

WGS/Mail™ User's Guide

Version 2.0

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The *WGS/Mail User's Guide* provides information on how to use WGS/Mail. It contains step-by-step procedures and reference material for all Mail functions.

Your WGS/Mail software should already be installed on your system. If it isn't, contact your system administrator.

You should already be familiar with the basics of WGS/Desktop Manager. If not, turn to the *WGS/Desktop Manager User's Guide* before continuing with this guide.

Begin this guide by reading Chapter 1, "Introduction," and then work through the basic information provided in Chapter 2, "Basics."

The remaining chapters show you how to create and send a message, add attachments to your mail, read mail you have received, forward mail you have received, use an alias, compose a longer message using the Mail Editor, and send mail to other computer systems.

Sometimes you have to hold down one key while you press another to give a Mail command. This combination is indicated by the first key, a hyphen (-), and then the second key, for example,

Control-z

Do not type the hyphen when you see these combinations.

Many of the Mail commands are displayed at the bottom of the screen and are associated with the function keys on the keyboard; these are referred to as *function key commands*.

In this guide, we refer to the function keys by the key number, and then the associated command name in parentheses, for example,

F3 (Send)

Introducing Mail

With WGS/Mail, you can send and receive messages and letters to and from other users on your computer system, and to and from users of other computer systems.

You enter WGS/Mail from the Desktop. Whenever you are working with one of the Desktop tools, such as the Word Processor or Spreadsheet, you continue to receive mail. When you receive mail, the Message Center alerts you by displaying notification windows and mail messages.

Message Notification
The following message has just arrived:
Aug 28, 18:26 Local mail has arrived from david -Mail Please press LineFeed to read message

425.1-1

WGS/Mail uses the same type of simple forms and windows found in the Desktop. For example, sending mail to other users is as easy as filling out a form and typing a memo.

Send Electronic Mail
To: [REDACTED]
Subject:

425.1-2

You can easily check the status of mail you have sent by viewing your Out-Box.

Phone Memo				
carol's Out-Box				
* To	Subject	Date	Letter	Att
- willie	Find form in Desktop It>	Jun 10 11:17	0	
ErictheRed	Call me at once!	May 12 12:45	0	
Joyce	Joyce, do you have the >	May 12 10:38	0	
larry	I received your message>	Mar 11 15:41	0	
opera!erik	Your lights are on.	Feb 5 14:01	0	
larry	Good! See you on Tuesd>	Feb 1 11:30	0	

Select letter(s), press LineFeed to open them, ^C for commands

FORWARD STATUS SEND IN-BOX ALIASES

425.1-3

Your In-Box displays the mail you have received; identifies the sender; and shows other pertinent information such as the subject, the time mail was sent, and whether there are any letters or longer messages attached.

carol's In-Box				
* From	Subject	Date	Letter	Att
-* david	Your printer is set up >	Aug 20 18:20	0	
larry	staff meeting	Aug 21 13:15	1	
larry	stats	Aug 21 12:54	1	
joyce		Jun 30 15:18	Yes	0
willie	Party for David Klitske>	Jun 30 13:15		0

Select letter(s), press LineFeed to open them, ^C for commands

FORWARD REPLY SEND OUT-BOX ALIASES EXIT ALL ATTACH

425.1-4

Organization

This guide is a reference manual for WGS/Mail. It assumes that you already know how to use the Desktop windows, menus, and forms. If you need help using the Desktop, see Chapter 2, "Getting Started," in the *WGS/Desktop Manager User's Guide*.

This guide is divided into the following chapters:

Chapter 1, "Introducing Mail," describes WGS/Mail features.

Chapter 2, "Basics," shows you how to open, send, and read mail, finish using Mail, get help, and select Mail Preferences.

Chapter 3, "Sending Mail," shows you how to send mail using either the *Phone Memo* form or the *Send Electronic Mail* form, use system aliases, add attachments, and forward mail.

Chapter 4, "Receiving Mail," shows you how to read mail in your In-Box, view special options or attachments, copy attachments, reply to mail, print mail, and organize your mail.

Chapter 5, "Using the Mail Editor," shows you how to create, edit, and read a letter using the Mail Editor.

Chapter 6, "Sending Mail to Other Computer Systems," shows you how to address your mail so you can send it to users of other computer systems.

Appendix A, "Keyboard Tables," translates virtual key names used in this guide to the equivalent keystrokes for specific terminal keyboards.

Related Documentation

The user guides described below provide additional information that you may find helpful when you are using Mail.

Office Automation

WGS/Desktop Manager User's Guide (Version 2.0)

WGS/Word Processor User's Guide (Version 2.0)

WGS/Spreadsheet User's Guide (Version 2.0)

WGS/Calendar User's Guide (Version 2.0)

The *WGS/Desktop Manager User's Guide* describes how to use the Desktop Manager to access menus, windows, and forms that run on the CTIX computer system.

The *WGS/Word Processor User's Guide* describes how to create, edit, format, and print documents, how to find and replace text, and how to use the merge capabilities that run on the CTIX computer system.

The *WGS/Spreadsheet User's Guide* describes the WGS/Spreadsheet software that runs on the CTIX computer system. The software combines the capabilities and features of Lotus 1-2-3 and Multiplan.

The *WGS/Calendar User's Guide* describes how to use the Calendar to set up appointments, send message notifications, and schedule your time on a daily, weekly, and monthly basis.

This chapter shows you how to open Mail, use Mail Help, select Mail Preferences, and exit from Mail.

Using Mail

There are several ways to begin using Mail, depending upon whether you want to send or read mail. You can

- enter the Toolkit and open *Send Mail*
- enter the Toolkit and open *Read Mail*
- press **F6** (Send) in the Desktop Manager to send the currently highlighted object as an attachment to a mail message

Each of these options for starting up Mail is explained in detail below.

Sending Mail

To send mail from the Toolkit, select *Send Mail*.

To send mail from the Desktop, follow these steps:

1. Press **F1** (Toolkit).

The *Toolkit* menu is displayed.

2. Move the cursor to *Send Mail* and press **Enter**.

Message Center		Desktop	
-Aug 20, 9:45 Weekly Staf Aug 19, 12:40 Check with		-00 ErikDir - Spreadsheet June.budget - Directory May.budget - Spreadsheet - Spreadsheet ings - WGS/Word Processor Document r - Directory rI - Directory c - WGS/Word Processor Document ir - Directory k - Spreadsheet l - WGS/Word Processor Document - Spreadsheet .ufy - Directory le - WGS/Word Processor Document ting - Snapshot p.new - Standard file	
Toolkit			
Administration	Quick Message		
CTIX System	Read Mail		
Calendar	-Send Mail		
Desktop	Status Line		
Information	Tape		
Message Center	Trashcan		
Other Users	Word Era		
Preferences	Workgroup		
Printers			

Move cursor to desired tool and press LineFeed.

