



Using AdvanceMail On A Terminal



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You can print additional copies of this manual. Ask your System Administrator for details.

If you have any suggestions on ways in which we can improve this manual, please write to:

The Learning Products Manager
Pinewood Information Systems Division
Hewlett-Packard Ltd
Nine Mile Ride
Wokingham
RG11 3LL
UK

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Introduction

This guide is intended for anybody who uses AdvanceMail on a terminal. You do not need to be an experienced computer user to be able to use this guide, but you should be familiar with the basic concepts of using a terminal.

Each chapter in the guide tells you about a specific task that you can perform using AdvanceMail, then gives you step-by-step instructions on how to complete that task. The Appendix at the end of the guide give you additional information on exchanging mail with other electronic mail systems.

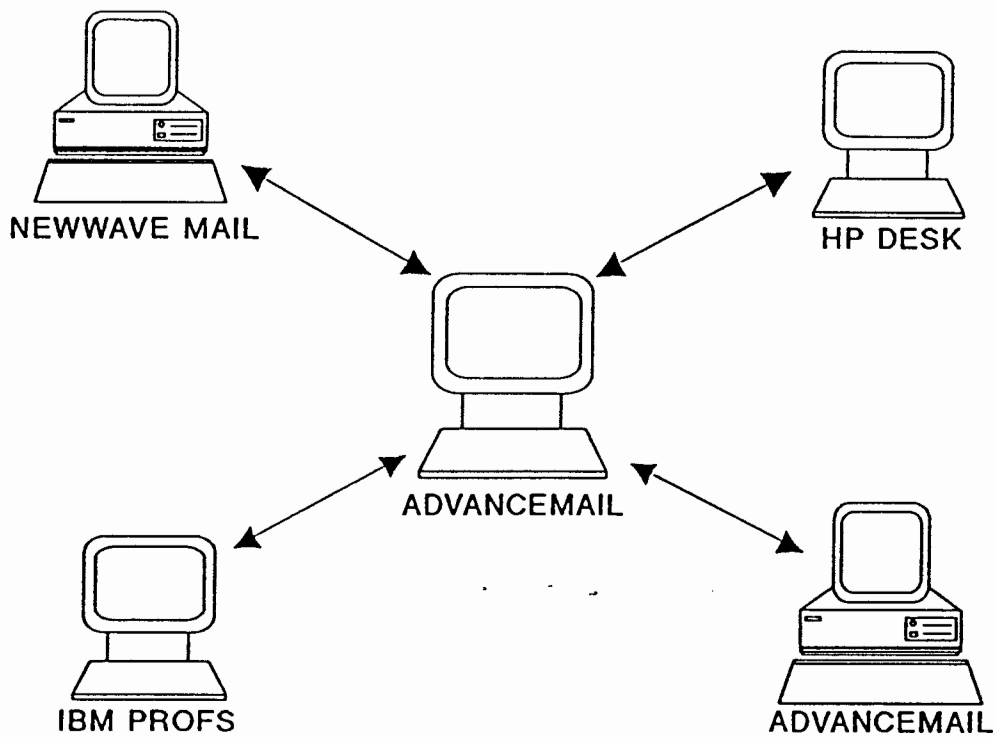
If at any stage you need help, you can use the AdvanceMail Help facility. This is like a user reference manual displayed on your screen. You can use the Help facility at any time by pressing Help. See Chapter 2 for details.

Note that the key names used in this guide may differ on some keyboards. For example, **(Enter)** may be labelled **(Return)**.

What is AdvanceMail?

AdvanceMail is an electronic mail system that lets you communicate with terminals and Personal Computers (PCs), even if they are not connected to the same computer as you.

This means that you can communicate with people who use different mail systems, such as NewWave Mail. AdvanceMail also lets you communicate with some computers that are not made by Hewlett-Packard. This is explained in detail in Chapter 5.

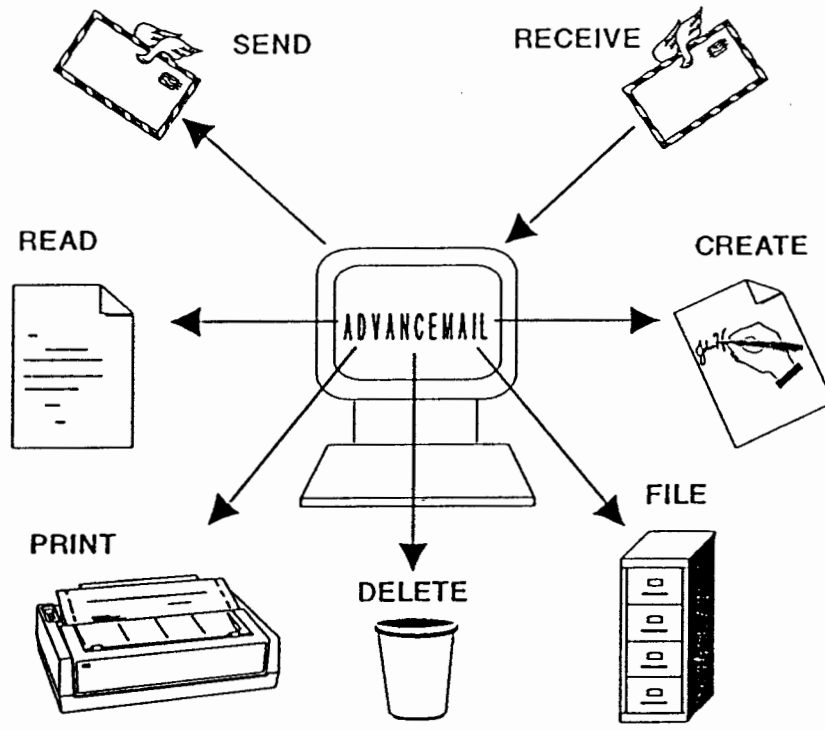


AdvanceMail Communicates with Different Computers

As well as letting you send and receive messages, AdvanceMail lets you:

- Reply to messages
- Forward messages
- File messages
- Print messages
- Delete messages

This guide tells you how to carry out these tasks and gives details of additional features available to you in AdvanceMail.



What you can do with AdvanceMail

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Getting Ready to Use AdvanceMail

Before you can run AdvanceMail on your terminal, you must be able to access HP-UX. If you have not used HP-UX before, ask your System Administrator to set up your terminal and provide you with an HP-UX user name and password. Your HP-UX user name and password will enable you to run HP-UX on your terminal.

When you are able to access HP-UX, check with your System Administrator that AdvanceMail has been installed and is ready for you to use. You also need to ask your System Administrator if an AdvanceMail password has been set up for you.

Your AdvanceMail password helps to protect the information stored in AdvanceMail.

Refer to the section "Security" at the end of this chapter for more information on passwords.

Note that this guide assumes that you are using a Hewlett-Packard terminal. If you are using a different terminal, the keys may have different names than the ones used in this guide. (See Appendix B.)

