toggle—Toggle whether or not a message will send you a notification message when a recipient has opened your message, depending on the current setting. <i>(This action code was created with Patch 50.)</i>
S	Scramble Text With Password—Scrambles your message text when passing sensitive or private information. Recipient(s) <i>must</i> be given a "Scramble Hint" to decipher the password to unscramble and read the message.
T	Transmit Now—Immediately send your message to all addressees.
V	Vaporize date set—Automatically set your message for deletion from all recipients' mailboxes at a specified date and time. However, recipients can edit this date for themselves. <i>(This action code was created with Patch 50.)</i>
X	Closed Message Toggle—Toggle whether or not a message prevents recipients from forwarding your message, depending on the current setting. <i>(This action code was created with Patch 50.)</i>
^	Up-arrow ("^" Shift-6 key on most keyboards)—Cancel your message before sending it. (Available at any prompt during the send process.)

Table 4: Action Codes—Sending Messages (continued)



Each action code is described in greater detail below.

Backup ("B") Action

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Backup action code (i.e., "B") to review a message before you send it.

To review a message (i.e., back up) before sending it, enter a "B" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select Message option: Transmit now// B <RET> Backup to review message

Subj: Sending a Message [#1224707] 1 line
From: In ' ' basket. Page 1
-----
Here I am composing a message to send to several recipients as a test.

Select Message option: Transmit now//
```

Figure 112: Reviewing a Message Before Sending It

In this example (Figure 112), we entered a "B" at the "Select Message option: Transmit now//" prompt. MailMan immediately backed up to the top of our message, including the message header. You'll notice the message header is not complete. The "From:" portion of the header is missing the basket and sender's name, because this message hasn't been sent yet.

After completing the backup action (reviewing the message), MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it (e.g., edit the text, edit the subject, or edit the recipients, make it a priority message, etc.).



For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

Confidential ("C") Action (Toggle)

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Confidential action code (i.e., "C") to only allow the designated recipient(s) and *not* their surrogate(s) to read the message you are sending. This is a toggle action code. If you enter "C" again, the message will no longer be confidential.

The "C" *action code* is *not* new. However, the *action* associated with it is new with Patch 50. Prior to Patch 50, the "C" action code was used to confirm if a message had been read, now the "C" action code will make your message confidential.



For more information on the Confirm Receipt action code, please refer to the "Confirm Receipt ('R') Action" topic that follows in this chapter.

To send a confidential message, enter a "C" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select Message option: Transmit now// C <RET> Confidential (surrogate can't
read)
Message flagged 'Confidential'

Select Message option: Transmit now//
```

Figure 113: Designating a Message as Confidential

Simply by entering a "C" at the "Select Message option: Transmit now//" prompt (Figure 113), we asked MailMan to make our message confidential so that only the recipient(s) can read this message and *not* their surrogate(s), unless a surrogate trying to read the message is the same surrogate who sent it. MailMan confirmed that our message was now confidential by displaying "Message flagged 'Confidential'."

After we made the message confidential, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.



For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

If a surrogate tries to read a confidential message and they weren't the surrogate who sent it, MailMan displays a message, as shown below:

```
Select MailMan Menu Option: aml <RET> Become a Surrogate (SHARED,MAIL or Other)
Select NEW PERSON NAME: SHARED,MAIL// blue,THOMAS E. Read Privilege 19 New
Msgs

VA MailMan 7.1 service for BLUE.THOMAS_E+@ISC-SF.VA.GOV
(Surrogate: MAGENTA,MICHAL)
BLUE,THOMAS E. last used MailMan: 19 Aug 98 13:13
BLUE,THOMAS E.'s current banner: "Read the Manual....Please!"
BLUE,THOMAS E. has 1 new message.

NML New Messages and Responses
RML Read/Manage Messages
SML Send a Message
Query/Search for Messages
AML Become a Surrogate (SHARED,MAIL or Other)
Personal Preferences ...
Other MailMan Functions ...
Help (User/Group Info., etc.) ...
BLUE,THOMAS E. has 1 new message. (Last arrival: 19 Aug 98 13:17)
Select MailMan Menu Option: NML <RET> New Messages and Responses

You have new mail in more than one basket.

Select New mail option: Read new mail by basket// LN <RET> List all new messages

*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
* 1. IN [1225525] 19 Aug 98 Confidential 1 FUCHSIA,GARY M.
Enter message number or command: 1
Surrogates may not read CONFIDENTIAL messages.
Press RETURN to continue:
```

This message was sent confidential so surrogates can't read it.

Figure 114: Surrogates & Confidential Messages



Recipients of a confidential message can still forward the message. However, confidential messages cannot be sent or forwarded to SHARED,MAIL. For more information on SHARED,MAIL and surrogates, please refer to Chapter 8 in this manual.

Delivery Basket Set ("D") Action

This is a new action code introduced with MailMan V. 7.1 with Patch 50. As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Delivery Basket Set action code (i.e., "D") to specify the *intended* delivery mail basket for all recipients of the message you are sending. Depending on how each recipient has set their delivery basket privileges using the Delivery Basket Edit option on the Personal Preferences menu, the message *may* or *may not* be delivered to the intended basket set by you. However, the message will still be delivered to each recipient's mailbox. The delivery basket specified remains in effect, even if a recipient forwards the message to another MailMan user.



*For more information on the Delivery Basket Edit option or the Personal Preferences option, please refer to the "How to Set Your Delivery Basket Privileges" topic in Chapter 2 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

Setting a delivery basket *overrides* any filters created by a recipient of the message. Also, if allowed by a recipient and the mail basket specified does *not* already exist, MailMan will create the new delivery mail basket for that recipient.



For more information on mail filters, please refer to Chapter 6 in this manual.

To set the delivery basket for a message, enter a "D" at the "Select Message option: Transmit now//" prompt, as shown below:

```

Select Message option: Transmit now// D <RET> Delivery basket set
The delivery basket is the basket to which this message should be delivered
for all recipients (even future ones, should the message be forwarded).
Any message filters, which the recipient might have, are ignored.
If the basket does not exist, it will be created.

Note: The recipients must have chosen to allow delivery baskets by setting
ACCEPT DELIVERY BASKET? under 'Personal Preferences|Delivery Basket Edit'
to one of the following:
YES - If basket doesn't exist, create it, and deliver the message to it.
EXIST - If the basket already exists, then deliver the message to it.
Else, just deliver the message as usual.
SELECT - If the basket already exists AND accepts such messages,
then deliver the message to it.
Else, just deliver the message as usual.
If the recipient has not set this field or has set it to NO, then
the message would be delivered as usual.

Select delivery basket: ?
Answer with BASKET
Do you want the entire BASKET List? n <RET> (No)
Select delivery basket: Test Messages
Are you adding 'Test Messages' as a new BASKET? No// y <RET> (Yes)

Select Message option: Transmit now//
    
```

MailMan automatically displays this Help text.

We chose to enter a new delivery basket.

Figure 115: Sending a Message to a Specific Delivery Basket

For this example (Figure 115), we decided to specify the delivery basket we'd like the message to be delivered to for each recipient of our message. Thus, we entered a "D" (Delivery Basket action code) at the "Select Message option: Transmit now//" prompt.

MailMan then displayed the description and restrictions of this option.

MailMan then asked us to specify a delivery basket. Initially we entered a question mark ("?") at the "Select delivery basket:" prompt in order to find out what we should enter at this prompt. MailMan indicated to us that we could enter any of our own existing mail baskets and gave us the option to display our current list of mail baskets. Since you generally send yourself a copy of your own message, MailMan asks you to choose a basket from your own list of mail baskets. In this case, we declined displaying the basket list by entering "No" at the "Do you want the entire BASKET List?" prompt. In this example, we decide to specify a new delivery basket (not currently in our list of mail baskets) by entering the new mail basket's name at the "Select delivery basket:" prompt (i.e., "Test Messages"). MailMan recognized this mail basket as being new and prompted us to confirm that we intended on creating a new basket. Since we did, we entered "Yes" at the "Are you adding 'Test Messages' as a new BASKET? No//" prompt.



Though a delivery basket you specify may be new to your own list of mail baskets, it might not be new for the recipients of your message.

After MailMan created the new delivery mail basket, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.

When we send (transmit) this message (Figure 115), it will be delivered according to the recipient's delivery basket privileges. Thus, if the recipient's delivery basket privileges are set to:

- **YES, ACCEPT IT**—Our message will be delivered to the basket we designated (i.e., "Test Messages"). If the recipient doesn't have a mail basket called "Test Messages," it will automatically be created and our message will be delivered to it. This setting allows senders to create a new mail basket in a recipient's mailbox.
- **NO, DON'T ACCEPT IT**—Our message will *not* be delivered to the basket we designated (i.e., "Test Messages"). If the recipient's mail filters don't automatically reroute the mail to another mail basket, it will be delivered to their "IN" basket. This setting doesn't allow senders to create a new mail basket in a recipient's mailbox.
- **EXISTING BASKETS ONLY**—If the recipient already has a mail basket called "Test Messages," our message will be delivered to it. If the recipient doesn't have a mail basket called "Test Messages" and the recipient's mail filters don't automatically reroute the mail to another mail basket, it will be delivered to their "IN" basket. This setting doesn't allow senders to create a new mail basket in a recipient's mailbox.
- **SELECTED BASKETS ONLY**—If the recipient already has a mail basket called "Test Messages" and they have chosen to allow delivery to that mail basket, our message will be delivered to it. If the recipient doesn't have a mail basket called "Test Messages" or allow delivery to that basket and the recipient's mail filters don't automatically reroute the mail to another mail basket, it will be delivered to their "IN" basket. This setting doesn't allow senders to create a new mail basket in a recipient's mailbox.



For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now://" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

Sending Mail

Edit Recipients ("ER") Action

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Edit Recipients action code (i.e., "ER") to add or remove recipients from a message you intend on sending.

The Edit Recipients action is *not* new. However, the "ER" action code is a new action code assigned to this function with Patch 50. Previously, editing the recipients of a message was accomplished by entering an "E" (edit) at the "transmit now" prompt and following the MailMan prompts to modify recipient information.

To edit the recipients of a message prior to sending it, enter an "ER" at the "Select Message option: Transmit now//" prompt, as shown below:

```

Select MailMan Menu Option: SML <RET> Send a Message
Subject: Sending a Message
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]===== < Sending a Message >===== [ <PF1>H=Help ]====
Here I am composing a message to send to several recipients as a test.

<=====T=====T=====T=====T=====T=====T=====T=====
Here we are entering the recipients of the message.

Send mail to: BLUE,THOMAS E.// <RET>
Select basket to send to: IN// <RET>
And Send to: fuchsiA,GARY M. (DUZ 9999) INFORMATION SYSTEMS CENTER
Last used MailMan: 30 Jul 98 14:54
On vacation 31 July through 16 August.
And Send to: orangE,SUSAN (DUZ 7777) VERIFICATION
Last used MailMan: 13 Aug 98 11:26

And Send to: magenTA,MICHAL (DUZ 8888) INFORMATION SYSTEMS CENTER
Last used MailMan: 13 Aug 98 14:22
The closer I get to my goal, the better my chance of discovering what
it is. Ashley Brilliant
And Send to: <RET>

Select Message option: Transmit now// ER <RET> Edit Recipients
And Send to: ??

Select one of the following:

U User information
G Mail Group information
D Domain information
R Remote user information
S Show current recipients of this message

Entering two question marks displays our list of options.

Enter the kind of help you'd like: S <RET> Show current recipients of this
message

Current recipients are:
FUCHSIA,GARY M.
BLUE,THOMAS E.
MAGENTA,MICHAL
ORANGE,SUSAN
Here we chose to display our current list of recipients.

Like more detail? YES// n <RET> NO
    
```

Figure 116: Editing the Recipients of a Message

Figure 116 (continued):

```

Select one of the following:

    U      User information
    G      Mail Group information
    D      Domain information
    R      Remote user information
    S      Show current recipients of this message

Enter the kind of help you'd like: ^

And Send to: -orange,SUSAN      (DUZ 7777) VERIFICATION
              Last used MailMan: 24 Aug 98 13:23
                                                Deleted.

And Send to: <RET>

Select Message option: Transmit now//

```

Here we decided to remove ("minus") one of the recipients from the message.

Figure 116: Editing the Recipients of a Message (continued)

After composing our subject and message (Figure 116), we decided to edit the recipients by entering an "ER" at the "Select Message option: Transmit now/" prompt.

MailMan then presented us with the "And Send to:" prompt where we entered two question marks ("??") in order to display the list of options. In this case, we wanted to see to whom we were sending this message. Thus, we wanted MailMan to "show" us a list of the current recipients of our message by entering an "S" at the "Enter the kind of help you'd like:" prompt.

After displaying the list of recipients, MailMan asked us if we wanted any more details. For this example, we only wanted to see a list of the recipients and didn't need any other information. Thus, we entered "No" at the "Like more detail? YES/" prompt.

To exit the Help list, we entered an up-arrow ("^" Shift-6 key on most keyboards) at the "Enter the kind of help you'd like:" prompt.

We then decided to remove one of the recipients by first typing a minus sign (hyphen) followed by the first portion of the recipient's last name (i.e., "-ORANG") at the "And Send to:" prompt.



For more information on entering names or DUZs, please refer to the "Address Functionality" topic previously described in this chapter.

Since we did not wish to make any other recipient changes, we pressed the Enter/Return key after the next "And Send to:" prompt.

After editing the recipients of the message, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.

Edit Subject ("ES") Action

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Edit Subject action code (i.e., "ES") to change the subject text of a message you intend on sending.

The subject of the message is shown whenever the message is displayed. It can be from 3 to 65 characters in length. The message subject cannot be blank. Any leading and trailing blanks are deleted. Also, any sequence of three or more blanks is reduced to two blanks. If a user enters a blank or null subject, the subject will default to **"* No Subject *"**. When a message whose subject is **"* No Subject *"** is sent to a remote site, the subject transmitted (in the header record) is null. This is useful for sending a message to a list server (to join or drop a list, etc.) whose subject must be blank and whose text must contain the command to the list server.

The Edit Subject action is *not* new. However, the "ES" action code is a new action code assigned to this function with Patch 50. Previously, editing the subject of a message was accomplished by entering an "E" (edit) at the "transmit now" prompt and following the MailMan prompts to modify the message subject.

To edit the subject of a message prior to sending it, enter an "ES" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select MailMan Menu Option: SML <RET> Send a Message
Subject: Sending a Message
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]=====< Sending a Message >===== [ <PF1>H=Help ]====
Here I am composing a message to send to several recipients as a test.

<=====T=====T=====T=====T=====T=====T=====T=====T=====T>=====T

Send mail to: BLUE,THOMAS E.// <RET>
Select basket to send to: IN// <RET>
And Send to: fuchsiA,GARY M. (DUZ 9999) INFORMATION SYSTEMS CENTER
    Last used MailMan: 30 Jul 98 14:54
    On vacation 31 July through 16 August.
And Send to: orangE,SUSAN (DUZ 7777) VERIFICATION
    Last used MailMan: 13 Aug 98 11:26

And Send to: magenta,MICHAL (DUZ 8888) INFORMATION SYSTEMS CENTER
    Last used MailMan: 13 Aug 98 14:22
    The closer I get to my goal, the better my chance of discovering what
    it is. Ashley Brilliant
And Send to: <RET>

Select Message option: Transmit now// ES <RET> Edit Subject
Subject: Sending a Message// Sending a Test Message
Select Message option: Transmit now//
```

This is the text of our original Subject.

Here, we've decided to change the message Subject text.

Figure 117: Editing the Subject of a Message

Sending Mail

After composing our subject and message (Figure 117), we decided to edit the subject again by entering an **ES** at the "Select Message option: Transmit now//" prompt.

MailMan then presented us with the "Subject: Sending a Message//" prompt where the current subject was shown as the default. In this case, we wanted to change the current subject "Sending a Message" to **"Sending a Test Message."** To do this, we simply entered the new text at the "Subject: Sending a Message//" prompt.

After editing the subject of the message, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.

Sending Mail

After composing our subject and message (Figure 118), we decided to edit the text again by entering an **"ET"** at the "Select Message option: Transmit now/" prompt.

MailMan automatically placed us into our editor where we could modify the message text. After editing the text, we saved our changes and closed the editor.

After editing the message text, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.

Information Only ("I") Action (Toggle)

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Information Only action code (i.e., "I") to send a message as Information Only. Sending a message Information Only prevents all recipients from replying to your message. This is a toggle action code. If you enter "I" again, the message will no longer be Information Only.



Please note that designating a recipient as "Information Only" is a MailMan-specific capability that is not recognized by other non-MailMan systems. Therefore, any "Information Only" designation is ignored when sending a message to a non-MailMan system (e.g., Microsoft Exchange or Outlook).

The Information Only action is *not* new. However, the "I" action code is a new action code assigned to this function with Patch 50. Previously, making a message Information Only was accomplished by entering an "E" at the "transmit now" prompt and following the MailMan prompts to make the message Information Only.

To send a message Information Only, enter an "I" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select Message option: Transmit now// I <RET> Information only (recipients may
not respond)
Message flagged 'Information only'

Select Message option: Transmit now//
```

Figure 119: Designating a Message as Information Only

Simply by entering an "I" at the "Select Message option: Transmit now//" prompt (Figure 119), we asked MailMan to make our message Information Only so none of the recipient(s) can reply to this message.

MailMan confirmed that our message was now Information Only by displaying "Message flagged 'Information only'."

After designating the message as Information Only, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.



For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

In addition to making the entire message Information Only, you can also send a message as Information Only to just one individual recipient. During the addressing portion of the message for a recipient, by specifying "I:xxx" (where "xxx" represents the recipient's name) at the "And Send to:" prompt, you are telling MailMan to deliver the message to this individual recipient as Information Only, as shown below:

```
And Send to: I:fuchsiA,GARY M.      (DUZ 9999) INFORMATION SYSTEMS CENTER
             Last used MailMan: 25 Aug 98 11:19
             If wishes were horses, beggars would ride.
And Send to:

Select Message option: Transmit now//
```

Figure 120: Sending a Message to One Recipient as Information Only

As you can see in this example (Figure 120), during the addressing portion of our message, we entered "**I:fuchsi**" at the "And Send to:" prompt. This tells MailMan that we want to send our message to this particular recipient (i.e., "FUCHSIA,GARY M.") as "Information Only." Thus, he will not be able to respond to this message. However, all other recipients will *not* receive this message as Information Only and will be able to respond to the message.

Transmit Later ("L") Action

The Transmit Later (L) Action or Deferred Send is a new action code introduced with MailMan V. 7.1 with Patch 50. As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Transmit Later action code (i.e., "L") to send a message to all recipients at a later specified date and time (up to one year). This action code uses TaskMan to schedule the delivery of the "latered" or deferred message. You would use this action code *after* you've taken all other actions on your message.

To send a message at a later date and time, enter an "L" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select Message option: Transmit now// L <RET> Transmit later
Enter Date@time at which to send this message: (8/13/98 - 8/13/99): ??

Examples of Valid Dates:
  JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
  T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
  T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
If the year is omitted, the computer uses CURRENT YEAR. Two digit year
  assumes no more than 20 years in the future, or 80 years in
  the past.

If the date is omitted, the current date is assumed.
Follow the date with a time, such as JAN 20@10, T@10AM, 10:30, etc.
You may enter NOON, MIDNIGHT, or NOW to indicate
the time.

Enter Date@time at which to send this message: (8/13/98 - 8/13/99):
8/17/98@8:00AM <RET> (AUG 17, 1998@08:00)
  Latering ... Latered (Task #1620213)
```

These are the valid VA FileMan dates and times.

Here, we've "latered" the sending of the message for 8/17/98 at 8:00 a.m.

Figure 121: Sending a Message at a Later Date and Time

As you can see from this example (Figure 121), we wanted to defer the delivery of this message to all recipients by entering an "L" (transmit later) at the "Select Message option: Transmit now//" prompt.

We then entered two question marks ("??") at the "Enter Date@time at which to send this message: (8/13/98 - 8/13/99):" prompt in order to see the valid VA FileMan date and time formats we can enter.



All VA FileMan dates are Year 2000 (Y2K) compliant.

You'll notice that the default response allows a date up to one year from the date and time you are sending this message (i.e., 8/13/98 - 8/13/99). In this case (Figure 121), we chose to have our message sent to all recipients on August 17, 1998 at 8:00 a.m. Thus, we entered "**8/17/98@8:00AM**" at the "Enter Date@time at which to send this message: (8/13/98 - 8/13/99):" prompt. MailMan accepted our date and displayed the date the message would be delivered to all recipients (i.e., AUG 17, 1998@08:00).

Sending Mail

MailMan also indicated the TaskMan task number that would process our message's later delivery (i.e., Task #1620213).

We do not see the MailMan internal message identification number (the number displayed in brackets when you send a message), because the message won't actually be created until the task runs on the date and time we specified.

Before the task runs, we can use the TaskMan options to change the task run date or time, and thus, the date and time the message would be delivered. Also, unlike the Post Office, we can stop the task entirely, and thus, stop the message from being delivered to the recipients.



For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now/" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

In order to display information about the scheduled task, we can use our Toolbox menu options (i.e., TBOX) by entering "tbox" at the "Select MailMan Menu Option:" prompt, as shown below:

```

NML   New Messages and Responses
RML   Read/Manage Messages
SML   Send a Message
      Query/Search for Messages
AML   Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option: tbox <RET> User's Toolbox

      Display User Characteristics
      Edit User Characteristics
      Electronic Signature code Edit
      Menu Templates ...
      Switch UCI
      TaskMan User
      User Help

Select User's Toolbox Option: taskman User

Select TASK: 1620213 <RET> MailMan: Send Message Later

      Taskman User Option

          Display status.
          Stop task.
          Edit task.
          Print task.
          List own tasks.
          Select another task.

      Select Action (Task # 1620213): disp <RET> Display status

1620213: LATER^XMXSEND, MailMan: Send Message Later. No device. ISC,ISC.
      From TODAY at 14:11, By you. Scheduled for 8/17/98 at 8:00

```

Figure 122: Deferred Send Task Information

Since we wanted to display information about our scheduled task (Figure 122), we needed to access the TaskMan User Option menu. Thus, after choosing our Toolbox menu, we entered "taskman" at the "Select User's Toolbox Option:" prompt.

MailMan then asked us to enter the task number. We entered the task number displayed when we "latered" the message (i.e., "1620213," Figure 121).

MailMan displayed the TaskMan User Option menu. For this example, we wanted to display information about the task so we chose the Display status option. Thus we entered "disp" after the "Select Action (Task # 1620213):" prompt.

MailMan indicated the scheduled date and time that the task would run. This matched the "latered" date and time we had set to send the message (i.e., "8/17/98 at 8:00").

Before the task runs, we can also modify the task through the TaskMan User Option menu, as shown below:

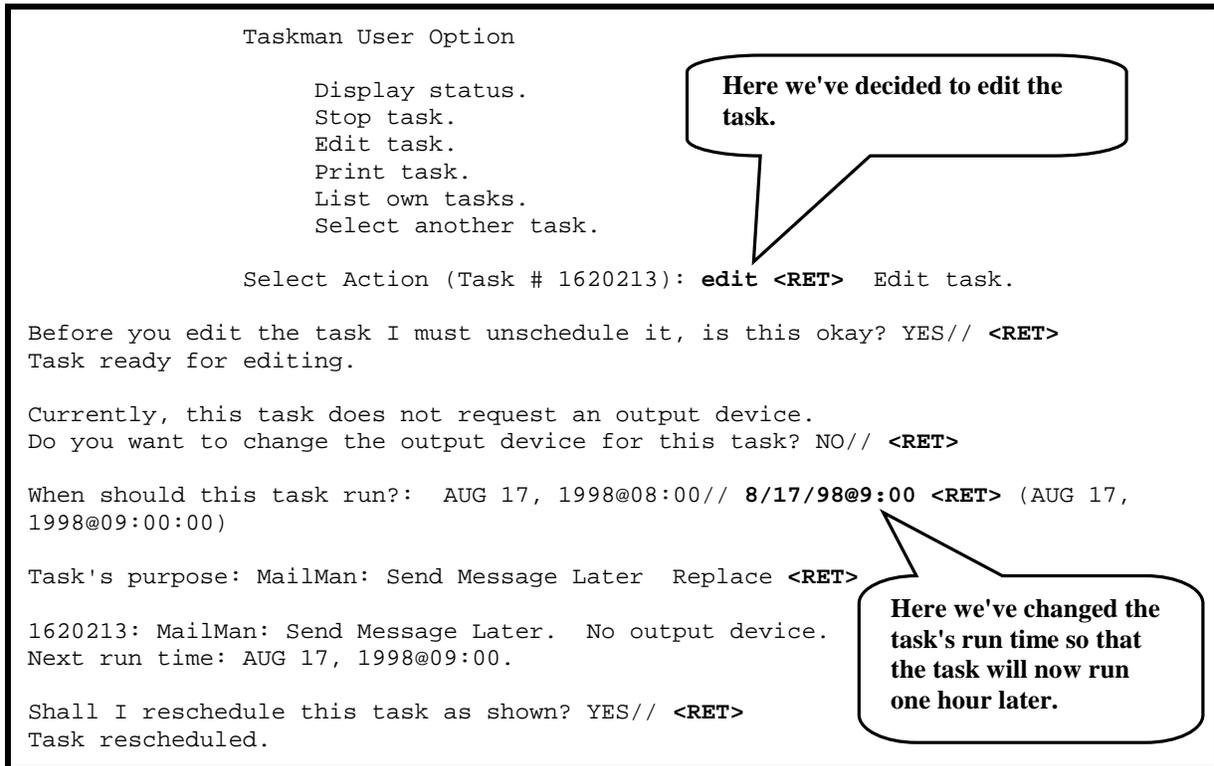


Figure 123: Modified the Task Run Date and Time

In this example (Figure 123), we used the Edit task option to change the task's run date and time from 8/17/98 at 8:00 a.m. to 8/17/98 at 9:00 a.m. (a difference of one hour). Thus, the message will now be delivered one hour later from the original time we set when we "latered" the message (Figure 121).

You'll notice that we can also stop the task altogether via the Stop task option.



For more information on TaskMan and the Toolbox options, please refer to the "Kernel V. 8.0 Systems Manual."

Network Signature ("NS") Action

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Network Signature action code (i.e., "NS") to append a Network Signature to a message before you send it. This is not a toggle, MailMan will add your network signature to the message every time you invoke the NS command. This functionality was introduced with MailMan Patch XM*7.1*110.

To add a Network Signature to a message prior to sending it, enter an "NS" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select MailMan Menu Option: SML <RET> Send a Message

Subject: Test NS Action Code
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]=====< Test NS Action Code >===== [ <PF1>H=Help ]=====
Testing NS action code.

<=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T=====
Send mail to: BLUE,THOM// <RET> BLUE,THOM
Select basket to send to: IN// <RET>
And Send to: <RET>

Select Message option: Transmit now// NS
Network Signature added.

Select Message option: Transmit now// <RET> Sending [100885]...
Sent
```

After composing and addressing our message, we decided to add our Network Signature before sending the message.

Figure 123a: Adding a Network Signature to a Message Before Sending It

After composing our subject and message (Figure 123a), we decided to add our Network Signature to our message text by entering an "NS" at the "Select Message option: Transmit now//" prompt.

MailMan automatically appended our Network Signature at the end of the text we entered. It has been added to the bottom of our message separated by a dashed line. MailMan confirmed that the Network Signature was added by displaying "Network Signature added."



You can use the Edit Text command ("ET") to further edit the message and move the Network Signature to any location within the body of the message. For more information on the Edit Text command ("ET"), please refer to the "Edit Text ("ET") Action" topic previously described in this chapter.

After editing the message text, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it. If we entered another "NS" command at the send message action prompt, MailMan would add a second copy of our Network Signature.

To see how the message appears to our message recipient(s) after our Network Signature was added, we opened/read the message, as shown below:

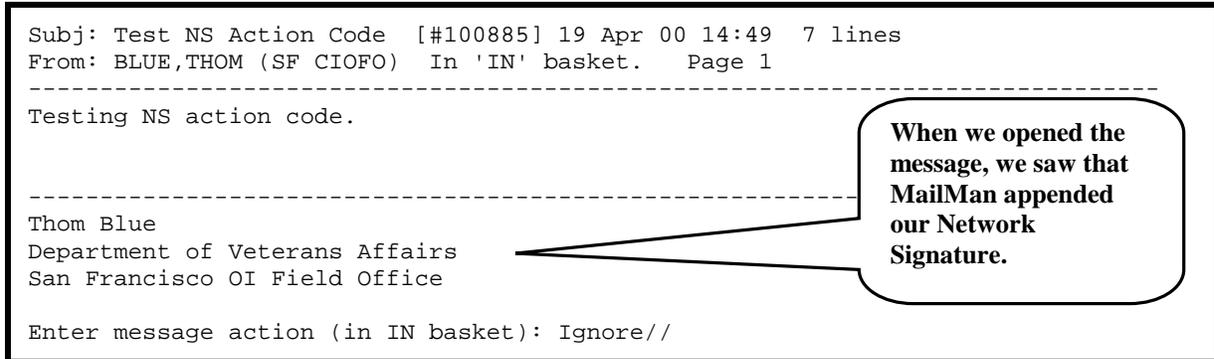


Figure 123b: Reviewing the Appended Network Signature Added to a Message

As you can see in Figure 123b, our three-line Network Signature was added following our message text and was separated from the text by a dashed line (also generated by MailMan).



*For more information on the Network Signature, please refer to the "Network Signature" topic in Chapter 3 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

Priority Delivery ("P") Action (Toggle)

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Priority Delivery action code (i.e., "P") to send a message as priority. This is a toggle action code. If you enter "P" again, the message will *not* be sent as priority.

MailMan allows users to send a message as priority mail. By sending mail priority, the sender indicates the message is very important and should take precedence over any other mail in another recipient's mailbox. Because of that, MailMan notifies recipients when they have priority mail and highlights that mail in their list of messages (i.e., places an exclamation point to the left of each priority message).



The priority flag is the exclamation point ("!"). Prior to Patch 50, it used to be a plus sign ("+").

MailMan also provides recipients with the ability to control how responses to priority mail are handled through the PRIORITY RESPONSES FLAG and the PRIORITY RESPONSES PROMPT fields in the User Options Edit option.



For more information on priority messages, please refer to the "How to List All of Your Priority Messages" topic in Chapter 1 in this manual.

*Also, for more information on the PRIORITY RESPONSES FLAG and the PRIORITY RESPONSES PROMPT fields in the User Options Edit option, please refer to the "Priority Responses" topic in Chapter 3 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

To send a priority message, enter a "P" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select Message option: Transmit now// P <RET> Priority Delivery
Message flagged 'Priority'

Select Message option: Transmit now//
```

Figure 124: Sending a Priority Message

Simply by entering a "P" at the "Select Message option: Transmit now//" prompt (Figure 124), we asked MailMan to make our message priority. Thus, this message will be highlighted as a priority message in each recipient's mailbox.

MailMan confirmed that our message was now priority by displaying "Message flagged 'Priority'."

After designating the message as priority, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.



For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now/" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

Confirm Receipt ("R") Action (Toggle)

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Confirm Receipt action code (i.e., "R") to have MailMan notify you (confirm) when each recipient has opened your message. Unfortunately, however, we can't guarantee that every recipient will actually *read* your message! This is a toggle action code. If you enter "R" again, you will *not* receive a confirm receipt.

The Confirm Receipt action is *not* new. However, the "R" action code is a new action code assigned to this function with Patch 50. Also, this action code includes new functionality. You can now request a Confirm Receipt from recipients at remote locations as well as from local recipients.