S

TOOLKIT	CMNDS	PRV	WDW	NXT	WDW				
---------	-------	-----	-----	-----	-----	--	--	--	--

425.2-1

You see either the *Phone Memo* form or the *Send Electronic Mail* form, depending upon which option you set in the *Mail Preferences* form. See "Selecting Mail Preferences," later in this chapter, for more information on selecting options. See Chapter 3, "Sending Mail," for more information on the intended uses of the two forms. The following is an example of the *Phone Memo* form:

Phone Memo

To: [REDACTED]
From: Carol
OF: Convergent
Message: Number:
Extension: 3126

Phoned	Returned Call	Will Call Again	URGENT
Call Back	Wants Meeting	Was In	

Enter recipients using separate names and/or aliases

MORE | **EDIT** | **SEND IT** | **IN-BOX** | **OUT-BOX** | **EXIT ALL** | **ATTACH** | **OPTIONS**

425.2-2

To prepare your message, type the name of the person who is to receive your message and the person sending the message, if it is other than the name that appears. You can complete the telephone number, company, and extension fields if you choose. You are then ready to type your message.

Use the **Tab** or **Return** key to move to the next field. The cursor keys move the cursor between message notations. Press **Mark** to indicate your choice(s). To send the message, press **F3** (Send It).

For more information on creating and sending mail, see Chapter 3, "Sending Mail."

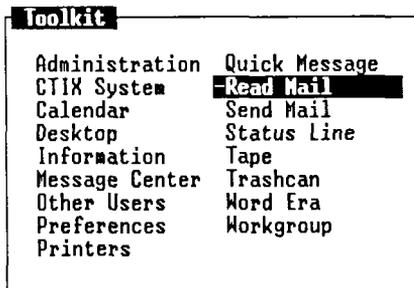
You can also send mail and attach documents or other files from the Desktop using the **Send** function key. The **Send** key attaches the currently highlighted object. For more information, see "Adding Attachments," in Chapter 3.

Reading Mail

You can read your mail by selecting *Read Mail* from the *Toolkit* menu.

To read mail from the Desktop Manager Toolkit:

1. Press **F1** (Toolkit).
The *Toolkit* menu is displayed.
2. Move the cursor to *Read Mail* and press **Enter**.



425.2-3

You see your In-Box.

carol's In-Box					
* From	Subject	Date	Letter	Att	
-* david	Your printer is set up >	Aug 20 18:28			0
larry	staff meeting	Aug 21 13:15			1
larry	stats	Aug 21 12:54			1
joyce		Jun 30 15:18	Yes		0
willie	Party for David Klitske >	Jun 30 13:15			0

Select letter(s), press LineFeed to open them, ^C for commands

FORWARD REPLY SEND OUT-BOX ALIASES EXITALL ATTACH

425.2-4

To read your mail, move the cursor to the message you would like to read and press **Enter**. To return to your In-Box, press **Cancel** or **Exit**.

If you do not have any mail, you see the following message:

The In-Box is empty.

For more information on reading mail in your In-Box, see Chapter 4, "Receiving Mail."

Exiting From Mail

To exit from Mail, press **Exit**, **Cancel**, or **F7 (Exitall)**.

You are returned to the Desktop or the last window to be opened before you used Mail.

Getting Help

You can get help with any Mail command you are using by pressing **Help**.

A sample Help screen is shown below:

```
carol's In-Box
* From _____ Subject _____ Date Letter Att
-* dav Electronic Mail Help
* dav
  joy
  wil
  wil
  wil
  roo
  MAL
  abe
  uuc
  Lar
  uuc
  Bil
```

The In-Box Screen Display

The In-Box is used by Electronic Mail as its means of allowing you to read, store, and delete mail that you have received.

Every time a piece of mail is received, a summary line entry is made in your In-Box. Select the SUMMARY function key label below for more information on the contents of the summary line.

Press **Esc pg** for more information.

CONTENT RECEIVE SUMMARY DELETE REPLY FORWARD ALIASES OUT-BOX

For more information on Help topics related to the current Help screen, press one of the function keys that corresponds to the menu displayed at the bottom of your screen.

Using the Help Table of Contents

After entering Help, press **F1** (Content) for a complete list of Mail Help topics.

To select a topic from the Help Table of Contents, move the cursor to the chosen topic and press **Enter**.

To remove a Help listing from the screen, press **Cancel**.

To exit from Help and return to where you were when you requested Help, press **Exit**.

Selecting Mail Preferences

The *Mail Preferences* form in the Desktop Manager allows you to fill in standard mail form entries, thus saving you time when you send mail in the future. After you have completed the *Mail Preferences form*, every *Mail* form you use automatically displays the Mail Preference choices you have entered.

For example, you can enter a telephone number and extension number, a company or department name, and your own name in the *Mail Preferences* form.

You can also specify the number of days to hold mail in your In-Box, the editor you want to use when attaching letters to mail, and the type of *Send Mail* form you want to use when you send mail.

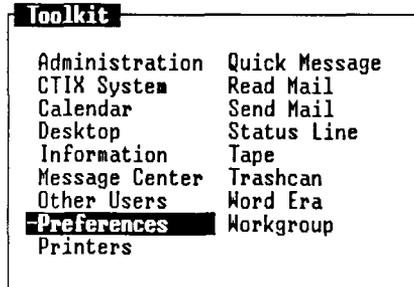
Displaying the Mail Preferences Form

To display the *Mail Preferences* form in the Desktop Manager:

1. Press **F1** (Toolkit).

The *Toolkit* menu is displayed.

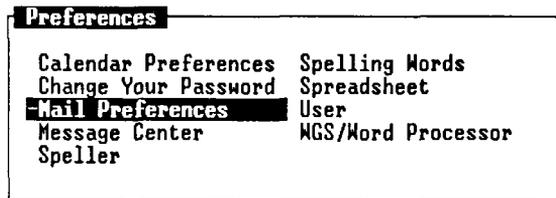
2. Move the cursor to *Preferences* and press **Enter**.



425.2-6

The *Preferences* menu is displayed.

3. Move the cursor to *Mail Preferences* and press **Enter**.



425.2-7

You see the *Mail Preferences* form with these default settings:

A screenshot of a form titled "Mail Preferences". The form contains several fields with their current values. The "To:" field is redacted with a black bar.

To:	[Redacted]		
From:	Carol	Number:	
Of:	Convergent	Extension:	3126
Automatically Forward to:			
Editor:	Easy Editor		
Number of days before mail is deleted:	0		
Send Mail form:	Phone Memo		

425.2-8

4. Use the **Return** or **Tab** key to move between fields of the form.

5. Press the **Spacebar** to select either Phone Memo or Electronic Mail Envelope.
6. After selecting or entering the chosen preferences, press **Enter**.

Mail Preference Choices

The following paragraphs describe the choices for each of the *Mail Preference* fields.

Although the choices you enter in the *Mail Preferences* form are displayed automatically in the forms you use to send mail, you can always enter new choices in the *Send Mail* or *Phone Memo* forms and override the preference settings.

The Receiver

The *To* field is blank initially. This is because you don't always send mail to the same person or group. If you send mail frequently to the same person or group, you can enter a user name or group name (alias) here that is displayed automatically in the *To* field of the *Phone Memo* or *Send Mail* form.

To enter a user name or alias, type a name of up to 54 characters. An *alias* is an alternate name you use for an individual or a group of persons.

For more information on aliases, see "Using Aliases," in Chapter 3.

The Sender

The *From* field is blank initially.

You can enter your full name here, or the name of the person for whom you most often send mail. For example, if you are responsible for sending mail for your manager, enter his or her name in the *From* field. The name is displayed automatically in the *Send Mail* or *Phone Memo* form.

To enter a name, type a name of up to 15 characters.

Telephone Number and Extension

To enter a number, move to the *Number* field and type the telephone number, just as you would on any phone memo slip, including the area code, where appropriate.