Before Starting AdvanceMail

When you access HP-UX on your terminal, HP-UX asks you what type of terminal you are using. For example, the following message may be displayed after you have entered your correct HP-UX user name and password:

```
TERM = (hp)
```

If the type of terminal displayed is correct, press **Enter**. If the type of terminal displayed is not correct, enter the correct type and press **Enter**. If you do not specify the correct type of terminal, the AdvanceMail screens may not be displayed correctly, or the keyboard may not function correctly. If you do not know what type of terminal to specify, ask your System Administrator .

Starting AdvanceMail

If you are using your own HP-UX login, to start AdvanceMail:

1. At the HP-UX prompt type `advmail`.
2. If prompted, enter your password. (Notice that your password is not displayed on the screen. This is to stop other people seeing what it is.)

If you are not using your own HP-UX login, you must also type your name. If there is more than one user with the same name as yourself, you must also type your mailnode. (Mailnodes are explained in Chapter 5.) Note that if you start AdvanceMail from someone else's login, you must enter a password. Therefore, you cannot use AdvanceMail from someone else's login unless you have an AdvanceMail password set.

To start AdvanceMail from somebody else's HP-UX login, you must type your name (and if necessary, your mailnode) in double quotes. For example, if you name is Linda Gallacher:

1. At the HP-UX prompt type:

```
advmail "linda gallacher" Enter
```
2. Enter your password.

2-2 Getting Ready to Use AdvanceMail

Leaving AdvanceMail

To leave AdvanceMail at any time:

1. From the Main screen, press **Exit ADV'MAIL**.
2. Press **Confirm Exit**.

The Main Screen

When you first go into AdvanceMail, the Main screen is displayed.

Area	Contents
In Tray	0
Out Tray	0
Filing Cabinet	1
Distribution Lists	0
Pending Tray	0

The Main screen

At the top of the Main screen is a prompt telling you what actions you can carry out from the Main screen. This is called **prompt line help**.

The middle of the screen contains a list of areas to which you can move.

At the bottom of the screen there is a line of function keys that help you to move around and carry out actions in AdvanceMail (see the section "Using the Function Keys" later in this chapter).

Note that on some terminals, only the first line of the function keys is displayed. This is because some terminal screens are one line shorter than standard Hewlett-Packard terminals.

Moving Around AdvanceMail

AdvanceMail contains many different screens from which you can carry out different tasks.

To move to a new screen, highlight an area or item using the **▼** or **▲** keys, then press the required function key (see the next section, "Using the Function Keys").

You can also highlight areas or items from a list displayed on your screen by typing in the first letter of that area or item. For example, if you want to highlight the Filing Cabinet from the Main screen, simply type **F**

If you want to move to the top or bottom of a list displayed on your screen, you can use **Home** or **End**. Pressing **Home** moves you to the first item in the list. Pressing **End** moves you to the last item in the list.

Note Some terminals may use different keys than the ones mentioned in this chapter. Refer to Appendix B for more information.



Using the Function Keys

The function keys are displayed at the bottom of your screen . If you are using a Hewlett-Packard terminal, these keys correspond to the keys labelled (F1) to (F8) on your keyboard. However, if you are not using a Hewlett-Packard terminal, they may correspond to other keys. (Refer to Appendix B.)

To select one of the functions displayed, simply press the corresponding function key on your keyboard.

Some of the screens have more than eight functions available. In this case **Other Keys** is displayed. Press **Other Keys** to display the other functions available from that screen.

Multiple Selections

You can select several items at the same time to print, file or delete. To do this:

1. Press the backspace-key when the cursor is on the first item you want to select.
2. Using the arrow keys, move the cursor to the last item you want to select. The items you want to select are now highlighted.
3. Either press the appropriate function key (for example **Delete**), or if you want to cancel the selection, press the backspace key again.

How to Get Help

The AdvanceMail Help facility is like a user reference manual that you can display on your screen. It has full explanations about AdvanceMail and is divided into four categories:

- Prompt line help
- Context sensitive help
- Help topics
- Help on errors

Prompt Line Help

The prompt line is on the second line of all the screens and tells you what you can do next.

Context Sensitive Help

If you need more help than the prompt line provides, press **Help** to display context sensitive help. This gives you detailed help on what you can do at the screen you are in. For example, if you press **Help** at the In Tray screen, you see help explaining what you can do from the In Tray.

Use the **Page Down** and **Page Up** keys to display any further screens of help. When you have finished reading the help, press **Exit Help**.

Help Topics

Sometimes you may want more general help, or help about a different area than the one you are in. For this kind of help press **Help** then **Help Topics**. This displays a list of the help topics available in AdvanceMail.

Use the arrow keys to highlight the topic you want help on, then press **Help on Topic** to display the help on that topic. Press **Help Topics** again to return to the list of Help Topics, or press **Exit Help** to return to where you were before you entered the Help facility.

Help on Errors

If an error occurs in AdvanceMail, a line of help is displayed telling you what to do about the error. If there is more help available, you are prompted to press **Help** for further information.

If you cannot find the help you need in the Help facility, make a note of the error message and ask your System Administrator for advice.

Exiting to the Shell

AdvanceMail lets you exit temporarily to the shell. If you exit to the shell, you can carry out any HP-UX command in the same way as if you were not running AdvanceMail. Note that you should only exit to the shell if you are an experienced HP-UX user.

You can exit to the shell either by pressing the **Shell** function key (if it is displayed), or by pressing **!** at any of the menu screens (for example from the In Tray screen). You cannot use **!** to exit to the shell if AdvanceMail is displaying a form for you to fill in or prompting you to enter information.

Security

To make sure that nobody else can access your messages in AdvanceMail, you should use a password.

Before you use AdvanceMail for the first time, ask your System Administrator if you already have a password set. If you do have a password set, you must type in this password when you are prompted. The password is not displayed on your screen as you type it. This is so that nobody else can see what it is.

If you do not have a password set, you should set one as soon as you start using AdvanceMail.

If your System Administrator has set a password for you, you should change it, so that nobody else knows what your password is.

To set or change your password, go to the User Configuration screen (see “User Configuration” in Chapter 7 for details).

If you do not understand how to change your password, refer to the Help facility or ask your System Administrator.

Creating and Mailing a Message

This chapter tells you how to:

- Create and mail a simple message.
- Send copies of a message to other people.
- Keep a copy of a message for yourself.
- Use different editors to compose a message.
- Include files and documents in a message.
- Edit a message.
- Give a message an Urgent, Private or Acknowledgment status.

Creating and Mailing a Simple Message

You can create a message from either the Out Tray, the In Tray or from within a Folder.

To create and mail a message you need to:

1. Address the message and give it a subject heading.
2. Compose the message.
3. Mail the message.

To address your message:

1. From the Out Tray, In Tray or Folder, press **Create**.
2. At the Subject field, type in a title for your message.
3. Press **(Tab)** to move to the TO field.
4. Type in the name of the person to whom you want to send the message. (Sometimes you may need to type in more than just the name. This is explained in Chapter 5.)

To send the message to several people, press **(Tab)** after each name to move to the next TO prompt.