```
Select Message option: Transmit now// R <RET> Confirm receipt
Message flagged 'Confirm Receipt Requested'

Select Message option: Transmit now//
```

Figure 125: Requesting a Confirmation When Sending a Message

Simply by entering an "R" at the "Select Message option: Transmit now//" prompt (Figure 125), we asked MailMan to send us a confirmation when our message is opened/read by each recipient.

MailMan confirmed that we wanted a message confirmation receipt by displaying "Message flagged 'Confirm Receipt Requested'."

After requesting a confirmation receipt, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.



For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

The following figure (Figure 126), shows you what a confirmation receipt looks like:

```
Subj: Confirmation of message [#1225084] 17 Aug 98 06:42 1 line
From: FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Office)
In 'IN' basket. Page 1 *New*
-----
Your message 'Test' has been read by FUCHSIA,GARY M..
Enter message action (in IN basket): IGNORE//
```

MailMan lets you know your message has been opened.

Figure 126: Sample Confirmation Message

Sending Mail

Scramble ("S") Action

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Scramble action code (i.e., "S") to have MailMan scramble (encode) your message so only those recipients who know the password can unscramble (decode) your message. You may decide to send a message as scrambled for security or privacy reasons.

Simply by entering an "S" at the "Select Message option: Transmit now//" prompt (Figure 127), we asked MailMan to scramble (encode) our message to all recipients, as shown below:

```
Select Message option: Transmit now// S <RET> Scramble text with password
Enter Scramble Password:
Enter Scramble Hint: the opposite of scramble
Select Message option: Transmit now//
```

MailMan hides the password text entered.

Figure 127: Scramble a Message When Sending It.

MailMan first prompted us to enter the Scramble Password. For this example, we entered a password of "**unscramble**" at the "Enter Scramble Password:" prompt. The password *must* be from 3 to 20 characters in length and it is *not* case sensitive. You must enter the password fairly quickly or MailMan will abort the process for security reasons. As with your Access and Verify codes when logging on to MailMan, MailMan did *not* display our password entry as we typed.

MailMan then prompted us to enter a "Scramble Hint" to help the recipient determine the password to unscramble our message. In this case, we entered "**the opposite of scramble**" at the "Enter Scramble Hint:" prompt. The "Scramble Hint" *must* be from 1 to 40 characters in length. Thus, our "Scramble Hint" should help the recipient decipher our password so they can unscramble our message.

After scrambling the message, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.



For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

When the recipient receives a scrambled message, MailMan will prompt them for the password to unscramble the message so they can read it, as shown below:

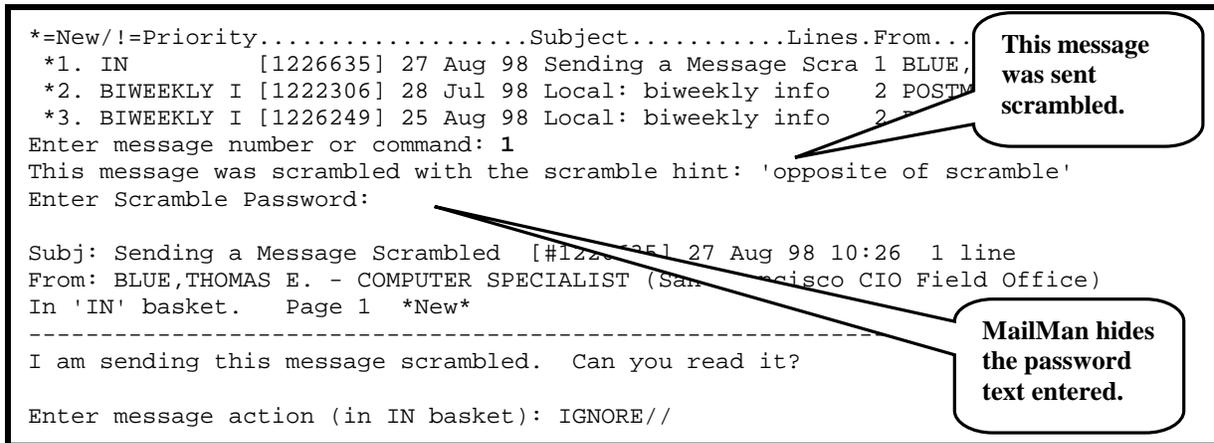


Figure 128: Unscrambling a Message

We sent a scrambled message (i.e., message #1) to another recipient. When the recipient tried to read the scrambled message (Figure 128), MailMan informed them that the message was scrambled and that they must enter the correct password in order to unscramble the message.

MailMan also displayed the "Scramble Hint" we entered when we originally created the scrambled message ("opposite of scramble" Figure 127). In this case, the recipient was able to decipher the password from our "Scramble Hint" (i.e., "opposite of scramble = unscramble"). Thus, they entered "unscramble" at the "Enter Scramble Password:" prompt. As with your Access and Verify codes when logging on to MailMan, MailMan did *not* display the password entry as they typed.

MailMan accepted the password, unscrambled the message, and displayed it to the recipient.

Transmit Now ("T") Action

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Transmit Now action code (i.e., "T") to have MailMan send your message to all recipients. You would use this action code *after* you've taken all other actions on your message.

To send the message now, enter a "T" or press the Enter/Return key to accept the "**Transmit now**" default at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select Message option: Transmit now// <RET> Sending [1224710]...
Sent
```

Figure 129: Sending a Message Immediately

As you can see from this example (Figure 129), to transmit your message to all recipients, you can do either of two things:

- **Press the Enter/Return key**—Press the Enter/Return key at the "Select Message option: Transmit now//" prompt to accept the "**Transmit now**" default response.
- **Enter a "T"**—Enter a "T" (Transmit) at the "Select Message option: Transmit now//" prompt.

MailMan automatically gives the message an internal message identification number and puts the message in the delivery queue to be delivered to the recipients.

MailMan will then notify you that the message has been sent.



For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

Sending Mail

Vaporize Date Set ("V") Action

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), effective with MailMan V. 7.1 with Patch 50, you can use the Vaporize Date Set action code (i.e., "V") to set a specified date and time for a message to be deleted ("vaporized") from each recipient's mailbox. Previously, only certain broadcast messages had vaporize dates. Thus, MailMan V. 7.1 with Patch 50 gives *all* senders of messages the ability to set a Vaporize Date for a message.

For example, set a Vaporize Date for a message, if you are sure that the message is only needed until a certain date. MailMan will automatically remove it from the basket it is in at that date.

As MailMan delivers the message with a Vaporize Date into each recipient's mail basket, MailMan sets the AUTOMATIC DELETION DATE (i.e., vaporize date) for the message. However, recipients are free to edit the AUTOMATIC DELETION DATE.

Also, a message that is scheduled for vaporization (either by you or by MailMan during the IN-BASKET PURGE) will vaporize on the scheduled date. Previously, it wouldn't vaporize until the IN BASKET PURGE ran again.

To set a "Vaporize Date" for a message, enter a "V" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select Message option: Transmit now// V <RET> Vaporize date set
Enter Vaporize Date: 12 Sep 98// ?

Enter a date in the future when this message should be purged.
Examples of Valid Dates:
  JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
  T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
  T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
If the year is omitted, the computer uses CURRENT YEAR. Two digit year
  assumes no more than 20 years in the future, or 80 years in the past.
You may omit the precise day, as: JAN, 1957

Enter Vaporize Date: 12 Sep 98// 10/18/98 <RET> (OCT 18, 1998)
Select Message option: Transmit now//
```

Sample valid
VA FileMan
dates and
times.

We set the
vaporize date
to be 10/18/98.

Figure 130: Sending a Message With a Vaporize Date

After we chose to set a vaporize date for our message, MailMan prompted us to enter a date and/or time. In this case (Figure 130), we entered a question mark ("?") at the "Enter Vaporize Date: 12 Sep 98//" prompt in order to see the valid VA FileMan date and time formats we can enter.



All VA FileMan dates are Year 2000 (Y2K) compliant.

As a default, MailMan will set the Vaporize Date one month into the future. Since we were sending this message on August 12, 1998, MailMan set the default Vaporize Date to September 12, 1998.

We decided to set this message to automatically be deleted ("vaporized") from recipients' mailboxes on October 18, 1998 by entering "**10/18/98**" at the "Enter Vaporize Date: 12 Sep 98/" prompt. MailMan confirmed this date by displaying "OCT 18, 1998" after our entry.

After setting the message to vaporize, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.



For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now/" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.



Here's a tip—If you are sending a general message to all users advising them about a temporary event (e.g., system downtime, building fire alarm test, etc.), set the message to "vaporize" after the prescribed time has past. That way, all recipients of your message who have not yet read their mail will not be bothered with an "old" message that is no longer pertinent, since it will have already been deleted (vaporized).

Closed Message ("X") Action (Toggle)

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Closed Message action code (i.e., "X") to prevent recipients of your message from forwarding that message on to other recipients not originally included. This is a toggle action code. If you enter "X" again, the message will no longer be closed.

The Closed Message action is *not* new. However, the "X" action code is a new action code assigned to this function with Patch 50. Previously, making a message closed was accomplished by entering an "E" at the "transmit now" prompt and following the MailMan prompts to make the message closed.

To make a message "closed," enter an "X" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select Message option: Transmit now// X <RET> Closed Message (no forward
allowed)
Message flagged 'Closed'

Select Message option: Transmit now//
```

Figure 131: Sending a Closed Message

Simply by entering an "X" at the "Select Message option: Transmit now//" prompt (Figure 131), we asked MailMan to make our message closed so that none of the recipient(s) can forward this message to others.

MailMan confirmed that our message was now closed by displaying "Message flagged 'Closed'."

After designating the message as closed, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.



For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

Sending Mail

Canceling a Message ("^")

You can cancel a message before you send it by entering an up-arrow ("^" Shift-6 key on most keyboards) at any of the following Send a Message option [synonym SML] prompts:

- **Subject:**—If you cancel at this prompt, MailMan returns you to the main MailMan Menu.
- **Send mail to: xxx// (where xxx represents the sender's name, default)**—If you cancel at this prompt, MailMan will ask you to confirm the cancellation (functionality introduced with MailMan V. 7.1 with Patch 50). If you answer "Yes," MailMan returns you to the main MailMan Menu. If you answer "No," MailMan continues with the Send a Message option.
- **And Send to:**—If you cancel at this prompt, MailMan will ask you to confirm the cancellation (functionality introduced with MailMan V. 7.1 with Patch 50). If you answer "Yes," MailMan returns you to the main MailMan Menu. If you answer "No," MailMan continues with the Send a Message option.
- **Select Message option: Transmit now//**—If you cancel at this prompt, MailMan returns you to the main MailMan Menu.

The following example shows you a sample cancellation while addressing a message:

```

Select MailMan Menu Option: sml <RET> Send a Message
Subject: Canceling a New Message
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]=====< Canceling a New Message >===== [ <PF1>H=Help ]=====
I will cancel this message.

<=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T>=====T

Send mail to: BLUE,THOMAS E.// ^
Shall we forget the whole thing? No// <RET> NO
Send mail to: BLUE,THOMAS E.// <RET>
Select basket to send to: IN// <RET>
And Send to: ^
Shall we forget the whole thing? No// y <RET> YES

NML New Messages and Responses
RML Read/Manage Messages
SML Send a Message
Query/Search for Messages
AML Become a Surrogate (SHARED,MAIL or Other)
Personal Preferences ...
Other MailMan Functions ...
Help (User/Group Info., etc.) ...

Select MailMan Menu Option:
    
```

Entering an up-arrow ("^") while addressing a message tells MailMan to cancel the message.

At this point we confirmed canceling our message.

MailMan canceled our message and put us back into the main MailMan Menu.

Figure 132: Canceling a Message Before Sending It

In this example (Figure 132), after choosing to send a message, we created the subject and text of the message. When MailMan prompted us to address the message, we thought about canceling the message by entering an up-arrow ("^" Shift-6 key on most keyboards) at the "Send mail to: BLUE,THOMAS E.//" prompt.

MailMan then asked us to confirm our cancellation. Upon second thought, we decided to continue with the addressing, so we answered "No" by pressing the Enter/Return key to accept the default response at the "Shall we forget the whole thing? No//" prompt.

After we sent the message to ourselves and accepted the "IN" mail basket, MailMan prompted us to enter additional recipients. Here, again, we decided to cancel our message so we entered another up-arrow at the "And Send to:" prompt.

Again, MailMan asked us to confirm the cancellation. In this case, we verified that we did want to cancel the message by entering "Yes" at the "Shall we forget the whole thing? No//" prompt.

MailMan cancelled the message and put us back at the main MailMan Menu for other actions, if any.



Here's a tip—If you can't complete a message but will want to continue it later, send the message to yourself. Later, you can use the Read/Manage Messages option [synonym RML] to select the unfinished message. You can then use the edit action codes to complete your message and then forward it on to your recipients.



5. Searching for Mail

Topics To Be Discussed:	<ul style="list-style-type: none">• Query/Search for Messages Option• Where to Search• Search Criteria• How to Search
--------------------------------	--

In addition to the existing functionality, MailMan V. 7.1 with Patch 50 introduced some new and improved features when searching for messages.

The features and functionality associated with searching for messages are described in greater detail in this chapter.

Query/Search for Messages Option

The Query/Search for Messages option gives you the capability to search for any messages that were either sent to you or sent by you. If the messages still reside on the system, MailMan can find them.

Effective with MailMan V. 7.1 with Patch 50, the Query/Search for Messages option was vastly improved to be a much more powerful and precise search engine. This option is located on the main MailMan Menu, as shown below:

```

NML   New Messages and Responses
RML   Read/Manage Messages
SML   Send a Message
      ──▶ Query/Search for Messages
AML   Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option: query/Search for Messages

      Select one of the following:

          A          Search all messages
          M          Search my Mailbox only

Select message search method:

```

Figure 133: Query/Search for Messages Option

Where to Search

MailMan V. 7.1 with Patch 50 allows you to search for any messages you sent or that were sent to you in any of the following locations:

- **Anywhere on the system (searches on subject string only, the search is case sensitive)**—If the messages still exist anywhere on the system (i.e., if they are still stored in the MESSAGE file), MailMan searches for all messages whose subject *begins* with the string that you entered. Even if you've deleted the message from your own mailbox, if it still resides in the MESSAGE file (#3.9) and you entered a valid subject string in the correct case, MailMan can find it.
- **Any mail basket in your mailbox (multiple search criteria allowed)**—MailMan will look for the messages in every basket in your mailbox using the search criteria that you enter.



The search criteria are described below.

- **A specific mail basket in your mailbox (multiple search criteria allowed)**—MailMan will look for the messages in a mail basket using the search criteria that you enter.



The search criteria are described below.

Search Criteria

When searching for messages in your own mailbox, you can specify any combination of the following search criteria:

- **Subject Contents**—Enter the "S" ("Subject contains") search action code and then enter any portion of the subject string (*not* case sensitive). The string can be from 3 to 30 characters in length (including spaces, symbols, and punctuation marks).
- **Sender of the Message**—Enter the "F" ("Message from") search action code and then enter the first portion of the local sender's last name (*not* case sensitive) or their local DUZ (i.e., numeric user ID).

For senders at a remote location (*not* located at your site), do any of the following:

- Enter any portion of the remote sender's name (*not* case sensitive) followed by the at-sign ("@" Shift-2 key on most keyboards, i.e., name@). The name string entered *must* be from 1 to 45 characters in length (*not* case sensitive).
- Enter any portion of the remote sender's name (*not* case sensitive), the at-sign ("@" Shift-2 key on most keyboards), and any portion of their domain name (i.e., name@domain, *not* case sensitive). The name and domain name strings entered *must* be from 1 to 45 characters in length (*not* case sensitive).
- Enter the at-sign ("@" Shift-2 key on most keyboards) and any portion of their domain name (i.e., @domain, *not* case sensitive). The domain name string entered *must* be from 1 to 45 characters in length (*not* case sensitive).



The more characters you provide, the narrower the search will be.

- **Addressee of a Message**—This includes messages addressed to a person or a mail group. MailMan will check the addressees that you see when you Query ("Q") the message. MailMan will *not* check the expanded list of addresses that you see when you use the Query Detailed ("QD") action code.



For more information on the Query action ("Q"), please refer to the "Query ('Q') Action" topic in Chapter 3 in this manual.

Also, for more information on the Query Detailed ("QD") action, please refer to the "Query Detailed ('QD') Action" in Chapter 3 in this manual.

Enter the "T" ("Message to") search action code and then enter the first portion of the local recipient's last name (*not* case sensitive) or their local DUZ (i.e., numeric user ID).

For addressees at a remote location (*not* located at your site), do any of the following:

- Enter any portion of the remote recipient's name (*not* case sensitive) followed by the at-sign ("@" Shift-2 key on most keyboards, i.e., name@). The name string entered *must* be from 1 to 45 characters in length (*not* case sensitive).
- Enter any portion of the remote recipient's name (*not* case sensitive), the at-sign ("@" Shift-2 key on most keyboards), and any portion of their domain name (i.e., name@domain, *not* case sensitive). The name and domain name strings entered *must* be from 1 to 45 characters in length (*not* case sensitive).

- Enter the at-sign ("@" Shift-2 key on most keyboards) and any portion of their domain name (i.e., @domain, *not* case sensitive). The domain name string entered *must* be from 1 to 45 characters in length (*not* case sensitive).



The more characters you provide, the narrower the search will be.

- **Approximately When the Message was Sent**—Enter the date the message was sent "on or after" and/or enter the date the message was sent "on or before":
 - Enter the "DA" ("Message sent on or after") search action code and then enter a valid VA FileMan date (e.g., AUG 20 1998, 20 AUG 98, 8/20/98, T [today], T-1 [yesterday], T-3W [for 3 weeks ago]).
 - Enter the "DB" ("Message sent on or before") search action code and then enter a valid VA FileMan date (e.g., AUG 20 1998, 20 AUG 98, 8/20/98, T [today], T-1 [yesterday], T-3W [for 3 weeks ago]).



All VA FileMan dates are Year 2000 (Y2K) compliant.

- **Specific Responder to a Message**—Enter the "R" ("Response from") search action code and then enter the first portion of the local responder's last name (*not* case sensitive) or their local DUZ (i.e., numeric user ID).

For responders at a remote location (*not* located at your site), do any of the following:

- Enter any portion of the remote responder's name (*not* case sensitive) followed by the at-sign ("@" Shift-2 key on most keyboards, i.e., name@). The name string entered *must* be from 1 to 45 characters in length (*not* case sensitive).
- Enter any portion of the remote responder's name (*not* case sensitive), the at-sign ("@" Shift-2 key on most keyboards), and any portion of their domain name (i.e., name@domain, *not* case sensitive). The name and domain name strings entered *must* be from 1 to 45 characters in length (*not* case sensitive).
- Enter the at-sign ("@" Shift-2 key on most keyboards) and any portion of their domain name (i.e., @domain, *not* case sensitive). The domain name string entered *must* be from 1 to 45 characters in length (*not* case sensitive).



The more characters you provide, the narrower the search will be.

- **Specific Text in a Message**—Enter the "X" ("Message contains") search action code and then enter any portion of the message text string. The string can be from 3 to 30 characters in length (including spaces, symbols, and punctuation marks). MailMan prompts you to decide if the text search should be case sensitive. MailMan also prompts you to decide if the search should include:
 - Only the original message text
 - Only the message responses text
 - Both the original message and responses text



If the string you are searching for is not all on one line in the message/responses, the search will not be able to find it.



For more information on entering names or DUZs, please refer to the "Address Functionality" topic in Chapter 4 in this manual.

Each additional search criterion entered helps limit the search. Therefore, the more search criteria you choose, the more specific the search becomes, resulting in a smaller list of messages from which to choose. All criteria entered *must* be true in order to pass the search test. (This is similar to using the Boolean AND in Internet search engines or program code.)

MailMan displays the entire list of search criteria you've selected. To cancel a single search criterion without having to start over, use the at-sign ("@" Shift-2 key on most keyboards) to delete the specific search criterion you no longer want.

When you have completed your search criteria, enter "**G**" (Go search) to start the search.

You are automatically placed in a "virtual basket" in a full-screen view to process any messages found from the search. You can take any action on the messages in this "virtual basket" that you can take in a "real" basket (e.g., read, delete, forward, save, etc.).

To end the query without searching, you can enter "**Q**" (Quit) or enter the up-arrow ("^" Shift-6 key on most keyboards) to get out of the Query/Search for Messages option.

Also, when you are using the Classic, Detailed Full Screen, or Summary Full Screen message readers, you can still use the "**?string**" feature for quick searches inside one basket or the "**??string**" feature for searching for messages anywhere on the system.



*For more information on the "**?string**" or "**??string**" searches, please refer to the "Text String Search Actions" topic in Chapter 2 in this manual.*

Alternatively, when reading mail in any basket using any of the message readers, use the "**Q**" action code to query (search for) messages in that mail basket.



*For more information on the Query (Search for) action code (i.e., "**Q**"), please refer to the "Query (Search for) Messages in this Basket ('Q') Action" topic in Chapter 2 in this manual.*

Searching for Mail

How to Search

SEARCHING ALL MESSAGES

Using the "Search all messages" action gives the user the option of searching all messages anywhere on the system by subject text. However, you must include the *first* few words of the subject rather than just a phrase contained within the subject text. Also, the search on subject text is case sensitive.

This search option does *not* allow any other search criteria, because the Search all messages option searches through every mail message stored in the MESSAGE file (#3.9). Thus, if it allowed any phrase contained in the subject or any additional search criteria, the search would be too cumbersome and take too long to complete.

We will use MailMan to demonstrate searching for a messages located anywhere on the system. For this example, the specific message we are looking for has the following characteristics:

- **Subject**—"I'm so excited..."
- **Sender**—FUCHSIA,GARY M.
- **Recipients**—BLUE,THOMAS E. (and others)
- **Responders**—BLUE,THOMAS E. (and others)
- **Message Sent**—November 7, 1997
- **Sample Text Phrase**—"...and I just can't hide it!"
- **Mail Basket**—MailMan
- **MailMan Internal Message Identification Number**—1190657

The following example shows you how to search all messages in MailMan when looking for a specific message beginning with a particular phrase (string):

```
Select MailMan Menu Option: query/Search for Messages

Select one of the following:

    A      Search all messages
    M      Search my Mailbox only

Select message search method: a <RET> Search all messages
Enter the string that the subject starts with: I'm
Searching...

*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 1. * N/A *      [1052777] 09 Jul 96 I'mmmmmmmmm baaaaaa 11 YELLOW,MIKE 1/1
 2. MailMan     [1190657] 07 Nov 97 I'm so excited... 59 FUCHSIA, 736/736
 3. * N/A *      [812953] 07 Dec 94 I'm br...ing...
 4. * N/A *      [944371] 08 Aug 95 I'm a Sem...
 5. * N/A *      [1061294] 24 Jul 96 I'm Outta He...

Search finished.
Enter message number or command:
```

Searching *all* of our messages and looking for a message by just entering the first few characters of the subject.

Messages found in the search that matched our criteria (displayed in a "virtual basket").

Figure 134: Search All Messages Option

For this example (Figure 134), After we chose the Query/Search for messages option, we entered an "A" (Search all messages) at the "Select message search method:" prompt.

MailMan then prompted us to enter the first portion of the message subject for which we were searching. In this case, we entered "I'm" at the "Enter the string that the subject starts with:" prompt.

MailMan immediately began to search the entire system looking for all messages in the MESSAGE file (#3.9) whose subject begins with "I'm."

When the search was finished, MailMan placed us into a "virtual basket" in a full-screen view displaying all of the messages that met the search criteria where we could take any additional actions on the list of messages.



For a complete list of action commands we could use, please refer to Table 2 in Chapter 2 in this manual.

As you can see, MailMan found five messages that all began with "I'm." Four of the messages don't specify a mail basket name (i.e., "N/A"). Those messages with "N/A" beside them are messages located on the system but *not* in any of our own mail baskets. Though we were a recipient of these other messages at one time, we no longer have them in our mailbox (e.g., we must have deleted or terminated the messages at some point), however, we can now retrieve them.

Based on the characteristic we stated previously, we were specifically looking for message number 2 in the list. By just entering the first three characters of the subject, MailMan was able to find the message we wanted and include it in the list of messages found in the search.

If we had further refined our search by entering more of the subject (e.g., "I'm so"), MailMan would have just found the single message we wanted in our MailMan basket, as shown below:

```

Select MailMan Menu Option: query/Search for Messages

  Select one of the following:

      A      Search all messages
      M      Search my Mailbox only

Select message search method: a <RET> Search all messages
Enter the string that the subject starts with: I'm so
Searching...

*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
  1. MailMan [1190657] 07 Nov 97 I'm so excited... 59 FUCHSIA, 736/736
Search finished.
Enter message number or command:
    
```

Only one message was found in the search that matched our criteria (displayed in a "virtual basket").

Figure 135: Search All Messages Option—Refining the Search

By increasing the subject text from "I'm" to "I'm so" MailMan found the exact message we were looking for.

SEARCHING YOUR OWN MAILBOX

Using the "Search my Mailbox only" action gives the user the option of searching all messages located in any of their own mail baskets. This search option gives you the opportunity to search for a message in either:

- **All mail Baskets (default)**
- **Specific Mail Basket**

You can use any combination or all of the following search criteria:

- **Subject**—Phrase contained in the Subject (any portion of the subject).
- **Sender**—Person who sent the message.
- **Addressee/Recipient**—Person to whom the message was sent.
- **Dates**—Choose individual dates or a date range to compare with the date the message was sent (approximately):
 - Message sent on or after a certain date.
 - Message sent on or before a certain date.
- **Responder**—Person who has responded to a message.
- **Message Text**—Phrase contained in the body of the message.

We will use MailMan to demonstrate searching for a message we know exists in one of our baskets in our mailbox. For this example, the specific message we are looking for has the following characteristics:

- **Subject**—"I'm so excited..."
- **Sender**—FUCHSIA,GARY M.
- **Recipients**—BLUE,THOMAS E. (and others)
- **Responders**—BLUE,THOMAS E. (and others)
- **Message Sent**—November 7, 1997
- **Sample Text Phrase**—"...and I just can't hide it!"
- **Mail Basket**—MailMan
- **MailMan Internal Message Identification Number**—1190657

The following example shows you how to search for messages in any of your mail baskets based on the sender and a date range that the message was sent:

```
Select MailMan Menu Option: query/Search for Messages

  Select one of the following:

      A      Search all messages
      M      Search my Mailbox only

Select message search method: m <RET> Search my Mailbox only

Current search criteria:
Search basket:                All baskets

  Select one of the following:

      B      Search one basket
      S      Enter 'Subject contains' string
      F      Enter 'Message from' person
      T      Enter 'Message to' person
      DA     Enter 'Message sent on or after' date
      DB     Enter 'Message sent on or before' date
      R      Enter 'Response from' person
      X      Enter 'Message contains' string
      Q      Quit

Select search action: S// f <RET> Enter 'Message from' person
Message is from: fuchsiA,GARY M.      GB      PROGRAMMER

Current search criteria:
Search basket:                All baskets
Message from:                FUCHSIA,GARY M.

  Select one of the following:

      B      Search one basket
      S      Enter 'Subject contains' string
      F      Change 'Message from' person
      T      Enter 'Message to' person
      DA     Enter 'Message sent on or after' date
      DB     Enter 'Message sent on or before' date
      R      Enter 'Response from' person
      X      Enter 'Message contains' string
      Q      Quit
      G      Go search
```

Here we've chosen to only search for messages in *our own* mailbox.

We are looking for a message sent by a specific person.

Figure 136: Search My Mailbox

Figure 136 (continued):

```

Select search action: G// da <RET> Enter 'Message sent on or after' date
Message sent on or after: 11/1/97 <RET> (NOV 01, 1997)

Current search criteria:
Search basket: All baskets
Message from: FUCHSIA,GARY M.
Message sent on or after: 01 Nov 97

Select one of the following:

B Search one basket
S Enter 'Subject contains' string
F Change 'Message from' person
T Enter 'Message to' person
DA Change 'Message sent on or after' date
DB Enter 'Message sent on or before' date
R Enter 'Response from' person
X Enter 'Message contains' string
Q Quit
G Go search

Select search action: G// db <RET> Enter 'Message sent on or before' date
Message sent on or before: (11/1/97 - 8/27/98): 12/1/97 <RET> (DEC 01, 1997)

Current search criteria:
Search basket: All baskets
Message from: FUCHSIA,GARY M.
Message sent on or after: 01 Nov 97
Message sent on or before: 01 Dec 97

Select one of the following:

B Search one basket
S Enter 'Subject contains' string
F Change 'Message from' person
T Enter 'Message to' person
DA Change 'Message sent on or after' date
DB Change 'Message sent on or before' date
R Enter 'Response from' person
X Enter 'Message contains' string
Q Quit
G Go search

Select search action: G// <RET> o search
Searching...

*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 1. comedy [1190523] 06 Nov 97 You, too, can work for 57 FUCHSIA,GARY M.
 2. MailMan [1190657] 07 Nov 97 I'm so excited... 59 FUCHSIA,GA 736/736
Search finished.
Enter message number or command:
    
```

Figure 136: Search My Mailbox (continued)

For the previous example (Figure 136), after we chose the Query/Search for messages option, we entered an "M" (Search my Mailbox only) at the "Select message search method:" prompt.

MailMan then displayed the current search criteria (i.e., Searching basket: All baskets) and a list of other search criteria from which to choose. For this example, we entered an "F" (message from) at the "Select search action: S/" prompt.

MailMan then prompted us to enter the sender's name. In this case, we entered "FUCHSIA,GARY M." at the "Message is from:" prompt.

MailMan then redisplayed the current search criteria:

- **Searching basket:** All baskets
- **Message from:** FUCHSIA,GARY M.

MailMan also redisplayed the list of other search criteria from which to choose. We decided to search for a message within a date range (i.e., 11/1/97 to 12/1/97). Thus, we first entered "DA" (message sent on or after) at the "Select search action: G/" prompt. This would be the beginning date of our date range.

MailMan then prompted us to enter a date the message was sent on or after. We entered "11/1/97" at the "Message sent on or after:" prompt.

MailMan then redisplayed the current search criteria:

- **Searching basket:** All baskets
- **Message from:** FUCHSIA,GARY M.
- **Message sent on or after:** 01 Nov 97

MailMan also redisplayed the list of other search criteria from which to choose.

Next we entered "DB" (message sent on or before) at the "Select search action: G/" prompt. This would be the ending date of our date range.

MailMan then prompted us to enter a date the message was sent on or after. We entered "12/1/97" at the "Message sent on or before: (11/1/97 - 8/27/98):" prompt. MailMan automatically displayed the valid dates we could choose from based on the beginning date that we entered previously. We could choose a date from November 1, 1997 (beginning date) to August 27, 1998 (present date).

Once again, MailMan displayed the current search criteria:

- **Searching basket:** All baskets
- **Message from:** FUCHSIA,GARY M.
- **Message sent on or after:** 01 Nov 97
- **Message sent on or before:** 01 Dec 97

At this point we had completed our search criteria entries and were ready to start the search. Thus, we pressed the Enter/Return key to accept the "G" (Go search) default at the "Select search action: G/" prompt and MailMan began searching for all messages that met our search criteria.

When the search was finished, MailMan placed us into a "virtual basket" in a full-screen view displaying all of the messages that met the search criteria where we could take any additional actions on the list of messages.



For a complete list of action commands we could use, please refer to Table 2 in Chapter 2 in this manual.

As you can see, MailMan found two messages that fit all of our search criteria.

Based on the characteristic we stated previously, we were specifically looking for message number 2 in the list. By entering the sender and a date range, MailMan was able to find the message we wanted and include it in the list of messages found in the search.

When you complete your actions on the message(s), press the Enter/Return key or enter the up-arrow ("^" Shift-6 key on most keyboards) at the "Enter message number or command:" prompt to go back to the list of search options to further refine or modify your search.

To exit the search option altogether, press the Enter/Return key to accept the "Q" (Quit) default or enter the up-arrow ("^" Shift-6 key on most keyboards) at the "Select search action: Q//" prompt to return to the main MailMan Menu.

We will now use MailMan to demonstrate searching for a message we know exists in a particular mail basket.

For this example, the specific message we are looking for has the following characteristics:

- **Subject**—"New Test Message"
- **Sender**—BLUE,THOMAS E.
- **Recipients**—BLUE,THOMAS E. (and others)
- **Responders**—BLUE,THOMAS E.
- **Message Sent**—May 12 1998
- **Sample Text Phrase**—"message created while reading another message"
- **Mail Basket**—TEST
- **MailMan Internal Message Identification Number**—1212175

The following example shows you how to search for messages in a specific mail basket based on the responder and a sample text phrase from the body of the message:

```
Select MailMan Menu Option: query/Search for Messages

Select one of the following:

    A      Search all messages
    M      Search my Mailbox only

Select message search method: m <RET> Search my Mailbox only

Current search criteria:
Search basket:                All baskets

Select one of the following:

    B      Search one basket
    S      Enter 'Subject contains' string
    F      Enter 'Message from' person
    T      Enter 'Message to' person
    DA     Enter 'Message sent on or after' date
    DB     Enter 'Message sent on or before' date
    R      Enter 'Response from' person
    X      Enter 'Message contains' string
    Q      Quit

Select search action: S// b <RET> Search one basket
Select basket to search: IN// TEST

Current search criteria:
Search basket:                TEST
```

The screenshot shows a terminal window with a search menu. Two callout boxes are present: one pointing to the 'M' option (Search my Mailbox only) and another pointing to the 'TEST' basket selection. The callouts explain that the user is searching only their own mailbox and specifically the 'TEST' basket.