To enter an extension number, move to the *Extension* field and type the number.

Department or Company

You can use any entry in the *Of* field, or you can leave it blank. For example, you can enter the sender's department or company name.

To add a department or company name, move to the *Of* field and type the entry.

Automatic Forwarding

You can have your mail forwarded to another user name automatically. Then, when someone sends you mail, it goes to the person whose user name you specified. The forwarded mail never appears in your In-Box.

To have your mail forwarded automatically, move to the *Automatically Forward To* field and type the user name of the person to receive your mail.

The Editor

The *Editor* field initially contains the name of the editor, Easy Editor, that comes with Mail. This field identifies the editor you use to write longer mail letters.

To change the editor, move to the *Editor* field. You can either type the name of the editor or press **Command-c** to display a list of the editors you can use. Press **Return** or use the cursor keys to move the cursor to the editor you want to use, and then press **Enter**.

NOTE: If you select the WGS/Word Processor with format codes, your mail recipients must have the WGS/Word Processor software in order to read your letters. If you select the WGS/Word Processor without format codes, or any other editor on the list, recipients do not need any special software.

For more information on changing or using the mail editor, see Chapter 5, "Using the Mail Editor."

Automatic Deletion of Mail

If you would like to have mail removed from your In-Box and Out-Box on a regular basis, you can specify the number of days a mail message can remain in your system. If you leave the preset 0 here, mail is never removed automatically.

To specify the number of days mail can remain in your system, move to the *Number of Days Before Mail Is Deleted* field and type the number of days.

Phone Memo or Electronic Mail Envelope

There are two types of *Send Mail* forms: the *Phone Memo* form and the *Send Electronic Mail* form.

The default entry is *Phone Memo*. If you don't change this entry, you always see the *Phone Memo* form when you open *Send Mail*. The Memo form displays the first line of a message. The *Phone Memo* form has the following entries:

Phone Memo

To: [REDACTED]
From: Carol
Of: Convergent
Message:

Number:
Extension: 3126

Phoned Call Back	Returned Call Wants Meeting	Will Call Again Was In	URGENT
---------------------	--------------------------------	---------------------------	--------

425.2-9

If you prefer to have only the *To* and *Subject* fields shown when sending mail, you should change this setting to *Electronic Mail Envelope*. With this entry, you always see the *Send Electronic Mail* form, which looks like this:

Send Electronic Mail

To: [REDACTED]
Subject:

425.2-10

For more information on the two types of forms, see Chapter 3.

To change from *Phone Memo* to *Electronic Mail Envelope* in Mail Preferences, move to the *Send Mail Form* field and press the **Spacebar**.

Exiting From the Mail Preferences Form

When you have selected all the Mail Preference choices you want, press **Enter**.

If you have Mail windows open when you set Mail Preferences, you need to close them before the new settings take effect.

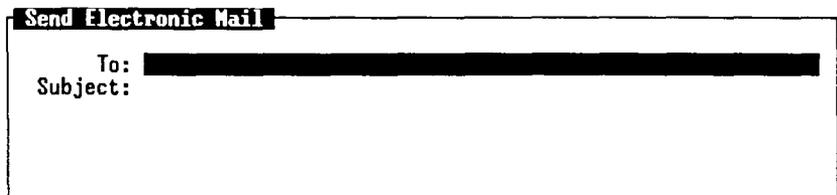
This chapter shows you how to send mail using either the *Phone Memo* form or the *Send Electronic Mail* form, how to use aliases, how to add and send mail attachments, and how to forward your mail to other users on your system.

If you are looking for information on how to send mail to other computer systems, see Chapter 6, "Sending Mail to Other Computer Systems."

Preparing Mail Messages

You can prepare your mail messages by using either the *Phone Memo* form or the *Send Electronic Mail* form.

The *Send Electronic Mail* form allows you to indicate who is sending the message and type a message of up to four lines long, as shown in the following illustration.



The illustration shows a rectangular window titled "Send Electronic Mail". Inside the window, there are two labels: "To:" and "Subject:". The "To:" label is followed by a solid black horizontal bar, indicating that the recipient's name has been redacted. The "Subject:" label is followed by a blank space, indicating that the subject line is currently empty.

425.3-1

The *Phone Memo* form allows you to send messages of up to four lines and lets you indicate more specific information, as shown below.

Phone Memo			
To:	[REDACTED]		
From:	Carol	Number:	
Of:	Convergent	Extension:	3126
Message:			
Phoned Call Back	Returned Call Wants Meeting	Will Call Again Was In	URGENT

Enter recipients using separate names and/or aliases

MORE | EDIT | SEND IT | IN-BOX | OUT-BOX | EXIT ALL | ATTACH | OPTIONS

425.3-2

When you select *Send Mail* from the Toolkit, you see either the *Phone Memo* form or the *Send Electronic Mail* form, depending upon which one you selected in Mail Preferences.

If you have not changed the default Mail Preferences choices, you see the *Phone Memo* form whenever you send mail. For more information on setting Mail Preferences, see "Selecting Mail Preferences" in Chapter 2, "Basics."

If you want to send a mail message longer than the four lines in the *Send Mail* forms, you can use the Easy Editor by pressing **F2** (Edit) when you are sending mail.

With the Easy Editor, you can compose a message as long as you want, and you can use some text-processing commands to help you edit your messages.

For more information on using the Easy Editor, see Chapter 5, "Using the Mail Editor."

You can also use the editor of your choice, including the WGS/Word Processor, to prepare longer mail messages. To do so, you must select your choice from the *Mail Preferences* form.

For more information on choosing a mail editor, see "Selecting Mail Preferences" in Chapter 2, "Basics."

Writing and Sending a Message

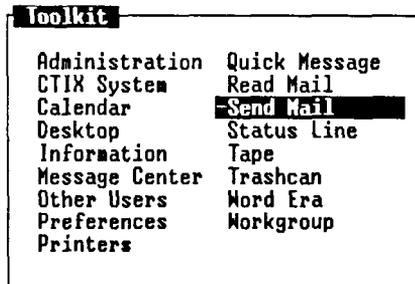
To send a mail message, you use either the *Phone Memo* or *Send Electronic Mail* form.

To display either the *Phone Memo* form or the *Send Electronic Mail* form:

1. Press **F1** (Toolkit) in the Desktop Manager.

The *Toolkit* menu is displayed.

2. Move the cursor to *Send Mail* and press **Enter**.



425.3-3

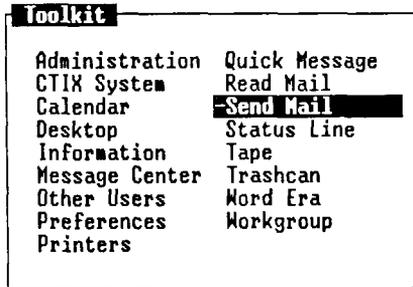
You see either the *Send Electronic Mail* form or the *Phone Memo* form, depending upon which one you selected in Mail Preferences.

Using the Send Electronic Mail Form

The following procedure shows you how to use the *Send Electronic Mail* form to send a message. If you do not see the *Send Electronic Mail* form, see "Using the Phone Memo Form," which follows.