Note



If you often send messages to the same group of people, you can set up a Distribution List. This saves you typing in each name every time you send a message to that group. Refer to Chapter 6 for more information.

To compose and mail your text message:

1. After addressing your message, make sure that TEXT is displayed in the Document/file type field. If TEXT is not displayed, press **TAB** to move to the Document/file type field then press the spacebar until TEXT is displayed.
2. Press **Compose** then type your message.
3. When you have finished typing your message, press **Save Text**.
4. If you want to send your message immediately, press **Mail Message**. However, if you do not want to send the message yet, press **Other Keys** then **Hold Message**. This keeps your message in the Out Tray with the status *Held*.

To send a *Held* message, simply go to the Out Tray, highlight the message you want to send, then press **Mail Message**.

If there is an error in the distribution list of the message, when you try to send it, it remains in the Out Tray with the status **IN ERROR**. If this happens, you must edit the distribution list to correct the errors. Refer to the next section for information on how to correct errors in a distribution list.

Distribution List Errors

If there is an error in the distribution list of a message, before trying to send the message again, edit the distribution list to correct the error.

To edit the distribution list:

1. Go to the Out Tray and highlight the message you want to edit.
2. Press **Other Keys** and then press **Edit DistList**.

The distribution list is displayed. Select the first incorrect name that is highlighted.

3. If prompted, press **Show Alternat** to display a list of possible alternatives for the highlighted name. If one of the alternatives displayed is the name and address you want, press **Use Alternat** to replace the incorrect name with the correct name and address. If the name and address you want is not displayed, press **Cancel Alternat**.

If AdvanceMail does not prompt you to press **Show Alternat** or if none of the alternatives displayed are correct, you must re-type the name. In some cases, you may have to type a mail address as well as a name. For further details on addressing, refer to Chapter 5.

4. Correct any other names highlighted on the distribution list.
5. When you have corrected the names, press **Save Changes**.

You can now re-send the message.

Sending Copies of a Message

A message can be copied to other people, in addition to those whose names are in the TO field. You can send a copy of a message to someone by typing their name in one of the following fields:

CC (Carbon Copy) specifies who will receive a copy of the message.

BCC (Blind Carbon Copy) specifies people who will receive a copy of the message, but whose names will not be displayed to the other recipients.

FROM Specifies who the message is from. You can enter several names in this field and each person listed will receive a copy of the message. Don't enter your name in this field unless you want to receive a copy of the message. (See the next section "Keeping a Copy of a Message.")

To send copies of a message, you must be at the distribution list of the message. This is displayed:

- When you address the message.
- From the Out Tray by pressing **Other Keys** then **Edit DistList**.

To send copies of a message, display the distribution list of the message then:

1. Move to the line below the last name in the TO field.
2. Press **TO/CC/BCC/FROM** until the correct status is displayed.
3. Enter the name and if necessary the address of the person to whom you want to send a copy of the message.

You can now continue to create and mail the message in the usual way.

Keeping a Copy of a Message

To keep a copy of a message that you send, you must either enter your name in the FROM field of the distribution list, so that a copy of the message is sent to you, or you must file the message before you mail it.

To file a message before you mail it you must hold it in your Out Tray. To do this, after composing the message press **Other Keys** then **Hold Message**. AdvanceMail then puts the message in the Out Tray with the status HELD. After filing the message, simply highlight the message and press **Mail Message**.

For further details of how to file a message, refer to "Filing a Message" in Chapter 4.

Using Different Editors

AdvanceMail lets you use an editor other than the AdvanceMail TEXT editor to compose your messages.

When you create and edit a message in AdvanceMail, you normally use the AdvanceMail TEXT editor. However if you are composing a long document, you can use another editor (for example, emacs), as long as it has been *linked* to AdvanceMail.

To see what applications have been linked to AdvanceMail, go to the Main screen and press **Config** then **Linked Applics**. If the editor you want to use is not listed, ask your System Administrator if that editor can be linked.

To create a message with a Linked Application, after addressing the message, highlight the Document/file type field and press the spacebar until the file type you want is displayed, then press **Compose**. You can now compose your message using the linked application, then mail it in the usual way.



Including Documents and Files in a Message

When you create a message, you may want to include other documents or files that are not in AdvanceMail. When you include files or documents in a message, each individual file or document is called an item. A message that contains several items is called a multi-part message.

AdvanceMail lets you handle each item in a multi-part message separately. If you include several files in a message and you decide to edit or delete one, you can edit or delete the individual item instead of the whole message.

Note



When you include a file or document in a message, it is very important that you tell AdvanceMail what its file type is. If you do not set the correct file type, the recipient will not be able to read the item.

To include a file or document in a message:

1. If you are at the Create screen and have not yet mailed or held the message, press **Include File/Doc**. Or, if the message is in the Out Tray, highlight the message and press **Open** then **Include File/Doc**.
2. Type the name of the file or document you want to include. You must type in the full file name of the file or document, relative to your current working directory. For example:

`/users/jones/work/plan`

3. Press **Next Type** until the correct file type is displayed.

If you cannot find a file type that corresponds to the file you want to include, select **BINARY FILE**.

4. Press **Perform Include**.

If you want to include more files or documents, repeat steps 2 to 4.

5. Press **Done** to return to the Message screen.

You can now mail the message in the usual way.

Editing a Message

You can edit an item in a message from the Out Tray or the Filing Cabinet.

Note that you can only edit an item in a message if its type is TEXT or DISTRIBUTION, or if its type is specified in your Linked Applications. (See “Linked Applications” in Chapter 7 for more details).

To edit a message:

1. Highlight the message you want to edit.
2. Press **Other Keys** then **Open**.
3. Highlight the item of the message that you want to edit.
4. Press **Other Keys** then **Edit Item**.
5. Edit the item then save your changes.
6. Press **Done**.

You can now mail your message.

Note that if you have just created a message and are still at the Distribution List screen, you can edit the message you have just composed by pressing **Compose** again.

Urgent, Private and Acknowledgment Status

You can give a message an Urgent, Private and Acknowledgment status.

An Urgent message has a higher priority and is delivered more quickly than a message with Normal priority.

If you give a message a Private status, it indicates that the content of the message is private. This means that if AdvanceMail fails to deliver the message, nobody will be able to read it. The subject of the message is also hidden so that the Administrator cannot read it.

If you set an Acknowledgment on a message, the message is tracked through the mail system so that you can, for example, see when the message has been received or replied to.

You can choose from three types of Acknowledgment:

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|-----------|--|
| Delivered | Checks that the message has been delivered. |
| Read | Checks that the message has been read, printed, deleted or autoforwarded by the recipient. |
| Reply | Asks the recipients to reply to the message. |

Note that when you set an Acknowledgment, it is set against all the addressees, including those listed in the CC BCC or FROM fields.

Note



If you send a message with an acknowledgment to a mail system other than your own (this is explained in Chapter 5), that mail system may not be able to return the acknowledgment status of your message.