Figure 137: Search Only One Mail Basket

Figure 137 (continued):

```

Select one of the following:

  B      Change Search basket
  BA     Search all baskets
  S      Enter 'Subject contains' string
  F      Enter 'Message from' person
  T      Enter 'Message to' person
  DA     Enter 'Message sent on or after' date
  DB     Enter 'Message sent on or before' date
  R      Enter 'Response from' person
  X      Enter 'Message contains' string
  Q      Quit

Select search action: S// r <RET> Enter 'Response from' person
Response is from: blue,THOMAS E.          TB          COMPUTER SPECIALIST

Current search criteria:
Search basket:          TEST
Response from:         BLUE,THOMAS E.

Select one of the following:

  B      Change Search basket
  BA     Search all baskets
  S      Enter 'Subject contains' string
  F      Enter 'Message from' person
  T      Enter 'Message to' person
  DA     Enter 'Message sent on or after' date
  DB     Enter 'Message sent on or before' date
  R      Change 'Response from' person
  X      Enter 'Message contains' string
  Q      Quit
  G      Go search

Select search action: G// x <RET> Enter 'Message contains' string
Message contains: message created while reading another message

Enter the string to search for.  It may be from 3 to 30 characters.
Note that if the string you are searching for is not all
in the message, the search will not be able to find it.

Message contains: message created while reading
Should the search be case-sensitive? YES// ?

Your answer determines whether case (upper/lower) matters in the search.
It also affects the speed of the search.
A case-sensitive search (one in which case matters) is faster.
A case-insensitive search (one in which case does not matter) may find
more matches, but will be slower.
Answer YES for a faster search, when case matters.
Answer NO for a slower search, when case does not matter.

Should the search be case-sensitive? YES// <RET>
    
```

We now have additional basket options from which to choose.

We only want a message to which we've responded.

Here we've entered a phrase, but we included too many characters.

Help text explaining optimal search characteristics.

Figure 137: Search Only One Mail Basket (continued)

Figure 137 (continued):

```

Select one of the following:

    1      Message only
    2      Message and Responses
    3      Responses only

Where should we search: Message only// <RET>

Current search criteria:
Search basket:          TEST
Response from:         BLUE,THOMAS E.
Message contains:     message created while reading

Select one of the following:

    B      Change Search basket
    BA     Search all baskets
    S      Enter 'Subject contains' string
    F      Enter 'Message from' person
    T      Enter 'Message to' person
    DA     Enter 'Message sent on or after' date
    DB     Enter 'Message sent on or before' date
    R      Change 'Response from' person
    X      Change 'Message contains' string
    Q      Quit
    G      Go search

Select search action: G// <RET>  o search
Searching...

TEST Basket
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
  4. [1212175] 12 May 98 New Test Message          3 BLUE,THOMAS E.    2/2
Search finished.
Enter message number or command: ^
    
```

We only want MailMan to look for the text phrase in the *body* of the message (not the responses).

MailMan found one message that satisfied our search criteria (displayed in a "virtual basket").

Figure 137: Search Only One Mail Basket (continued)

For this example (Figure 137), After we chose the Query/Search for messages option, we entered an "M" (Search my Mailbox only) at the "Select message search method:" prompt.

For this example, we wanted to only search one mail basket so we entered "B" (Search one basket) at the "Select search action: S/" prompt.

MailMan then prompted us to choose the mail basket. In this case, we entered "TEST" at the "Select basket to search: IN/" prompt. As you can see, the "IN" basket is the default entry.



Once you've selected a specific mail basket to search, MailMan gives you the opportunity to later change the selected basket or search all mail baskets.

MailMan then displayed the current search criteria (i.e., Search basket: TEST) and a list of other search criteria from which to choose.

For this example, we next entered an "R" (Response from) at the "Select search action: S//" prompt.

MailMan then prompted us to enter the responder's name. In this case, we entered "BLUE,THOMAS E." at the "Response is from:" prompt.

MailMan then redisplayed the current search criteria:

- **Search basket:** TEST
- **Response from:** BLUE,THOMAS E.

MailMan also redisplayed the list of other search criteria from which to choose.

We decided to search for a specific text phrase in the body of the message. Thus, we first entered "X" (Message contains) at the "Select search action: G//" prompt.

We then entered the phrase "**message created while reading another message**" at the "Message contains:" prompt. However, MailMan informed us that our entry can only be from 3 to 30 characters in length, since our entry was 45 characters, we had to re-enter it. This time we entered a shorter phrase: "**message created while reading**" (which is 29 characters in length, including spaces).

MailMan then asked us if we wanted to make the search case sensitive. We displayed the Help for this option, which explained that a case-sensitive search is faster. For this example, we decided to make the search case sensitive by accepting the default "Yes" response by pressing the Enter/Return key at the "Should the search be case-sensitive? YES//" prompt.

Next, MailMan gave us the opportunity to choose what part of the message should be searched for our text phrase.

You can choose to search for a phrase in any of these three locations:

- 1 **Message only**
- 2 **Message and Responses**
- 3 **Responses only**

For this example, we chose only to look for the phrase in the body of the message by pressing the Enter/Return key to accept the default response (i.e., **Message only**) at the "Where should we search: Message only//" prompt.

MailMan then redisplayed the current search criteria:

- **Search basket:** TEST
- **Response from:** BLUE,THOMAS E.
- **Message contains:** message created while reading

At this point we had completed our search criteria entries and were ready to start the search. Thus, we pressed the Enter/Return key to accept the "G" (Go search) default at the "Select search action: G//" prompt and MailMan began searching for all messages that met our search criteria.

When the search was finished, MailMan placed us into a "virtual basket" in a full-screen view displaying all of the messages that met the search criteria where we could take any additional actions on the list of message in that basket.



For a complete list of action commands we could use, please refer to Table 2 in Chapter 2 in this manual.

As you can see, MailMan found only one message that fit all of our search criteria. It was the message we were looking for based on the characteristic we stated previously. By entering the basket, responder, and a text phrase, MailMan was able to find the message we wanted and include it in the list of messages found in the search.

When you complete your actions on the message(s), press the Enter/Return key or enter the up-arrow ("^" Shift-6 key on most keyboards) at the "Enter message number or command:" prompt to go back to the list of search options to further refine or modify your search.

To exit the search option altogether, press the Enter/Return key to accept the "Q" (Quit) default or enter the up-arrow ("^" Shift-6 key on most keyboards) at the "Select search action: Q//" prompt to return to the main MailMan Menu.

We will again use MailMan to demonstrate searching for a message we know exists in a particular mail basket, however, this time, we will use different search criteria.

For this example, the specific message we are looking for has the following characteristics:

- **Subject**—"XU8.0T20#46 MENUMAN: FIND USER ERROR"
- **Sender**—LTBLUE,TRUNG V
- **Recipients**—G.KERNEL DEVELOPERS (and others)
- **Responders**—LTBLUE,TRUNG V (and others)
- **Message Sent**—May 18, 1995
- **Sample Message Text Phrase**—"This is very strange one."
- **Mail Basket**—Kernel
- **MailMan Internal Message Identification Number**—926007

The following example shows you how to search for messages in a specific mail basket based on the subject and to whom the message was sent:

```
Select MailMan Menu Option: query/Search for Messages

  Select one of the following:

      A      Search all messages
      M      Search my Mailbox only

Select message search method: m <RET> Search my Mailbox only

Current search criteria:
Search basket:                All baskets

  Select one of the following:

      B      Search one basket
      S      Enter 'Subject contains' string
      F      Enter 'Message from' person
      T      Enter 'Message to' addressee
      DA     Enter 'Message sent on or after' date
      DB     Enter 'Message sent on or before' date
      R      Enter 'Response from' person
      X      Enter 'Message contains' string
      Q      Quit

Select search action: S// b <RET> Search one basket
Select basket to search: IN// Kernel

Current search criteria:
Search basket:                Kernel

  Select one of the following:

      B      Change Search basket
      BA     Search all baskets
      S      Enter 'Subject contains' string
      F      Enter 'Message from' person
      T      Enter 'Message to' addressee
      DA     Enter 'Message sent on or after' date
      DB     Enter 'Message sent on or before' date
      R      Enter 'Response from' person
      X      Enter 'Message contains' string
      Q      Quit

Select search action: S// t<RET> Enter 'Message to' addressee
Message is to: g.kernel DEVELOPERS

Current search criteria:
Search basket:                Kernel
Message to:                   G.KERNEL DEVELOPERS
```

Here we're just going to search *our own* mailbox.

Here we're just going to search our "Kernel" mail basket.

Here we're just going to search for messages sent to the G.KERNEL DEVELOPERS mail group.

Figure 138: Search Only One Mail Basket For Mail Sent to a Group

Figure 138 (continued):

```

Select one of the following:

    B      Change Search basket
    BA     Search all baskets
    S      Enter 'Subject contains' string
    F      Enter 'Message from' person
    T      Change 'Message to' addressee
    DA     Enter 'Message sent on or after' date
    DB     Enter 'Message sent on or before' date
    R      Enter 'Response from' person
    X      Enter 'Message contains' string
    Q      Quit
    G      Go search

Select search action: G// s <RET> Enter 'Subject contains' string
Subject contains: menuman

Current search criteria:
Search basket:          Kernel
Subject contains:      menuman
Message to:            G.KERNEL DEVELOPERS

Select one of the following:

    B      Change Search basket
    BA     Search all baskets
    S      Change 'Subject contains' string
    F      Enter 'Message from' person
    T      Change 'Message to' addressee
    DA     Enter 'Message sent on or after' date
    DB     Enter 'Message sent on or before' date
    R      Enter 'Response from' person
    X      Enter 'Message contains' string
    Q      Quit
    G      Go search

Select search action: G// <RET> o search
Searching...

Kernel Basket
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 33. [930602] 12 Jun 95 XU8.0T20#75 MENUMAN ERROR O 24 LTBLUE,TRUNG V 7/7
 27. [926007] 18 May 95 XU8.0T20#46 MENUMAN: FIND U 80 LTBLUE,TRUNG V 3/3
 23. [924447] 10 May 95 XU8.0T20#35 MENUMAN AND NON 65 LTBLUE,TRUNG V 15/15
Search finished.
Enter message number or command:

```

Here we only want messages with the word "MENUMAN" somewhere in the subject.

MailMan found three messages that satisfied our search criteria (displayed in a "virtual basket").

Figure 138: Search Only One Mail Basket For Mail Sent to a Group (continued)

For this example (Figure 138), After we chose the Query/Search for messages option, we entered an "M" (Search my Mailbox only) at the "Select message search method:" prompt.

In this case, we wanted to only search one mail basket so we entered "B" (Search one basket) at the "Select search action: S//" prompt.

MailMan then prompted us to choose the mail basket. We entered "**Kernel**" at the "Select basket to search: IN//" prompt. As you can see (Figure 138), the "**IN**" basket is the default entry. As with entering any MailMan user or group name, we only had to enter the first portion of the mail basket name (*not* case sensitive); MailMan found the appropriate basket based on our partial entry and automatically displayed the rest of the basket name to us. If more than one basket is found based on that partial entry, MailMan would allow us to choose from a list of basket names. You'll narrow your choices by entering more characters.



Once you've selected a specific mail basket to search, MailMan gives you the opportunity to later change the selected basket or search all mail baskets.

MailMan then displayed the current search criteria (i.e., Search basket: Kernel) and a list of other search criteria from which to choose.

We next entered a "**T**" (Message to) at the "Select search action: S//" prompt and MailMan prompted us to enter the addressee's name. In this case, we entered the first portion of the "**G.KERNEL DEVELOPERS**" group name at the "Message is to:" prompt.

MailMan then redisplayed the current search criteria:

- **Search basket:** Kernel
- **Message to:** G.KERNEL DEVELOPERS

MailMan also redisplayed the list of other search criteria from which to choose.

We decided to also search for a specific text phrase in the subject of the message. Thus, we first entered "**S**" (Subject contains) at the "Select search action: G//" prompt. We then entered "**menuman**" at the "Subject contains:" prompt. The subject search is *not* case sensitive.

MailMan then redisplayed the current search criteria:

- **Search basket:** Kernel
- **Subject contains:** menuman
- **Message to:** G.KERNEL DEVELOPERS

At this point we had completed our search criteria entries and were ready to start the search. Thus, we pressed the Enter/Return key to accept the "**G**" (Go search) default at the "Select search action: G//" prompt and MailMan began searching for all messages that met our search criteria.

When the search was finished, MailMan placed us into a "virtual basket" in a full-screen view displaying all of the messages that met the search criteria where we could take any additional actions on the list of message in that basket.



For a complete list of action commands we could use, please refer to Table 2 in Chapter 2 in this manual.

As you can see, MailMan found three messages that fit all of our search criteria. Based on the characteristic we stated previously, we were specifically looking for message number 27 in the list. By entering the basket, addressee (group name), and a portion of the subject, MailMan was able to find the message we wanted and include it in the list of messages found in the search.

When you complete your actions on the message(s), press the Enter/Return key or enter the up-arrow ("^" Shift-6 key on most keyboards) at the "Enter message number or command:" prompt to go back to the list of search options to further refine or modify your search.

To exit the search option altogether, press the Enter/Return key to accept the "Q" (Quit) default or enter the up-arrow ("^" Shift-6 key on most keyboards) at the "Select search action: Q//" prompt to return to the main MailMan Menu.



6. Filtering Mail

Topics To Be Discussed:	<ul style="list-style-type: none">• Message Filter Edit Option• Filtering Criteria• Establishing Filter Order• How to Create a New Mail Filter• How to Edit an Existing Mail Filter• How to Modify a Mail Filter and Filter Messages in a Basket• How to Delete a Mail Filter
--------------------------------	--

Effective with MailMan V.7.1 with Patch 50, you can filter your mail. MailMan can use message filters, created by you, to assist you with organizing your mail.

You can think of MailMan and message filters as performing the duties of an "executive assistant," such as sorting through all of the incoming mail before it reaches your "desk." These filters screen and categorize your mail, directing it to mail baskets you specify based on certain criteria. They can also help you prioritize the relevant mail and discard your unwanted mail ("junk mail") by sending it directly to the "WASTE" basket or any other mail basket.



Here's a tip—Use mail filters to help automatically "sort" your mail. For example, create a filter to automatically direct mail messages sent by any member of a project team to the appropriate project basket in your mailbox.

The features and functionality associated with filtering messages are described in greater detail in this chapter.

Message Filter Edit Option

The MailMan interface provides the Message Filter Edit option for you to create mail filters. It is located on the Personal Preferences menu, as shown below:

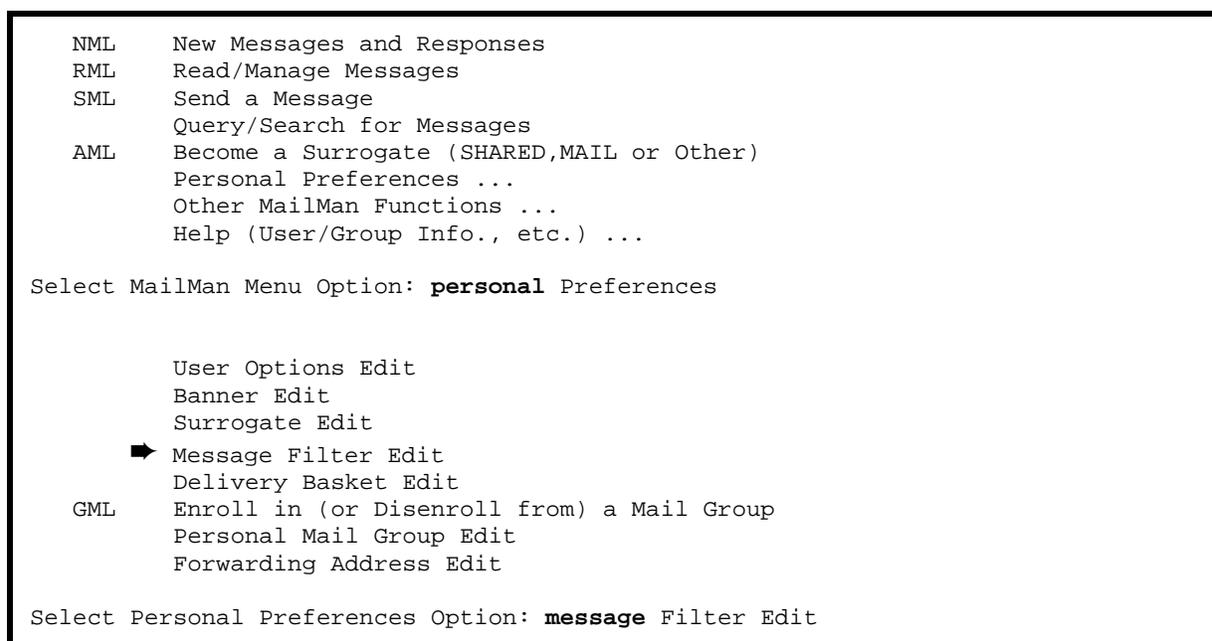


Figure 139: Message Filter Edit Option

Filtering takes place during message delivery. Filtering can also be selected as a basket action.



For more information on filtering messages as a basket action, please refer to the "Filter Messages ('FI') Action" topic in Chapter 2 in this manual.

Also, when you create a mail filter and specify a mail basket that does *not* currently exist in your mailbox, MailMan will allow you to create it on the fly. Also, if you later delete a filter mail basket, MailMan will automatically recreate it for you when the filter is used (activated) and mail is directed to that basket.



MailMan will not allow you to designate "IN" as a filter basket, because that is the default delivery basket.

In addition to setting the filtering criteria, when you want MailMan to use a specific filter, the following conditions *must* be met:

- **FILTER MESSAGES?**—Filtering *must* be turned on for your mailbox (i.e., FILTER MESSAGES? field set to "Yes").
- **STATUS**—The filter's status *must* be active (i.e., STATUS field set to "On").
- **ORDER**—The filter *must* be the *first* filter (i.e., controlled by the ORDER field) whose criteria matches the message characteristics (i.e., subject contents, sender of the message, and/or message addressee)



For more information on the Order field, please refer to the "Establishing Filter Order" topic that follows in this chapter.

Also, for more information on filter criteria, please refer to the "Filtering Criteria" topic that follows in this chapter.

Mail filters are ignored during delivery under the following conditions:

- **Message Already Exists**—The message already exists in one of your mail baskets.
- **Delivery Basket Specified**—The message was sent with a delivery basket specified and you have set your delivery basket privileges to accept delivery to the specified basket (overrides your mail filters).



*For more information on setting your delivery basket privileges, please refer to the "How to Set Your Delivery Basket Privileges" topic in Chapter 2 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

- **Message Sent by You**—The message is from yourself, and you specified a basket (other than the "IN" basket) at the transmit prompt.

Even if you have created mail filters, you can turn filtering on or off at any time by, again, using the Message Filter Edit option located on the Personal Preferences menu. If you've turned filtering off, MailMan will ignore any mail filters and deliver your mail as usual.



MailMan's background processing checks active mail filters for *each* recipient, *prior* to delivery. This can be cumbersome for MailMan when a message has numerous recipients and each recipient has numerous *active* mail filters. Thus, to make the delivery process more efficient for everyone, we suggest you *limit* the number of *active* filters for your mailbox, use the least amount of filtering criteria necessary to positively identify the message, and prioritize each filter by using the ORDER field. Those filters that will be used the most should be given the highest priority (e.g., ORDER equals one, two, or three).

Filtering Criteria

The Message Filter Edit option allows you to set up standing instructions to MailMan as to which baskets you'd like certain messages delivered. This can be based on *any* number of the following three criteria:

- **Subject Contains**—Subject of the message. The string *must* be from 3 to 25 characters in length and can appear anywhere in the subject (*not* case sensitive).
- **From**—The name of the person who sent the message (partial matching possible). If it is a local person, enter the first portion of the sender's last name (*not* case sensitive) or their local DUZ (i.e., numeric user ID).

For senders at a remote location (*not* located at your site), do any of the following:

- Enter any portion of the remote sender's name followed by the at-sign ("@" Shift-2 key on most keyboards, i.e., name@). The name string entered *must* be from 1 to 45 characters in length (*not* case sensitive).
 - Enter any portion of the remote sender's name, the at-sign ("@" Shift-2 key on most keyboards), and any portion of their domain name (i.e., name@domain). The name and domain name strings entered *must* be from 1 to 45 characters in length (*not* case sensitive).
 - Enter the at-sign ("@" Shift-2 key on most keyboards) and any portion of their domain name (i.e., @domain). The domain name strings entered *must* be from 1 to 45 characters in length (*not* case sensitive).
- **Addressed To**—Addressee of the message. This includes users and mail groups. MailMan will check the addressees that you see when you Query (Q) the message. MailMan will *not* check the expanded list of addresses that you see when you use the Query Detailed (QD) action code.



For more information on the Query action (Q), please refer to the "Query ('Q') Action" topic in Chapter 3 in this manual.

Also, for more information on the Query Detailed ('QD') action, please refer to the "Query Detailed (QD) Action" in Chapter 3 in this manual.

If it is a local person, enter the first portion of the addressee's last name (*not* case sensitive) or their local DUZ (i.e., numeric user ID).

For addressees at a remote location (*not* located at your site), do any of the following:

- Enter any portion of the remote addressee's name followed by the at-sign ("@" Shift-2 key on most keyboards, i.e., name@). The name string entered *must* be from 1 to 45 characters in length (*not* case sensitive).
- Enter any portion of the remote addressee's name, the at-sign ("@" Shift-2 key on most keyboards), and any portion of their domain name (i.e., name@domain). The name and domain name strings entered *must* be from 1 to 45 characters in length (*not* case sensitive).
- Enter the at-sign ("@" Shift-2 key on most keyboards) and any portion of their domain name (i.e., @domain). The domain name strings entered *must* be from 1 to 45 characters in length (*not* case sensitive).



If any part of the subject matches your subject filter, the filter will be used (activated). The more characters you provide, the more precise the filter will be. MailMan automatically capitalizes your entries to these prompts in order to facilitate the filtering process.



For more information on entering names or DUZs, please refer to the "Address Functionality" topic in Chapter 4 in this manual.

For the filter to take effect, all criteria entered *must* be true (i.e., match the characteristics of the message). For example, if you specify the "SUBJECT CONTAINS" *and* "FROM," the filter takes effect only if the subject of the message contains the string you specified in the SUBJECT CONTAINS field *and* the message is from the person you specified in the FROM field.

If you wish the filter to take effect upon either "SUBJECT CONTAINS" *or* "FROM," you must create two *separate* filters: one with "SUBJECT CONTAINS" and another with "FROM" as your filter criteria.

Establishing Filter Order

A message may match several filters, depending on the conditions (filtering criteria) you have set. The ORDER field is used to determine in which order filters will be checked. It is here that you specify relative filter priority. The value entered *must* be a whole number between 1 and 999 (no decimal digits). All filters are checked in numeric order. If several filters have the same number, then the first one you entered receives priority.

For example, if you have more than one filter established with similar filtering conditions, the ORDER number tells MailMan which filter is checked first:

Filter Name	Order	Basket	Status	Subject Contains	From	Addressed To
Filter_1	1	Team 1	On	No Entry (null)	No Entry (null)	G.TEAM1
Filter_2	2	Supervisor	On	No Entry (null)	Name A (Supervisor)	G.TEAM1

Table 5: Comparison Table Showing Filter Order

For this example (Table 5), let's assume we belong to the G.TEAM1 mail group, have turned filtering on, and have established two active mail filters (i.e., Filter_1 and Filter_2). As you can see here, our filters have very similar filtering conditions set. Both filters use the ADDRESSED TO criteria to filter mail. Also, one of the two filters (i.e., Filter_2) uses the FROM criteria (i.e., From Name A, Supervisor). When a message is sent to the G.TEAM1 mail group, MailMan will check the message characteristics against the active mail filters in numerical order and deliver the mail to the specified mail basket.

If the Supervisor (Name A) for Team 1 sends a message to the G.TEAM1 mail group, MailMan will use the Filter_1 filter instead of the Filter_2 filter, because Filter_1's ORDER number (i.e., "1") is higher than Filter_2's ORDER number (i.e., "2"). Thus, in this case, MailMan will deliver the message to the "Team 1" basket. However, in this case, since the message was from the Supervisor, it would have been more appropriate for the message to have gone through the Filter_2 filter to be delivered to the "Supervisor" basket. Filter_1 doesn't screen who sent the message, it automatically sends all messages addressed to the G.TEAM1 mail group to the Team 1 basket.

In this case, to fine-tune our filter criteria to appropriately deliver the Supervisor's message to the "Supervisor" basket, we should reverse the ORDER number of the filters so that the filter expecting messages from the supervisors comes first. Thus, we would demote Filter_1's ORDER from "1" to "2" and promote Filter_2's ORDER from "2" to "1."

How to Create a New Mail Filter

In the following example (Figure 140), we wanted to create a new mail filter called "Broadcast" that would automatically deliver all messages from the Postmaster with the word "broadcast" in the subject to a mail basket called "Broadcast" (e.g., Subject: 09/09/98 VACO BROADCAST, From: POSTMASTER.FORUM@FORUM.VA.GOV).

To create this new mail filter, use the Message Filter Edit option available on the Personal Preferences menu, as shown below:

```

Select MailMan Menu Option: personal Preferences

    User Options Edit
    Banner Edit
    Surrogate Edit
    Message Filter Edit
    Delivery Basket Edit
    GML  Enroll in (or Disenroll from) a Mail Group
    Personal Mail Group Edit
    Forwarding Address Edit

Select Personal Preferences Option: message Filter Edit
FILTER MESSAGES?: YES// <RET>
Select FILTER: Trans Assistant// Broadcast
Are you adding 'Broadcast' as a new FILTER (the 3RD for this MAILBOX)? No// y
<RET> (Yes)
ORDER: 3
BASKET: Broadcast
Are you adding 'Broadcast' as a new BASKET (the 78TH for this MAILBOX)? No// y
<RET> (Yes)
STATUS: 1 <RET> ON
SUBJECT CONTAINS: ??
    If the subject contains the string you specify AND if the message matches
    the other conditions (if any), then the message matches this filter.

    The subject is capitalized automatically to facilitate filtering.
SUBJECT CONTAINS: broadcast
FROM: POSTMASTER.FORUM@FORUM.VA.GOV
ADDRESSED TO: <RET>
VAPORIZE DAYS: <RET>
DELIVER NEW?: <RET>
Select FILTER: <RET>

    User Options Edit
    Banner Edit
    Surrogate Edit
    Message Filter Edit
    Delivery Basket Edit
    GML  Enroll in (or Disenroll from) a Mail Group
    Personal Mail Group Edit
    Forwarding Address Edit

Select Personal Preferences Option:

```

Here we are creating our new "Broadcast" filter. If we need to, we can later edit this filter by entering its name.

This is the order in which MailMan checks this filter with any other filters you may have defined. It checks from lowest to highest.

We've made the filter active (i.e., ON).

Here we are setting the filter criteria to match against the Subject and Sender of a message.

Figure 140: Creating a New Mail Filter

After we chose the Message Filter Edit option on the Personal Preferences menu (Figure 140), MailMan asked us if we wanted to filter our mail. Since we did, we accepted the "Yes" default by pressing the Enter/Return key at the "FILTER MESSAGES?: YES/" prompt.

MailMan then asked us to choose a message filter. Since we had previously established mail filters, MailMan displayed the last mail filter we created as the default response (i.e., "Trans Assistant"). For this example, we wanted to create a new filter called "Broadcast," thus, we entered "**Broadcast**" at the "Select FILTER: Trans Assistant/" prompt.

MailMan verified that this was a new filter and asked us to confirm our entry. We confirmed the new filter name by entering "Yes" at the "Are you adding 'Broadcast' as a new FILTER (the 3RD for this MAILBOX)? No/" prompt.

MailMan then asked us to choose the new mail filter's order (priority). Since this was our third filter, we decided to set its ORDER to three. Thus, we entered "3" at the "ORDER:" prompt.

MailMan then wanted us to select the delivery basket to receive the mail that matched this filter's criteria. For this example, we wanted to send mail to a new mail basket called "Broadcast." After entering "**Broadcast**" at the "BASKET:" prompt, MailMan asked us to confirm that we wanted to create a new mail basket. We confirmed the new basket by entering "Yes" at the "Are you adding 'Broadcast' as a new BASKET (the 78TH for this MAILBOX)? No/" prompt.

MailMan then asked us if we wanted to make the filter active (turned on). Since we did want this filter to be active, we entered a "1" at the "STATUS:" prompt. Alternatively, we could have entered the word "**On**" (*not* case sensitive).

At this point MailMan started prompting us to enter the filtering criteria. The first filtering criterion is SUBJECT CONTAINS. We displayed the Help for this prompt by entering two question marks ("??") at the "SUBJECT CONTAINS:" prompt. For this example, we wanted to filter messages with the word "broadcast" in the subject so we entered "**broadcast**" at the "SUBJECT CONTAINS:" prompt. MailMan automatically converts the entry to all uppercase.

The next filtering criterion was the "FROM" field. For this example, we entered "**POSTMASTER.FORUM@FORUM.VA.GOV**" at the "FROM:" prompt.

We pressed the Enter/Return key at the "ADDRESSED TO:" prompt without entering any additional text.

The next selection was "VAPORIZE DAYS." You can set the message to vaporize (be deleted from your mailbox) this many days after it is delivered to you. This date will override any vaporize date set by the sender. You will be able to change or delete the vaporize date at the message action prompt whenever you read the message.

If this field is null, the filter will not set any vaporize date.

This will only apply to new messages and responses which are put into your mailbox (including moving from the WASTE basket) as a result of delivery or latering. It won't to apply messages which are already in your mailbox.

Next MailMan asked "DELIVER NEW?" If you don't answer, or delete the answer, the default is YES.

YES means that the message will be delivered as usual, and made new as usual.

NO means that the message will be delivered as usual, but it won't be made new, so you won't know it's arrived unless you check.

This will only apply to new messages which you have not seen before. It won't apply to responses or forwarded messages with responses. It won't apply when you filter messages which are already in your mailbox.

Last, MailMan prompted us to enter the next filter. Since we didn't want to create another filter, we pressed the Enter/Return key at the "Select FILTER:" prompt and MailMan returned us to the Personal Preferences menu.

How to Edit an Existing Mail Filter

To edit an existing mail filter, use the Message Filter Edit option available on the Personal Preferences menu, as shown below:

```

Select Personal Preferences Option: message Filter Edit
FILTER MESSAGES?: YES// <RET>
Select FILTER: Broadcast// <RET>
  FILTER: Broadcast// <RET>
  ORDER: 3// 999
  BASKET: Broadcast// <RET>
  STATUS: ON// <RET>
  SUBJECT CONTAINS: BROADCAST// <RET>
  FROM: POSTMASTER.FORUM@FORUM.VA.GOV Replace <RET>
  ADDRESSED TO: blue,THOMAS E.          TB          COMPUTER SPECIALIST
Select FILTER: <RET>

      User Options Edit
      Banner Edit
      Surrogate Edit
      Message Filter Edit
      Delivery Basket Edit
GML   Enroll in (or Disenroll from) a Mail Group
      Personal Mail Group Edit
      Forwarding Address Edit

Select Personal Preferences Option:

```

Figure 141: Editing an Existing Mail Filter

In this example (Figure 141), we wanted to modify the "Broadcast" filter we just created (Figure 140). In this case, we wanted to change the "Broadcast" filter's order and add to the filtering criteria (i.e., ADDRESSED TO).

The current filtering criteria for the "Broadcast" filter consisted of the following:

- **SUBJECT CONTAINS:** BROADCAST
- **FROM:** POSTMASTER.FORUM@FORUM.VA.GOV

After entering the Message Filter Edit option, we pressed the Enter/Return key accepting the default responses until we got to the ORDER prompt for the "Broadcast" filter. For this example, we wanted to change the filter's order from the third filter to be checked to the last filter that was checked by entering "999" (maximum order number) at the "ORDER: 3/" prompt.