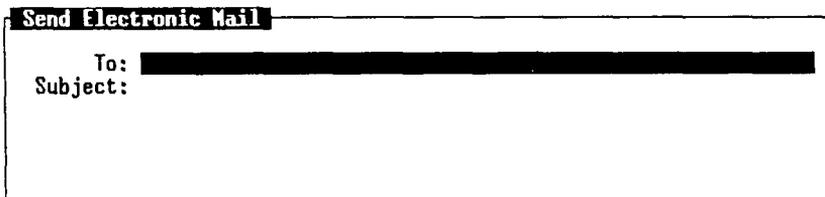
To send a mail message from the *Send Electronic Mail* form:

1. Press **F1** (Toolkit) in the Desktop Manager.
The *Toolkit* menu is displayed.
2. Move the cursor to *Send Mail* and press **Enter**.



425.3-4

You see the *Send Electronic Mail* form:



A screenshot of a form titled "Send Electronic Mail" in a black box. The form has two fields: "To:" and "Subject:". The "To:" field is highlighted with a black background, and the cursor is positioned at the end of the text in this field.

425.3-5

The cursor is on the *To* field.

3. Type the name or alias of the person or group you want to receive your message. (Aliases are discussed in "Using Aliases," later in this chapter.)

Separate multiple entries by using single spaces between entries, for example,

john erik staff

NOTE: If you type a name or alias that does not exist on your system, a message tells you that the user or system does not exist. See Chapter 6, "Sending Mail to Other Computer Systems," to find out who can receive mail on your system.

4. Press **Tab**.

The cursor moves to the *Subject* field.

5. Type your message.

The *Subject* field contains four lines allowing 57 characters per line.

After typing a full line of information, press **Tab** to move to the next line in the field.

6. Press **F3** (Send It) to send the completed mail message.

NOTE: If you send mail to another computer system and there are several outstanding requests, or if the line currently configured to send the mail is in use, there is a delay in sending the mail.

Using the Phone Memo Form

The following procedure shows you how to use the *Phone Memo* form. If you do not see the *Phone Memo* form, see "Using the Send Electronic Mail Form," early in this chapter.

To send a mail message with the *Phone Memo* form:

1. Press **F1** (Toolkit) in the Desktop Manager.

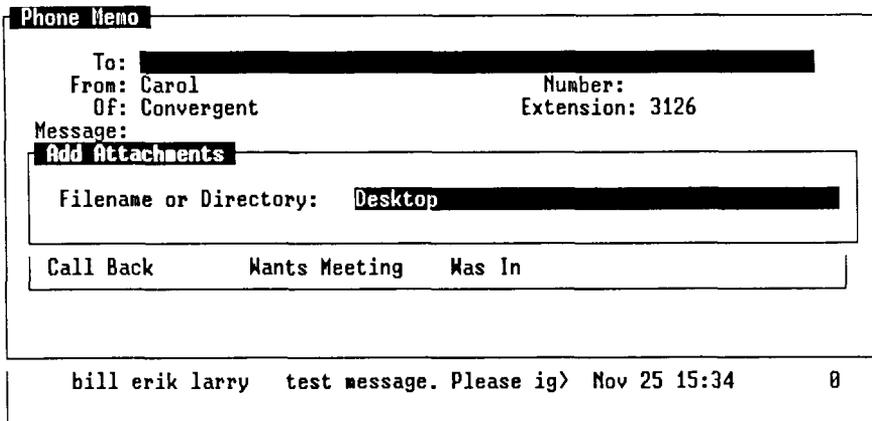
The *Toolkit* menu is displayed.

2. Move the cursor to *Send Mail* and press **Enter**.



425.3-6

You see the Phone Memo form:



A screenshot of the Phone Memo form. The form is titled "Phone Memo" and contains the following information:

To: [Redacted]
From: Carol
OF: Convergent
Message:
Add Attachments
Filename or Directory: Desktop
Call Back Wants Meeting Was In
bill erik larry test message. Please ig> Nov 25 15:34 0

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The cursor is on the *To* field.

If you have completed the *To* field in Mail Preferences, you see that name here.

3. In the *To* field, type the name or alias of the person or group you want to receive your message.

Separate multiple entries with single spaces between entries, for example:

john erik staff

(Aliases are discussed in "Using Aliases," later in this chapter.)

If you type a name or alias that does not exist on your system, a message tells you that the user or system does not exist.

4. Press **Tab**.

The cursor moves to the *From* field.

5. Type the name of the person sending the message.

If you have completed the *From* field in Mail Preferences, you see that name here.

To change the name, just type over the current entry.

6. Press **Tab**.

The cursor moves to the *Number* field.

7. Type a telephone number, if needed.

If you have completed the *Number* field in Mail Preferences, you see that number here.

To change the telephone number, just type over the current entry.

8. Press **Tab**.

The cursor moves to the *Of* field.

9. Type a department or company name, if needed.

If you have completed the *Of* field in Mail Preferences, you see that department or company name here.

To change the department or company name, just type over the current entry.

10. Press **Tab**.

The cursor moves to the *Extension* field.

11. Type a telephone extension number, if needed.

If you have completed the *Extension* field in Mail Preferences, you see that telephone extension number here.

To change the telephone extension number, just type over the current entry.

12. Press **Tab**.

The cursor moves to the *Message* field.

13. Type your message.

The *Message* field contains four lines allowing 57 characters per line. Press **Tab** to move to a new line.

14. Press **Tab** until your cursor is in the Phone Message box.

15. Use the cursor keys to move your cursor to the first message notation for which you want a response.

Press **Mark** to select a message notation such as Returned Call or URGENT. Your selection remains highlighted.

Use the cursor keys to move to the next notation. You can mark more than one notation if you want.

16. Press **F3** (Send It) to send your completed message.

Writing and Sending a Letter

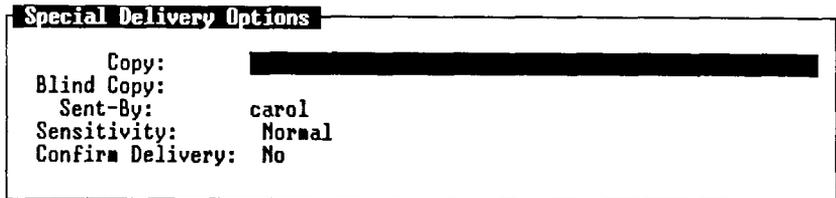
If you want to write a message longer than four lines, you can use the Mail Editor to make your message as long as you want. For more information on using the Easy Editor, see Chapter 5, "Using the Mail Editor."

Using Special Delivery Options

You can designate special handling for the delivery of your message from either the *Phone Memo* form or the *Send Electronic Mail* form.

To display the *Special Delivery* options, press **F8** (Options).

You see the *Special Delivery Options* form:



The screenshot shows a window titled "Special Delivery Options" with a black header bar. Below the header, there are four rows of text with corresponding input fields:

Copy:	[Redacted]
Blind Copy:	[Redacted]
Sent-By:	carol
Sensitivity:	Normal
Confirm Delivery:	No

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The delivery options are as follows:

Copy

Enter a user name here for each person who is to receive an electronic copy of your message. Separate multiple user names with single blank spaces between names. Aliases can be used here.

The user names entered here appear beside *cc* in the header of both the original letter and the copy. The original letter and the copy have identical headers.

Blind Copy

Enter the name of each person who should receive a blind copy of your message. No one who receives your mail can see who received blind copies.