When you receive a Private or Urgent message, it is indicated by an asterisk (*) displayed next to the message on the In Tray screen, under the heading of PRI or URG . If an asterisk is displayed under the ACK heading, it means that the sender of the message has set a Reply acknowledgment and wants you to reply to the message. AdvanceMail removes the asterisk when you have replied to the message.

Setting the Status of a Message

You can set the status of a message from the Create screen or the Out Tray.

To set the status of a message:

1. From the Create screen press **Message Settings** or from the Out Tray, highlight the message and press **Open** then **Other Keys**.
2. Select the status you want by pressing **Private** **Urgent** or **Acks**.

If you press **Acks** the types of Acknowledgment are displayed in the top right corner of the screen. Use the **▲** and **▼** keys to highlight the Acknowledgment you want, then press **Select**. The status of the message is displayed on the screen.

3. Press **Done** to return to where you started from.

Tracking a Message

If you have set an Acknowledgment status on a message, you can track the progress of that message. To do this, you must go to the Pending Tray.

The Pending Tray displays a list of all the mail messages on which you have set an Acknowledgment.

To track a message that has an Acknowledgment set:

1. From the Main screen, go to the Pending Tray.
A list of all your messages with Acknowledgments are displayed.
2. Highlight the message you want to track and press **Track Message**.
The distribution list of the message is displayed, together with the Acknowledgment level reached.
3. Press **Done** twice to return to the Main screen.

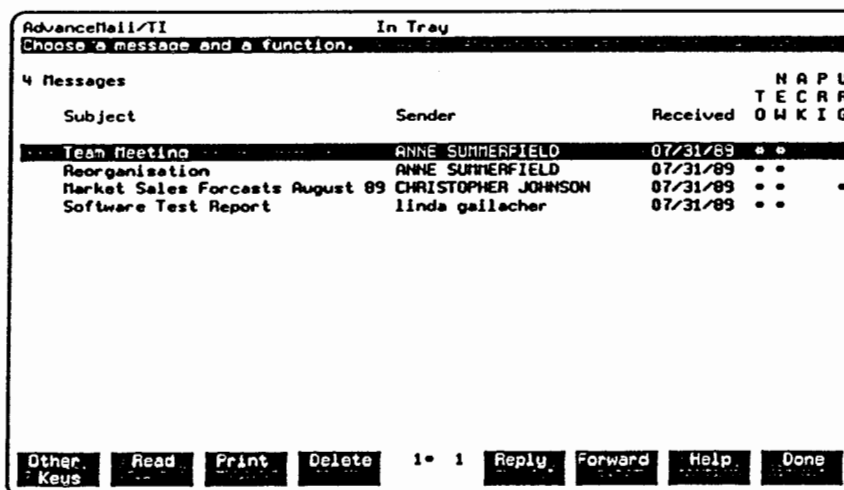
When the Acknowledgment level has been reached on a message, you should delete that message from your Pending Tray by highlighting the message and pressing **Delete**.

3-10 Creating and Mailing a Message

Handling Your Messages

All new messages that you receive arrive in your In Tray. When you receive a message, you can:

- Read the message.
- Print the message.
- File the message.
- Save the message to HP-UX.
- Delete the message.
- Reply to the message.
- Forward the message.



The In Tray screen

Note that on some versions of AdvanceMail the In Tray might look slightly different.

If you see the letters R, or E to the left of a message, it means that:

- R The message is a reply to a previous message.
- E An error occurred while the message was being delivered. Information about the error is displayed when you read the message.

Reading a Message

You can read messages containing items of the following file types:

- Text
- MemoMaker
- AdvanceWrite Plus
- HP Word/PC
- DCA/RFT

You can read a message from the In Tray, Out Tray, Filing Cabinet or Pending Tray.

To read a message:

1. Highlight the message you want to read.
2. Press **Read**.

The message is displayed on your screen. Use either **Page Down** **Page Up** **Home** **End** **▲** or **▼** to display more of the message.

3. Press **Done** when you have finished reading the message.

Printing a Message

You can print a message from the In Tray, Out Tray, Filing Cabinet or Pending Tray.

To print a message:

1. Highlight the message you want to print.
2. Press **Print**.

See the section "Multiple Selections" in Chapter 2 for information on how to print several messages at the same time.

To change the printer you use, refer to the section "Printer Configuration" in Chapter 7.

Printing with a Linked Application

To print a message item of a type that is specified in your Linked Applications (see "Linked Applications" in Chapter 7), move the message to the Out Tray or the Filing Cabinet. Use the linked application to edit the item, then print the item from within the linked application.

If the item cannot be displayed by AdvanceMail and is not of a type specified in your Linked Applications, you must save the item to HP-UX (see "Saving a Message to HP-UX" later in this chapter) then print it from within HP-UX. For example, you must do this to print an HP-UX document that contains NROFF formatting instructions.

Filing a Message

To store a message in AdvanceMail, you must file it in a folder in the Filing Cabinet.

Note that you can only file complete messages in your Filing Cabinet. You cannot file individual items from a message in your Filing Cabinet.

To file a message:

1. Highlight the message you want to file.

2. Press **Other Keys** then **File**.

A list of existing folders is displayed in the top right corner of the screen.

3. If the folder you want to file the message in is displayed, highlight that folder.

If you would prefer to create a new folder, press **Create Folder** and type in the name of the new folder.

4. Press **Copy To Folder** or **Move To Folder**.

See the section "Multiple Selections" in Chapter 2 for information on how to file several messages at the same time.

Retrieving a Filed Message

After a message has been filed, you can retrieve it, then reply to it, forward it, read it, print it or delete it.

To retrieve a message from the Filing Cabinet:

1. From the Filing Cabinet, highlight the folder where the message is filed.

2. Press **Open**.

3. Highlight the message you want.

4. Press the appropriate function key.

You can also move and copy messages within the Filing Cabinet (see the Help facility for more information).

Saving a Message to HP-UX

You may wish to save a message item as an HP-UX file. For example, message items that cannot be displayed in AdvanceMail should be saved to HP-UX.

Also, if you receive a document that uses an HP-UX application that is not linked to AdvanceMail (for example, a document containing graphics), you must save the document to HP-UX before you can print it.

Note that you can only save individual items to HP-UX. You cannot save complete messages to HP-UX. Also, you cannot save distribution lists to HP-UX.

You can save an item to HP-UX from the In Tray, Out Tray or Filing Cabinet.

To save an item to HP-UX:

1. Highlight the message that contains the item you want to save.
2. Press **Other Keys** then **Open**.
3. Highlight the item in the message you want to save.
4. Press **Save Item**.

A message at the top of the screen asks you to type the file name you want to give the item.

5. Type the file name you want to give the item, (for example, /users/jones/work/plan) then press **Perform Save**.

Deleting a Message

To delete a message:

1. Highlight the message you want to delete.
2. If necessary press **Other Keys**, then press **Delete**.

See the section “Multiple Selections” in Chapter 2 for information on how to delete several messages at the same time.

You can also delete a message while you are reading it. To do this, press **Delete** at any time while you are reading the message.