We then continued to press the Enter/Return key until we reached the "ADDRESSED TO:" prompt that followed the previous filter criteria. For this example, in addition to the previous filtering criteria, we also wanted to filter messages that were addressed specifically to us and not a mail group. Thus, we entered the first portion of our last name (i.e., "blue") at the "ADDRESSED TO:" prompt.

Filtering Mail

Our new filtering criteria was as follows:

- **SUBJECT CONTAINS:** BROADCAST
- **FROM:** POSTMASTER.FORUM@FORUM.VA.GOV
- **ADDRESSED TO:** BLUE, THOMAS E.

Since the ADDRESSED TO field is the last of the filtering criteria for the "Broadcast" filter, MailMan prompted us to enter the next filter, if any. Because we didn't want to modify or create another filter, we pressed the Enter/Return key at the "Select FILTER:" prompt and MailMan returned us to the Personal Preferences menu.

How to Modify a Mail Filter and Filter Messages in a Basket

The following series of screen captures (Figure 142, Figure 143, and Figure 144) better illustrates how to review and modify a filter based on a message's characteristics and then filter messages in a basket so they are passed through the modified filter.

Based on the filter we created in Figure 140 and modified in Figure 141, we wanted MailMan to deliver all messages with the word "broadcast" in the subject to a new mail basket called "Broadcast" (e.g., Subject: 09/09/98 VACO BROADCAST, From: POSTMASTER.FORUM@FORUM.VA.GOV). However, we discovered that some messages did *not* seem to properly use that filter and were still being delivered to our "IN" basket, as shown below:

```
Select MailMan Menu Option: nml <RET> New Messages and Responses
Select New mail option: Read new mail by basket// ln <RET> List all new messages

*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*1. IN [1228357] 09 Sep 98 09/09/98 VACO BROADCAST      14 <POSTMASTER.FORUM@FORU
*2. IN [1228321] 08 Sep 98 Changes to routines         6 <POSTMASTER@NXT.KERNEL
*3. IN [1228261] 08 Sep 98 NEW DESKTOP SUPPORT EMPLO  7 GREY,EDWARD           3/4
Enter message number or command: 1

Subj: 09/09/98 VACO BROADCAST [#1228357] 9 Sep 1998 08      T 14 lines
From: <POSTMASTER.FORUM@FORUM.VA.GOV> In 'Broadcast' ba
Automatic Deletion Date: 16 Sep 98   Page 1 *New*
-----
Enter message action (in IN basket): IGNORE// q

Subj: 09/09/98 VACO BROADCAST [#1228357] 9 Sep 199
From: <POSTMASTER.FORUM@FORUM.VA.GOV> In 'IN' basket.
Automatic Deletion Date: 16 Sep 98

Local Message-ID: 1228357@ISC-SF.VA.GOV (2 Recipients) Closed.
'Information only' for all recipients. Automatic Deletion Date: 16 Sep 98

This message was addressed as follows:

* (Broadcast to all local users)
S.XMYB-BROADCAST-VA-WIDE

Enter message action (in Broadcast basket): IGNORE//
```

This message with "broadcast" in the subject and from the Postmaster was delivered to our "IN" basket.

The Query shows that the message was sent to all local users and *not* addressed specifically to us.

Figure 142: (1 of 3) Determining Why a Message Did Not Get Filtered

As you can see from this first example in our series (Figure 142), we first chose the New Messages and Responses option (NML) and listed the new messages in our "IN" basket by entering an "LN" at the "Select New mail option: Read new mail by basket/" prompt.

After MailMan displayed the list of new messages in our mailbox, we noticed that message number 1 in our "IN" basket has the word "BROADCAST" in its subject and is from the POSTMASTER.FORUM@FORUM.VA.GOV. Since the message was delivered to our "IN" basket and *not* the "Broadcast" basket we had intended, it must *not* have properly used our modified "Broadcast" filter.

We previously modified the Broadcast filter to deliver messages to our "Broadcast" basket with the following filtering criteria (Figure 141):

- **SUBJECT CONTAINS:** BROADCAST
- **FROM:** POSTMASTER.FORUM@FORUM.VA.GOV
- **ADDRESSED TO:** BLUE,THOMAS E.

The "ADDRESSED TO field had been changed from no entry (null) to BLUE,THOMAS E. Also, the filter's ORDER had been changed from 3 to 999. Since the change in the ADDRESSED TO field is one of the filtering criteria and the ORDER field is not, we decided to verify to whom the message was being delivered. Thus, we first entered "1" at the "Enter message number or command:" prompt in order to select the message.

Once the message was displayed, we entered a "Q" (Query) at the "Enter message action (in IN basket): IGNORE//" prompt. MailMan displayed the summary address information of the message. Thus, the message characteristics were as follows:

- **SUBJECT CONTAINS:** BROADCAST
- **FROM:** POSTMASTER.FORUM@FORUM.VA.GOV
- **ADDRESSED TO:** * (broadcast message to all local users)

We noticed that the message was *not* specifically addressed to BLUE,THOMAS E. but to *all* local users ("*"). Therefore, by modifying the filter to only look for messages addressed to BLUE,THOMAS E., the filter was *not* being used by MailMan to deliver the message to the "Broadcast" basket.



For more information on the Query action (Q), please refer to the "Query ('Q') Action" topic in Chapter 3 in this manual.

To modify a mail filter to properly filter our "Broadcast" messages, we, again, used the Message Filter Edit option available on the Personal Preferences menu, as shown below:

```

Select Personal Preferences Option: message Filter Edit
FILTER MESSAGES?: YES// <RET>
Select FILTER: Broadcast// <RET>
  FILTER: Broadcast// <RET>
  ORDER: 999// <RET>
  BASKET: Broadcast// <RET>
  STATUS: ON// <RET>
  SUBJECT CONTAINS: BROADCAST// <RET>
  FROM: POSTMASTER.FORUM@FORUM.VA.GOV <replace <RET>
  ADDRESSED TO: BLUE,THOMAS E.// @
  SURE YOU WANT TO DELETE? y <RET> (Yes)
Select FILTER: <RET>

  User Options Edit
  Banner Edit
  Surrogate Edit
  Message Filter Edit
  Delivery Basket Edit
  GML  Enroll in (or Disenroll from) a Mail Group
  Personal Mail Group Edit
  Forwarding Address Edit

Select Personal Preferences Option:

```

Figure 143: (2 of 3) Modifying a Filter So It Will Properly Deliver a Message

In this second example of our series (Figure 143), the current filtering criteria for the "Broadcast" filter consisted of the following:

- **SUBJECT CONTAINS:** BROADCAST
- **FROM:** POSTMASTER.FORUM@FORUM.VA.GOV
- **ADDRESSED TO:** BLUE,THOMAS E.

After entering the Message Filter Edit option, we pressed the Enter/Return key accepting the default responses for the "Broadcast" filter until we got to the "ADDRESSED TO:" prompt that followed the previous filter criteria.

For this example, we wanted to remove the ADDRESSED TO field from our filtering criteria for the "Broadcast" filter. Thus, we entered an at-sign ("@" Shift-2 key on most keyboards) at the "ADDRESSED TO: BLUE,THOMAS E.//" prompt. MailMan asked us to confirm that we wanted to delete the value in this field. We confirmed the delete by entering "Yes" at the "SURE YOU WANT TO DELETE?" prompt.

Thus, our new filtering criteria is as follows:

- **SUBJECT CONTAINS:** BROADCAST
- **FROM:** POSTMASTER.FORUM@FORUM.VA.GOV

MailMan then prompted us to enter the next filter. Because we didn't want to modify or create another filter, we pressed the Enter/Return key at the "Select FILTER:" prompt and MailMan returned us to the Personal Preferences menu.

Now that we have modified our "Broadcast" filter, we want to pass the messages in our "IN" basket back through our updated filters. Thus, our "Broadcast" messages will be automatically moved to the "Broadcast" mail basket, as shown below:

```
Select MailMan Menu Option: nml <RET> New Messages and Responses
Select New mail option: Read new mail by basket// ln <RET> List all new messages

*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*1. IN [1228357] 09 Sep 98 09/09/98 VACO BROADCAST 14 <POSTMASTER.FORUM@FORU
*2. IN [1228321] 08 Sep 98 Changes to routines 6 <POSTMASTER@NXT.KERNEL
*3. IN [1228261] 08 Sep 98 NEW DESK
Enter message number or command: fi
Filter which messages: (1-3): 1-3
3 messages filtered.
Press RETURN to continue:

*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*1. Br [1228357] 09 Sep 98 09/09/98 VACO BROADCAST 14 <POSTMASTER.FORUM@FORU
*2. IN [1228321] 08 Sep 98 Changes to routines 6 <POSTMASTER@NXT.KERNEL
*3. IN [1228261] 08 Sep 98 NEW DESKTOP SUPPORT EMPLOY 7 GREY,EDWARD 3/4
Enter message number or command:
```

After filtering the messages in our "IN" basket, message #1 is now in the "Broadcast" basket (abbreviated as Br).

Figure 144: (3 of 3) Using the Basket Filtering Tool to Properly Filter Messages

As you can see from this third and final example in our series (Figure 144), we, again, chose the New Messages and Responses option (NML) and listed the new messages in our mailbox by entering an "LN" at the "Select New mail option: Read new mail by basket/" prompt.

MailMan displayed the list of our new messages. You'll notice that message number 1 is currently located in our "IN" basket. Since we wanted to filter these messages, we entered "FI" (Filter) at the "Enter message number or command:" prompt.

MailMan asked us which messages we wanted to pass through our filters. In this case, we chose to pass all the *new* messages in our mailbox through our filters. Thus, we entered "1-3" at the "Filter which messages: (1-3):" prompt.

When finished, MailMan informed us that the messages had been filtered. Pressing the Enter/Return key told MailMan to redisplay the list of new messages in our mailbox after they had been passed through our filters.

We previously modified the "Broadcast" filter to deliver messages to our "Broadcast" basket with the following filtering criteria (Figure 143):

- **SUBJECT CONTAINS:** BROADCAST
- **FROM:** POSTMASTER.FORUM@FORUM.VA.GOV

Prior to the filtering, the first message in the list (#1) had the following characteristics:

- **Mail Basket:** "IN"
- **Subject:** "09 Sep 98 09/09/98 VACO BROADCAST"
- **From:** "POSTMASTER.FORUM@FORUM.VA.GOV"

After the filtering, the first message in the list (#1) now had the following characteristics:

- **Mail Basket:** "Br" (abbreviation for "Broadcast" due to space limitations)
- **Subject:** "09 Sep 98 09/09/98 VACO BROADCAST"
- **From:** "POSTMASTER.FORUM@FORUM.VA.GOV"

Thus, by adjusting the "Broadcast" filter and running the messages back through the filters, MailMan properly delivered (moved) the messages from our "IN" basket to our "Broadcast" basket.



For more information on filtering messages as a basket action, please refer to the "Filter Messages ('FI') Action" topic in Chapter 2 in this manual.

How to Delete a Mail Filter

To delete a mail filter, use the Message Filter Edit option available on the Personal Preferences menu and use the at-sign ("@" Shift-2 key on most keyboards), as shown below:

```
Select Personal Preferences Option: message Filter Edit
FILTER MESSAGES?: YES// <RET>
Select FILTER: Broadcast// @
    SURE YOU WANT TO DELETE THE ENTIRE 'Broadcast' FILTER? y <RET> (Yes)
Select FILTER: Trans Assistant// ^
```

Here we've deleted the "Broadcast" filter by entering an at-sign ("@" Shift-2 key on most keyboards) and confirmed the delete.

Figure 145: Deleting a Mail Filter

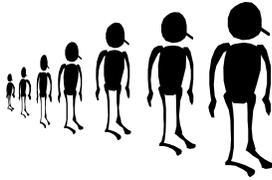
After entering the Message Filter Edit option, we pressed the Enter/Return key until we got to the "Select FILTER:" prompt. MailMan displayed the last filter we edited as the default filter (i.e., "Broadcast").

For this example, we wanted to delete the "Broadcast" filter. Thus, we entered an at-sign ("@" Shift-2 key on most keyboards) at the "Select FILTER: Broadcast/" prompt. MailMan asked us to confirm that we wanted to delete the entire "Broadcast" filter. We confirmed the delete by entering "Yes" at the "SURE YOU WANT TO DELETE THE ENTIRE 'Broadcast' FILTER?" prompt.

MailMan then prompted us to choose another filter. However, in this case, the default filter changed to the last filter we edited *prior* to the "Broadcast" filter (i.e., "Trans Assistant"). Because we didn't want to modify, create, or delete another filter, we entered the up-arrow ("^" Shift-6 key on most keyboards) at the "Select FILTER: Trans Assistant/" prompt.



Here's a tip—You don't necessarily have to delete a filter, you can simply turn it off (i.e., STATUS = Off). Thus, if you want to use the filter again, you won't have to recreate it; you just have to turn it back on.



7. Mail Groups

Topics To Be Discussed:	<ul style="list-style-type: none">• Mail Group Options• How to Enroll in Mail Groups• How to Disenroll From Mail Groups• Personal Mail Groups
--------------------------------	--

Mail groups consist of MailMan users (members) with similar interests in a particular topic. Mail groups provide a forum for group discussion where members can share ideas and concepts related to the group.

As a member of a mail group, you, along with other members, receive messages directed to that mail group. One can address a message to a group of recipients without having to specify them individually by name. Thus, whenever mail is repeatedly sent to the same list of recipients, users can save time by putting them in mail groups.

Members can be added or removed at any time. They can be local and remote users (including fax recipients), other mail groups, or distribution lists (nationwide mail groups).



Users must have an Access Code and a mailbox in order to be added to a mail group.

Mail groups can also be restricted to a limited set of Authorized Senders. Thus, only certain users are allowed to send mail to the mail group. If unspecified, then it is assumed that anyone can send mail to this group, if public, or only members can send to it, if private (i.e., personal mail group). If a user attempts to send mail to a group that has one or more Authorized Senders, and they are not one of them, they are shown a list of Authorized Senders. They can send the message to one of these users who can forward it to the group, if desired.



Remote users cannot send mail to any local group that has Authorized Senders. Any messages sent by a remote user to a group with Authorized Senders will be rejected.

The features and functionality associated with managing mail groups are described in greater detail in this chapter.

Mail Groups

Mail Group Options

The MailMan interface provides three options to manage mail groups:

- **Help (User/Group Info., etc.)**—Use this option to get information on mail groups.



For more information on this option, please refer to the "How to Obtain Mail Group Information" topic in Chapter 11 in this manual.

- **Enroll in (or Disenroll from) a Mail Group [synonym GML]**—Use this option to enroll in or disenroll from mail groups.
- **Personal Mail Group Edit**—Use this option to create your own personal mail groups.

The MailMan mail group options are available on the main MailMan Menu and the Personal Preferences menu, as shown below:

```

NML   New Messages and Responses
RML   Read/Manage Messages
SML   Send a Message
      Query/Search for Messages
AML   Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      ➤ Help (User/Group Info., etc.) ...

Select MailMan Menu Option: personal Preferences

      User Options Edit
      Banner Edit
      Surrogate Edit
      Message Filter Edit
      Delivery Basket Edit
      ➤ GML   Enroll in (or Disenroll from) a Mail Group
      ➤ Personal Mail Group Edit
      Forwarding Address Edit

Select Personal Preferences Option:

```

Figure 146: MailMan Mail Group Options

MailMan gives you the opportunity to enroll in established mail groups using the Enroll in (or Disenroll from) a Mail Group option [synonym GML]. You can also remove yourself (disenroll) from mail groups using the same option.

The operation of this option depends on your current membership status and the enrollment capability of the mail group:

- **Enrolling**—If you are *not* a member of a particular mail group and the mail group allows self-enrollment, MailMan will *enroll* you as a member in that mail group when you use the Enroll in (or Disenroll from) a Mail Group option [synonym GML].
- **Disenrolling**—If you already are a member of a particular mail group and the mail group allows self-enrollment, MailMan will confirm your membership and ask you if you want to disenroll yourself from the mail group when you use the Enroll in (or Disenroll from) a Mail Group option [synonym GML].

MailMan lets you enroll in or disenroll from a mail group when the group allows self-enrollment. However, if a mail group does *not* allow self-enrollment (i.e., MailMan indicates that "...Self Enrollment Not Allowed." after a mail group name, Figure 147), you must contact the Mail Group Coordinator or Organizer for that particular mail group and ask either to be enrolled in or disenrolled from the mail group.



For more information on the Mail Group Coordinator, Organizer, and general mail group information, please refer to the "How to Obtain Mail Group Information" topic in Chapter 11 in this manual.

Also, you can create new personal (private) mail groups for yourself using the Personal Mail Group Edit option on the Personal Preferences menu.

The following figure shows a sample list of mail groups:

```

Select Personal Preferences Option: gml <RET> Enroll in
Mail Group
Select MAIL GROUP NAME: ?
  Answer with MAIL GROUP NAME
  Do you want the entire MAIL GROUP List? y <RET> (Yes)
Choose from:
  AMIE
  AMIE-TEST
  AR 4.0 SITES
  AR 4.5 SITES
  BAYMUG
  BIRD
  BOISE
  .
  .
  .
  DOCUMENTERS
  Member
  ...Self Enrollment Not Allowed.
  Member ...Self Enrollment Not Allowed.
  .
  .
  .
  
```

Figure 147: Sample Mail Groups (abbreviated)

You'll notice in this example (Figure 147) that MailMan gave us the opportunity to enter a specific mail group or choose from a list when we entered a question mark ("?",) at the "Select MAIL GROUP NAME:" prompt.

For this example, we chose to display the list (abbreviated) in order to see which groups allow self-enrollment by entering "Yes" at the "Do you want the entire MAIL GROUP List?" prompt. If you entered two question marks ("??") at the "Select MAIL GROUP NAME:" prompt, MailMan would automatically display the mail group list.

MailMan will indicate when you are already a member of a group in the list. We can see from this example that we are a member of the DOCUMENTERS mail group.



The current functionality of the Enroll in (or Disenroll from) a Mail Group [GML] and the Personal Mail Group Edit options are described in greater detail in this chapter.

How to Enroll in Mail Groups

You can use the Enroll in (or Disenroll from) a Mail Group option [synonym GML] on the Personal Preferences menu to enroll yourself in a mail group that allows self-enrollment, as shown below:

```

Select MailMan Menu Option: personal Preferences

    User Options Edit
    Banner Edit
    Surrogate Edit
    Message Filter Edit
    Delivery Basket Edit
GML  Enroll in (or Disenroll from) a Mail Group
    Personal Mail Group Edit
    Forwarding Address Edit

Select Personal Preferences Option: gml <RET> Enroll in (or Disenroll from) a
Mail Group
Select MAIL GROUP NAME: ?
Answer with MAIL GROUP NAME
Do you want the entire MAIL GROUP List? n <RET> (No)
Select MAIL GROUP NAME: BIRD
You are now a member.

```

**MailMan
confirmed our
membership.**

```

    User Options Edit
    Banner Edit
    Surrogate Edit
    Message Filter Edit
    Delivery Basket Edit
GML  Enroll in (or Disenroll from) a Mail Group
    Personal Mail Group Edit
    Forwarding Address Edit

Select Personal Preferences Option:

```

Figure 148: Enrolling in a Mail Group

In the previous example (Figure 148), after choosing the Enroll in (or Disenroll from) a Mail Group option (**GML**), MailMan prompted us to enter the name of the mail group name we wanted to join. We entered a question mark ("?") at the "Select MAIL GROUP NAME:" prompt to display the Help for this entry.

MailMan gives you the opportunity to list all mail groups (Figure 147). In this case, we knew the mail group we wanted to join (i.e., "BIRD"). It allows self-enrollment. Thus, we entered "No" at the "Do you want the entire MAIL GROUP List?" prompt and entered "**BIRD**" at the "Select MAIL GROUP NAME:" prompt.

MailMan accepted our entry and immediately informed us that we were now a member of that mail group. (It's that easy to become a member when a mail group allows self-enrollment!)

MailMan then redisplayed the Personal Preferences menu and placed us back at the "Select Personal Preferences Option:" prompt where we could take another action.

Mail Groups

If self-enrollment is *not* allowed and you try to enroll yourself as a member, MailMan will display the following:

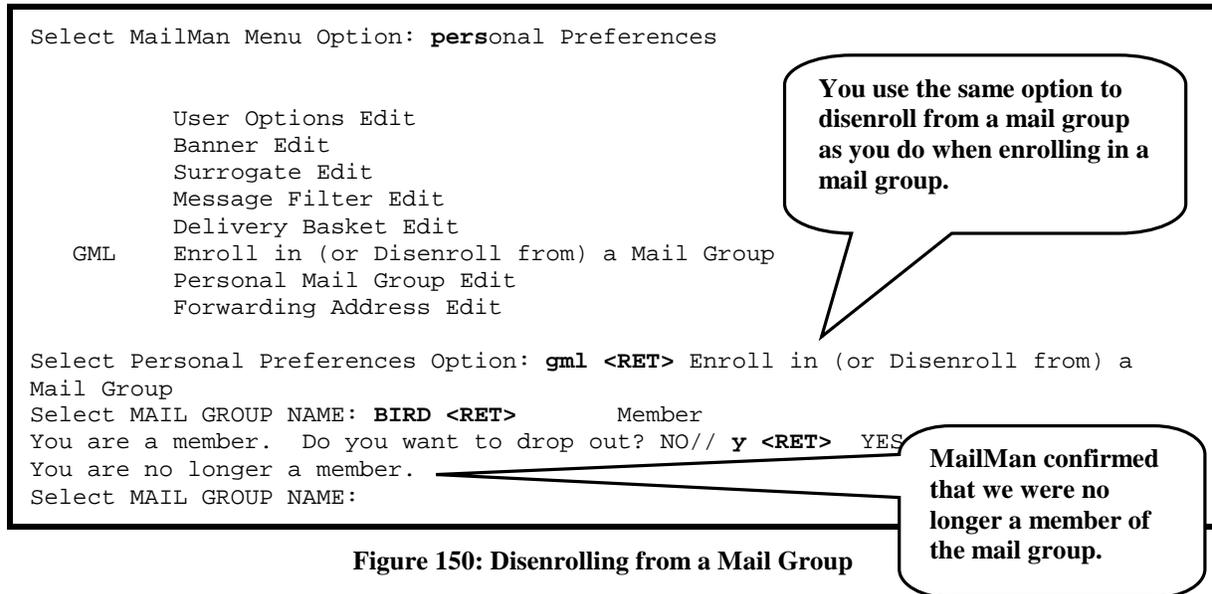
```
Select MAIL GROUP NAME: THREE                ...Self Enrollment Not Allowed.  
Self enrollment is not allowed for this mail group.  
Select MAIL GROUP NAME:
```

Figure 149: Trying to Enroll in a Mail Group When Self-enrollment is *Not* Allowed

To enroll in this mail group, we would have to contact the mail group Coordinator or Organizer.

How to Disenroll From Mail Groups

You can use the Enroll in (or Disenroll from) a Mail Group option [synonym GML] on the Personal Preferences menu to disenroll yourself from a mail group that allows self-enrollment, as shown below:



In the previous example (Figure 150), after choosing the Enroll in (or Disenroll from) a Mail Group option (**GML**), MailMan prompted us to enter the name of the mail group name. Since we wanted to disenroll from the "BIRD" mail group we previously joined (Figure 148), we entered "**BIRD**" at the "Select MAIL GROUP NAME:" prompt.

MailMan confirmed that we were a member of that mail group and asked us if we wanted to "drop out." In this case, we did, so we entered "**Yes**" at the "Do you want to drop out? NO/" prompt. MailMan accepted our entry and immediately informed us that we were no longer a member of that mail group.

MailMan then placed us back at the "Select MAIL GROUP NAME:" prompt where we could take another mail group action.

Mail Groups

If self-enrollment is *not* allowed and you try to disenroll yourself from a mail group, MailMan will display the following:

```
Select Personal Preferences Option: gml <RET> Enroll in (or Disenroll from) a
Mail Group
Select MAIL GROUP NAME: ISC - SAN FRANCISCO BASED      Member...Self Enrollment Not
Allowed.
Self enrollment is not allowed for this mail group.
Select MAIL GROUP NAME:
```

Figure 151: Trying to Disenroll From a Mail Group When Self-enrollment is Not Allowed

To disenroll from this mail group, we would have to contact the mail group Coordinator or Organizer.

Personal Mail Groups

Personal mail groups are *private* mail groups you create and maintain for your *own* use. Only the creator of the mail group (i.e., Organizer) can address and send mail to this group. Other members cannot use this group. However, *both* the creator (i.e., Organizer) and members of the personal mail group can:

- **Display Information**—Use the Group Information option on the Help (User/Group Info., etc.) menu to display information on that group.
- **List the Group**—See the group listed in the MAIL GROUP List when you enter two question marks (i.e., "??"—online help) at the "Select MAIL GROUP NAME:" prompt (Figure 147).

To create a new or edit an existing personal mail group, use the Personal Mail Group Edit option on the Personal Preferences menu. You can add or delete members at any time. You can also use this option to delete the entire personal mail group. Even though you are the Organizer of the group, you are *not* automatically made a member. Thus, you should also make yourself a member of the personal mail group.



Here's a tip—Create a personal mail group for an assigned project. Include only the members of that project team in the mail group. Thus, when you need to discuss the project, update the status, perform administrative tasks, etc., you only have to address and send mail to the group and not to each individual member. This can save you time when using MailMan.

Mail Groups

HOW TO CREATE A NEW PERSONAL MAIL GROUP

You can use the Personal Mail Group Edit option on the Personal Preferences menu to create a new personal mail group, as shown below:

```

Select MailMan Menu Option: personal Preferences

    User Options Edit
    Banner Edit
    Surrogate Edit
    Message Filter Edit
    Delivery Basket Edit
GML  Enroll in (or Disenroll from) a Mail Group
    Personal Mail Group Edit
    Forwarding Address Edit

Select Personal Preferences Option: Personal Mail Group Edit
Select MAIL GROUP NAME: INFRASTRUCTURE
Are you adding 'INFRASTRUCTURE' as a new MAIL GROUP? No// y <RET> (Yes)
MAIL GROUP NAME: INFRASTRUCTURE// <RET>
Select MEMBER: ?
Answer with MEMBER
    You may enter a new MEMBER, if you wish
    Enter a local user who should receive mail addressed to this group.
    Answer with NEW PERSON NAME, or INITIAL, or SSN, or VERIFY CODE, or
    NICK NAME, or KEY DELEGATION LEVEL, or DEA#, or VA#, or
    SOCIAL WORKER ?, or POSITION/TITLE, or ALIAS
Do you want the entire 1554-Entry NEW PERSON List? n <RET> (No)
Select MEMBER: blue,THOMAS E.          TB          COMPUTER SPECIALIST
Are you adding 'BLUE,THOMAS E.' as a new MEMBER (the 1ST for this MAIL GROUP)?
No// y <RET> (Yes)
Select MEMBER: fuchsia,GARY M.          GB          PROGRAMMER
Are you adding 'FUCHSIA,GARY M.' as a new MEMBER (the 2ND for this MAIL GROUP)?
No// y <RET> (Yes)
Select MEMBER: magenta,MICHAL          MM          10BA6/ISC          Q... Continuum
Are you adding 'MAGENTA,MICHAL' as a new MEMBER (the 3RD for this MAIL GROUP)?
No// y <RET> (Yes)
Select MEMBER: <RET>
Select REMOTE MEMBER: ?
Answer with MEMBERS - REMOTE REMOTE MEMBER
    You may enter a new MEMBERS - REMOTE, if you wish
    Enter a remote address (name@domain) or local device (D.device) or
    local server (S.server).
Select REMOTE MEMBER: <RET>
Select MAIL GROUP NAME:

```

Here we're entering our new personal mail group.

Here we're entering our group members.

We only added local members, no remote members.

Figure 152: Creating a New Personal Mail Group

In the previous example (Figure 152), after choosing the Personal Mail Group option, MailMan prompted us to enter the name of the personal mail group. Since we wanted to create a new personal mail group called "INFRASTRUCTURE," we entered "INFRASTRUCTURE" at the "Select MAIL GROUP NAME:" prompt.

MailMan recognized that this was a new personal mail group and asked us to confirm its creation. We confirmed our entry by entering "Yes" at the "Are you adding 'INFRASTRUCTURE' as a new MAIL GROUP? No/" prompt.

MailMan then asked us to enter the members of the group. We entered a question mark ("?") after the first "Select MEMBER:" prompt in order to display the online Help for entering local users.

For this example, we wanted to include three local members in our personal mail group:

- **BLUE,THOMAS E.**
- **FUCHSIA,GARY M.**
- **MAGENTA,MICHAL**

As with entering any local MailMan user name, we only had to enter the first portion of each person's last name (*not* case sensitive) at the "Select MEMBER:" prompt.



For more information on entering names, please refer to the "Address Functionality" topic in Chapter 4 in this manual.

MailMan asked us to confirm each name by entering "Yes" at the "Are you adding 'name' as a new MEMBER (the nth for this MAIL GROUP)? No/" prompt (where name is the member name and nth is the number of the member in the group [1st, 2nd, 3rd, 4th, etc.]). MailMan knew we were finished with adding local members to our group when we pressed the Enter/Return key at the "Select MEMBER:" prompt without entering another name.

MailMan then prompted us to enter any remote users as members. Again, we entered a question mark ("?") at the "Select REMOTE MEMBER:" prompt in order to display the online Help for entering remote users. Since we didn't want to enter any remote users, we pressed the Enter/Return key at the "Select REMOTE MEMBER:" prompt without entering a name.

At this point we had completed adding members to our personal mail group.

MailMan then placed us back at the "Select MAIL GROUP NAME:" prompt where we could take another personal mail group action.

We then used the Group Information option on the Help (User/Group Info., etc.) menu to display information on our newly created "INFRASTRUCTURE" personal mail group, as shown below:

```
Select MailMan Menu Option: help (User/Group Info., etc.)

    User Information
    Group Information
    Remote User Information
    New Features in MailMan
    General MailMan Information
    Questions and Answers on MailMan
    Manual for MailMan Users

Select Help (User/Group Info., etc.) Option: group Information

Select MAIL GROUP NAME: INFRASTRUCTURE

NAME: INFRASTRUCTURE          TYPE: private
ALLOW SELF ENROLLMENT?: NO   RESTRICTIONS: ORGANIZER ONLY

ORGANIZER: BLUE,THOMAS E.

Member                               Last Used MailMan
BLUE,THOMAS E. - COMPUTER SPECIALIST (San Fr 15 Sep 98 08:39
FUCHSIA,GARY M. - PROGRAMMER      (San Francis 15 Sep 98 07:59
MAGENTA,MICHAL - Q... Continuum    15 Sep 98 07:40

Select MAIL GROUP NAME:
```

Personal mail groups are "private."

Since we created the personal mail group, we are the Organizer.

Here's a list of our personal mail group members.

Figure 153: INFRASTRUCTURE Personal Mail Group Information



For more information on the Group Information option, please refer to the "How to Obtain Mail Group Information" topic in Chapter 11 in this manual.

MailMan will *not* allow you to create a personal mail group if a public mail group with that same name already exists, as shown below:

```
Select Personal Preferences Option: personal Mail Group Edit
Select MAIL GROUP NAME: MAILMAN DEVELOPERS
Are you adding 'MAILMAN DEVELOPERS' as a new MAIL GROUP? No// y <RET> (Yes)
Can't add it because public group 'MAILMAN DEVELOPERS' already exists. ??
Select MAIL GROUP NAME:
```

Figure 154: Trying to Create a Personal Mail Group When a Public Mail Group Already Exists

Mail Groups

HOW TO EDIT AN EXISTING PERSONAL MAIL GROUP

You can use the Personal Mail Group Edit option on the Personal Preferences menu to edit an existing personal mail group, as shown below:

```

Select Personal Preferences Option: personal Mail Group Edit
Select MAIL GROUP NAME: ??

Choose from:
  INFRASTRUCTURE
  MailMan
  Test Group 2

  The name of a mail group, i.e. a list of recipients who can
  all be addressed at once by reference to this name.
Select MAIL GROUP NAME: INFRASTRUCTURE
MAIL GROUP NAME: INFRASTRUCTURE// <RET>
Select MEMBER: MAGENTA,MICHAL// ?
  Answer with MEMBER
Choose from:
  FUCHSIA,GARY M.
  MAGENTA,MICHAL
  BLUE,THOMAS E.

  You may enter a new MEMBER, if you wish
  Enter a local user who should receive mail addressed to this group.
  Answer with NEW PERSON NAME, or INITIAL, or SSN, or VERIFY CODE, or
  NICK NAME, or KEY DELEGATION LEVEL, or DEA#, or VA#, or
  SOCIAL WORKER ?, or POSITION/TITLE, or ALIAS
Do you want the entire 1554-Entry NEW PERSON List? n <RET> (No)
Select MEMBER: MAGENTA,MICHAL// @
  SURE YOU WANT TO DELETE? y <RET> (Yes)
Select MEMBER: FUCHSIA,GARY M.// purPLE,JEAN          JP          ISC          PROJECT
MANAGER
  Are you adding 'PURPLE,JEAN' as a new MEMBER (the 3RD for this MAIL GROUP)?
No// y <RET> (Yes)
Select MEMBER: <RET>
Select REMOTE MEMBER: <RET>
Select MAIL GROUP NAME:

```

Here is a list of our current personal mail groups.