<i>From</i>	Enter the name of the person sending the message.
<i>Sent-By</i>	Enter your name if different from the user name you used or if you are sending the message for another person.
<i>Sensitivity</i>	<p>Press Return to select the level of confidentiality. The levels are <i>Normal</i>, <i>Private</i>, <i>Personal</i>, and <i>Company Confidential</i>. These sensitivity levels are for information only and do not restrict access to messages.</p> <p>If the sensitivity is other than <i>Normal</i>, the sensitivity level appears in the <i>Subject</i> field in the In-Box of the recipient.</p>
<i>Confirm Delivery</i>	If supported on the destination system, a confirmation message is sent back to you when the message has been read. The confirmation message takes the form of the word <i>Confirm</i> , displayed in the message summary line of your In-Box.

To assign or revise special delivery options from either the *Phone Memo* form or the *Send Electronic Mail* form:

1. Press **F8** (Options).

The *Special Delivery Options* form is displayed.

2. Press **Tab** to move the cursor to the option you want to use, and type your entry.

If you are assigning mail sensitivity, or if you want to confirm delivery, press **Return** to move the cursor to the option you want.

3. When you have finished selecting special delivery options, press **Enter**.

You return to either the *Phone Memo* form or the *Send Electronic Mail* form.

Adding Attachments

You can attach existing files in your Desktop to a mail message and send them to other users. For example, if you create a spreadsheet or document that you want to share with others, you can mail the spreadsheet or document as an attachment to a mail message.

You can add attachments either before or after you write the text for the message. If you want to select the files to be attached before writing the mail message, press **F6** (Send) from the Desktop. If you want to attach a file after you have created the message in Mail, press **F7** (Attach).

NOTE: Directories cannot be sent as attachments.

Using the Send Command

You see the **F6** (Send) function key when you are in the Desktop or a directory. This Desktop command allows you to move the cursor to the file you want to attach and then go right into Mail and send it.

To use the **Send** command:

1. Open the Desktop or the directory containing the file(s) you want to attach.
2. Move the cursor to the file you want to attach.

If you want to attach several files from the same directory, move the cursor to each and press **Mark**.

3. Press **F6** (Send).

You see the *Phone Memo* or *Send Electronic Mail* form.

4. Fill out the form and press **F3** (Send It).

The previously highlighted file is attached to the message you just entered, and you are returned to the Desktop or directory where you highlighted the file to attach.

Using the Attach Command

The **Attach** command is associated with a function key that is displayed when you are sending mail. Use this command if you decide to attach a file after you are already working with mail.

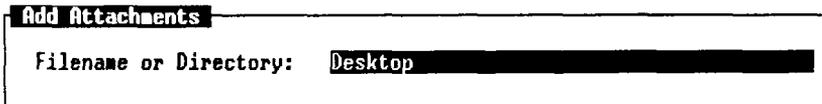
To use the **Attach** command:

1. Select *Send Mail* from the Desktop Toolkit.

The *Mail* form is displayed.

2. Fill in the *Mail* form.
3. Press **F7** (**Attach**) from either the *Phone Memo* form or the *Send Electronic Mail* form.

You see the *Add Attachments* form:



Add Attachments

Filename or Directory: Desktop

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*NOTE: If you know the complete pathname for the file you want to attach, you can enter it into the form now and press **Enter**. This takes you directly to step 6.*

4. Press **Enter** to display the contents of the Desktop.
5. Open any directories you need to display the file(s) you want to attach by moving the cursor to the directory and pressing **Enter**, or by typing the name of the directory in the prompt line.
6. Move the cursor to the file(s) you want to attach.

If you want to attach more than one file, press **Mark**. Then move the cursor to the next file you want to attach and press **Mark**.

7. When you have selected the file(s) to be attached, press **Enter**.

You see the *Send Mail Attachments* form, showing the name and type of file(s) you have just selected.

8. To send your mail with the attachments, press **F5** (Send It).

Revising the Attachment

If you press **F4** (Open) instead of **F5** (Send It) to send the attachment, you can open the file and revise its contents before sending it.

Adding More Attachments

If you press **F1** (Add) instead of **F5** (Send It) to send the attachment, you can add more attachments.

You see the *Add Attachments* form again. Follow the steps given earlier in this chapter in "Using the Attach Command."

Deleting Attachments

If you have entered attachments in the form and you decide not to send them, you can cancel by using the **Delete** function key. The attachments are not sent with your message, but they do remain on your system.

To delete attachments from the *Send Attachments* form:

1. Move the cursor to the files to be deleted, one at a time, and then press **Mark**. (If you are deleting only one file, it is not necessary to mark it.)
2. Press **F2** (Delete) or press the **Delete** key.

The attachment function is canceled.

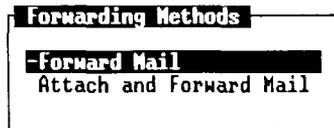
Forwarding Mail

You can forward mail to someone from your In-Box or Out-Box. You can choose to forward only the original memo and its attachments without commenting on them, you can make changes in the text of the original messages, or you can attach your own cover memo to the mail. In any case, all parts of the mail (memo, letter, and attachments) are forwarded together.

To forward mail:

1. Display your In-Box or Out-Box.
2. Move the cursor to the mail you want to forward, and press **F1** (Forward).

You see the *Forward Options* menu:



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3. Move the cursor to the desired option: either *Forward Mail* or *Attach and Forward Mail*, and press **Enter**.

If you select *Forward Mail*, the original Send form with only the To field blank appears on the screen. You must type a new recipient (To field). You can also change the text or any of the special delivery options.

If you select *Attach and Forward Mail*, your default *Send* form appears with all of the defaults filled in. In this case, you have all of the original attachments and the original letter. The mail you are forwarding becomes an attachment to your cover memo.

4. Fill in the *Mail* form, and press **F3** (Send It) to mail your cover memo with the mail you have attached.

For more information on completing either the *Phone Memo* form or the *Send Electronic Mail* form, refer to "Writing and Sending a Message," earlier in this chapter.

Checking the Status of Mail You Have Sent

A summary line of information about each message you send is stored in your Out-Box. From the Out-Box, you can check the status of mail you have sent and forward or annotate copies of letters and attachments.

Opening the Out-Box

To open your Out-Box:

1. Press **F1** (Toolkit) in the Desktop Manager.

The *Toolkit* menu is displayed.

2. Move the cursor to either *Read Mail* or *Send Mail* and press **Enter**.

If you open *Read Mail*, your In-Box is displayed.

If you open *Send Mail*, your *Send Mail* form is displayed.

3. Press **F5** (Out-Box).

You see an Out-Box similar to the following:

carol's Out-Box				
* To	Subject	Date	Letter	Att
- willie	Find form in Desktop I(>	Jun 10 11:17	0	
ErictheRed	Call me at once!	May 12 12:45	0	
Joyce	Joyce, do you have the >	May 12 10:30	0	
larry	I received your message>	Mar 11 15:41	0	
opera!erik	Your lights are on.	Feb 5 14:01	0	
larry	Good! See you on Tuesd>	Feb 1 11:30	0	

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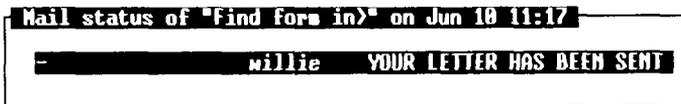
Items for each message are:

- To* Contains the user name or alias of the person or group receiving the mail.
- Subject* Contains the first 23 characters of the mail message you sent. If the sensitivity is anything other than *Normal*, the sensitivity level shows here instead of the message or subject.
- (Sensitivity is discussed in "Using Special Delivery Options," earlier in this chapter.)
- Date* Displays the date and time the letter was sent.
- Letter* Contains the word *Yes* if a letter has been sent with the message.
- Att* Indicates the number of attachments included with the mail message.