When you delete a message, AdvanceMail puts it in the **Waste Basket** (the **Waste Basket** is a folder in the **Filing Cabinet**). This gives you a chance to retrieve the message if you decide that you should not have deleted it. (See “Retrieving a Filed Message” earlier in this chapter).

However, the **Waste Basket** is emptied regularly and any messages placed in the **Waste Basket** before it was last emptied cannot be retrieved.

You can change how often your **Waste Basket** is emptied by changing your **Personal Configuration**. To do this, go to the **Main** screen and press **Config** then **Personal Config**.

Replying to a Message

You can reply to a message from the In Tray or the Filing Cabinet.

To reply to a message:

1. Highlight the message you want to reply to, then press **Reply**.

The Reply screen is displayed. Note that the TO field contains the address of the person who sent the message.

2. If you want to send the reply to everyone who is on the TO CC and FROM parts of the original message, as well as to the sender of the message, press **To All/Sender** to display DISTRIBUTION in the TO field. Note that you cannot reply to people listed on the BCC part of the original message.
3. Compose and mail your message in the usual way.

Forwarding a Message

You can forward a message from the In Tray or the Filing Cabinet.

To forward a message on to someone, simply highlight the message you want to forward, then press **Forward**. You can now address, compose an accompanying note and mail the message in the usual way.

The text that you compose is placed in front of the text of the original message. Therefore, when you read a message that has been forwarded to you, the accompanying note is displayed before the original message.



Addressing Your Message

AdvanceMail uses the X.400 international standard for addressing. This is a set of rules for exchanging messages between different mail systems.

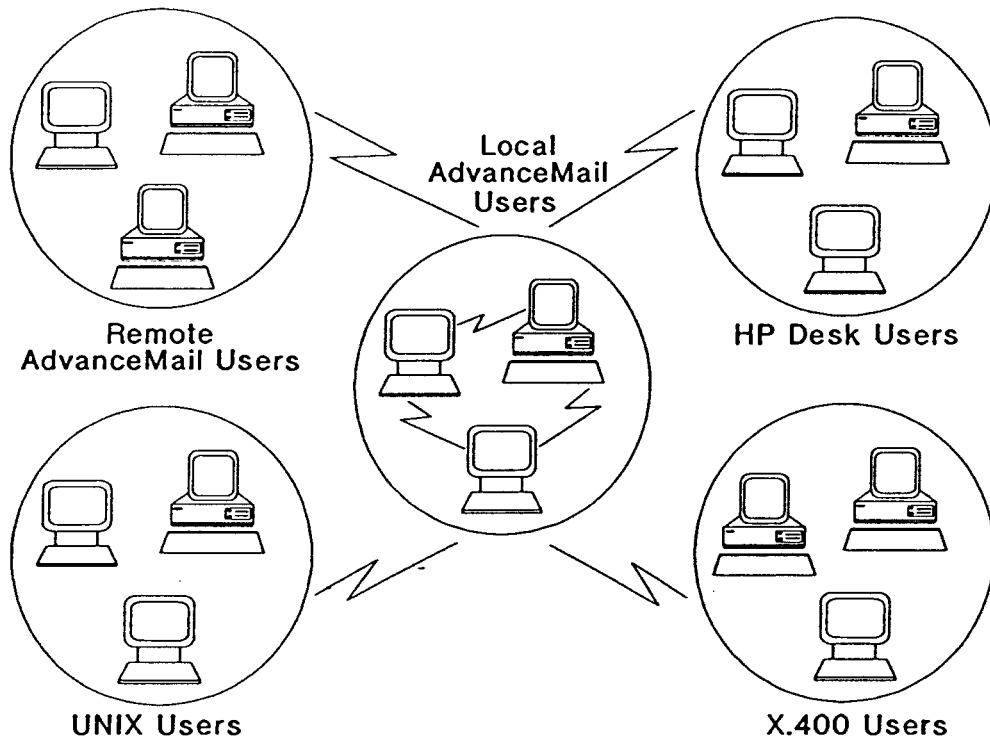
As well as letting you exchange mail messages with people using terminals and PCs connected to your AdvanceMail electronic mail system, AdvanceMail also lets you communicate with people using PCs and terminals connected to some other electronic mail systems, even if they are not Hewlett-Packard systems.

It is probable that most of the people to whom you send mail messages are on the same mail system as yourself. In this case, you will only have to type their names when you send them a message. However, if you want to send mail to people who are not connected to the same mail system as yourself, read the rest of this chapter.

Depending on how your AdvanceMail electronic mail system is set up, you can exchange mail with terminal and PC users who are connected to:

- Other AdvanceMail systems, for example in a different part of the country (these are remote AdvanceMail systems).
- Other electronic mail systems that use the X.400 international standard (this is explained in "Addressing X.400 Users" later in this chapter).
- Hewlett-Packard's HP DeskManager (HP Desk) Office System.
- UNIX electronic mail systems.
- Some foreign electronic mail systems, such as IBM DISOSS.

Ask your System Administrator which of the above systems your AdvanceMail mail system can communicate with.



Communicating with Different Systems

Depending on which system you are sending mail to, you must address your messages in different ways. This is explained in the following sections.

If you frequently send messages to the same group of people, you should create a distribution list for that group. This saves you having to type their individual names and addresses every time you send them a message. See Chapter 6 for more information.

Addressing AdvanceMail Users

When you address a message to an AdvanceMail user, you need to specify their name and sometimes an address. This address is called the mailnode.

To save you always having to enter both a user's full name and mailnode, the System Administrator maintains a directory. This directory contains the full addresses (that is, the full names and the mailnodes) of the users to whom you are likely to send mail.

When you send a message, if you have only specified the user's name on the distribution list, AdvanceMail looks in its directory for the user's full name and mailnode. AdvanceMail adds this name and mailnode to the distribution list of the message you are sending. If there is more than one user with the same name, or if the name you specified is not in the directory, AdvanceMail displays a list of names for you to choose from.

Therefore, if a user's address is in the AdvanceMail directory, you usually only have to enter their surname when you send a message to them, because AdvanceMail automatically adds the rest of the name and mailnode.

If you want to send a message to a user whose name and mailnode is not in the AdvanceMail directory, you have to type both their name and mailnode when you send them a message.

Names and mailnodes can consist of lowercase or uppercase letters, any numbers, spaces and any of the following characters:

' () + - / : = ? ,

However, unless you use the Extended Addressing facility (as described later in this chapter) you cannot use certain characters in a name and mailnode. This is because AdvanceMail uses some characters to separate fields within an address. However, AdvanceMail lets you use different characters to represent the characters you are not allowed to use. These are listed in the following table.



For	Type
space	- (underscore)
.	!
/	
,	;
({
)	}

AdvanceMail User Names

There are four parts to an AdvanceMail user's name. These are:

- Forename
- Initials
- Surname
- Generation

Forename is the user's first name.

Initials are a user's initials. This field can contain a maximum of five characters. You can type the initials one after the other with no space between, or you can separate each initial with a period. However, you must always put a period at the end of the initials. For example, you can enter either `cjr.` or `c.j.r.`

Surname is a user's surname. You must always enter a user's surname when you address a message.