Here is a list of our current members in our "Infrastructure" personal mail group.

Here we've deleted a member.

Here we've added a member.

Figure 155: Editing an Existing Personal Mail Group

In the previous example (Figure 155), after choosing the Personal Mail Group option, MailMan prompted us to enter the name of the personal mail group. In this case, we wanted to edit an existing personal mail group.

We first chose to get a list of all of our personal mail groups by entering two question marks ("??") at the "Select MAIL GROUP NAME:" prompt. From the list of mail groups, we chose to edit the "INFRASTRUCTURE" personal mail group by entering the first portion of the "INFRASTRUCTURE" group name at the "Select MAIL GROUP NAME:" prompt.



For more information on entering names, please refer to the "Address Functionality" topic in Chapter 4 in this manual.

We then confirmed the mail group by pressing the Enter/Return key at the "MAIL GROUP NAME: INFRASTRUCTURE//" prompt.

MailMan then asked us to edit the members of the group. We entered a question mark ("?") at the "Select MEMBER: MAGENTA,MICHAL//" prompt in order to display the current list of members in the mail group and display the online help for this prompt.

Currently, we had three local members in our personal mail group:

- **BLUE,THOMAS E.**
- **FUCHSIA,GARY M.**
- **MAGENTA,MICHAL**

For this example, we wanted to remove MAGENTA,MICHAL from the group and add PURPLE,JEAN as a new member.

We first deleted MAGENTA,MICHAL by entering an at-sign ("@" Shift-2 key on most keyboards) at the "Select MEMBER: MAGENTA,MICHAL//" prompt. We confirmed the deletion by entering "Yes" at the "SURE YOU WANT TO DELETE?" prompt.

MailMan then prompted us to edit the next member. In this case, we wanted to add a new local member so we entered the first portion of the person's last name (i.e., "**PURPLE**") at the "Select MEMBER: FUCHSIA,GARY M.//" prompt.

MailMan asked us to confirm her name by entering "Yes" at the "Are you adding 'PURPLE,JEAN' as a new MEMBER (the 3RD for this MAIL GROUP)? No//" prompt.

MailMan knew we were finished with adding local members to our group when we pressed the Enter/Return key at the "Select MEMBER:" prompt without entering another name.

MailMan then prompted us to enter any remote users as members. Since we didn't want to enter any remote users, we pressed the Enter/Return key at the "Select REMOTE MEMBER:" prompt without entering a name.

At this point we had completed modifying our personal mail group members.

Our personal mail group now had the following three local members:

- **BLUE,THOMAS E.**
- **FUCHSIA,GARY M.**
- **PURPLE,JEAN**

MailMan then placed us back at the "Select MAIL GROUP NAME:" prompt where we could take another personal mail group action.

We then used the Group Information option on the Help (User/Group Info., etc.) menu to display information on our modified "INFRASTRUCTURE" personal mail group, as shown below:

```
Select MailMan Menu Option: help (User/Group Info., etc.)

    User Information
    Group Information
    Remote User Information
    New Features in MailMan
    General MailMan Information
    Questions and Answers on MailMan
    Manual for MailMan Users

Select Help (User/Group Info., etc.) Option: group Information

Select MAIL GROUP NAME: INFRASTRUCTURE

NAME: INFRASTRUCTURE                TYPE: private
ALLOW SELF ENROLLMENT?: NO         RESTRICTIONS: ORGANIZER ONLY

ORGANIZER: BLUE,THOMAS E.

Member                                Last Used MailMan
BLUE,THOMAS E. - COMPUTER SPECIALIST (San Fr 15 Sep 98 09:29
FUCHSIA,GARY M. - PROGRAMMER      (San Francis 15 Sep 98 07:59
PURPLE,JEAN - PROJECT MANAGER (CIO Field O 14 Sep 98 14:47

Select MAIL GROUP NAME:
```

**Personal mail
group members
(modified).**

Figure 156: Modified INFRASTRUCTURE Personal Mail Group Information

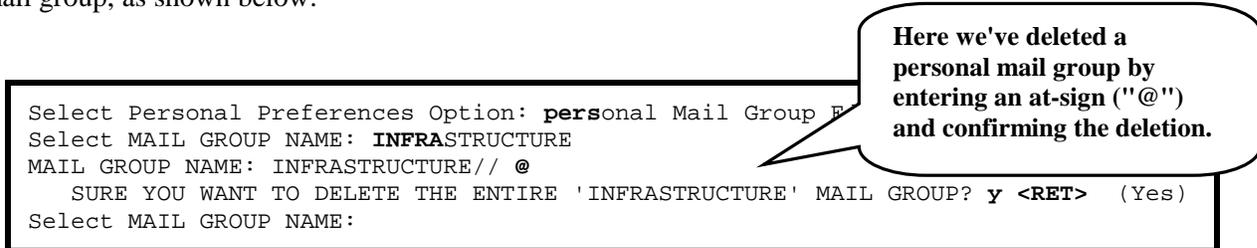


For more information on the Group Information option, please refer to the "How to Obtain Mail Group Information" topic in Chapter 11 in this manual.

Mail Groups

HOW TO DELETE A PERSONAL MAIL GROUP

You can use the Personal Mail Group Edit option on the Personal Preferences menu to delete a personal mail group, as shown below:



```
Select Personal Preferences Option: personal Mail Group Edit
Select MAIL GROUP NAME: INFRASTRUCTURE
MAIL GROUP NAME: INFRASTRUCTURE// @
    SURE YOU WANT TO DELETE THE ENTIRE 'INFRASTRUCTURE' MAIL GROUP? y <RET> (Yes)
Select MAIL GROUP NAME:
```

Figure 157: Deleting a Personal Mail Group

In this example (Figure 157), after choosing the Personal Mail Group option, MailMan prompted us to enter the name of the personal mail group. Since we wanted to delete the personal mail group called "INFRASTRUCTURE," we entered the first portion of the "INFRASTRUCTURE" group name at the "Select MAIL GROUP NAME:" prompt.

To delete the mail group we entered an at-sign ("@" Shift-2 key on most keyboards) at the "MAIL GROUP NAME: INFRASTRUCTURE//" prompt. We confirmed the deletion by entering "Yes" at the "SURE YOU WANT TO DELETE THE ENTIRE 'INFRASTRUCTURE' MAIL GROUP?" prompt. Thus, we had successfully deleted the "INFRASTRUCTURE" personal mail group.

MailMan then placed us back at the "Select MAIL GROUP NAME:" prompt where we could take another personal mail group action.

Mail Groups



8. Surrogates

Topics To Be Discussed:	<ul style="list-style-type: none">• Surrogate Options• How to Become a Surrogate• How to Designate a Surrogate• How to Remove a Surrogate
--------------------------------	--

A surrogate is someone who substitutes for someone else. MailMan gives all users the opportunity to choose someone to act as their surrogate. It also allows all users to become a surrogate.

There are several occasions when you may wish to designate someone as your surrogate. For example, if you are going on vacation, you may ask someone to be a surrogate for you while you are out of the office. Specifically, a manager or project team member may ask their administrative assistant or co-worker to read their mail while they are out of the office so that critical or important messages can be read and responded to without delay.

Also, you may wish to become (act as) a surrogate in two different ways:

1. **Other Surrogate**—Act as a surrogate for another user (i.e., Other) who has designated you as their surrogate and given you privileges to: read, reply to, and/or send messages.
2. **SHARED,MAIL Surrogate**—Act as a "special user" surrogate (i.e., SHARED,MAIL) where you can read and reply to messages of general interest, however, you *cannot* send new mail.

For example, you may choose to become a surrogate, if you have been asked by someone else to act as their surrogate while they are out of the office. As their surrogate, you can check their mail. Also, you can become a surrogate of SHARED, MAIL in order to read about general information or special announcements available to all MailMan users.

Surrogates may be allowed the following privileges:

- **Read**—Users who give a surrogate this privilege allow the surrogate to:
 - Delete messages in any mail basket.
 - Forward messages in any mail basket to other recipients.
 - Later messages in any mail basket.
 - New/Un New messages in any mail basket.
 - Read messages in any mail basket.
 - Reply to messages in any mail basket.
 - Save messages to any mail basket.
- **Read & Write**—Users who give a surrogate this privilege, in addition to all the privileges of Read access (shown above), allow the surrogate to:
 - Answer messages.
 - Copy messages.
 - Edit messages.
 - Send messages.
 - Write messages.

The features and functionality associated with surrogates are described in greater detail in this chapter.

Surrogate Options

The MailMan interface provides two options with regards to surrogates:

- **Become a Surrogate (SHARED,MAIL or Other) [synonym AML]**—Use this option to act as a surrogate for SHARED,MAIL or another MailMan user. Effective with MailMan V. 7.1 with Patch 50, the Assume the Identity of SHARED,MAIL (i.e., XMSHARE) and the Assume another identity as a surrogate (i.e., XMASSUME) options were combined into the Become a Surrogate (SHARED,MAIL or Other) option.



The XMSHARE Option still exists, however, it is not attached to any menu. Thus, IRM can still place that option on the XUCOMMAND menu so users don't have to go into MailMan to go into SHARED,MAIL.

- **Surrogate Edit**—Use this option to select another user to act as your surrogate.

The MailMan surrogate options are available on the main MailMan Menu and the Personal Preferences menu, as shown below:

```

NML   New Messages and Responses
RML   Read/Manage Messages
SML   Send a Message
      Query/Search for Messages
▶ AML  Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option: personal Preferences

      User Options Edit
      Banner Edit
      ▶ Surrogate Edit
      Message Filter Edit
      Delivery Basket Edit
GML   Enroll in (or Disenroll from) a Mail Group
      Personal Mail Group Edit
      Forwarding Address Edit

Select Personal Preferences Option:

```

Figure 158: MailMan Surrogate Options

How to Become a Surrogate

All users of MailMan are given the option to act as a Surrogate for SHARED,MAIL. SHARED,MAIL allows you to read and reply to messages of general interest, however, you *cannot* send new mail. If you have been designated as a surrogate to another MailMan user, you are given the opportunity to choose either from SHARED,MAIL or the user who specified you as a surrogate (i.e., Other). When you act as a surrogate for another user, depending on your privileges, you may read, reply to, and/or send messages.



To designate your own surrogate to receive and/or send your e-mail, use the Surrogate Edit option on the Personal Preferences menu. For more information on this, please refer to the "How to Designate a Surrogate" topic that follows in this chapter.

When acting as a surrogate for another user on MailMan, you will be using your own MailMan message center profile when reading and sending mail and *not* the other user's profile. For example, if you have set your message reader to use the Detailed Full Screen message reader and the user who designated you as the surrogate uses the Classic message reader, you will still view that user's messages in the Detailed full screen and *not* in the Classic message reader.

To become a surrogate, choose the Become a Surrogate (SHARED,MAIL or Other) option [synonym AML] on the MailMan menu, as shown below:

```

VA MailMan 7.1 service for BLUE.THOMAS_E+@ISC-SF.VA.GOV
You last used MailMan: 13 Jul 98 09:51
Your current banner: Thom Blue, Technical Writer, CIO Field Office San Francisco
You have 2 new messages.

NML   New Messages and Responses
RML   Read/Manage Messages
SML   Send a Message
      Query/Search for Messages
AML   Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option: AML <RET>  Become a Surrogate (SHARED,MAIL or Other)

```

Figure 159: How to Become a Surrogate

SHARED,MAIL SURROGATES

After you choose the Become a Surrogate (SHARED,MAIL or Other) option [synonym AML] (Figure 159) and if another MailMan user has not designated you as a surrogate, you are automatically made a surrogate of SHARED,MAIL. If other MailMan users have designated you as a surrogate, MailMan displays the list of surrogates from which you can choose (including SHARED,MAIL) and sets SHARED,MAIL as the default response.

As a surrogate to SHARED,MAIL, the user is only allowed Read access privileges. Therefore, the surrogate is able to read any message in any SHARED,MAIL basket, and they can respond to any message:

```

VA MailMan 7.1 service for SHARED.MAIL@ISC-SF.VA.GOV
(Surrogate: BLUE,THOMAS E.)
SHARED,MAIL has 130 new messages.
Select message reader: Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// ?
Answer with BASKET
Do you want the entire 15-Entry BASKET List? y <RET> (Yes)
Choose from:
  AI LITERATURE (1 message)
  DECSERVERS (1 message)
  DIRECTIVES (1 message)
  IN (3 messages, 2 new)
  INTERNET (3 messages)
  ITARG MINUTES (0 messages)
  JOBS (208 messages, 128 new)
  MODEMS (2 messages)
  MUMPS-L (0 messages)
  NBS PUBS (1 message)
  PHONE (1 message)
  STAR TREK (1 message)
  SUGGESTION (0 messages)
  UPLOAD/DOWNLOAD (1 message)
  WASTE (0 messages)

Read mail in MAIL BASKET: IN// <RET> (3 messages, 2 new)

IN Basket, 3 messages (17-19), 2 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*19. [1220163] 10 Jul 98 PCTS==> AMS Message Number: 71 POSTMASTER
*18. [1219463] 07 Jul 98 PCTS==> AMS Message Number: 69 POSTMASTER
 17. [1216832] 17 Jun 98 PCTS==> AMS Message Number: 22 POSTMASTER
Enter message number or command: <RET>
Read mail in MAIL BASKET: IN// ^
You are now yourself again.
    
```

Here is a list of the SHARED,MAIL mail baskets from which to choose.

After exiting SHARED,MAIL, MailMan indicates we are "ourselves" again.

Figure 160: Becoming a SHARED,MAIL Surrogate



Only those users holding the XMMGR security key (e.g., IRM) or surrogates of the Postmaster can create new mail baskets for SHARED,MAIL.

OTHER SURROGATES

After you choose the Become a Surrogate (SHARED,MAIL or Other) option [synonym AML] (Figure 159) and if you have been designated as a surrogate by another MailMan user, you are given the choice of choosing which surrogate you wish to become (e.g., SHARED, MAIL or the other user). As a default, all users can be a SHARED,MAIL surrogate. For other users, MailMan displays your access privileges (i.e., Read or Read and Write) and if the person has any new mail (i.e., MailMan indicates the number of new messages, if any). MailMan displays the message information so the surrogate knows beforehand if the user has any new messages to process. If not, the surrogate can save himself or herself time and not bother to become a surrogate for that person.

In the following example, the user (Thomas E Blue) was designated as a surrogate to someone else (Gary Fuchsia), thus, he had another choice besides SHARED,MAIL when becoming a surrogate, as shown below:

```

VA MailMan 7.1 service for BLUE.THOMAS_E+@ISC-SF.VA.GOV
You last used MailMan: 13 Jul 98 10:07
Your current banner: Thom Blue, Technical Writer, CIO Field Office San Francisco
You have 2 new messages.

NML    New Messages and Responses
RML    Read/Manage Messages
SML    Send a Message
        Query/Search for Messages
AML    Become a Surrogate (SHARED,MAIL or Other)
        Personal Preferences ...
        Other MailMan Functions ...
        Help (User/Group Info., etc.) ...

Select MailMan Menu Option: aml <RET>  Become a Surrogate (SHARED,MAIL or Other)
Choose from:
    FUCHSIA,GARY M.                Read & Write Privileges  1 New Msgs
    SHARED,MAIL                    Read Privilege

Select NEW PERSON NAME: SHARED,MAIL// fuchsia,GARY M.    Read & Write Privileges
1 New Msgs

VA MailMan 7.1 service for FUCHSIA.GARY_M+@ISC-SF.VA.GOV
(Surrogate: BLUE,THOMAS E.)
FUCHSIA,GARY M. last used MailMan: 15 Apr 99 07:45 (Surrogate: BLUE,THOMAS E.)
FUCHSIA,GARY M.'s current banner: On Duty, starting 2/17.
FUCHSIA,GARY M. has 1 new message.

NML    New Messages and Responses
RML    Read/Manage Messages
SML    Send a Message
        Query/Search for Messages
AML    Become a Surrogate (SHARED,MAIL or Other)
        Personal Preferences ...
        Other MailMan Functions ...
        Help (User/Group Info., etc.) ...

FUCHSIA,GARY M. has 1 new message. (Last arrival: 15 Apr 99 07:47)
Select MailMan Menu Option:

```

MailMan displays a list of users who have designated us as a surrogate.

MailMan informs us that we are now a surrogate for somebody else. Since we have Read and Write privileges, we could now go in to any mail basket for that user and read and/or send mail.

Figure 161: Becoming A User's Surrogate

For this example (Figure 161), after we chose the Become a Surrogate (SHARED,MAIL or Other) option (AML), MailMan displayed a list of surrogates from which to choose. In this case, we are designated surrogates for two MailMan users:

- **FUCHSIA,GARY M.**
- **SHARED,MAIL (default)**



The list of surrogates is displayed in alphabetical order.

As you can see, however, the default surrogate is always going to be SHARED, MAIL. MailMan also displays what privileges are available with each user (e.g., Read only or Read and Write privileges) and if the user has any new messages. In this case, Gary Fuchsia has given us both Read and Write access to his mail and he has one new message (i.e., "1 New Msgs").

For this example (Figure 161), we chose to become the surrogate for **FUCHSIA,GARY M.** As with entering any local MailMan user name, we only had to enter the first portion of his last name at the "Select NEW PERSON NAME: SHARED,MAIL//" prompt.



For more information on entering names, please refer to the "Address Functionality" topic in Chapter 4 in this manual.

After we chose a surrogate from the list, we "became" that user. In this case, Thomas E. Blue was now a surrogate for Gary Fuchsia.

MailMan displays the surrogate information prior to the MailMan Menu:

- **User's Name and MailMan Institution**—VA MailMan 7.1 service for FUCHSIA.GARY_M+@ISC-SF.VA.GOV
- **Surrogate Information**—Surrogate: BLUE,THOMAS E.
- **User's Last MailMan Use Statistics**—FUCHSIA,GARY M. last used MailMan: 15 Apr 99 07:45
- **User's Banner**—FUCHSIA,GARY M.'s current banner: On Jury Duty, starting 2/17.
- **Message indicator**—FUCHSIA,GARY M. has 1 new message.



When acting as a surrogate for another user on MailMan, you will be using your own MailMan message center profile when reading and sending mail and not the other user's profile. For example, if you have set your message reader to use the Detailed Full Screen message reader and the user who designated you as the surrogate uses the Classic message reader, you will still view that user's messages in the Detailed full screen and not in the Classic message reader.

However, when you are designated as a surrogate and only given Read access, you *cannot* send new e-mail under the other person's name, as demonstrated below:

```
VA MailMan 7.1 service for FUCHSIA.GARY_M+@ISC-SF.VA.GOV
(Surrogate: BLUE,THOMAS E.)
FUCHSIA,GARY M. last used MailMan: 13 Jul 98 10:47
FUCHSIA,GARY M.'s current banner: If wishes were horses, beggars would ride.
FUCHSIA,GARY M. has no new messages.

NML  New Messages and Responses
RML  Read/Manage Messages
SML  Send a Message
      Query/Search for Messages
AML  Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option: s <RET> Send a Message
You do not have 'write' privilege for FUCHSIA,GARY M.
```

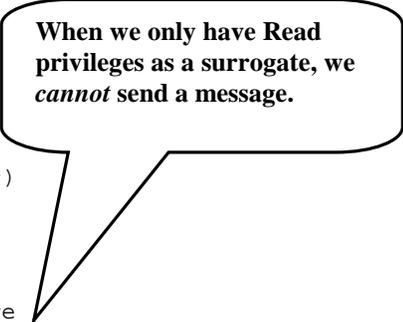


Figure 163: Read Only Privileges Prevent Sending Messages as a Surrogate

READ AND WRITE PRIVILEGES

When a surrogate has Read and Write access privileges, it means that they can both read and reply to any message in the other user's mail baskets as well as send out new messages, as shown below:

```

VA MailMan 7.1 service for BLUE.THOMAS_E+@ISC-SF.VA.GOV
You last used MailMan: 13 Jul 98 10:07
Your current banner: Thom Blue, Technical Writer, CIO Field Office San Francisco
You have 2 new messages.

NML   New Messages and Responses
RML   Read/Manage Messages
SML   Send a Message
      Query/Search for Messages
AML   Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option: aml <RET>  Become a Surrogate (SHARED,MAIL or Other)
Choose from:
      FUCHSIA,GARY M.                Read & Write Privileges      No New Msgs
      SHARED,MAIL                    Read Privilege

Select NEW PERSON NAME: SHARED,MAIL// fuchsiA,GARY M.      Read & Write Privileges
No New Msgs

VA MailMan 7.1 service for FUCHSIA.GARY_M+@ISC-SF.VA.GOV
(Surrogate: BLUE,THOMAS E.)
FUCHSIA,GARY M. last used MailMan: 13 Jul 98 10:47
FUCHSIA,GARY M.'s current banner: If wishes were horses, beggars would ride.
FUCHSIA,GARY M. has no new messages.

NML   New Messages and Responses
RML   Read/Manage Messages
SML   Send a Message
      Query/Search for Messages
AML   Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option: s <RET>  Send a Message
Subject: Test Message
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]=====< Test Message >===== [ <PF1>H=Help ]====
Testing a send as a surrogate.

<=====T=====T=====T=====T=====T=====T=====T=====T=====T=>=====T

```

Since we have Read and Write privileges as a surrogate, we can read, reply to, and/or send messages.

When we have Read and Write privileges as a surrogate, we can send messages.

Figure 164: Read & Write Privileges—Surrogate Sending a Message

Figure 164 (continued):

```
Send mail to: FUCHSIA,GARY M.//      (DUZ 9999) INFORMATION SYSTEMS CENTER
      Last used MailMan: 13 Jul 98 09:49 (Surrogate: BLUE,THOMAS E.)
      If wishes were horses, beggars would ride.
And Send to: blue,THOMAS E.
Select basket to send to: IN// <RET>
And Send to: <RET>

Select Message option: Transmit now// <RET> Sending [1220372]...
Sent
```

Figure 164: Read & Write Privileges—Surrogate Sending a Message (continued)

If given the permission to send mail, a surrogate will be listed as the "Sender" of the message, while the message is "From" the original user, as shown below:

```
Subj: Test Message [#1220372] 13 Jul 98 09:50 1 line
From: FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Office)
(Sender: BLUE,THOMAS E. - COMPUTER SPECIALIST) In 'TEST' basket. Page 1
*New*
-----
Testing a send as a surrogate.

Enter message action (in TEST basket): IGNORE//
```

Figure 165: Sample Message Sent by a Surrogate

MailMan indicates the surrogate information in the message header. In this case, the message is from Gary Fuchsia (i.e., "From: FUCHSIA,GARY M."), but we, as the surrogate, are the sender of the message (i.e., "Sender: BLUE,THOMAS E.").

How to Designate a Surrogate

MailMan provides you with the Surrogate Edit option for designating a surrogate to read and send your own e-mail. This option is available on the Personal Preferences menu, as shown below:

```

VA MailMan 7.1 service for BLUE.THOMAS_E+@ISC-SF.VA.GOV
You last used MailMan: 13 Jul 98 09:47
Your current banner: Thom Blue, Technical Writer, CIO Field Office San Francisco
You have 2 new messages.

NML   New Messages and Responses
RML   Read/Manage Messages
SML   Send a Message
      Query/Search for Messages
AML   Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option: personal Preferences

      User Options Edit
      Banner Edit
      Surrogate Edit
      Message Filter Edit
      Delivery Basket Edit
GML   Enroll in (or Disenroll from) a Mail Group
      Personal Mail Group Edit
      Forwarding Address Edit

Select Personal Preferences Option: surrogate Edit

```

Figure 166: Surrogate Edit Option

You can use the Surrogate Edit option when you know you will not be able to read your mail for a period of time but still want your mail monitored and taken care of in a timely fashion.

In this example (Figure 167), we chose to designate a surrogate (i.e., Gary Fuchsia) with Read access privileges only. After we chose the Surrogate Edit option, we were prompted to enter the surrogate's information, as shown below:

```

Select SURROGATE: fuchsia,GARY M.          GB          PROGRAMMER
Are you adding 'FUCHSIA,GARY M.' as a new SURROGATE (the 1ST for this MAILBOX)?
No// y <RET> (Yes)
READ PRIVILEGE: ??
This flag controls whether the surrogate may read the mail of this user.
Choose from:
  y      YES
  n      NO

READ PRIVILEGE: y <RET> YES
SEND PRIVILEGE: ??
This flag controls whether the surrogate may send messages while acting
as a surrogate of this user. If so, the surrogate is named as "sender".
Choose from:
  y      YES
  n      NO
SEND PRIVILEGE: n <RET> NO
Select SURROGATE: <RET>

```

Figure 167: Creating a Surrogate for Yourself

To designate a surrogate (Figure 167), we must first enter the person whom will act as our surrogate. For this example, we entered the first portion of his last name (i.e., "**FUCHSIA**") at the "Select SURROGATE:" prompt.



For more information on entering names, please refer to the "Address Functionality" topic in Chapter 4 in this manual.

Next, MailMan wanted us to enter the surrogate's privileges. In this case, we decided to give the surrogate Read privileges by entering "Yes" at the "READ PRIVILEGE:" prompt. However, we did not want the surrogate to have Write privileges, so we entered "No" at the "SEND PRIVILEGE:" prompt. Thus, this new surrogate has access to our mail and can read and reply to any of our messages in any of our mail baskets; however, the surrogate *cannot* send new mail while acting as our surrogate. MailMan knew we were finished entering surrogates when we pressed the Enter/Return key at the "Select SURROGATE:" prompt without entering another name.

In order for the newly designated surrogate to access your mail they must "become" you by choosing the Become a Surrogate (SHARED,MAIL or Other) option [synonym AML] on the MailMan Menu. Once the surrogate has access, depending on their access privileges, they can read and/or write messages as you.



For more information on how to become a surrogate, please refer to the "How to Become a Surrogate" topic previously described in this chapter.



Here's a tip—Make sure you notify the person who you designate as a surrogate, so they will know that they should check your mail. MailMan does not automatically notify users when they are surrogates.

How to Remove a Surrogate

Once you no longer wish to have someone act as your surrogate, you can delete him or her by using the Surrogate Edit option on the Personal Preferences menu, as shown below:

```

Select MailMan Menu Option: personal Preferences

    User Options Edit
    Banner Edit
    Surrogate Edit
    Message Filter Edit
    Delivery Basket Edit
GML  Enroll in (or Disenroll from) a Mail Group
    Personal Mail Group Edit
    Forwarding Address Edit

Select Personal Preferences Option: surrogate Edit
Select SURROGATE: FUCHSIA,GARY M.// @
    SURE YOU WANT TO DELETE THE ENTIRE SURROGATE? y <RET> (Yes)
Select SURROGATE:

```

Entering an at-sign ("@" Shift-2 key on most keyboards) here deletes the surrogate.

Figure 168: Deleting a Surrogate

By entering the at-sign ("@" Shift-2 key on most keyboards) at the "Select SURROGATE: FUCHSIA,GARY M.//" prompt, that user is now deleted from your surrogate list.



9. Having Your Mail Automatically Forwarded

Topics To Be Discussed:	<ul style="list-style-type: none">• Forwarding Address Edit option• Forwarding Address• Local Delivery Flag• How to Enter Your Forwarding Address• How to Delete Your Forwarding Address
--------------------------------	---

MailMan gives you the opportunity to have your mail automatically forwarded to a remote e-mail address. MailMan also gives you the option to continue to receive e-mail at your local address as well.



This option may or may not be available to you. It depends on whether or not your site restricts access to this option to users holding the XMNET security key. For example, if your site requires users to hold the XMNET security key and you don't hold that key, you won't be able to use this option.

The features and functionality associated with having your mail forwarded are described in greater detail in this chapter.

Having Your Mail Automatically Forwarded

Forwarding Address Edit Option

The Forwarding Address Edit option allows you to have your mail forwarded to another address. It is located on the Personal Preferences menu, as shown below:

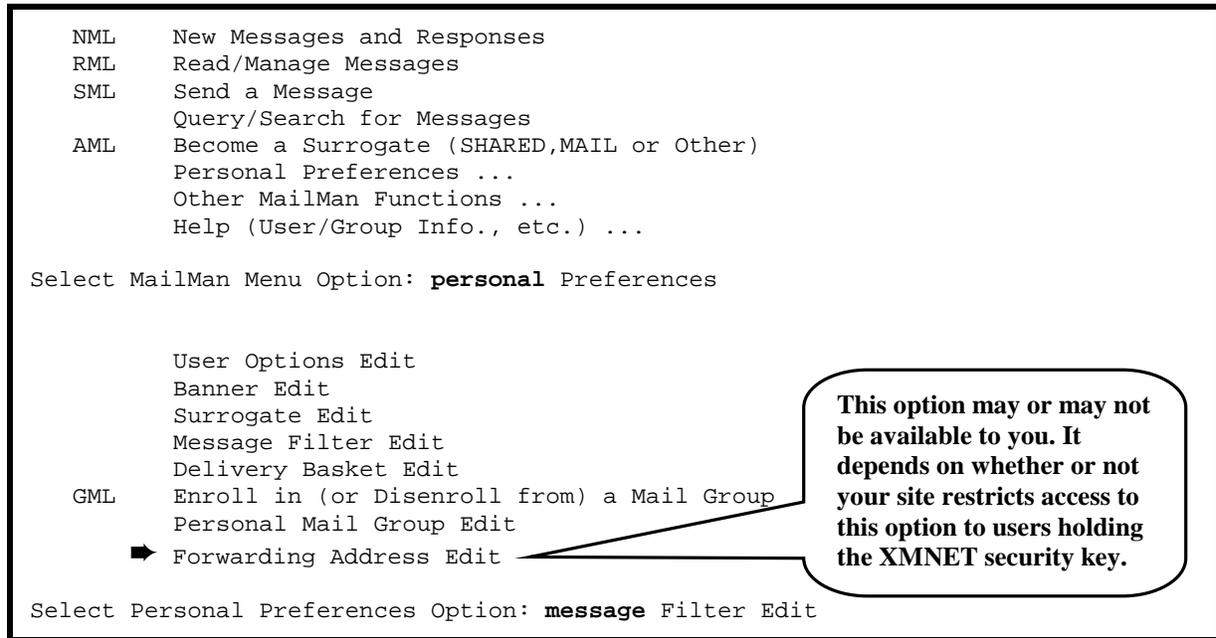


Figure 169: Forwarding Address Edit Option

Specifically, the Forwarding Address Edit option asks you to enter the following information:

- **Forwarding Address**—To what remote address should the mail be routed?
- **Local Delivery Flag**—Should the mail be sent both remotely and locally or just remotely?



Here's a tip—Forward your e-mail to a remote address when you will be away from the office and will not have access to your local MailMan mailbox. For example, forward your mail to an Internet based e-mail service that can be accessed from any workstation or personal computer with access to the Internet.

The current functionality of this option is described in greater detail in this chapter.

Having Your Mail Automatically Forwarded

Forwarding Address

The FORWARDING ADDRESS field contains the name of the remote address to which any MailMan messages addressed to you are routed. Only the *original* message gets forwarded, *replies to messages are not forwarded*.



Broadcast messages will be forwarded like any other messages sent to your mailbox. However, since the Secretary's daily broadcast message on FORUM is sent to all sites, it will not be forwarded from FORUM.

The remote address must contain the remote name, an at-sign ("@" Shift-2 key on most keyboards), and the remote domain name (i.e., name@domain). The entry can be up to 50 characters in length.