To check the status of any mail message that is displayed in the Out-Box:

1. Move the cursor to the message for which you want to check the status.
2. Press **F2** (Status).

You see the Mail Status window:



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The first few characters of the message and the date and time you sent the message are displayed in the status line at the top border of the status window. Within the window, you see the recipient's name along with the mail status.

The status messages and their meanings are as follows:

Your letter has been sent	Your letter was sent and has been received.
Dialing failed, will try later	You sent the message to another computer system, but the required number was not dialed successfully. The system tries again automatically after a short period of time.
Login failed, will try later	The login at the destination computer was not successful. The system tries again automatically after a short period of time.
Your letter could not be sent	The mailing address is incorrect or does not exist, an attached file is corrupt, there is a line problem, or some unidentifiable problem exists.
You canceled your letter	You canceled the letter by pressing F3 (Delete) from the Mail Status window.
Your letter is waiting to be sent	The system has attempted to send your letter, but the lines were busy. The system tries again automatically after a short period of time.

If you receive the last message, you can try to send it again or wait for the system to send it automatically. You also have the option of deleting it from the system so it won't be sent at all.

To send the letter again, press **F1** (Retry). To delete the letter, press **F3** (Delete).

To remove the *Mail Status* form from the screen, press **Enter**.

Using Aliases

The **Aliases** command can be used to assign an alternate name to an individual or a group of persons. You might want to use this command to represent a long or complicated name of someone to whom you send mail frequently, or to set up group distribution lists.

You can set up aliases for your use only, or for all users. These two types of aliases are referred to as *personal aliases* and *system aliases*. Personal aliases are available for your use only, while system aliases can be used by all users on your system.

Creating an Alias

Aliases are set up using the *Alias* form and are used to address mail in either the *Phone Memo* form or in the *Send Electronic Mail* form.

To create an alias:

1. Press **F1** (Toolkit) in the Desktop Manager.

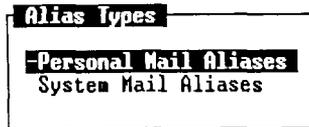
The *Toolkit* menu is displayed.

2. Move the cursor to *Send Mail* and press **Enter**.

The *Phone Memo* form or the *Send Electronic Mail* form is displayed, depending upon how you set up Mail Preferences.

3. Press **F1** (More).
4. Press **F3** (Aliases).

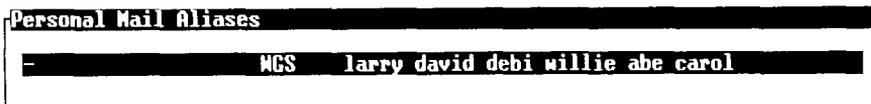
You see the *Alias Types* menu:



425.3-13

5. Move the cursor to the type of alias you want to create and press **Enter**.

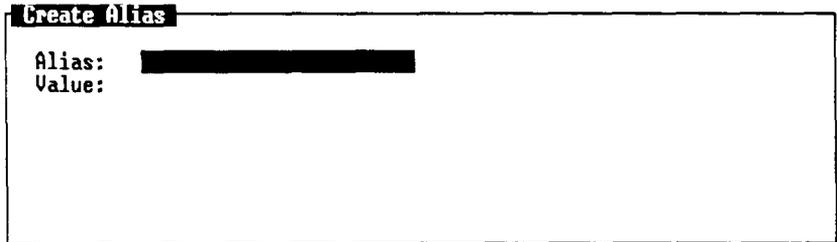
If you choose *Personal Aliases*, and there are existing aliases, the form displays them. Otherwise, you see the *Create Alias* form:



425.3-14

6. Press **F1** (**Create**).

You see the *Create Alias* form:



Create Alias

Alias: [REDACTED]

Value:

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7. Type the alias you want to use in the *Alias* field and press **Tab**.

Your cursor moves to the *Value* field.

8. Type a single address or several addresses to be included in the group. Separate multiple names with single spaces between them. See Chapter 6, "Sending Mail to Other Computer Systems," for more information on mail addresses.

NOTE: Any name you enter in the Value field must be an address that begins with a recognized and defined computer. (See Chapter 6 to find out who can receive mail on your system.) You can use up to six lines for the Value field.

If you leave the Value field blank, you receive an error message.

9. Press **Enter**.

You see the alias and its value(s) in the *Personal Mail Aliases* or *System Aliases* form. At this point, you can create additional aliases repeating the above steps.

When you have finished with the *Alias* form, press **Exit**.

The *Create Alias* form is available from the In-Box as well.

Using an Alias

To use an alias that you have created, type the alias beside the *To* field in either the *Phone Memo* form or the *Send Electronic Mail* form, or in the *Copy* or *Blind Copy* fields on the *Special Delivery Options* form.

You can type as many aliases as you want, up to 50 characters. Separate multiple aliases with single spaces between them.

Your message goes to all users identified in the *Value* field of the *Alias* form.

You can also use any combination of aliases and user names in the *To* field.

(For more information on filling out either the *Phone Memo* form or the *Send Electronic Mail* form, see either "Using the Phone Memo Form" or "Using the Send Electronic Mail Form," earlier in this chapter.)

Editing an Alias

Aliases are used in either the *Phone Memo* form or the *Send Electronic Mail* form.

To change an entry you have made for an alias:

1. Press **F1** (Toolkit) in the Desktop.

The *Toolkit* menu is displayed.

2. Move the cursor to *Send Mail* and press **Enter**.

The *Phone Memo* form or the *Send Electronic Mail* form is displayed, depending upon how you set up **Mail Preferences**.

3. Press **F1** (More).
4. Press **F3** (Aliases).

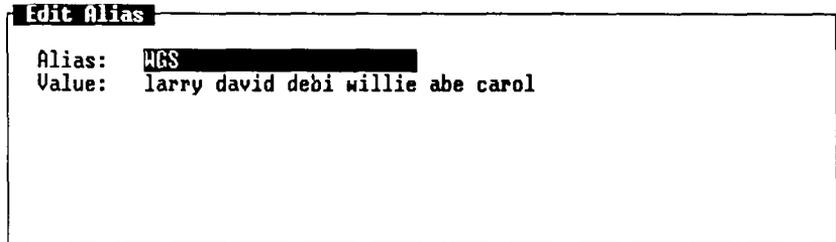
The *Alias Types* form is displayed.

5. Move the cursor to the type of alias you want to edit, and press **Enter**.

The *Personal Alias* or the *System Alias* form is displayed.

6. Move the cursor to the alias you want to edit, and press **Enter**.

You see the *Edit Alias* form:



```

Edit Alias
Alias:  WCS
Value:  larry david debi willie abe carol

```

425.3-16

7. Type your changes of up to six lines, and press **Enter**.

The changes are made to your entries.

Deleting an Alias

To delete an alias:

1. Press **F1** (Toolkit) in the Desktop Manager.

The *Toolkit* menu is displayed.

2. Move the cursor to *Send Mail* and press **Enter**.

The *Phone Memo* form or the *Send Electronic Mail* form is displayed, depending upon how you set up Mail Preferences.