Generation is the generation of the user, for example Snr. Jnr. or II. This field can contain a maximum of three characters and must always be followed by a period.

You do not have to make an entry for each field, but you must always enter the user's surname and you must always enter enough information to make a name unique.

For example, if both Leslie Salter Snr. and Leslie Salter Jnr. are defined in the directory, you must make sure that you specify the appropriate generation. If you do not give enough information to make a name unique, AdvanceMail prompts you to press **Show Alternat** to display a list of possible names (see Chapter 3.) You must enter the name in the following format:

forename initials. surname generation.

Note that you must always separate each part of the name with a space and you must always put a period after the initials and generation.

The following are examples of typical AdvanceMail user names:

leslie salter snr.

Paul Epps

WENDY HB. JONES

Remember that it doesn't matter whether you use uppercase or lowercase letters.

AdvanceMail Mailnodes

You do not normally need to specify an AdvanceMail user's mailnode as AdvanceMail usually only needs a name to be able to identify a user. However, if your System Administrator has not made an entry for the user in the directory, or if the user has recently changed their mailnode, you must specify their name and mailnode when you send them a message.

An AdvanceMail user's mailnode is divided into four fields. These are:

Organizational unit 1
Organizational unit 2
Organizational unit 3
Organizational unit 4

The organizational units often specify the department or location of the organization that a user works in, for example, Computing or London. However, most addresses usually consist of only two organizational units.

The organizational units must be entered in the following format:

```
orgunit1,orgunit2,orgunit3,orgunit4
```

where `orgunit` is the organizational unit.

You must specify the organizational units in ascending numerical order. For example, you must specify organizational unit 1 before organizational unit 2. You do not always have to specify all the organizational units, but you must specify enough organizational units to make the address unique.

You cannot specify an organizational unit if you have not entered the preceding organizational unit. For example, you cannot enter organizational unit 3 if you have not entered organizational unit 1 and organizational unit 2.

Note that you must separate each organizational unit with a comma. For example:

```
headquarters,computing
```

where `headquarters` is organizational unit 1 and `computing` is organizational unit 2.

When you enter an address you must type it after a user's name. You must separate the name from the address with a forward slash (/). For example, a typical address of an AdvanceMail user is:

```
leslie salter snr./headquarters,computing
```

Addressing X.400 Users

Depending on how your AdvanceMail system is set up, AdvanceMail lets you exchange mail with other electronic mail systems that use the X.400 international addressing standard.

If you don't know if your AdvanceMail system has been set up to let you communicate with other X.400 systems, ask your System Administrator.

If an X.400 user's address is in the AdvanceMail directory, you can address a message to them simply by typing their name. If the user's address is not in the directory, type their name and mailnode in the same format as if you were addressing an AdvanceMail user. You may then have to enter additional X.400 address components.

If you are unsure how to enter the X.400 address components, or if the address contains more than 68 characters, use AdvanceMail Extended Addressing. Extended Addressing prompts you for all the information you need in an X.400 address. This is explained in the section "Extended Addressing" later in this chapter.

Unless otherwise specified, the X.400 address components can contain any lowercase or uppercase letter, any number, spaces and any of the following characters:

' () + - / : = ? ,

However, unless you use the Extended Addressing facility (as described later in this chapter) you cannot use certain characters when you type an address. This is because AdvanceMail uses some characters to separate fields within an address. However, AdvanceMail lets you use different characters to represent these illegal characters. These are in the following table.

For	Type
space	_ (underscore)
.	!
/	
,	;
({
)	}

The X.400 address components are:

- Organization name
- Country code
- Administration domain name
- Private domain name
- X.121 address
- UA unique numeric identifier
- Telematic terminal identifier
- Domain defined attributes

The organization name is the name of the company that the user works for.

The country code represents the name of the country where the user works.

The administration domain name is the name of the public message service that delivers the message to X.400. For example, you may have to use a British Telecom service such as Gold 400 to pass the message from AdvanceMail to X.400.

The private domain name is the name of the user's X.400 network.

The X.121 address is the international numeric address for the user.

The UA unique numeric identifier is a unique number that is sometimes given to an X.400 user.

The telematic terminal identifier is the number which identifies a telematic terminal such as a telex or a teletex answerback machine.

5-8 Addressing Your Message



The domain defined attributes (DDA) are used as extra addressing for users who are usually on a different system than your own.

Don't worry if you do not understand what all the components are. When you send a message to somebody, you will normally be able to copy their address from a message you have received from them previously, or perhaps from their business card.

Note that you do not normally have to specify all the address components when you address an X.400 user. For example, you might only have to specify the organization name, country code and administration domain name.

You must separate each component with a forward slash (/).

A typical X.400 address is:

Steve Read/Eng,Design/Shooters Ltd/GB/Gold 400/WR

where Steve Read/Eng,Design is the name and mailnode as described in the section "Addressing AdvanceMail Users", Shooters Ltd is the organization name, GB is the country code, BTMHS is the administration domain name and WR is the private domain name. If you want to miss out any address components and specify a later component, you must replace each missing component with a forward slash. For example, if you do not want to specify the organization name, but you want to specify the country, type:

Steve Read/Eng,Design//GB

where the second forward slash after Design represents the missing organization name.

Hints on Addressing X.400

Because X.400 addresses can be very long, you should use AdvanceMail Extended Addressing to help you address your messages. Extended Addressing displays the list of address components for you to fill in. See the next section "Extended Addressing" for more information.

Before you address a message to an X.400 user, you should look at a message you have received from that person and make a note of their address. If you do not know their correct X.400 address, ask your System Administrator.

If you frequently send messages to the same group of people, you should create a distribution list for that group. This saves you having to type in their individual addresses every time you send them a message (see Chapter 6).

If you frequently send a message to a user who is not in the directory, ask your System Administrator to enter their name in the directory.

Extended Addressing

Because some addresses can be quite long and complicated, AdvanceMail provides you with several screens to help you fill in users' addresses. This is called Extended Addressing.

Before you use Extended Addressing, you should read the relevant sections earlier in this chapter for an explanation of what information you must put in an address.

Note that when you use Extended Addressing you can include characters in the address that you cannot include if you type the address at the Distribution List screen. These characters are:

space . / , ()

To use Extended Addressing:

1. Type in the user's name, or part of their name, in either the TO CC BCC or FROM fields on the distribution list of the message.
2. Press **Other Keys** then **Extended Address**.

AdvanceMail displays the Extended Address screen.

3. Press **TAB** to move between the fields and enter the information in the fields you want to fill in.
4. If you need to enter more information, press **X.400 Address** to move to the X.400 Address screen. (If necessary, press **Further Details** to display more fields).
5. Type in the information in the fields you want to fill in, then press **Done** until you return to the distribution list of the message.