Besides routing your mail to a remote address (i.e., FORWARDING ADDRESS field), by setting the LOCAL DELIVERY FLAG field to "On," MailMan will continue to also send your mail to your local MailMan address (i.e., your mailbox). However, if you set the LOCAL DELIVERY FLAG field to "Off," MailMan will only deliver your mail to the remote address entered into the FORWARDING ADDRESS field and *not* to your local mailbox.



For more information on the LOCAL DELIVERY FLAG field, please refer to the "Local Delivery Flag" topic that follows in this chapter.

Also, if you've set the LOCAL DELIVERY FLAG field to continue to receive mail locally, you may want to choose another MailMan user to act as your surrogate so that they can read your local mail.



For more information on surrogates, please refer to Chapter 8 in this manual.

Having Your Mail Automatically Forwarded

Local Delivery Flag

The value in the LOCAL DELIVERY FLAG field works in conjunction with the FORWARDING ADDRESS field. If the FORWARDING ADDRESS field contains a remote e-mail address, you should also set the LOCAL DELIVERY FLAG field.

MailMan gives you two possible entries for this field:

- **No Local Delivery (default)**—If you have a FORWARDING ADDRESS and you do *not* want your messages delivered locally, set the LOCAL DELIVERY FLAG field to "Off" (i.e., "0"). Your messages will only be delivered to your remote addresses.
- **Local Delivery On**—If you have a FORWARDING ADDRESS and you want your messages delivered locally as well as remotely, set the LOCAL DELIVERY FLAG field to "On" (i.e., "1"). Your messages will be delivered to *both* your local and remote addresses.



Here's a tip—Since replies to messages are not forwarded, set the LOCAL DELIVERY FLAG field to "On" so that the original message and any replies will still be sent locally. Thus, the replies won't be lost completely and you can read them locally at a later date and time.

Having Your Mail Automatically Forwarded

How to Enter Your Forwarding Address

You can use the Forwarding Address Edit option on the Personal Preferences menu to enter a forwarding e-mail address, as shown below:

```

Select MailMan Menu Option: personal Preferences

    User Options Edit
    Banner Edit
    Surrogate Edit
    Message Filter Edit
    Delivery Basket Edit
GML  Enroll in (or Disenroll from) a Mail Group
    Personal Mail Group Edit
    Forwarding Address Edit

Select Personal Preferences Option: forwarding Address Edit
FORWARDING ADDRESS: blue_thom@xxxmail.com
LOCAL DELIVERY FLAG: ?
    If this field is not set to 'ON' and the FORWARDING ADDRESS field is
    filled in, then messages will only be forwarded, not delivered locally.
    Choose from:
    0          NO LOCAL DELIVERY
    1          LOCAL DELIVERY ON
LOCAL DELIVERY FLAG: 1 <RET> LOCAL DELIVERY ON

    User Options Edit
    Banner Edit
    Surrogate Edit
    Message Filter Edit
    Delivery Basket Edit
GML  Enroll in (or Disenroll from) a Mail Group
    Personal Mail Group Edit
    Forwarding Address Edit

Select Personal Preferences Option:

```

The screenshot shows the MailMan interface with three callouts:

- Top Callout:** "This option may or may not be available to you. It depends on whether or not your site restricts access to this option to users holding the XMNET security key." (points to 'Forwarding Address Edit')
- Middle Callout:** "Here we've entered a remote e-mail address to which we want our mail forwarded." (points to 'blue_thom@xxxmail.com')
- Bottom Callout:** "Here we've decided to receive the mail both locally and remotely." (points to '1' for LOCAL DELIVERY FLAG)

Figure 170: Entering a Remote Forwarding Address

In this example (Figure 170), we decided to have our mail forward to a remote e-mail address as well as continue to receive our mail locally.

After choosing the Forwarding Address Edit option on the Personal Preferences option menu, MailMan asked us to enter the remote forwarding address. For this example, we chose to send our mail to a *non-MailMan* remote e-mail address. Thus, we entered "**blue_thom@xxxmail.com**" at the "FORWARDING ADDRESS:" prompt.

MailMan then prompted us to choose if we wanted to receive our mail both locally and remotely or just remotely. In this case, we first entered a question mark ("?",) at the "LOCAL DELIVERY FLAG:" prompt in order to display the acceptable entries. After reviewing our choices, we decided to receive our mail both locally and remotely by setting the LOCAL DELIVERY FLAG field to "On." Thus, we entered "**1**" ("On") at the "LOCAL DELIVERY FLAG:" prompt.

Since those were the only entries required to forward our mail, MailMan returned us to the "Select Personal Preferences Option:" prompt where we could take any additional actions.

Also, effective with MailMan V. 7.1 with Patch 50, when you do a detailed query ("QD" action code) on a message that was sent to you and you have forwarded your mail to a remote address, the query clearly shows that you are the one who forwarded the message to that address, as shown below:

```
Subj: Message Test [#1233049] Thu, 01 Oct 1998 09:38:21 PDT
29 lines
From: FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Office)
In 'IN' basket. Page 1 *New*
-----
This is the message text for this message.

Enter message action (in IN basket): IGNORE// qd

Subj: Message Test [#1233049] Thu, 01 Oct 1998 09:38:21 PDT
29 lines
From: FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO Field Office)
In 'IN' basket.

Local Message-ID: 1233049@ISC-SF.VA.GOV (3 Recipients)

FUCHSIA,GARY M. Last read: 01 Oct 98 09:44 [First read: 01 Oct 98 09:44]
Forwarded on: 01 Oct 98 09:42
BLUE,THOMAS E. Last read: 02 Oct 98 10:31 [First read: 02 Oct 98 10:31]
Forwarded by: FUCHSIA,GARY M. 01 Oct 98 09:45
blue_thom@XXXMAIL.COM Sent: 01 Oct 98 09:45 Time: 0 seconds
Forwarded by: BLUE,THOMAS E. 01 Oct 98 09:45

Enter message action (in IN basket): IGNORE//
```

We can see that the query shows us as forwarding the message to our remote address and not the sender of the message.

Figure 171: Querying a Message that has Been Forwarded



For more information on the Query Detailed action code, please refer to the "Query Detailed ('QD') Action" topic in Chapter 3 in this manual.



Make sure you *don't* set up two mail systems with forwarding addresses to each other, otherwise you might have the same messages bouncing back and forth between systems in an infinite loop!

How to Delete Your Forwarding Address

You can use the Forwarding Address Edit option on the Personal Preferences menu to delete a forwarding address, as shown below:

```

Select Personal Preferences Option: forwarding Address Edit
FORWARDING ADDRESS: blue_thom@xxxmail.com// @
  SURE YOU WANT TO DELETE? y <RET> (Yes)
LOCAL DELIVERY FLAG: LOCAL DELIVERY ON// @
  SURE YOU WANT TO DELETE? y <RET> (Yes)

      User Options Edit
      Banner Edit
      Surrogate Edit
      Message Filter Edit
      Delivery Basket Edit
      GML
      Enroll in (or Disenroll from) a Mail Group
      Personal Mail Group Edit
      Forwarding Address Edit

Select Personal Preferences Option:

```



Figure 172: Deleting Your Forwarding Address

In this example (Figure 172), we wanted to delete the forwarding address we previously entered (Figure 170).

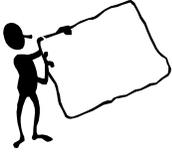
After choosing the Forwarding Address Edit option, MailMan prompted us to enter the remote forwarding address. MailMan displayed our previous entry as the default response (i.e., "blue_thom@xxxmail.com").

Since we wanted to delete the forwarding address, we entered an at-sign ("@" Shift-2 key on most keyboards) at the "FORWARDING ADDRESS: blue_thom@xxxmail.com//" prompt. We confirmed the deletion by entering "Yes" at the "SURE YOU WANT TO DELETE?" prompt. Thus, we had successfully deleted the forwarding address.

Since we no longer were going to forward our mail, we also decided to delete the entry in the LOCAL DELIVERY FLAG field. Thus, we, again, entered an at-sign ("@" at the "LOCAL DELIVERY FLAG: LOCAL DELIVERY ON//" prompt. Again, we confirmed the deletion by entering "Yes" at the "SURE YOU WANT TO DELETE?" prompt.

After completing our entries, MailMan returned us to the "Select Personal Preferences Option:" prompt where we could take any additional actions.

Having Your Mail Automatically Forwarded



10. Reports and Lists

Topics To Be Discussed:	<ul style="list-style-type: none">• Other MailMan Functions Option• How to Get a Report On "Latered" Messages in Your Mailbox• How to Change/Delete a Message's "Latered" Date and Time• How to Get a List of All Messages in Your Mailbox
--------------------------------	---

MailMan provides several options that give you the opportunity to produce reports (lists) regarding messages in your mailbox and make changes based on information in those reports.

The features and functionality associated with MailMan reports and lists on messages in your mailbox are described in greater detail in this chapter.

Other MailMan Functions Option

The MailMan interface provides three options on the Other MailMan Functions menu to report and act on messages in your mailbox:

- **Report on Later'd Messages**—The Report on Later'd Messages option produces a report that lists all messages in your mailbox that have been "latered" (set to be new again at a future date and time).
- **Change/Delete Later'd Messages**—You can use the Report on Later'd Messages to determine if any changes need to be made to the "latered" dates and times and make the changes using the Change/Delete Later'd Messages option.
- **Mailbox Contents List**—The Mailbox Contents List option produces a report that lists *all* messages in either a *single* mail basket or *all* mail baskets in your mailbox.

As stated before, these options are available on the Other MailMan Functions menu, as shown below:

```

NML   New Messages and Responses
RML   Read/Manage Messages
SML   Send a Message
      Query/Search for Messages
AML   Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      ── Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option: other MailMan Functions

      ── Report on Later'd Messages
      ── Change/Delete Later'd Messages
      ── Mailbox Contents List

Select Other MailMan Functions Option:

```

Figure 173: Other MailMan Functions Option



Here's a tip—Use the Other MailMan Functions option when you wish/need to perform housekeeping chores on your MailMan mailbox. For example, when you want to get an overall idea on how many messages and what mail baskets your mailbox currently contains, use the Mailbox Contents List option to print out a list of all of your mail baskets that includes a summary list of what messages reside in each mail basket. From this list, you may see ways of consolidating and/or eliminating certain baskets, etc.

Also, you can use the Report on Later'd Messages option to review all of your "latered" messages and make any necessary changes. For example, if a project's timeline has shifted and you previously had "latered" messages based on the old timeline, you may want to modify the "latered"

dates for those specific messages, related to that project, based on the new timeline. To modify the "latered" dates you would use the Change/Delete Later'd Messages option.

Both the current and improved functionality of the Other MailMan Functions option are described in greater detail in this chapter.

How to Get a Report On "Latered" Messages in Your Mailbox

You can use the Report on Later'd Messages option available on the Other MailMan Functions menu to display a list of messages that you've set to be new at a future date and time ("Latered").

The report provides the following information:

- **Date**—The date and time the message will be made new (i.e., "latered" date and time). Effective with MailMan V. 7.1 with Patch 50, the date includes a one or two-digit month, a one or two-digit day, and a four-digit year for greater clarity (e.g., 7/4/2000).
- **Basket**—The mailbox basket name where the "latered" message is located.
- **Msg ID**—The MailMan internal message identification number of the "latered" message.
- **Subject**—The subject of the "latered" message.



For more information on "Latering" messages, please refer to the "Later Messages ('L') Action" topic in Chapter 2 or "Later ('L') Action" topic in Chapter 3 in this manual.

To list your "Latered" messages, choose the Report on Later'd Messages option on the Other MailMan Functions menu, as shown below:

```
Select MailMan Menu Option: other MailMan Functions

Report on Later'd Messages
Change/Delete Later'd Messages
Mailbox Contents List

Select Other MailMan Functions Option: report on Later'd Messages
DEVICE: HOME// <RET> Telnet terminal

Later'd Messages Report for: BLUE,THOM                               Page 1
Date           Basket           Msg ID  Subject
-----
7/4/2000       IN             100681  Test2
5/14/2000      IN             100861  Copy Test
11/12/2000     IN             9978572 TEST CONFID
12/24/2000@12:01 IN           9978564 TEST FWD BCAST
Press RETURN to continue: <RET>

Report on Later'd Messages
Change/Delete Later'd Messages
Mailbox Contents List

Select Other MailMan Functions Option:
```

MailMan listed all of our messages with "latered" dates and times. We can reference this list, if we decide to change any of the dates and times.

Figure 174: Listing "Latered" Messages

As you can see from the previous example (Figure 174), after we chose the Report on Later'd Messages option, MailMan asked us to choose where to display our report on "latered" messages (i.e., what device). In this case, we chose to display the report on the screen by choosing the default response (i.e., "HOME") by pressing the Enter/Return key at the "DEVICE: HOME//" prompt.

MailMan then immediately displayed the "Latered" Messages Report. In this case, we had four messages set to be "new" ("latered") at a future date and time.



If you want to print your "Latered" Message(s) Report to a different device (e.g., a printer), enter the appropriate device name at the "DEVICE: HOME//" prompt.

We can use this report to decide if we want to modify any of these dates or delete any of the entries using the Change/Delete Later'd Messages option.



For more information on the Change/Delete Later'd Messages option, please refer to the "How to Change a Message's 'Latered' Date and Time" topic that follows in this chapter.

If you don't have any "latered" messages in your mailbox, MailMan will display the following:

```

Select Other MailMan Functions Option: report on Later'd Messages
DEVICE: HOME// <RET> Telnet terminal

Later'd Messages Report for: BLUE, THOMAS E.                               Page: 1
Date          Basket          Msg ID  Subject
-----
No Later'd Messages
Press RETURN to continue:

      Report on Later'd Messages
      Change/Delete Later'd Messages
      Mailbox Contents List

Select Other MailMan Functions Option:
    
```

MailMan indicated that we didn't have any messages with "latered" dates and times.

Figure 175: Listing "Latered" Messages When You Don't Have Any "Latered" Messages

How to Change/Delete a Message's "Latered" Date and Time

You can use the Change/Delete Later'd Messages option available on the Other MailMan Functions menu to do the following to any message with a "latered" date and time:

- **Change this Date**—Modify the "latered" date and time so that the message will appear as "new" in your mailbox on that future date.
- **Delete this Date**—Delete the "latered" date and time so that the message will not appear as "new" in your mailbox.

CHANGING A "LATERED" DATE AND TIME

To change a "Latered" date and time for a message, choose the Change/Delete Later'd Messages option on the Other MailMan Functions menu, as shown below:

```
Select Other MailMan Functions Option: change/Delete Later'd Messages
 1   9-24-1998      test 1
 2   9-24-1998      test 2
 3   9-27-1998      Test Later Delivery for Individual Recipients
 4   12-24-1998@12:01:00  test2
CHOOSE 1-4: 4 <RET> 12-24-1998@12:01:00      test2

Select one of the following:

      D      Delete this date
      C      Change this date

Enter response: c <RET> Change this date
DATE MESSAGE WILL BE NEW: DEC 24,1998@12:01// 12/22/98@11:00a <RET> (DEC 22,
1998@11:00)

Report on Later'd Messages
Change/Delete Later'd Messages
Mailbox Contents List

Select Other MailMan Functions Option:
```

Here we've selected one of our "latered" messages from the list in order to modify the "latered" date and time.

Here we've changed the "latered" date and time for this message.

Figure 176: Changing a Message's "Later" Date and Time

In this example (Figure 176), after we chose the Change/Delete Later'd Messages option, MailMan automatically displayed a numbered list of all messages with a "latered" date and time. In this case, we had four messages with a "latered" date and time.

This list is similar to the report produced using the Report on Later'd Messages option (Figure 174). However, this list only displays the following information:

- **Date**—The date and time the message will be made new (i.e., "latered" date and time).
- **Subject**—The subject of the "latered" message.

For a more detailed list of "latered" messages, you can use the Report on Later'd Messages option.



For more information on the Report on Later'd Messages option, please refer to the "How to Get a List of 'Latered' Messages in Your Mailbox" topic previously described in this chapter.

After reviewing the list of "latered" messages, we chose to modify the "latered" date and time for message number 4 in the list. Thus, we entered "4" at the "CHOOSE 1-4:" prompt.

MailMan then presented us with a list of options. Since we wanted to modify the "latered" date, we entered "C" (change) at the "Enter response:" prompt.

We decided to make this message new again ("latered") for December 22, 1998 at 11:00 a.m. by entering "12/22/98@11:00a" at the "DATE MESSAGE WILL BE NEW: DEC 24,1998@12:01//"
prompt.

MailMan confirmed our new date and placed us back at the "Select Other MailMan Functions Option:" prompt where we could take any additional actions.

When we redisplayed the list, we saw that the date had been successfully modified, as shown below:

```

Select Other MailMan Functions Option: change/Delete Later'd Messages

  1      9-24-1998      test 1
  2      9-24-1998      test 2
  3      9-27-1998      Test Later Delivery for Individual Recipients
  4      12-22-1998@11:00:00      test2
CHOOSE 1-4:
    
```

Figure 177: List of "Latered" Messages After Changing the Date

DELETING A "LATERED" DATE AND TIME

To delete a "Latered" date and time for a message, choose the Change/Delete Later'd Messages option on the Other MailMan Functions menu, as shown below:

```

Select Other MailMan Functions Option: change/Delete Later'd Messages

  1    9-24-1998      test 1
  2    9-24-1998      test 2
  3    9-27-1998      Test Later Delivery for Individual Recipients
  4    12-22-1998@11:00:00      test2
CHOOSE 1-4: 1 <RET> 9-24-1998      test1

  Select one of the following:

    D      Delete this date
    C      Change this date

Enter response: d <RET> Delete this date ... deleted

  Report on Later'd Messages
  Change/Delete Later'd Messages
  Mailbox Contents List

Select Other MailMan Functions Option: change/Delete

  1    9-24-1998      test 2
  2    9-27-1998      Test Later Delivery for Individual Recipients
  3    12-24-1998@12:01:00      test2
CHOOSE 1-3:

```

Here we've selected message #1 ("test 1") from the list of messages with "latered" dates.

Here we've deleted message #1's "latered" date and time.

When we redisplay the list, we see that message #1's "latered" date is no longer in the list.

Figure 178: Deleting a Message's "Later" Date and Time

In this example (Figure 178), after we chose the Change/Delete Later'd Messages option, MailMan automatically displayed a numbered list of all messages with a "latered" date and time. As you can see, we had four messages with a "latered" date and time.

After reviewing the list of "latered" messages, we chose to delete the "latered" date and time for message number 1 in the list. Thus, we entered "1" at the "CHOOSE 1-4:" prompt.

MailMan then presented us with a list of options. Since we wanted to delete the "latered" date, we entered "D" (delete) at the "Enter response:" prompt.

MailMan confirmed our deletion and placed us back at the "Select Other MailMan Functions Option:" prompt where we could take any additional actions.

After choosing the Change/Delete Later'd Messages option again, MailMan redisplayed the list and we could see that the "latered" message we had previously deleted was no longer in the list. However, only the "latered" date and time was deleted, the message itself was *not* deleted from our mailbox.

How to Get a List of All Messages in Your Mailbox

MailMan allows you to list your messages in one or all of your mail baskets in your mailbox through the Mailbox Contents List option on the Other MailMan Functions menu.

The report provides the following information:

- **Basket**—The mail basket name.
- **Message Information**—A summary list of information is provided for each message found in the basket. This information includes:
 - Message number in that basket
 - MailMan internal message identification number (in brackets)
 - Date the message was sent
 - Subject of the message

LISTING MESSAGES IN *ONE* BASKET

To list all of the messages in one mail basket, choose the Mailbox Contents List option on the Other MailMan Functions menu, as shown below:

```

Select Other MailMan Functions Option: mailBox Contents List

      Select one of the following:

          A      All Baskets
          O      One Basket

List contents of: All Baskets// o <RET> One Basket
List contents of MAIL BASKET: IN// <RET>
DEVICE: HOME// <RET> Telnet terminal

Mailbox Content for BLUE,THOMAS E. - 23 Sep 98 15:38   Page: 1
-----

Basket: IN
8. [1223644] 06 Aug 98 13:46   Released XU*8*69 SEQ #74
7. [1226249] 25 Aug 98 09:36   Local: biweekly info exchange message # 125
6. [1229240] 14 Sep 98 06:00   Overdue Equipment: BLUE,THOMAS E.
5. [1228792] 10 Sep 98 16:41   Memory Walk 98 - Alzheimer's Association
4. [1227060] 31 Aug 98 06:55   BRX-0898-11246 Server lock
3. [1226120] 24 Aug 98 10:49   Patch 50 Questions for Gary (this is NOT a test)
2. [1223228] 04 Aug 98 08:27   Stress management exercise
1. [1220558] 14 Jul 98 10:00   FW: Tribal Wisdom vs. Government Policy
Press RETURN to continue: <RET>

      Report on Later'd Messages
      Change/Delete Later'd Messages
      Mailbox Contents List

Select Other MailMan Functions Option:
    
```

Here we've chosen to only list messages in *one* mail basket in our mailbox.

MailMan displays a summary list of all messages in our "IN" mail basket.

Figure 179: Listing All Messages in One Mail Basket

In the previous example (Figure 179), we chose to get a report/list on all of our messages in our "IN" basket.

After choosing the Mailbox Contents List option, MailMan asked us if we wanted to report on one or all baskets in our mailbox. Since we only wanted a report on messages in our "IN" mail basket, we entered "O" (one) at the "List contents of: All Baskets/" prompt and pressed the Enter/Return key at the "List contents of MAIL BASKET: IN/" prompt to accept the "IN" mail basket default.

MailMan then asked us to choose where to display our "Mailbox Contents List" (i.e., what device). In this case, we chose to display the list on the screen by choosing the default response (i.e., "HOME") by pressing the Enter/Return key at the "DEVICE: HOME/" prompt.

MailMan then displayed the "Mailbox Contents List" for our "IN" mail basket.



If you want to print your "Mailbox Contents List" to a different device (e.g., a printer), enter the appropriate device name at the "DEVICE: HOME//" prompt.

After MailMan printed the list, we pressed the Enter/Return key and MailMan returned us to the "Select Other MailMan Functions Option:" prompt where we could take any additional actions.

LISTING MESSAGES IN ALL BASKETS

To list all of the messages in our mailbox, choose the Mailbox Contents List option on the Other MailMan Functions menu, as shown below. For the sake of brevity, let's assume we only have five mail baskets and three (or fewer) messages in each basket:

```

Select Other MailMan Functions Option: mailbox Contents List

      Select one of the following:

          A      All Baskets
          O      One Basket

List contents of: All Baskets// a <RET> All Baskets
DEVICE: HOME// <RET> Telnet terminal

Mailbox Content for BLUE,THOMAS E. - 23 Sep 98 15:59   Page: 1
-----

Basket: 1 Mail Test
      1. [1212448] 14 May 98 07:10   TEST DELIVERY BASKET

Basket: Broadcast

Basket: IN
      3. [1226120] 24 Aug 98 10:49   Patch 50 Questions for Gary (this is NOT a
      2. [1223228] 04 Aug 98 08:27   Stress management exercise
      1. [1220558] 14 Jul 98 10:00   FW: Tribal Wisdom vs. Government Policy

Basket: Infrastructure
      1. [1229971] 17 Sep 98 06:16   IMF Team's Weekly Status Report -- 9/17/98

Basket: WASTE
      3. [1226892] 29 Aug 98 00:00   Staggered Delivery Message - Separate Days/
      2. [1226472] 26 Aug 98 13:32   Deferred ... Again
      1. [1231089] 22 Sep 98 09:36   Local: biweekly info exchange message # 127
Press RETURN to continue: <RET>

      Report on Later'd Messages
      Change/Delete Later'd Messages
      Mailbox Contents List

Select Other MailMan Functions Option:
    
```

Here we've chosen to list *all* messages in every mail basket in our mailbox.

MailMan listed each of our mail baskets in alphabetic order and included a summary list of messages in each basket.

Figure 180: Listing All Messages in All Mail Baskets

In this example (Figure 180), we chose to get a report/list on all of our messages in each mail basket in our mailbox.

After choosing the Mailbox Contents List option, MailMan asked us if we wanted to report on one or all baskets in our mailbox. Since we wanted a report on messages in all of our mail baskets, we entered an "A" (all) at the "List contents of: All Baskets//" prompt.

MailMan then asked us to choose where to display our "Mailbox Contents List" (i.e., what device). In this case, we chose to display the list on the screen by choosing the default response (i.e., "HOME") by pressing the Enter/Return key at the "DEVICE: HOME//" prompt.

MailMan then displayed the "Mailbox Contents List" for our all messages in each mail basket in our mailbox.



If you want to print your "Mailbox Contents List" to a different device (e.g., a printer), enter the appropriate device name at the "DEVICE: HOME//" prompt.

As we previously stated, we only had five mail baskets and three (or fewer) messages in each basket.:

- **1 Mail Test**—one message
- **Broadcast**—no messages
- **IN**—three messages
- **Infrastructure**—one message
- **WASTE**—three messages

The mail baskets are displayed in alphabetical order and the messages are listed in the order you specified through the User Options Edit option.



*For more information on choosing your message display order, please refer to the "How to Choose Your Message Display Order" topic in Chapter 2 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

After MailMan printed the list, we pressed the Enter/Return key and MailMan returned us to the "Select Other MailMan Functions Option:" prompt where we could take any additional actions.



11. Online Help/Information

Topics To Be Discussed:	<ul style="list-style-type: none">• Help (User/Group Info., etc.) Option• How to Obtain User Information• How to Obtain Remote User Information• How to Obtain Mail Group Information• How to View the New Features in MailMan Introduced With Patch 50• How to Obtain General MailMan Information• How to View Frequently Asked Questions About MailMan• How to View the MailMan Users Manual (Online)
--------------------------------	--

MailMan gives you the opportunity to access Help and other information online. Specifically, MailMan give you the opportunity to obtain information in the following areas:

- Local and remote user information.
- Mail group information.
- General MailMan information (including an online User Manual).
- New features and functionality introduced with MailMan V. 7.1 and Patch XM*7.1*50.
- Frequently asked questions about MailMan.

The features and functionality associated with MailMan Help and information available online are described in greater detail in this chapter.

Help (User/Group Info., etc.) Option

The MailMan interface provides seven options on the Help (User/Group Info., etc.) menu to provide information online:

- **User Information**—This option displays general information on an individual local MailMan user.
- **Remote User Information**—This option displays general information on an individual remote MailMan user.
- **Group Information**—This option displays general information on a MailMan mail group.
- **New Features in MailMan**—This option provides a brief description of new features and functionality introduced with MailMan V. 7.1 with Patch 50.
- **General MailMan Information**—This option displays a general overview on the MailMan e-mail system.
- **Questions and Answers on MailMan**—This option provides a brief list of frequently asked question and answers with regards to MailMan V. 7.1 and Patch 50.
- **Manual for MailMan Users**—This option provides a compilation of all MailMan help screens into an online User Manual that can be used in conjunction with this manual.

The MailMan Help and online information options previously listed are available on the Help (User/Group Info., etc.) menu, as shown below:

```

NML   New Messages and Responses
RML   Read/Manage Messages
SML   Send a Message
      Query/Search for Messages
AML   Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      ──▶ Help (User/Group Info., etc.) ...

Select MailMan Menu Option: help

      ──▶ User Information
      ──▶ Group Information
      ──▶ Remote User Information
      ──▶ New Features in MailMan
      ──▶ General MailMan Information
      ──▶ Questions and Answers on MailMan
      ──▶ Manual for MailMan Users

Select Help Option:

```

Figure 181: Help (User/Group Info., etc.) Option

Also, the MailMan online Help system sometimes highlights key words within a block of text (paragraph) using "reverse video." Reverse video is the reversal of light and dark in the display of selected characters on a video screen. For example, if text is normally displayed as black letters on a white background, reverse video presents the text as white letters on a black background. These highlighted key words can be entered at the Help System Action prompt in order to get more information on a subject specific to that key word.

How to Obtain User Information

MailMan gives you the opportunity to obtain information on a local MailMan user through the User Information option on the Help (User/Group Info., etc.) menu option located on the main MailMan Menu.

You can obtain the following local user information:

- **Name**—The MailMan user's name.
- **Banner**—The user's current MailMan banner, if any has been entered using the User Options Edit option located on the Personal Preferences menu.



*For more information on the User Options Edit option and banners, please refer to the "Banners" topic in Chapter 3 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

- **General MailMan Information**—The last date and time the user used MailMan and the status of messages in their mailbox.
- **Introduction**—The user's introduction, if any has been entered using the User Options Edit option located on the Personal Preferences menu.



*For more information on the User Options Edit option and the introduction, please refer to the "Introduction" topic in Chapter 3 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

- **Contact Information**—The user's contact information, if any has been entered using the User Options Edit option located on the Personal Preferences menu.



*For more information on the User Options Edit option and the contact information, please refer to the "Contact Information" topic in Chapter 3 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

- **Mail Group Information**—A list of the mail groups to which this user belongs, if any.



For more information on mail groups, please refer to Chapter 7 in this manual.

- **Surrogate Information**—A list of the MailMan users for whom and in what capacity (i.e., privileges) this user may act as a surrogate, if any. Also, a list of MailMan users who can be surrogates for this user and in what capacity (i.e., privileges).



For more information on surrogates, please refer to Chapter 8 in this manual.



Only those fields that contain information (data) will be displayed.

To display general information on a local MailMan user, choose the User Information option on the Help (User/Group Info., etc.) menu, as shown below:

```
Select Help (User/Group Info., etc.) Option: user Information

User name: silver,SKIP      (DUZ 4444) INFORMATION RESOURCES MGMT.
      Last used MailMan: 30 Sep 98 09:24
      Life is made up of the Good, the Bad, and the Ugly - And All Are
      Interesting

SILVER,SKIP
Current Banner: Life is made up of the Good, the Bad, and the Ugly - And All Are
      Interesting
Last used MailMan: 30 Sep 98 09:24
This user has 3 NEW messages (3 in the IN basket)

Introduction:
  The answer is: 42

  Private e-mail address: silver@xxx.com

Office phone:  111-555-7777

Mail Groups:
  ISC STAFF                (Public)
  FILEMAN DEVELOPER        (Public)
  TK73VER                  (Public)
  FMTEAM                   (Public)
  ISC SATELLITE            (Public)
  INFRASTRUCTURE           (Public)
  infra                    (Private)

User name:
```

After entering a local user's name, MailMan displays general information on that user.

Figure 182: Obtaining General Information on Local MailMan Users Online

In this example (Figure 182), we wanted to display general information about a local MailMan user.

As you can see from the previous example, we chose the User Information option on the Help (User/Group Info., etc.) menu. MailMan asked us to enter the user's name.

In this case, we entered the first portion of the user's last name (i.e., "**SILVER**") at the "User name:" prompt.



For more information on entering names, please refer to the "Address Functionality" topic in Chapter 4 in this manual.

MailMan proceeded to display the following information about this local user:

- **Name**—SILVER,SKIP
- **Banner**—"Life is made up of the Good, the Bad, and the Ugly - And All Are Interesting"

- **General MailMan Information—**
 - Last used MailMan: 30 Sep 98 09:24
 - This user has 3 NEW messages (3 in the IN basket)
- **Introduction—**"The answer is: 42" and "Private e-mail address: silver@xxx.com"
- **Contact Information—**"Office phone: 111-555-7777"
- **Mail Group Information—**
 - ISC STAFF (Public)
 - FILEMAN DEVELOPER (Public)
 - TK73VER (Public)
 - FMTEAM (Public)
 - ISC SATELLITE (Public)
 - INFRASTRUCTURE (Public)
 - infra (Private)

Since no surrogate information was displayed, we can conclude that this person is not currently authorized to act as a surrogate for another MailMan user nor does this person have any surrogates authorized to act for him.

After displaying the user information, MailMan returned us to the "User name:" prompt, where we could enter another user's name.

How to Obtain Remote User Information

MailMan gives you the opportunity to obtain information on a remote MailMan user through the Remote User Information option on the Help (User/Group Info., etc.) menu option located on the main MailMan Menu.

Similar to the NEW PERSON file (#200), which is used to store information on local users, the REMOTE USER DIRECTORY file (#4.2997) is used to store information on remote users at other sites to whom messages can be sent. If they are stored in this file, rather than having to memorize a remote user's e-mail address, you can address them by their last name, first name, or location and MailMan will find them and retrieve their e-mail address for you.



Only IRM is able to add people to the REMOTE USER DIRECTORY file (#4.2997).