3. Press **F1** (More).
4. Press **F3** (Aliases).

The *Alias Types* menu is displayed.

5. Move the cursor to the type of alias you want to delete, and press **Enter**.

The *Personal Aliases* or *System Aliases* form is displayed.

If you want to delete more than one alias, move the cursor to the first alias you want to delete, and press **Mark**. Repeat this procedure until all the aliases you want to delete are marked.

6. Press **F2** (Delete).

The alias or aliases are deleted.

Using Aliases Within Aliases

You can set up aliases that address several groups of users contained in other aliases.

For example, one group could have the alias "Sales" with the user IDs of the sales team in the *Value* field. Another group could have the alias "Planning" with the user IDs of its members in the *Value* field.

To address both groups at the same time, you could set up the alias "Mktg" to contain the value "Planning Sales." When you address "Mktg" in the *To* field of either the *Phone Memo* form or the *Send Electronic Mail* form, both groups receive the message.

You can read your mail by selecting *Read Mail* from your Toolkit or by opening your In-Box.

Once you have read your mail, you can send an automatic reply to the sender, forward it to someone else, print it, delete it, copy it, or move it.

Receiving Mail Notification

When you receive mail, a message notification window appears, telling you that you have received a mail message.

To read the message, press **Enter**. You see your In-Box with the cursor positioned on the message just received.

To cancel the notification and go back to your work, press **Cancel**. In this case, the word **MAIL** appears on the status line to remind you that you have mail you haven't read. To read the message, you can move the cursor to the status line and press **F4** (Mail) or go to your In-Box from the Toolkit, as described below in "Reading Your Immediate Mail."

Reading Your Immediate Mail

Your In-Box contains, in chronological order, all unread mail and then all mail that has been read.

To look at your In-Box:

1. Press **F1** (Toolkit) in the Desktop Manager.

The *Toolkit* menu is displayed.

2. Move the cursor to *Read Mail* and press **Enter**.

If you are in *Send Mail*, press **F4** (In-Box).

Your In-Box is displayed.

If you do not have mail, you receive a message that your In-Box is empty.

Your In-Box should look similar to the following:

carol's In-Box				
* From	Subject	Date	Letter	Att
-* david	Your printer is set up >	Aug 20 18:20		0
larry	staff meeting	Aug 21 13:15		1
larry	stats	Aug 21 12:54		1
joyce		Jun 30 15:18	Yes	0
willie	Party for David Klitske>	Jun 30 13:15		0

425.4-1

The first 23 characters of the message are displayed in the *Subject* field.

The items in the message summary line are

***** (Asterisk) Appears beside the message summary until the message has been read.

From Contains the name of the sender; also called the mail address.

Subject Contains the first 23 characters of the message or subject as entered in either the *Phone Memo* form or the *Send Electronic Mail* form by the sender. If the sensitivity of the message is other than *Normal*, the sensitivity is displayed here instead of the message or subject.

Date Shows the date the message was sent.

Letter Contains the word *Yes* if a letter accompanies the mail; a blank indicates no accompanying letter.

Att Shows the number of attachments included with this mail. The number 0 indicates no attachments included.

Reading Mail From Your in-Box

To read a message in your In-Box from either the *Phone Memo* form or the *Send Electronic Mail* form:

1. Press **F4** (In-Box), or select Read Mail from the Toolkit.

Your In-Box is displayed.

2. Move the cursor to the message you would like to read and press **Enter**.

The *Read Memo* form is displayed.

If the message has a letter, attachments, or special options with it, use the appropriate screen keys to look at them, as described later in this chapter.

3. Press **Cancel** or **Exit** to return to your In-Box.

When you return to your In-Box, the asterisk is removed from the message summary line of the mail you opened for the first time. Once you have read mail, either delete it or move it to avoid clutter in your In-Box. For more information on these procedures, see "Organizing Your Mail," later in this chapter.

Reading a Letter

To read a letter from either the *Phone Memo* form or the *Send Electronic Mail* form:

1. Press **F4** (In-Box), or select Read Mail from the Toolkit.

Your In-Box is displayed.

2. Move the cursor to the piece of mail you want to read that has a letter attached, and press **Enter**.

The *Read Memo* form is displayed.

3. Press **F7** (Letter) or press **Enter**.

The letter is displayed in the Letter – Text window.

To exit from the letter, press **Exit**.

You return to the *Read Memo* form. To return to your In-Box, press **Exit** again.

Viewing Special Options

To view special options sent with mail, or to see the system identification number (UA-Message-ID) from either the *Phone Memo* form or the *Send Electronic Mail* form:

1. Press **F4** (In-Box), or select Read Mail from the Toolkit.

Your In-Box is displayed.

2. Move the cursor to the mail with the special options you want to view, and press **Enter**.

The *Read Memo* form with the mail you chose is displayed.

3. Press **F1** (More).
4. Press **F4** (Info).

You see the *Special Delivery Options* form with information about your memo:

Special Delivery Options	
Copy:	david willie debi WGS
Sent-By:	
Sensitivity:	Normal
Confirm Delivery:	No
Message-ID:	

425.4-2

To close the *Special Delivery Options* form and return to your read envelope, press **Exit**.

To leave Desktop Mail and return to the last Desktop Manager window opened before you opened your Toolkit, press **F2** (Exitall). Or, to return to your In-Box, press **Exit** again.

For more information on special options, refer to "Using Special Delivery Options" in Chapter 3, "Sending Mail."

Viewing Attachments

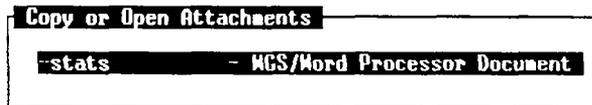
To view attachments from either the *Phone Memo* form or the *Send Electronic Mail* form:

1. Press either **F4** (In-Box) or **F5** (Out-Box).

Your In-Box or Out-Box is displayed, depending upon which one you selected.

2. Move the cursor to the message that has the attachments you want to view, and press **F8** (Attach).

You see the window with attachment name(s) and file type(s):



425.4-3

3. Move the cursor to the attachment you want to view and press **Enter**.

You see the contents of the attachment on your screen. You can modify, print, or delete your message.

To close the attachment, exit by pressing **Exit**.

NOTE: If there are no attachments, you receive this message:

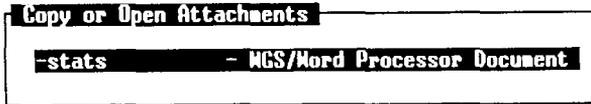
That message has no attachments.

Copying Attachments

To copy attachments to the Desktop or a directory:

1. Make sure your In-Box is displayed.
2. Move the cursor to the mail message that has the attachments you want to copy.
3. Press **F8** (Attach).

You see the *Copy or Open Attachments* form listing the attachments included in the message:



425.4-4

4. If there is more than one attachment, move the cursor to each one you want to copy, and press **Mark**.
5. Press **F1** (Copy).

The *Copy Attachments* form displays the files and directories in your Desktop.

6. Open any directories required to display the directory where you want to place the copied attachment. Be sure to open the destination directory itself.

You see the message:

Point to destination directory and touch PASTE.

7. Press **F8** (Paste).

The attachment is copied to the opened directory.

If your Desktop or directory contains a file with the same name as the attachment, you are asked to enter a new name for the attachment.

8. Type a new name and press **Enter**.
9. To return to the In-Box, press **Exit** for each open window until the In-Box is displayed.