5-10 Addressing Your Message

Addressing HP Desk Users

If an HP Desk user's address is in the directory, you can address a message to them simply by typing in their name. However, if they do not have an entry in the directory, you must enter their address in exactly the same way as if you were addressing an AdvanceMail user (see the section "Addressing AdvanceMail Users" earlier in this chapter).

A typical address to an HP Desk user is:

Arshad Mamhood/hq,lab2

where Arshad Mamhood is the name, and hq,lab2 is the mailnode.

The mailnode usually corresponds to the user's HP Desk location and sub-location codes. Therefore in the above example, the user's HP Desk location code is probably HQ/LAB2. If you do not know the mailnode of an HP Desk user, ask your System Administrator.

When you send the message, AdvanceMail automatically converts the address into a format that HP Desk understands.

If an HP Desk user has a middle name, you must abbreviate that name to its initial. For example, you must address Beatrice Jane Salter as Beatrice J. Salter, followed by the appropriate mailnode. If you do not know the mailnode of an HP Desk user, ask your System Administrator.

Sending Mail to Other Systems

Depending on how your AdvanceMail system is set up, you may be able to send messages to users on UNIX, IBM PROFS, IBM DISOSS, or Telex (these are known as foreign systems).

If the user to whom you want to send a message is in the directory, you can address a message to them simply by entering their name. However, if they do not have an entry in the directory, you must type their full address.

The full address consists of their name and mailnode, followed by their foreign address (for example their UNIX mail address). The mailnode tells

AdvanceMail which foreign system to send the message to. You will probably need to ask your System Administrator for the name of the mailnode.

To address a message to a user on a foreign system:

1. At the TO field of the distribution list, type the user's name and mailnode in the same way as if you were addressing an AdvanceMail user.

For example, if you want to address a message to Paul Epps, whose mailnode is unix,lab3 type:

```
paul epps/unix,lab3
```

2. Press **Other Keys**, **Extended Address** then **Foreign Address**.

AdvanceMail displays the Foreign Address screen.

3. Type the user's foreign address (see the next section "UNIX Addresses" for information on UNIX addresses).
4. Press **Done** to return to the distribution list of the message.

An asterisk (*) displayed next to a name on the distribution list indicates that the name has an extended address.

```
AdvanceMail/VI Foreign Address
Enter the full OpenMail address and/or Foreign Address and press Done.

Surname  pallacher
Forename  linda      Initials  Generation
Address Component 1
Address Component 2
Address Component 3
Address Component 4
Foreign Address:

K.400 Address 14 5 Start Over Help Done
```

The Foreign Address Screen

If you want to send mail to a user on a foreign system and you do not know their address, ask your System Administrator. For information on how to address UNIX users, see the next section, "UNIX Addresses."

If a user's name and foreign address does not contain more than 68 characters, you can address a message to them simply by typing their foreign address in brackets immediately after their name and mailnode. For example, you could type:

```
paul epps/development,lab3(foreign address)
```

where foreign address is the foreign address (for example the UNIX address) of Paul Epps.

UNIX Addresses

When you address a UNIX user, there are two different forms of addressing that you can use. These are called ARPA and UUCP. Ask your System Administrator which form of UNIX addressing you should use.

If you do not know a user's UNIX address, ask your System Administrator.

Using ARPA Addressing

An ARPA address consists of the user's mailbox name (this is often their forename) and the name of the user's UNIX machine.

When you type an ARPA address, type the mailbox name followed by an at sign (@) and the name of the UNIX machine. For example:

```
paul@copper.doc
```

where paul is the mailbox name and copper.doc is the name of the UNIX machine.

Using UUCP Addressing

A UUCP address consists of the name of the user's mailbox (this is usually their forename) and the name of the route your message has to take. The name of the route that your message takes consists of the names of all the UNIX machines your message has to pass through in order to reach the mailbox.

For example, in order to reach the mailbox paul, your message may have to go through the machines com sw doc and copper. In this case, the UUCP address would be:

```
com!sw!doc!copper!paul
```

Note that you have to separate each name with an exclamation mark (!).

Note

Because a UUCP address specifies the route a message takes, the address changes, depending on the machine that you use to send the message.

Distribution Lists

A distribution list lets you send messages to specific groups of people without having to type their names each time you send them a message. This saves you time and means that you are less likely to make mistakes in the address of the message.

As well as creating your own distribution lists, you can copy them from messages you receive. This helps to make sure that the names and addresses in your distribution list are correct.

Creating a Distribution List

To create a distribution list:

1. From the Main screen, go to the Distribution List area and press **Create**.
2. In the Subject field, type in a name for your distribution list (for example, Purchasing).
3. Type in the names and if necessary the addresses of all the people you want on the distribution list then press **Save Changes**.

The distribution list is now stored in the Distribution List area with the title you entered in the Subject field.

Editing and Checking a Distribution List

AdvanceMail lets you edit distribution lists and check that the names and addresses in a distribution list are correct.

Note that you can only check the names in a distribution list if they have been entered in the directory, as described in Chapter 5.

You can edit a distribution list from either the Out Tray or the Distribution List Area.

To edit a distribution list from the Out Tray:

1. Highlight the message that contains the distribution list.
2. Press **Other Keys** then **Edit DistList**.
3. Make your edits then press **Save Changes**.

To edit a distribution list from Distribution List Area, simply highlight the distribution list then press **Edit**.

To check the names and addresses in a distribution list:

1. Edit the distribution list then press **Check Names**.

AdvanceMail highlights any incorrect names.

2. Move to the first highlighted name and if prompted, press **Show Alternat** to display a list of possible alternatives for the highlighted name. If one of the alternatives displayed is the name and address you want, highlight that name and address and press **Use Alternat**. AdvanceMail replaces the incorrect name. If the name and address you want is not displayed, press **Cancel Alternat**.

If AdvanceMail does not prompt you to press **Show Alternat**, or if none of the alternatives displayed are what you want, you must re-type the name and address. If AdvanceMail still displays an error message, ask your System Administrator for the correct name and address.

3. When you have corrected all the names and addresses, press **Save Changes**.

Copying a Distribution List

To copy a distribution list from a message you have received:

1. Highlight the message that contains the distribution list you want to copy.
2. Press **Other Keys** then **Open**.
3. Highlight DISTRIBUTION then press **Save Item**.
4. If you want to change the title of the distribution list, type over the name in the Subject field, then press **Perform Save**.

The distribution list is now saved in the Distribution Lists area with the title you entered in the Subject field.

Using a Distribution List

To address a message using a distribution list:

1. At the TO field of the Create screen, press **Other Keys** then **Merge List**.

The distribution lists available are displayed in the top right corner of your screen.

2. Highlight the distribution list you want, then press **Perform Merge**.

All the names on that Distribution List are added to the address of the message.

— |

| —

— — — — —

— |

| —



Configuring AdvanceMail

Configuration

AdvanceMail contains various configuration screens that let you change how AdvanceMail looks and works.

The configuration screens in AdvanceMail are:

- Printer Configuration
- User Configuration
- Personal Configuration
- File Types
- Linked Applications

To go to any of these screens, you must first go to the Configuration screen. To do this, go to the Main screen and press **Config**.