You can obtain the following remote user information:

- **Name**—The remote user's name:
 - Last Name
 - First Name
- **Network Address**—The remote user's network address.
- **Date Entered**—The date the remote user was added to the system.
- **Date Last Used**—The last date and time this remote user's entry was referenced (sent a message from this site).

To display general information on a remote MailMan user, choose the Remote User Information option on the Help (User/Group Info., etc.) menu, as shown below:

```
Select Help (User/Group Info., etc.) Option: remote User Information

Enter LASTNAME, Mail Code, or part of LOCATION (one word only): aqua      ENRIQUE_K
LAST NAME: AQUA                               FIRST NAME: ENRIQUE_K
NETWORK ADDRESS: AQUA.ENRIQUE_K@KERNEL.ISC-SF.VA.GOV
DATE ENTERED: JAN 18, 1996                     DATE LAST USED: MAR 1997

Enter LASTNAME, Mail Code, or part of LOCATION (one word only):
```

After entering a remote user's name, MailMan displays general information on that user.

Figure 183: Obtaining General Information on Remote MailMan Users Online

In this example (Figure 183), we wanted to display general information about a remote MailMan user.

As you can see from the previous example, we chose the Remote User Information option on the Help (User/Group Info., etc.) menu. MailMan asked us to enter the remote user's name.

In this case, we entered the first portion of the user's last name (i.e., "AQUA") at the "Enter LASTNAME, Mail Code, or part of LOCATION (one word only):" prompt.



For more information on entering names, please refer to the "Address Functionality" topic in Chapter 4 in this manual.

MailMan proceeded to display the following information about this remote user:

- **Last Name**—AQUA
- **First Name**—ENRIQUE_K
- **Network Address**—AQUA.ENRIQUE_K@KERNEL.ISC-SF.VA.GOV
- **Date Entered**—JAN 18, 1996
- **Date Last Used**—MAR 1997

After displaying the remote user information, MailMan returned us to the "Enter LASTNAME, Mail Code, or part of LOCATION (one word only):" prompt, where we could enter another remote user's name.

How to Obtain Mail Group Information

MailMan gives you the opportunity to obtain information on a mail group through the Group Information option on the Help (User/Group Info., etc.) menu option located on the main MailMan Menu.

You can obtain the following mail group information:

- **Name**—The name of the mail group. When addressing mail to this mail group name, all members of the mail group will automatically be recipients of the message.
- **Type**—The type of mail group determines who can send mail to it. Mail groups can be either of the following two types:
 - Public
 - Private (i.e., Personal Mail Group)

Provided there are no Authorized Senders specified, anyone can send mail to a Public group and only its members can send mail to a Private group. If there are Authorized Senders specified, only those users can address the group.



Mail groups created through the Personal Mail Group Edit option are considered private mail groups.

- **Allow Self-Enrollment?**—Is self-enrollment allowed ("Yes" or "No")? If "Yes," you can enroll yourself in or disenroll yourself from a mail group. If "No," you must request that the Coordinator or Organizer of the mail group either enroll you in or disenroll you from the group.
- **Reference Count**—How many times the mail group has been referenced (used).
- **Last Referenced**—The last date and time this group was referenced (sent a message).
- **Restrictions**—This field provides the opportunity for the Organizer of the mail group to establish a personal mailing list to use for sending mail in the "G.GROUPNAME" format. Possible values include: UNRESTRICTED, ORGANIZER ONLY, LOCAL, ORGANIZER/LOCAL, INDIVIDUALS, INDIV/ORGANIZER, INDIV/LOCAL, and INDIV/LOCAL/ORGANIZER. If set to "ORGANIZER ONLY," only the organizer is allowed to address the group. The members are simply recipients without any other privileges with respect to the group.
- **Coordinator**—The person responsible for maintaining the membership of the mail group.



In order to be a Coordinator, you must hold the XMMGR security key.

- **Description**—Description of the mail group.
- **Organizer**—The organizer is the person who set up/created the mail group. An Organizer can add new members to a Private mail group.

Authorized Senders—Authorized Senders are the only users who are allowed to send mail to the mail group. Thus, mail groups can have a limited set of senders. If unspecified, then it is assumed that anyone can send mail to this group, if Public, or only members can send to it, if Private. Remote users cannot send mail to any local group which has Authorized Senders. Any messages sent by a remote user to a group with Authorized Senders will be rejected.



If a user is not an authorized sender for a mail group and he attempts to send mail to the group, the user is shown a list of Authorized Senders. The user can send the message to one of these authorized senders who can forward it to the group, if desired.

- **Member(s)**—List of members for the mail group. Members will receive all mail addressed to the group. Members can include any of the following:
 - Local and remote users (including fax recipients)
 - Other mail groups (local mail groups)
 - Distribution lists (nationwide mail groups)

The group information can help you decide if you want to join a particular mail group (i.e., via the description). Also, if a mail group doesn't allow self-enrollment, you can find out who the Coordinator or Organizer of the group is and ask if you can be enrolled or disenrolled. Also, if a mail group has Authorized Senders, you'll know to whom you should send mail, if you want to address that particular mail group.

IRM may use the REFERENCED COUNT and LAST REFERENCED fields to determine if a mail group should be eliminated. For example, if a mail group hasn't been referenced (used) in a long time (e.g., LAST REFERENCED field = January 1 1995) or has only been referenced a very few times (i.e., REFERENCED COUNT = 2), they may decide that the mail group should be eliminated.

The following figure (Figure 184) demonstrates how to obtain information on a mail group:

```

NML   New Messages and Responses
RML   Read/Manage Messages
SML   Send a Message
      Query/Search for Messages
AML   Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option: help (User/Group Info., etc.)

      User Information
      Group Information
      Remote User Information
      New Features in MailMan
      General MailMan Information
      Questions and Answers on MailMan
      Manual for MailMan Users

Select Help (User/Group Info., etc.) Option: group Information

Select MAIL GROUP NAME: TENTH FLOOR

NAME: TENTH FLOOR                                TYPE: public
ALLOW SELF ENROLLMENT?: NO                       REFERENCE COUNT: 45
LAST REFERENCED: JUL 11, 1997

DESCRIPTION:   Mail group for ISC employees located on the 10th floor.

ORGANIZER:    BLACK,DONALD

Member                               Last Used MailMan
GOLD,MICHAEL (San Francisco CIOFO)    10 Sep 98 14:01
MAGENTA,MICHAL - Q... Continuum       10 Sep 98 09:31
BLUEGREEN,GREGORY J. (CIO Field Office San F 10 Sep 98 14:08
BLUE,THOMAS E. - COMPUTER SPECIALIST (San Fr 10 Sep 98 14:10

Member of Group: VIRUS ALERT

Select MAIL GROUP NAME:

```

Figure 184: Obtaining Mail Group Information Online

In this example (Figure 184), we wanted to display general information about a mail group.

As you can see from the previous example, we chose the Group Information option on the Help (User/Group Info., etc.) menu. MailMan asked us to enter the mail group's name.

In this case, we entered the first portion of the "**TENTH FLOOR**" mail group name at the "Select MAIL GROUP NAME:" prompt.



For more information on entering names, please refer to the "Address Functionality" topic in Chapter 4 in this manual.

After entering the group name, MailMan displayed all of the information about that mail group. You'll notice that the mail group TYPE field has a value of "public." If this mail group had been created as a personal mail group, it would have a value of "private." Also, we can see that this group does *not* allow self-enrollment. Thus, if we weren't already a member of this group but wanted to join, we would have to contact the Mail Group Organizer (i.e., "BLACK,DONALD") and ask to be enrolled.

In addition, following the list of individuals in the mail group, MailMan displays the name(s) of any group(s) this mail group belongs to. In this case, you can see that the group is a member of the VIRUS ALERT mail group.

How to View the New Features in MailMan Introduced With Patch 50

In addition to this manual, MailMan gives you the opportunity to read about the latest new features and functionality introduced with MailMan V. 7.1 with Patch 50 through the New Features in MailMan option on the Help (User/Group Info., etc.) menu option located on the main MailMan Menu.

To display the new features and functionality online, choose the New Features in MailMan option on the Help (User/Group Info., etc.) menu, as shown below:

```
Select Help (User/Group Info., etc.) Option: new Features in MailMan

NEW FEATURES AND FUNCTIONALITY IN MAILMAN V. 7.1 WITH PATCH 50

1. MESSAGE READERS - Choose from the CLASSIC, DETAILED Full
   Screen, or SUMMARY Full Screen message readers.

2. FILTER Mail - Create filters to route delivery of your mail to
   specific baskets based on the Subject, Sender, and/or Addressees.

3. SEARCH for mail based on Subject Contents, Sender, Addressee,
   Responder, Message Text, and/or Date Sent (e.g., date range).

4. READING Mail -

   * Capability to make messages NEW or not new.
   * Improved message PRINT functionality.
   * Select messages for subsequent GROUP ACTIONS.
   * Improved ability when PAGING through a long list of messages.

MORE...

Select HELP SYSTEM action or <return>:
```

Figure 185: Displaying the New Features and Functionality in MailMan V. 7.1 With Patch 50 Online



*Enter the highlighted key words (in reverse video) at the "Select **HELP SYSTEM** action or <return>:" prompt to find out more about a specific topic. Pressing the Enter/Return key without entering a key word returns you to the previous help topic or the Help options menu.*

How to Obtain General MailMan Information

In addition to this manual, MailMan gives you the opportunity to obtain general information on using the VISTA MailMan software through the General MailMan Information option on the Help (User/Group Info., etc.) menu option located on the main MailMan Menu.

To display general information on using MailMan online, choose the General MailMan Information option on the Help (User/Group Info., etc.) menu, as shown below:

```
Select Help (User/Group Info., etc.) Option: general MailMan Information

                               USING MAILMAN

MailMan is a general purpose electronic message system (e-mail). Messages
can be exchanged over communication lines, modems, and other networks. A
message is created with the SEND option. The message then appears in
each recipient's mailbox, to be READ after signon. Messages are tracked
electronically, so that each message's author and readers are identified.

After reading a message, a recipient can select from a variety of
MESSAGE ACTIONS, such as saving it into other mail baskets, deleting it,
forwarding it to others, or replying to it. REPLIES generate new
messages seen by all recipients, creating an ongoing dialog between the
recipients.

Users can FILTER their mail and SEARCH for specific messages. Also,
users can designate SURROGATES to manage mail for them. Users can
'introduce' themselves, provide contact information, and create a banner to
be displayed when a message is sent to them. Users can also choose a
message READER and further CUSTOMIZE the MailMan interface to suit
their needs. GROUPS of users may also be created.

MORE...

Select HELP SYSTEM action or <return>:
```

Figure 186: Obtaining General MailMan Information Online



Enter the highlighted key words (in reverse video) at the "Select HELP SYSTEM action or <return>:" prompt to find out more about a specific topic. Pressing the Enter/Return key without entering a key word returns you to the previous help topic or the Help options menu.

How to View Frequently Asked Questions About MailMan

MailMan gives you the opportunity to display the frequently asked question and answers regarding MailMan through the Questions and Answers on MailMan option on the Help (User/Group Info., etc.) menu option located on the main MailMan Menu.

To display the frequently asked question and answers online, choose the Questions and Answers on MailMan option on the Help (User/Group Info., etc.) menu, as shown below:

```
Select Help (User/Group Info., etc.) Option: questions and Answers on MailMan

FREQUENTLY ASKED QUESTIONS ABOUT MAILMAN

1. RECALLING OR EDITING A MESSAGE AFTER TRANSMISSION
   Is there a way to recall or edit a message once it's been sent?
2. REMOVING A RECIPIENT FROM THE LIST
   How can an accidentally chosen recipient be removed from the list?
3. LOOKING UP A MESSAGE TO BE READ
   Is there a way of finding a message if you cannot recall the number?
4. DISAPPEARED MESSAGES WHICH HAVE NOT BEEN DELETED
   Sometimes the read option will show only the message header without
   the text. What happened to the original message?
5. REPLIES TO MESSAGES FROM UNKNOWN RECIPIENTS
   Why replies appear in a mailbox to a message which I didn't
   originate?
6. DELETED MESSAGES
   Once a message is deleted, is it actually gone from the system?
7. INTERRUPTED MESSAGES
   Can a message be saved temporarily after an interruption?
8. FILTERING MAIL
   Can certain messages be automatically directed to specific baskets?

Select HELP SYSTEM action or <return>:
```

Figure 187: Displaying the Frequently Asked Questions and Answers About MailMan Online



Enter the highlighted key words (in reverse video) at the "Select HELP SYSTEM action or <return>:" prompt to find out more about a specific topic. Pressing the Enter/Return key without entering a key word returns you to the previous help topic or the Help options menu.

How to View the MailMan Users Manual (Online)

In addition to this manual, MailMan gives you the opportunity to display an online User Manual (i.e., compilation of all online help frames) through the Manual for MailMan Users option on the Help (User/Group Info., etc.) menu option located on the main MailMan Menu.

To display this User Manual online, choose the Manual for MailMan Users option on the Help (User/Group Info., etc.) menu, as shown below:

```
Select Help (User/Group Info., etc.) Option: manual for MailMan Users
DEVICE: HOME// <RET> Telnet terminal

DEC 29,1998 13:24      HELP FRAME LISTING                               i

                        THE ONLINE MAILMAN USER MANUAL

                        TABLE OF CONTENTS
                        -----

                                                PAGE
THE ONLINE MAILMAN USER MANUAL ..... 1
1 USING MAILMAN ..... 2
1.1 USING THE 'Send a message' OPTION ..... 3
1.1.1 SENDING A MESSAGE - ADDRESSING ..... 4
1.1.1.1 MAIL GROUPS ..... 5
1.1.1.1.1 MEMBERS OF MAIL GROUPS ..... 6
1.1.1.1.2 MAILMAN MAIL GROUP COORDINATORS ..... 7

Press return to continue or '^' to escape
```

Figure 188: Displaying the Manual for MailMan Users Online

In this example (Figure 188), we used the Manual for MailMan Users option to view the Online MailMan User Manual.

MailMan first asked us to choose where to display the User Manual (i.e., what device). In this case, we chose to display it to the screen by choosing the default response (i.e., "**HOME**") by pressing the Enter/Return key at the "DEVICE: HOME//" prompt.

MailMan then immediately began to display the MailMan User Manual beginning with the Table of Contents.



If you want to display or print the User Manual to a different device (e.g., a printer), enter the appropriate device name at the "DEVICE: HOME//" prompt.

You can page through the entire User Manual by pressing the Enter/Return key.

Online Help/Information

To quit reading the online User Manual and return to the Help menu, enter the up-arrow ("^" Shift-6 key on most keyboards).

Glossary

ABBREVIATED RESPONSE	This feature allows you to enter data by typing only the first few characters for the desired response. This feature will not work unless the information is already stored in the computer.
ACCESS CODE	A code that, along with the Verify Code, allows the computer to identify you as a user authorized to gain access to the computer. Your code must be greater than 6 and less than 20 characters in length. It can be numeric, alphabetic, or a combination of both, and is usually assigned by a site manager or application coordinator. It is used by Kernel's Sign-on/Security system to identify the user (see Verify Code).
APPLICATION PACKAGE	In VISTA , software and documentation that support the automation of a service, such as Laboratory or Pharmacy within VA medical centers (see Package).
ASCII	American Standard Code for Information Interchange . A standardized coding scheme that assigns numeric values to letters, numbers, punctuation marks, and other characters to enable computer systems to exchange information.
BANNER	A line of text with a user's name and domain, which is displayed to everyone who sends mail to the user.
BULLETIN	Electronic mail messages that are automatically delivered by MailMan under certain conditions. For example, a bulletin can be set up to fire when database changes occur, such as adding a record to the file of users.
CIOFO	Chief Information Office Field Office .
DEFAULT	A response the computer considers the most probable answer to the prompt being given. It is identified by double slash marks (//) immediately following it. This allows you the option of accepting the default or entering your own answer. To accept the default, you press the Enter/Return key. To change the default answer, type in your response and then press the Enter/Return key.
DELETE	The key on the keyboard (may also be called rubout or backspace on some terminals) which allows you to delete individual characters working backwards by placing the cursor immediately after the last character of the string of characters you wish to delete. The at-sign ("@" Shift-2 key on most keyboards) may also be used to delete a file entry or data attribute value. The computer will ask "Are you sure you want to delete this entry?" to insure you do not delete an entry by mistake.

Glossary

DEVICE	A peripheral connected to the host computer, such as a printer, terminal, disk drive, modem, and other types of hardware and equipment associated with a computer. The Host files of underlying operating systems can be treated like devices in that they can be written to (e.g., for spooling).
DHCP	The D ecentralized H ospital C omputer P rogram (DHCP) of the Department of Veterans Affairs (VA). DHCP software, developed by the VA and now known as VISTA (see VISTA below).
DOMAIN	A site for sending and receiving mail.
DOUBLE QUOTE (")	A symbol used in front of a Common option's menu text or synonym to select it from the Common menu. For example, the four-character string "TBOX" selects the User's Toolbox Common option.
ELECTRONIC SIGNATURE CODE	A secret password that some users may need to establish in order to sign documents via the computer.
ENTER	Pressing the Return or Enter key tells the computer to execute your instruction or command or to store the information you just entered. It may also be labeled "Return." It is used in VISTA to terminate "reads" and is symbolized by <RET> in the documentation.
FORUM	The central e-mail system within VISTA . VA personnel use it to communicate at a national level regarding programming and other issues. FORUM is located at the Washington, DC CIOFO.
FREE TEXT	The use of any combination of numbers, letters, and symbols when entering data.
HELP FRAMES	Entries in the HELP FRAME file (#9.2) that can be distributed with application packages to provide online documentation. Frames can be linked with other related frames to form a nested structure.
HELP PROMPT	The brief help that is available at the field level when entering one or more question marks.
IRM	I nformation R esource M anagement. A service at VA sites responsible for computer management and system security.

KERNEL	A set of VISTA software routines that function as an intermediary between the host operating system and the VISTA application packages (e.g., Laboratory, Pharmacy, IFCAP, etc.). Kernel provides a standard and consistent user and programmer interface between application packages and the underlying M implementation. (VA FileMan and MailMan are self-contained to the extent that they can stand alone as verified packages.) Some of Kernel's components are listed below along with their associated namespace assignments:										
	<table> <tr> <td>KIDS</td> <td>XPD</td> </tr> <tr> <td>Menu Management</td> <td>XQ</td> </tr> <tr> <td>Tools</td> <td>XT</td> </tr> <tr> <td>Sign-on/Security</td> <td>XU</td> </tr> <tr> <td>Device Handling</td> <td>ZIS</td> </tr> </table>	KIDS	XPD	Menu Management	XQ	Tools	XT	Sign-on/Security	XU	Device Handling	ZIS
KIDS	XPD										
Menu Management	XQ										
Tools	XT										
Sign-on/Security	XU										
Device Handling	ZIS										
	Task Management ZTM										
KEY	The purpose of Security Keys is to set a layer of protection on the range of computing capabilities available with a particular software package. The availability of options is based on the level of system access granted to each user.										
KEYWORD	A reference name that calls a Help Frame when entered at a message prompt.										
KEY	A security code that is assigned to individual users. It allows access to options.										
LINE EDITOR	This is VA FileMan's special line-oriented text editor. Users enter information one line at a time. This editor is used for the word-processing data type.										
LOCAL	The system to which a user is currently signed on.										
LOG IN/ON	The process of gaining access to a computer system.										
LOG OUT/OFF	The process of exiting from a computer system.										
MAIL BASKET	Mail baskets provide a way of saving messages in a sorted fashion similar to a filing system. Mail baskets are created at the "message action" prompt by typing an "S" to save and then the name you wish to call the basket. If the basket already exists, the message will be put in it. If the basket does not exist, you will be asked if you want it created. Placing a message in a mail basket other than the "IN" or "WASTE" baskets protects the message from being automatically purged when the IN BASKET PURGE is run.										
MAIL MESSAGE	An entry in the MESSAGE file (#3.9). The VISTA electronic mail system (MailMan) supports local and remote networking of messages.										

MAILMAN The **VISTA** package software that provides a mechanism for handling electronic communication, whether it is user-oriented mail messages, automatic firing of bulletins, or initiation of server-handled data transmissions.

MENU A menu is a list of choices or options you are authorized access to and may select from for computing activity. It is a type of option designed to identify a series of items (other options) for presentation to the user for selection. When displayed, menu-type options are preceded by the word "Select" and followed by the word "option" as in Select Menu Management option: (the menu's select prompt).

MENU TREE A series of menus you sequence through in order to get to the specific option you desire.

MESSAGE-ID A message identifier which shows the message number, and the domain name of the message.

MODEM A device for connecting a terminal to a telephone line, allowing it to communicate with another modem. Modems include the following types:

Direct Connect The modem is directly hooked into the phone line.

Acoustic The modem is connected to the telephone through the handset.

Auto Answer When it detects a ring signal, the modem will "answer the phone."

Auto Dial The modem, upon command from the terminal or the computer, will dial another modem.

MUMPS (M) A programming language recognized by the American National Standards Institute (ANSI). The acronym MUMPS stands for **M**assachusetts General Hospital Utility **M**ulti-programming **S**ystem.

ONLINE A device is online when it is connected to the computer.

PASSWORD A user's secret sequence of keyboard characters, which *must* be entered at the beginning of each computer session to verify the user's identity in order to gain access to software.

PERIPHERAL DEVICE Any hardware device other than the computer itself (central processing unit plus internal memory). Typical examples include card readers, printers, CRT units, and disk drives.

POINTER	Points to another file where the computer stores information needed for the field of the file in which you are currently working. If you change any of the information in the field in which you are working, the new information is automatically entered into the "pointed to" file.
POSTMASTER	The basket where message queues are stored. Also, the person who manages this basket for a particular site.
PROMPT	The computer interacts with the user by issuing questions, called prompts , to which the user enters a response.
PURGE	A procedure used to delete messages or message pointers.
QUEUE	A list that stores messages destined for a given domain.
QUEUEING	Requesting that a job be processed in the background rather than in the foreground within the current session. Jobs are processed sequentially (first-in, first-out). Kernel's TaskMan module handles the queuing of tasks.
READ ACCESS	A user's authorization to read information stored in a computer file.
REMOTE	Any system which a user is not signed on to.
RETURN	On the computer keyboard, the key located where the carriage return is on an electric typewriter. It may also be labeled "Enter." It is used in VISTA to terminate "reads" and is symbolized by <RET> in the documentation.
REVERSE VIDEO	The MailMan online Help system sometimes highlights key words within a block of text (paragraph) using "reverse video." Reverse video is the reversal of light and dark in the display of selected characters on a video screen. For example, if text is normally displayed as black letters on a white background, reverse video presents the text as white letters on a black background or vice versa. These highlighted key words can be entered at the Help System Action prompt in order to get more information on a subject specific to that key word.
ROUTINE	A program or a sequence of instructions called by a program that may have some general or frequent use. M routines are groups of program lines that are saved, loaded, and called as a single unit via a specific name.
SCREEN EDITOR	This is VA FileMan's special screen-oriented text editor. Users enter a block of information rather than a single line at a time. This editor is used for the word-processing data type.

SERVER	An automatic mail reader for internal messages.
SIGN-ON/SECURITY	The Kernel module that regulates access to the menu system. It performs a number of checks to determine whether access can be permitted at a particular time. A log of signons is maintained.
SYSTEM MANAGER/IRM CHIEF	At each site, the individual who is responsible for managing computer systems, installing and maintaining new modules, and serving as liaison to the CIOFOs.
SPACEBAR RETURN FEATURE	You can answer a VA FileMan prompt by pressing the spacebar and then the Enter/Return key. This indicates to VA FileMan that you would like to repeat the last response you gave at that prompt.
SURROGATE	A person who is authorized to read and/or send mail in another user's name.
TASKMAN	The Kernel module that schedules and processes background tasks (also called Task Manager).
TRIGGER	A trigger is an instruction that initiates a procedure. In VA FileMan, a trigger can be set up when entry of data in one field automatically updates a second field value.
TYPE-AHEAD	A buffer used to store characters that are entered before the corresponding prompt appears. Type-ahead is a shortcut for experienced users who can anticipate an expected sequence of prompts.
UP-ARROW	A character on the keyboard that looks like this: ^. Generally, the "^" character is the Shift-6 key on most keyboards. The "^" character is used mainly for exiting or opting out of answering VA FileMan prompts, jumping to other fields in VA FileMan, and/or exiting an option.
USER ACCESS	Access to a computer system. The user's access level determines the degree of computer use and the types of computer programs available. The systems manager assigns the user an access level.
USER INTERFACE	The way the package is presented to the user, such as: prompts, help messages, menu choices, etc. A standard user interface can be achieved by using VA FileMan for data manipulation, the menu system to provide option choices, and VA FileMan's Reader, the ^DIR utility, to present interactive dialogue.

VA FILEMAN (ALSO CALLED VA FILEMANAGER)	A set of programs used to enter, maintain, access, and manipulate a database management system consisting of files. A package of online computer routines written in the M language which can be used as a stand-alone database system or as a set of application utilities. In either form, such routines can be used to define, enter, edit, and retrieve information from a set of computer-stored files.
VERIFY CODE	A user's secret sequence of keyboard characters, which <i>must</i> be entered at the beginning of each computer session with a valid Access Code to verify the user's identity in order to gain access to VISTA software. Kernel's Sign-on/Security system uses the Verify Code to validate the user's identity. This is an additional security precaution used in conjunction with the Access Code. Like the Access Code, it is also 6 to 20 characters in length. If entered incorrectly, it does not allow the user to access the computer. To protect the user, both codes are invisible on the terminal screen.
VISTA	The Veterans Health Information Systems and Technology Architecture (VISTA), within the Department of Veterans Affairs, is the component of the Veterans Health Administration that develops software and installs, maintains, and updates compatible computer systems in VA medical facilities. (Previously known as the Decentralized Hospital Computer Program [DHCP].)

Index

A

- Action Codes
 - All Codes for
 - Basket Message Lists, 2-5
 - Messages, 3-3
 - Sending Messages, 4-41
 - Answer a Message, 3-7
 - Backup
 - When Sending Messages, 4-43
 - While Reading a Message, 3-11
 - Canceling Messages Before Sending, 4-79
 - Change Basket Name, 2-27
 - Change Detail, 2-29
 - Closed Message, 4-77
 - Confidential Messages, 4-45
 - Confirm Receipt, 4-69
 - Copy a Message, 3-15
 - Delete a Message, 3-19, 3-87
 - Delete Messages In a Basket, 2-33, 2-73
 - Delivery Basket Set, 4-47
 - Edit a Message, 3-22
 - Edit Recipients, 4-51
 - Edit Subject, 4-55
 - Edit Text, 4-57
 - Extract KIDS or PackMan Messages, 3-98
 - Filter Messages, 6-18
 - Filter Messages In a Basket, 2-39
 - Forward a Message, 3-24
 - Forward Messages In a Basket, 2-37
 - Group Actions, 2-13
 - Headerless Print a Message, 3-26
 - Headerless Print Messages In a Basket, 2-43, 2-57
 - Ignore a Message, 3-33
 - Include Message, 3-35
 - Include Responses When Replying to a Message, 3-69
 - Information Only
 - For Messages Sent By You, 3-22, 3-39
 - When Sending Messages, 4-59
 - Later a Message, 3-43
 - Later Messages In a Basket, 2-47
 - Network Signature
 - When Sending Messages, 4-65
 - New Message List, 2-49
 - New Toggle, 2-51
 - New/Un New a Message, 3-47
 - Opposite Selection Toggle, 2-53
 - Paging, 2-77
 - Print a Message, 3-49
 - Print Messages In a Basket, 2-43, 2-57
 - Print to the Browser, 3-13
 - Priority Delivery, 4-67
 - Priority Replies, 3-41
 - Query (Search for) Messages In a Basket, 2-63
 - Query Addressees to a Message, 3-53
 - Query Detailed, 3-59
 - Query Network, 3-63
 - Query Recipients, 3-55
 - Reply to a Message, 3-69
 - Resequene Messages In a Basket, 2-69
 - Save a Message, 3-85
 - Save Messages To Another Basket, 2-71
 - Scramble, 4-71
 - Terminate a Message, 3-19, 3-87
 - Terminate Messages In a Basket, 2-33, 2-73
 - Text String Search, 2-79
 - Transmit Later, 4-11, 4-27, 4-29, 4-61
 - Transmit Now, 4-27, 4-29, 4-73
 - Up-arrow Exit
 - Baskets, 2-83
 - Messages, 3-100
 - Vaporize Date Edit, 3-90
 - Vaporize Date Set, 4-75
 - Write a Message, 3-94
 - Zoom Selection Toggle, 2-75
- Action Commands
 - Messages, 3-3
 - Address, Forwarding Your Mail, 9-3, 9-5
- Addressing
 - Broadcast Messages, 4-19
 - Editing, 4-51
 - Functionality, 4-7
 - Groups, 4-7, 4-8
 - Mail Groups, 4-7, 4-8
 - Prefix Codes, 4-17
 - Unknown Users (Local or Remote), 4-15
 - Users, 4-7
 - Using the DUZ, 4-7
- All Action Codes
 - Basket Message Lists, 2-5

- Messages, 3-3
- Sending Messages, 4-41
- All Messages Search, 5-9
- AML, Become a Surrogate (SHARED,MAIL or Other) Option, 8-3, 8-5, 8-14
- Answer a Message Action Code, 3-7
- Answers and Questions About MailMan Online, 11-19
- ASK BASKET Field, 4-5
- Assumptions About the Reader, 3
- Authorized Senders, 11-11
- Authorized Senders of a Mail Group, 7-1, 11-11
- AUTOMATIC DELETION DATE Field, 3-90, 4-75

B

- Backup Action Code
 - When Sending Messages, 4-43
 - While Reading a Message, 3-11
- Basket Message Number, 2-9
- Baskets
 - Action Commands, 2-5
 - Change Basket Name, 2-27
 - Change Detail, 2-29
 - Create, 3-85
 - Delete Messages In a Basket, 2-33, 2-73
 - Deleting a Mail Basket, 2-34
 - Filter Messages, 6-18
 - Filter Messages In a Basket, 2-39
 - Forward Messages In a Basket, 2-37
 - Headerless Print Messages In a Basket, 2-43, 2-57
 - Later Messages In a Basket, 2-47
 - List Baskets With New Mail, 1-7
 - Listing Messages in All Baskets, 10-13
 - Listing Messages in One Basket, 10-12
 - Message List Action Codes, 2-5
 - Message Location, 1-9, 10-5, 10-11
 - New Message List, 2-49
 - New Toggle, 2-51
 - Opposite Selection Toggle, 2-53
 - Paging, 2-77
 - Print Messages In a Basket, 2-43, 2-57
 - Query Messages In a Basket Action Code, 2-63
 - Read all Your New Mail, 1-5
 - Resequence Messages, 2-69
 - Save Messages To Another Basket, 2-71
 - Search for Messages In a Basket Action Code, 2-63

- Searching for Messages in a Specific Basket, 5-18, 5-23
- Searching for Messages in Your Mailbox, 5-13
- Setting a Delivery Basket, 4-47
- Terminate Messages In a Basket, 2-33, 2-73
- Text String Search Actions, 2-79
- Up-arrow Exit Action, 2-83
- Zoom Selection Toggle, 2-75
- Become a Surrogate (SHARED,MAIL or Other) [AML] Option, 8-3, 8-5, 8-14
- Become a Surrogate, How To, 8-5
- BIG GROUP SIZE Field, 4-8
- Body of Message
 - Editing, 4-57
- Boolean Expression, 2-63, 5-7
- Broadcast Messages, 4-19

C

- Canceling Messages Before Sending Action Code, 4-79
- Carbon Copy Prefix Code, 4-18
- Change Basket Name Action Code, 2-27
- Change Detail Action Code, 2-29
- Change This Date, 10-7
- Change/Delete Later'd Messages Option, 2-47, 3-43, 10-3, 10-6, 10-7, 10-9
- Closed Message Action Code, 4-77
- Command Action Codes
 - Basket Message Lists, 2-5
 - Messages, 3-3
 - Sending Messages, 4-41
- Completing
 - Interrupted Messages, 4-35
 - Interrupted Reply, 3-83
- Composing Messages, 4-3
- Confidential Action Code, 4-45
- Configure
 - Delivery Basket Edit Option, 4-47
 - User Options Edit Option, 2-78, 3-41, 4-67
- Confirm Receipt Action Code, 4-69
- Coordinator For a Mail Group, 7-4, 11-11, 11-12
- Copy a Message Action Code, 3-15
- Create Baskets, 3-85
- Create New Filters, How To, 6-9
- Creating
 - Forwarding Address, 9-9
 - Mail Filters, 6-9
 - Personal Mail Groups, 7-13
- Creating and Sending Messages, 4-3