The Configuration screen also lets you use a simple editor to edit text files in HP-UX (see the section "Text Editor" later in this chapter).

Printer Configuration

Your Printer Configuration is usually set up by your System Administrator. Unless you are confident that you understand what you are doing, you should not alter your Printer Configuration.

The Printer Configuration lets you enter an HP-UX print command to set up the printer you want to use. The command entered here is the command that is executed every time you press **Print**.

When you enter a print command, you must use %N to represent the document you are going to print (that is, the document displayed or highlighted on your screen when you press **Print**). For example, if you want to print your documents on a printer called print1, enter:

```
lp -d -print1 %N
```

To print your documents with 66 lines per page, on the printer connected to the HP-UX machine called copper, enter:

```
pr -l 66 %N | remsh copper lp
```

For more information on print commands, refer to an HP-UX manual.

To get to the Printer Configuration screen, go to the Main screen and press **Config** then **Printer Config**.

User Configuration

User Configuration lets you change your AdvanceMail password.

Your password must be no more than eight characters long and must contain only letters. Numbers, spaces or punctuation marks are not allowed in your password. Your password is also case sensitive. Therefore, if you set up your password using uppercase letters, you must always type it in uppercase letters.

Make your password easy to remember, but avoid obvious ones, like your first name. It is also a good idea to change your password regularly, in case anybody discovers what it is.

If you forget your password, see your System Administrator.

To get to the User Configuration screen to change your password, go to the Main screen and press **Config**, then **User Config**.

Personal Configuration

Personal Configuration lets you choose when the Waste Basket should be emptied and the age of the messages that are emptied, and the character set that HP-UX uses.

To get to the Personal Configuration screen, go to the Main screen and press **Config**, then **Personal Config**.

File Types

File Types lets you select what file types are displayed in the Document/file type field.

The order in which the types are listed, is the order in which they are presented in the Document/file type field when you create a message. However, you can change this order if you want to. Press **Help** at the File Types screen for more information.

To get to the File Types screen, go to the Main screen and press **Config**, then **File Types**.

Linked Applications

Linked Applications lets you use editors other than the AdvanceMail TEXT editor for editing and creating message items. For example, you can create a message using emacs.

To be able to create or edit a message with an editor other than the AdvanceMail TEXT editor, you must have the appropriate application linked to AdvanceMail. Linked Applications should be set up by your System Administrator. You should not change your Linked Applications yourself unless you are an experienced HP-UX user. Details on how to create and edit Linked Applications are given in the AdvanceMail Help facility.

To create a message using a linked application, refer to "Using Different Editors" in Chapter 3.

To get to the Linked Applications screen, go to the Main screen and press **Config** then **Linked Applics**.

Text Editor

The Text Editor lets you edit files that are not in AdvanceMail. This means that you can edit text files in HP-UX without exiting from AdvanceMail.

To use the Text Editor, simply enter the full name of the file you want to edit, for example, `/users/jones/work/plan` then press **Edit File**.

When you have finished editing the file, press **Save Text**.

A

Addressing AdvanceMail from Other Systems

This chapter explains the addressing format that users of other mail systems must use, in order to send you mail messages. You only need to read this chapter if you need to tell a user on another mail system how to address mail to you.

If another AdvanceMail or X.400 user wants to send you a message on AdvanceMail, they must address their message as described in the section "Addressing AdvanceMail Users" in Chapter 5 and "Addressing X.400 Users" in Chapter 5.

However, if an HP Desk user or a UNIX user want to send you a message on AdvanceMail, they must use the following guidelines.

Sending Mail from HP Desk

To enable HP Desk users to send you messages on AdvanceMail, the HP Desk Administrator has to enter the AdvanceMail address in the HP Desk Lookup Table. The HP Desk Administrator then creates a legal HP Desk address that corresponds to the AdvanceMail address.

For example, the HP Desk Administrator might create the HP Desk address:

`victoria burrill/MED/RS`

to correspond to the AdvanceMail address:

`victoria burrill/medical,research`

To send a message to the AdvanceMail user Victoria Burrill, you must type:

```
victoria burrill/MED/RS
```

HP Desk converts this address into the correct AdvanceMail format when it sends the message.

If you do not know the correct HP Desk address for an AdvanceMail user, ask your HP Desk Administrator.

Sending Mail from UNIX

To send a message from UNIX to an AdvanceMail user who is on the same machine as you, simply type the user's AdvanceMail address (that is, their name and mailnode).

However, note that when you use UNIX you must separate each part of the user's name and each mailnode with an underscore (`_`) and you must enter the user's surname before their forename.

For example, to send a message to an AdvanceMail user whose name is Victoria Burrill and whose mailnode is medical,research, type:

```
burrill_victoria/medical_research
```

Note that there are also certain characters that you cannot use when you type an address in UNIX. These are:

```
space . / , ( ) :
```

If an AdvanceMail address contains any of these illegal characters, you must use the following characters in place of the illegal characters.

For	Type
space	#b#
.	#f#
/	#s#
,	#m#
(#l#
)	#r#
:	#c#

Therefore, to send a message to an AdvanceMail user whose name is Jean De Verre and whose mailnode is paris,sales, type:

```
De#b#Verre_Jean/paris_sales
```

where #b# replaces the space.

Note that if you type an address directly at the UNIX prompt (for example, if you are using mailx) and the address contains any of the characters in the previous table, you must put single quotes (' ') around the whole address. Also, if you use mailx to send a message to a user who is connected to the same UNIX machine as yourself, you must put an at sign (@) at the end of the address. For example:

```
'De#b#Verre_Jean/paris_sales@'
```

If you are not using mailx, or if you specify the name of the user's UNIX machine (as shown in the following examples), you do not need to put the @ at the end of the address.

To send a message to an AdvanceMail user who is on a different machine than you, you must type both the AdvanceMail address of the user and the UNIX address of the machine.

If you are using ARPA addressing, type the AdvanceMail address followed by the UNIX address. For example:

```
burrill_victoria/medical_research@copper.doc
```

If you are using UUCP addressing, type the UNIX address followed by the AdvanceMail address. For example:

```
com!sw!doc!copper!burrill_victoria/medical_research
```

B

Key Functions

If you are using a DEC VT220 or DEC VT100, you must use the keys listed in the table below, to correspond to the keys mentioned in this guide.

Note that (Key1)+(Key2) means hold down (Key1) and press (Key2) at the same time.

Key Functions

HP Terminal	VT220	VT100
(Home)	(F17)	(ESC)+(H)
(End)	(F18)	(ESC)+(E)
(F1)	(F6)	(ESC)+(1)
(F2)	(F7)	(ESC)+(2)
(F3)	(F8)	(ESC)+(3)
(F4)	(F9)	(ESC)+(4)
(F5)	(F10)	(ESC)+(5)
(F6)	(F11)	(ESC)+(6)
(F7)	(F12)	(ESC)+(7)
(F8)	(F13)	(ESC)+(8)

— |

| —

— |

| —

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