Criteria

- Mail Filters, 6-5
- Search for Messages, 5-5

D

- Decode Messages, 4-71
- Deferred Send Action Code, 4-11, 4-27, 4-29, 4-61
- Delete a Mail Basket, How To, 2-34
- Delete a Message Action Code, 3-19, 3-87
- Delete Messages In a Basket Action Code, 2-33, 2-73
- Delete This Date, 10-7
- Deleting
 - A Message's Latered Date and Time, 10-9, 10-11
 - Forwarding Address, 9-11
 - Mail Baskets, 2-34
 - Mail Filters, 6-21
 - Personal Mail Groups, 7-21
 - Surrogates, 8-17
 - Vaporization Date, 3-92
- Deliver Message Later (Staggered), 4-18, 4-27, 4-29
- Delivery Basket Edit Option, 4-47
- Delivery Basket Set Action Code, 4-47
- Delivery Options, 4-27
 - Deferred Send, 4-11, 4-27, 4-29, 4-61
 - Staggered Delivery, 4-18, 4-27, 4-29
 - Transmit Later, 4-11, 4-27, 4-29, 4-61
 - Transmit Now, 4-27, 4-29, 4-73
- Description of a Mail Group, 11-11
- Deselecting Messages, 2-21
- Designating
 - Messages As Priority, 4-67
 - Surrogates, 8-13
- Detail List of Recipients, 2-45, 2-61, 3-27, 3-50
- Devices
 - Choosing, 1-15, 2-43, 2-45, 2-57, 2-59, 2-61, 3-27, 3-49, 3-50, 3-51, 10-6, 10-12, 10-13, 10-14, 11-21
 - P-MESSAGE, 4-37
- Disenroll from a Mail Group, 7-3, 7-7, 7-9
- Documentation Symbols, 1
- DUZ, Addressing Mail Using the, 4-7

E

- Edit a Message Action Code, 3-22
- Edit Recipients Action Code, 4-51

Edit Subject Action Code, 4-55

Edit Task Option, 4-64

Edit Text Action Code, 4-57

Editing

- AUTOMATIC DELETION DATE Field, 4-75
- Existing Filters, 6-13
- Forwarding Address, 9-3, 9-9
- Messages, 3-22
- Personal Mail Groups, 7-3, 7-4, 7-11, 7-13, 7-17, 7-21, 11-11
- Recipients, 4-51
- Subject, 4-55
- Text, 4-57
- Vaporization Date, 4-75
- Vaporize Date, 3-90
- Encode Messages, 4-71
- Enroll in (or Disenroll from) a Mail Group [GML] Option, 7-3, 7-7, 7-9
- Enter/Return To Page Forward, 2-77
- Establishing Filter Order, 6-7
- EXISTING BASKETS ONLY (Response For Delivery Basket Privileges), 4-49
- Exit
 - How to Quit the New Messages Option, 1-19
- Exit Action, Up-arrow
 - Baskets, 2-83
 - Messages, 3-100
- Exiting a Message with Unread Responses, 1-21
- Extract KIDS or PackMan Messages Action Code, 3-98

F

Features

- New in MailMan, 11-15
- Patch 50, 11-15
- Filter Messages Action Code, 6-18
- FILTER MESSAGES Field, 6-4
- Filter Messages In a Basket Action Code, 2-39
- Filtering Criteria, 2-39
- Filtering Mail, 6-1
 - Criteria, 6-5
 - FILTER MESSAGES Field, 6-4
 - How To Create New Filters, 6-9
 - How To Delete Mail Filters, 6-21
 - How To Edit Existing Filters, 6-13
 - How To Modify Mail Filters, 6-15
 - ORDER Field, 6-4, 6-7
 - Overridden, 6-4
 - STATUS Field, 6-4

Filters, 2-39, 4-47
 Find Messages, 2-63, 5-1
 How, 5-9
 In A Particular Basket, 5-18, 5-23
 Only In Your Mailbox, 5-13
 Search All Messages, 5-9
 Search Criteria, 5-5
 Where, 5-3
 Flags, 1-9, 2-30, 2-31, 4-67
 Forward a Message Action Code, 3-24
 Forward Messages In a Basket Action Code, 2-37
 Forwarding
 Address, 9-3, 9-5
 Having Your Mail Automatically Forwarded, 9-1
 How to Delete Your Forwarding Address, 9-11
 How to Enter Your Forwarding Address, 9-9
 Local Delivery Flag, 9-3, 9-7
 Local Delivery On, 9-7
 No Local Delivery, 9-7
 Forwarding Address Edit Option, 9-3, 9-9, 9-11
 Frequently Asked Questions About MailMan, 11-19
 From, 1-9, 2-30, 2-31, 2-39, 2-43, 2-57, 3-53, 3-55, 3-59, 3-63, 3-67, 3-81, 4-43, 6-5, 8-12

G

Gaps, 2-69
 General MailMan Information Option, 11-17
 Glossary, 1
 GML, Enroll in (or Disenroll from) a Mail Group Option, 7-3, 7-7, 7-9
 Group Actions, 2-13
 Deselecting a Group of Messages, 2-23
 Deselecting All Messages, 2-25
 Deselecting One Message, 2-21
 Selecting a Group of Messages, 2-17
 Selecting All Messages, 2-19
 Selecting One Message, 2-15
 Group Information Option, 7-11, 7-15, 7-19, 11-11
 Groups, 7-1
 Addressing, 4-7, 4-8
 Authorized Senders, 7-1, 11-11
 Coordinator, 7-4, 11-11, 11-12
 Description, 11-11
 Entering Names, 4-7
 How To Create Personal Mail Groups, 7-13

How To Delete Personal Mail Groups, 7-21
 How To Disenroll, 7-9
 How To Edit Personal Mail Groups, 7-17
 How To Enroll, 7-7
 How To Obtain Mail Group Information Online, 11-11
 Last Referenced, 11-11
 Members, 11-12
 Organizer, 7-4, 7-11, 11-11, 11-12
 Personal Mail Group Edit Option, 7-3, 7-4, 7-11, 7-13, 7-17, 7-21, 11-11
 Personal Mail Groups Overview, 7-11
 Reference Count, 11-11
 Restrictions, 11-11
 Self-Enrollment, 11-11
 Type, 11-11

H

Having Your Mail Automatically Forwarded, 9-1
 Header, 2-43, 2-44, 2-57, 2-59, 2-61, 3-26, 3-27, 3-51, 3-53, 3-55, 3-56, 3-59, 3-63, 3-81, 3-92, 4-21, 4-23, 4-43, 8-12
 Header, Network, 3-63
 Header, Trace, 3-63
 Headerless Print a Message Action Code, 3-26
 Headerless Print Messages In a Basket Action Code, 2-43, 2-57
 Help
 At Prompts, 2
 Online, 2
 Help (User/Group Info., etc.)
 General MailMan Information Option, 11-17
 Group Information Option, 7-11, 7-15, 7-19, 11-11
 Manual for MailMan Users Option, 11-21
 New Features in MailMan Option, 11-15
 Questions and Answers on MailMan Option, 11-19
 Remote User Information Option, 11-9
 User Information Option, 11-5
 Help (User/Group Info., etc.) Option, 7-3, 7-11, 7-15, 7-19, 11-3, 11-5, 11-6, 11-9, 11-11, 11-15, 11-17, 11-19, 11-21
 Help/Information Online, 11-1
 Frequently Asked Questions About MailMan, 11-19
 How to Obtain General MailMan Information, 11-17

- How to Obtain Mail Group Information, 11-11
- How to Obtain Remote User Information, 11-9
- How to Obtain User Information, 11-5
- MailMan Users Manual, 11-21
- New Features in MailMan, 11-15
- Patch 50 Features, 11-15
- Hint, Scramble, 4-71
- Home Page, MailMan Home Page Web Address, 4
- How to
 - Obtain Help Online, 2
- How To
 - Become a Surrogate, 8-5
 - Change a Message's Latered Date and Time, 10-7
 - Create New Filters, 6-9
 - Create Personal Mail Groups, 7-13
 - Delete a Mail Basket, 2-34
 - Delete a Message's Latered Date and Time, 10-9
 - Delete Mail Filters, 6-21
 - Delete Personal Mail Groups, 7-21
 - Delete Your Forwarding Address, 9-11
 - Designate a Surrogate, 8-13
 - Disenroll From Mail Groups, 7-9
 - Edit Existing Filters, 6-13
 - Edit Personal Mail Groups, 7-17
 - Enroll in Mail Groups, 7-7
 - Enter Your Forwarding Address, 9-9
 - Exit a Message with Unread Responses, 1-21
 - Get a List of All Messages in Your Mailbox, 10-11
 - Get a Report On Latered Messages in Your Mailbox, 10-5
 - List All of Your Baskets with New Mail, 1-7
 - List All of Your New Messages, 1-9
 - List All of Your Priority Messages, 1-11
 - Modify Mail Filters, 6-15
 - Obtain General MailMan Information, 11-17
 - Obtain Mail Group Information, 11-11
 - Obtain Remote User Information, 11-9
 - Obtain User Information, 11-5
 - Print All of Your New Messages, 1-15
 - Quit—Exiting the New Messages Option, 1-19
 - Read All of Your New Mail by Basket, 1-5
 - Remove a Surrogate, 8-17
 - Respond to a Message, 3-73
 - Scan All of Your New Messages, 1-17

- Search, 5-9
- Stop Reading a Message, 1-21
- Use this Manual, 1
- View Frequently Asked Questions About MailMan (Online), 11-19
- View the MailMan Users Manual (Online), 11-21
- View the New Features in MailMan (Online), 11-15

I

- Ignore a Message Action Code, 3-33
- IN-BASKET PURGE Field, 3-90, 4-75
- Include Message Action Codes, 3-35
- Index of Respondents, 3-12, 3-16, 3-17, 3-75
- Information
 - Online, 11-1
 - Frequently Asked Questions About MailMan, 11-19
 - How to Obtain General MailMan Information, 11-17
 - How to Obtain Mail Group Information, 11-11
 - How to Obtain Remote User Information, 11-9
 - How to Obtain User Information, 11-5
 - MailMan Users Manual, 11-21
 - New Features in MailMan, 11-15
 - Patch 50 Features, 11-15
- Information Only
 - Action Code
 - For Messages Sent By You, 3-22, 3-39
 - When Sending Messages, 4-59
 - Prefix Code, 4-17, 4-60
- Internal Message Identification Number, 1-9, 1-10, 1-13, 2-5, 2-7, 2-9, 2-10, 2-29, 2-31, 2-69, 3-53, 3-55, 3-59, 3-60, 4-62, 10-5, 10-11
- Interrupted Messages, Completing, 4-35
- Interrupted Reply, Completing, 3-83
- Introduction To MailMan User Manual, 1
- IRM
 - BIG GROUP SIZE Field, 4-8
 - P-MESSAGE Device, 4-37

K

- Keyword, 3
- Keywords, 2, 3

L

LAST REFERENCED Field, 11-11, 11-12
 Later a Message Action Code, 3-43
 Later Messages In a Basket Action Code, 2-47
 Later Prefix Code, 4-18, 4-27, 4-29
 Lines, 1-9, 2-29, 2-31
 List All of Your Baskets with New Mail, How to, 1-7
 List All of Your New Messages, How to, 1-9
 List All of Your Priority Messages, How to, 1-11
 Lists and Reports, 10-1
 How to Change a Message's Latered Date and Time, 10-7
 How to Delete a Message's Latered Date and Time, 10-9
 How to Get a List of All Messages in Your Mailbox, 10-11
 How to Get a Report On Latered Messages in Your Mailbox, 10-5
 Local Delivery Flag, 9-3, 9-7
 Local Delivery On (Response When Having Your Mail Forwarded), 9-7
 Looking for Messages, 2-63, 5-1
 How, 5-9
 In A Particular Basket, 5-18, 5-23
 Only In Your Mailbox, 5-13
 Search All Messages, 5-9
 Search Criteria, 5-5
 Where, 5-3

M

Mail Filters, 2-39, 4-47, 6-1
 Criteria, 6-5
 FILTER MESSAGES Field, 6-4
 How To Create New Filters, 6-9
 How To Delete Mail Filters, 6-21
 How To Edit Existing Filters, 6-13
 How To Modify Mail Filters, 6-15
 ORDER Field, 6-4, 6-7
 Overridden, 6-4
 STATUS Field, 6-4
 Mail Group Options, 7-3
 Mail Groups, 7-1
 Addressing, 4-7, 4-8
 Authorized Senders, 7-1, 11-11
 Coordinator, 7-4, 11-11, 11-12
 Description, 11-11

Enroll In or Disenroll from a Mail Group, 7-3, 7-7, 7-9
 Entering Names, 4-7
 How To Create Personal Mail Groups, 7-13
 How To Delete Personal Mail Groups, 7-21
 How To Disenroll, 7-9
 How To Edit Personal Mail Groups, 7-17
 How To Enroll, 7-7
 How To Obtain Mail Group Information Online, 11-11
 Information Option, 7-11, 7-15, 7-19, 11-11
 Last Referenced, 11-11
 Members, 11-12
 Organizer, 7-4, 7-11, 11-11, 11-12
 Personal Mail Group Edit Option, 7-3, 7-4, 7-11, 7-13, 7-17, 7-21, 11-11
 Personal Mail Groups Overview, 7-11
 Reference Count, 11-11
 Restrictions, 11-11
 Self-Enrollment, 11-11
 Type, 11-11
 Mailbox
 Get a Report On Latered Messages in Your Mailbox, 10-5
 Mailbox Contents List Option, 10-3
 Messages Search, 5-13
 Mailbox Contents List Option, 10-3, 10-11, 10-12, 10-13
 MailMan Home Page Web Address, 4
 MailMan Information Online, 11-17
 MAILMAN SITE PARAMETERS file, 4-8
 MAILMAN SITE PARAMETERS File, 4-8
 MailMan Users Manual Online, 11-21
 Managing
 Individual Messages, 3-1
 Messages in a Basket, 2-1
 New Messages and Responses, 1-1
 Managing Mail In Your MailMan Message Center, 1
 Manual for MailMan Users Option, 11-21
 Manuals (related), 4
 Members, Mail Groups, 11-12
 MESSAGE File, 2-3, 2-9, 2-11, 5-3, 5-9, 5-10
 Message Filter Edit Option, 6-3, 6-4, 6-5, 6-9, 6-13, 6-17, 6-21
 Message Numbers, 1-9, 1-10, 1-13, 2-5, 2-9, 2-30, 2-31
 MESSAGE ORDER Field, 2-78
 Message Sent Date, 1-9, 2-29, 2-31
 Messages
 Action Codes, 3-3

Answer a Message, 3-7
 Backup a Message, 3-11
 Carbon Copy, 4-18
 Copy a Message, 3-15
 Delete a Message, 3-19, 3-87
 Edit a Message, 3-22
 Exiting a Message with Unread Responses, 1-21
 Extract KIDS or PackMan Messages, 3-98
 Forward a Message, 3-24
 Group Actions, 2-13
 Header, 2-43, 2-44, 2-57, 2-59, 2-61, 3-26, 3-27, 3-51, 3-53, 3-55, 3-56, 3-59, 3-63, 3-81, 3-92, 4-21, 4-23, 4-43, 8-12
 Headerless Print a Message, 3-26
 How to List All Priority Messages, 1-11
 How to List All Your New Messages, 1-9
 How to Print All of Your New Messages, 1-15
 How To Scan All of Your New Messages, 1-17
 Ignore a Message, 3-33
 Include Message, 3-35
 Information Only Action Code
 For Messages Sent By You, 3-22, 3-39
 When Sending Messages, 4-59
 Information Only Prefix Code, 4-17, 4-60
 Later, 3-43
 Make New Again, 3-47
 Make New at a Later Date and Time, 3-43
 Make Un New, 3-47
 Move, 3-85
 New/Un New a Message, 3-47
 Print a Message, 3-49
 Print to the Browser, 3-13
 Priority Replies, 3-41
 Query Addressees to a Message, 3-53
 Query Detailed, 3-59
 Query Network, 3-63
 Query Recipients, 3-55
 Remove Recipient (Minus), 4-18
 Reply to a Message, 3-69
 Save a Message, 3-85
 Search for All Messages, 5-9
 Search for Messages in Your Mailbox, 5-13
 Staggered Delivery (Later), 4-18, 4-27, 4-29
 Stop Reading a Message, 1-21
 Terminate a Message, 3-19, 3-87
 Up-arrow Exit Action, 3-100
 Vaporize Date Edit, 3-90
 Write a Message, 3-94

Minus Number, 2-77
 Minus Recipients, 4-18
 Minus Sign, 2-77
 Modifying
 Mail Filters, 6-15
 Move Messages, 3-85

N

Names
 Addressing Users or Mail Groups, 4-7
 Network Header, 3-63
 Network Information, 3-63
 Network Signature, 3-7, 3-9, 4-65
 Network Signature Action Code
 When Sending Messages, 4-65
 New Features in MailMan, 11-15
 New Features in MailMan Option, 11-15
 New Message List Action Code, 2-49
 New Messages and Responses [NML] Option, 1-3, 1-5, 1-7, 1-9, 1-12, 1-15, 1-17, 1-19, 3-2
 New Messages, How to List All, 1-9
 NEW PERSON file, 4-19
 New/Un New a Message Action Code, 3-47
 NewToggle Action Code, 2-51
 NML, New Messages and Responses Option, 1-3, 1-5, 1-7, 1-9, 1-12, 1-15, 1-17, 1-19, 3-2
 No Local Delivery (Default Response When Having Your Mail Forwarded), 9-7
 NO, DON'T ACCEPT IT (Default Response For Delivery Basket Privileges), 4-49

O

Online
 Documentation, 2
 Help, How to Obtain, 2
 Online Help Frames, 2
 Online Help/Information, 11-1
 Frequently Asked Questions About MailMan, 11-19
 How to Obtain General MailMan Information, 11-17
 How to Obtain Mail Group Information, 11-11
 How to Obtain Remote User Information, 11-9
 How to Obtain User Information, 11-5
 Manual for MailMan Users, 11-21
 New Features in MailMan, 11-15
 Patch 50 Features, 11-15

Opposite Selection Toggle Action Code, 2-14, 2-53

Options

- Become a Surrogate (SHARED,MAIL or Other), 8-3, 8-5, 8-14
- Change/Delete Later'd Messages Option, 2-47, 3-43, 10-3, 10-6, 10-7, 10-9
- Delivery Basket Edit, 4-47
- Enroll in (or Disenroll from) a Mail Group, 7-3, 7-7, 7-9
- Forwarding Address Edit, 9-3, 9-9, 9-11
- General MailMan Information Option, 11-17
- Group Information, 7-11, 7-15, 7-19, 11-11
- Help (User/Group Info., etc.), 7-3, 7-11, 7-15, 7-19, 11-3, 11-5, 11-6, 11-9, 11-11, 11-15, 11-17, 11-19, 11-21
- Mail Groups, 7-3
- Mailbox Contents List Option, 10-3, 10-11, 10-12, 10-13
- Manual for MailMan Users Option, 11-21
- Message Filter Edit, 6-3, 6-4, 6-5, 6-9, 6-13, 6-17, 6-21
- New Features in MailMan, 11-15
- New Messages and Responses [NML], 1-3, 1-5, 1-7, 1-9, 1-12, 1-15, 1-17, 1-19, 3-2
- Other MailMan Functions, 10-3, 10-5, 10-7, 10-9, 10-11, 10-12, 10-13
- Personal Mail Group Edit, 7-3, 7-4, 7-11, 7-13, 7-17, 7-21, 11-11
- Personal Preferences, 2-78, 4-47, 6-3, 6-4, 6-9, 6-13, 6-17, 6-21, 7-3, 7-4, 7-7, 7-9, 7-11, 7-13, 7-17, 7-21, 8-3, 8-13, 8-17, 9-3, 9-9, 9-11, 11-5
- Query/Search for Messages, 3-2, 5-3, 5-7
- Questions and Answers on MailMan Option, 11-19
- Read/Manage Messages [RML], 2-3, 3-2, 4-80
- Remote User Information, 11-9
- Report on Later'd Messages, 2-47, 3-43, 10-3, 10-5, 10-7
- Send a Message [SML], 3-94, 4-3, 4-4, 4-79
- Surrogate Edit, 8-3, 8-5, 8-13, 8-17
- Surrogates, 8-3
- User Information Option, 11-5
- User Options Edit, 2-78, 3-41, 4-67

ORDER Field (Filters), 6-4, 6-7

Organizer For a Mail Group, 7-4, 7-11, 11-11, 11-12

Orientation For MailMan User Manual, 1

Other MailMan Functions

- Change/Delete Later'd Messages Option, 2-47, 3-43, 10-3, 10-6, 10-7, 10-9
- Mailbox Contents List Option, 10-3, 10-11, 10-12, 10-13
- Report on Later'd Messages Option, 2-47, 3-43, 10-3, 10-5, 10-7
- Other MailMan Functions Option, 10-3, 10-5, 10-7, 10-9, 10-11, 10-12, 10-13
- Other Surrogates, 8-1, 8-7

P

Paging Action Codes, 2-77

- Enter or Return, 2-77
- Minus Number, 2-77
- Minus Sign, 2-77
- Plus Number, 2-77
- Plus Sign, 2-77
- Zero, 2-77

Password When Scrambling Messages, 4-71

Patch 50 Features, 11-15

Personal Mail Group Edit Option, 7-3, 7-4, 7-11, 7-13, 7-17, 7-21, 11-11

Personal Mail Groups, 7-11

- How To Create, 7-13
- How To Delete, 7-21
- How To Edit, 7-17

Personal Preferences Option, 2-78, 4-47, 6-3, 6-4, 6-9, 6-13, 6-17, 6-21, 7-3, 7-4, 7-7, 7-9, 7-11, 7-13, 7-17, 7-21, 8-3, 8-13, 8-17, 9-3, 9-9, 9-11, 11-5

- Delivery Basket Edit Option, 4-47
- User Options Edit Option, 2-78, 3-41, 4-67

Plus Number, 2-77

Plus Sign, 2-77

P-MESSAGE Device, 4-37

Postmaster, 4-19

Preface to the MailMan User Manual, iii

Preferences

- Delivery Basket Edit Option, 4-47
- User Options Edit Option, 2-78, 3-41, 4-67

Prefix Codes

- Addressing, 4-17
- Carbon Copy, 4-18
- Information Only, 4-17, 4-60
- Later, 4-18, 4-27, 4-29
- Remove Recipient (Minus), 4-18

Print a Message Action Code, 3-49

Print All of Your New Messages, How to, 1-15

Print Information, 1-15, 1-16

Print Messages In a Basket Action Code, 2-43, 2-57
 Print to the Browser Action Code:, 3-13
 Priority Delivery Action Code, 4-67
 Priority Mail, 1-6, 1-9, 1-11, 1-12, 1-16, 1-17
 Priority Messages, How to List All, 1-11
 Priority Replies Action Code, 3-41
 PRIORITY RESPONSES FLAG Field, 3-41, 4-67
 PRIORITY RESPONSES PROMPT Field, 4-67
 Privileges
 Surrogates Read and Write Privileges, 8-2, 8-11
 Surrogates Read Privileges, 8-2, 8-9

Q

Query (Search for) Messages, 5-1
 Query (Search for) Messages In a Basket, 2-63
 Query Addressees to a Message Action Code, 3-53
 Query Detailed Action Code, 3-59
 Query Network Action Code, 3-63
 Query Recipients Action Code, 3-55
 Query/Search for Messages Option, 3-2, 5-3, 5-7
 Question Mark Help, 2
 Questions and Answers About MailMan Online, 11-19
 Questions and Answers on MailMan Option, 11-19
 Quit
 How to Exit the New Messages Option, 1-19

R

Read All of Your New Mail by Basket, How to, 1-5
 Read/Manage Messages [RML] Option, 2-3, 3-2, 4-80
 Read/Rcvd, 1-9, 2-29, 2-31
 Reader, Assumptions About the, 3
 Reading/Managing Messages
 In a Basket, 2-1
 Individual Messages, 3-1
 New Messages and Responses, 1-1
 Recipient Prefix Codes, 4-17
 Recipients, Editing, 4-51
 REFERENCED COUNT Field, 11-11, 11-12
 Remote User Information Option, 11-9
 Removing
 Recipient (Minus) Prefix Code, 4-18

Surrogates, 8-17
 Vaporization date, 3-92
 Reply to a Message Action Code, 3-69
 Include Message, 3-35
 Reply To Differs From the From Address, 3-81
 Reply to Messages, 3-7
 Reply, Interrupted, 3-83
 Replying—"Reply To" Differs From the "From" Address, 3-81
 Report on Later'd Messages Option, 2-47, 3-43, 10-3, 10-5, 10-7
 Reports and Lists, 10-1
 How to Change a Message's Latered Date and Time, 10-7
 How to Delete a Message's Latered Date and Time, 10-9
 How to Get a List of All Messages in Your Mailbox, 10-11
 How to Get a Report On Latered Messages in Your Mailbox, 10-5
 Request Confirm Receipt Action Code, 4-69
 Resequence Messages In a Basket Action Code, 2-69
 Respond to a Message, How To, 3-73
 Respondents Index, 3-12, 3-16, 3-17, 3-75
 Responding to the Latest Response, 3-80
 Responses are ORDINARY (Response For PRIORITY RESPONSES FLAG Field), 3-41
 Responses are PRIORITY (Response For PRIORITY RESPONSES FLAG Field), 3-41
 Restrictions of a Mail Group, 11-11
 Review a Message, 4-43
 RML, Read/Manage Messages Option, 2-3, 3-2, 4-80

S

Save a Message Action Code, 3-85
 Save Messages To Another Basket Action Code, 2-71
 Scan All of Your New Messages, How to, 1-17
 Scheduled Task, 4-63
 Scramble Action Code, 4-71
 Scramble Hint, 4-71
 Scramble Password, 4-71
 Search for Messages, 2-63, 5-1
 How, 5-9
 In A Particular Basket, 5-18, 5-23
 Only In Your Mailbox, 5-13
 Search All Messages, 5-9
 Search Criteria, 5-5

- Where, 5-3
- Security Keys
 - XMMGR, 8-6, 11-11
 - XMNET, 9-1
 - XUPROGMODE, 3-98
- SELECTED BASKETS ONLY (Response For Delivery Basket Privileges), 4-49
- Selecting Messages, 2-15
- Self-Enrollment, 7-4, 7-7, 7-8, 7-9, 7-10, 11-11, 11-12, 11-14
- Send a Message, 4-1
 - Action Codes, 4-41
 - Addressing With Prefix Codes, 4-17
 - Backup Action Code, 4-43
 - Canceling Before Sending, 4-79
 - Carbon Copy Prefix Code, 4-18
 - Closed Message Action Code, 4-77
 - Confidential Action Code, 4-45
 - Confirm Receipt Action Code, 4-69
 - Deferred Send Action Code, 4-11, 4-27, 4-29, 4-61
 - Delivery Basket Set Action Code, 4-47
 - Edit Recipients Action Code, 4-51
 - Edit Subject Action Code, 4-55
 - Edit Text Action Code, 4-57
 - Information Only
 - Prefix Code, 4-17, 4-60
 - Information Only Action Code, 4-59
 - Later Prefix Code, 4-18, 4-27, 4-29
 - Network Signature Action Code, 4-65
 - P-MESSAGE Device, 4-37
 - Prefix Codes, 4-17
 - Priority Delivery Action Code, 4-67
 - Remove a Recipient (Minus), 4-18
 - Scramble Action Code, 4-71
 - SML Option, 3-94, 4-3, 4-4, 4-79
 - Staggered Delivery Prefix Code, 4-18, 4-27, 4-29
 - To a Group, 7-1
 - To Local Recipients, 4-15
 - To Remote Recipients, 4-16
 - To Yourself, 4-5
 - Transmit Later Action Code, 4-11, 4-27, 4-29, 4-61
 - Transmit Now Action Code, 4-27, 4-29, 4-73
 - Vaporize Date Set Action Code, 4-75
 - Write Action Code, 3-94
- SHARED,MAIL, 4-46, 8-1, 8-3, 8-5, 8-6, 8-7
- SHOW DUZ WHEN ADDRESS MESSAGE field, 4-8

- SML, Send a Message Option, 3-94, 4-3, 4-4, 4-79
- Stagger Delivery (Later) Prefix Code, 4-18, 4-27, 4-29
- STATUS Field, 6-4
- Stop Reading a Message,, 1-21
- String Search Action Codes, 2-79
- Subject, 4-7
- Subject of the Message, 1-9, 2-30, 2-31, 2-39, 2-43, 2-57, 2-63, 3-53, 3-55, 3-59, 4-41, 5-3, 5-5, 5-13, 6-5, 10-5, 10-7, 10-11
 - Editing, 4-55
- Summary List of Recipients, 2-45, 2-61, 3-27, 3-50
- Surrogate Edit Option, 8-3, 8-5, 8-13, 8-17
- Surrogate Options, 8-3
- Surrogates, 4-45, 4-46, 8-1
 - How to Become One, 8-5
 - How to Designate, 8-13
 - How to Remove, 8-17
 - Other Surrogates, 8-1, 8-7
 - Read and Write Privileges, 8-2, 8-11
 - Read Privileges, 8-2, 8-9
 - SHARED,MAIL, 8-1, 8-5, 8-6
- Symbols Found in the Documentation, 1

T

- Table of Contents For the MailMan User Manual, v
- TaskMan User Option menu, 4-63, 4-64
- Tasks, Scheduled, 4-63
- TBOX, 4-63
- Terminate a Message Action Code, 3-19, 3-87
- Terminate Messages In a Basket Action Code, 2-33, 2-73
- Text
 - Editing, 4-57
- Text String Search Action Codes, 2-79
- Toggles
 - Change Detail Action Code, 2-29
 - Closed Message Action Code, 4-77
 - Confidential Action Code, 4-45
 - Confirm Receipt Action Code, 4-69
 - Extract KIDS or PackMan Messages Action Code, 3-98
 - Information Only Action Code
 - For Messages Sent By You, 3-39
 - When Sending Messages, 4-59
 - New/Un New a Message Action Code, 3-47
 - Opposite Selection Action Code, 2-14, 2-53

Priority Delivery Action Code, 4-67
 Priority Replies Action Code, 3-41
 Zoom Selection Action Code, 2-14, 2-75
 Toolbox Menu Options, 4-63
 Trace Header, 3-63
 Transmit Later Action Code, 4-11, 4-27, 4-29, 4-61
 Transmit Now Action Code, 4-27, 4-29, 4-73
 Type, 11-11

U

Un-Delete, 2-34
 Unscramble, 4-71
 Un-Terminate, 2-74
 Up-arrow, 1-10, 1-13, 1-17, 1-19, 2-8, 2-63, 2-67, 3-4, 4-42, 4-53, 5-7, 5-17, 5-22, 5-27, 6-21, 11-22
 Canceling Messages Before Sending, 4-79
 Exit Action
 Baskets, 2-83
 Messages, 3-100
 Exiting a Message with Unread Responses, 1-21
 Quit Reading New Messages, 1-6
 Use this Manual, How to, 1
 User Information Option, 11-5
 User Names, 4-7
 User Options Edit Option
 MESSAGE ORDER Field, 2-78
 PRIORITY RESPONSES FLAG Field, 3-41, 4-67

PRIORITY RESPONSES PROMPT Field, 4-67

V

Vaporize Date Edit Action Code, 3-90
 Vaporize Date Set Action Code, 4-75
 Vaporize Date, Remove, 3-92

W

Web Page, MailMan Home Page Web Address, 4
 Where to Search, 5-3
 Write a Message Action Code, 3-94

X

XMMGR Security Key, 8-6, 11-11
 XMNET Security Key, 9-1
 XMSTAR LIMITED Security Key, 4-19
 XMSTAR Security Key, 4-19
 XUPROGMODE Security Key, 3-98

Y

YES, ACCEPT IT (Response For Delivery Basket Privileges), 4-49

Z

Zero, 2-77
 Zoom Selection Toggle Action Code, 2-14, 2-75