To read the copied attachment, move the cursor to the file you want to read, and press **Enter**.

Replying to Mail

When you receive mail, you can send a reply that already has the sender's name in the *To* field.

To reply to mail:

1. Make sure you have your In-Box displayed.
2. Move the cursor to the mail to which you want to send a reply, and press **F2** (Reply).

Either the *Phone Memo* form or the *Send Electronic Mail* form is displayed.

3. Fill in the *Mail* form.
4. Add a letter, special options, or attachments, and then press **F3** (Send It).

The reply is sent.

Printing Mail

If you have a printer set up, you can print mail from your In-Box or Out-Box.

To print mail:

1. Make sure your In-Box or Out-Box is displayed.
2. Move the cursor to the mail you want to print and press **Enter**.

The *Read Memo* form is displayed with the message you selected.

3. Press **F1** (More).

More function keys are displayed.

4. Press **F8** (Print).

You see the *Print Mail* form with these default settings:

Print Mail	
Printer name:	HP Laserjet
Number of copies:	1
Print Envelope:	Yes
Print info:	Yes
Print letter:	Yes

425.4-5

If no printer is attached, you see this error message:

Printing impossible, no printer attached

5. Press **Return** to select a printer, and then press **Tab**.

The cursor is moved to the *Number of Copies* field.

6. Type the number (1 through 99) of copies you want printed, and then press **Tab**.

The cursor is moved to the *Print Envelope* field.

7. Select *Yes* or *No* to print the envelope, and then press **Tab**.

If you choose to print the envelope, the Mail form information is printed.

The cursor is moved to the *Print Info* field.

8. Select *Yes* or *No* to print the information, and then press **Tab**.

If you choose *Yes*, the memo information (such as sensitivity level and confirmed delivery) is printed.

The cursor is moved to the *Print Letter* field.

9. Select *Yes* or *No* to print the letter.
10. Press **Enter**.

The selected messages are printed.

Organizing Your Mail

Mail remains in your In-Box until you move it or delete it. You should clean out your In-Box periodically to avoid clutter.

If you want to save a copy of your message, letter, or attachment in your Desktop or a directory, use the **Move** command to move it. If you do not want to save a copy, use the **Delete** command to delete it. If you want to have a copy in your In-Box as well as your Desktop, use the **Copy** command to copy it.

Moving Mail

You can move mail from your In-Box or Out-Box to your Desktop or a directory.

To move mail:

1. Make sure your In-Box or Out-Box is displayed.
2. Move the cursor to the mail you want to move.

If you want to move more than one piece of mail, move the cursor to each, and then press **Mark**.

3. Once you have marked all the mail you want to move, press **Move**.

The *Move Mail* form is displayed.

4. Press **Enter** to display the contents of your Desktop.

The files and directories in your Desktop are displayed.

Open any directories required to display the directory where you want to move your mail. Be sure to open the destination directory itself.

You see this message:

Point to destination directory and touch PASTE.

5. Press **F8** (Paste).

If your Desktop or directory contains a file with the same name as the attachment, you are prompted to enter a new name for the attachment.

6. Type a new name and press **Enter**.
7. Press **Exit** to return to the In-Box or the Out-Box.

The mail and anything else sent with it, such as a letter or an attachment, are moved to your Desktop or destination directory.

Copying Mail

You can use the **Copy** command to copy mail to your Desktop or directory. In this case, however, a copy of it also remains in the In-Box or Out-Box. Follow the steps above for moving mail, selecting **Copy** instead of **Move**.

Deleting Mail

You can delete one or more pieces of mail at a time. The mail is moved to your Trashcan, so you have the opportunity to move it to your Desktop before you delete it permanently from your system.

To delete mail from either your In-Box or Out-Box:

1. Move the cursor to the mail you want to delete.

To delete more than one piece of mail, move the cursor to each, and press **Mark**.

2. Press **Control-Delete** or select *Delete* from the *Commands* menu, and press **Enter**.

The mail you deleted is moved to the Trashcan.

This chapter shows you how to create, edit, or read a letter using the Easy Editor. If you are using an editor other than the Easy Editor (the standard Mail editor), skip this chapter, and refer to the appropriate editor manual for instructions.

If you are using an editor other than the Easy Editor, be sure you have changed the *Editor* field in the *Mail Preferences* form. For more information on setting Mail Preferences, see "Selecting Mail Preferences" in Chapter 2, "Basics."

Throughout the rest of this manual, the Easy Editor is referred to as the Mail Editor.

Creating a Letter

To create a letter using the Mail Editor:

1. Press **F1** (Toolkit) in the Desktop Manager.

The *Toolkit* menu is displayed.

2. Move the cursor to *Send Mail* and press **Enter**.

The *Phone Memo* form or the *Send Electronic Mail* form is displayed, depending upon which one you selected in Mail Preferences.

3. Type the name of the person or persons to receive the mail in the *To* field.

The name or names you enter in the *To* field should be valid or defined user names or aliases. If you are sending mail to more than one receiver, separate each entry with a space.

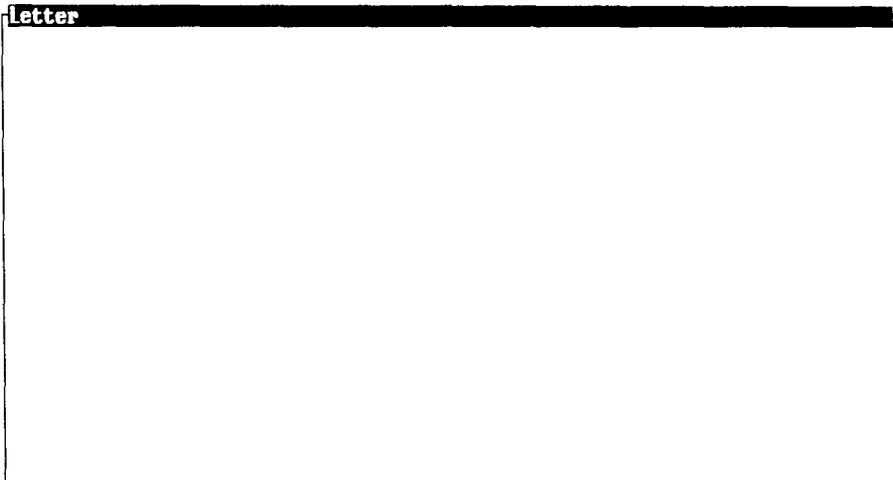
If you completed the *From*, *Number*, *Of*, and *Ext* fields in Mail Preferences, these fields in the *Phone Memo* form should already be completed for you. If they are not, or if you want to change a setting, type them now. Press **Tab** or **Return** to move between fields.

4. Move the cursor to the *Message* field, and type your message.

You can type a message of up to four lines.

5. Press **F2** (Edit) to type your letter.

The Letter window of the Mail Editor is displayed.



425.5-1

Use the keyboard to begin typing your letter.

Correcting Typing Errors

Use the following keys to help you move around in a letter and correct any typing errors you have made:

Backspace	Deletes the character to the left of the cursor.
Return	Inserts a new line in text.
Page	Moves text up so that you can see the next page.
Shift-Page	Moves text down so that you can see the previous page.
Scroll Down	Moves text up so that you can see the next block of text. (A block of text begins at the current cursor position and ends at the first cursor return character.)
Scroll Up	Moves text down so that you can see the preceding block of text.
Up	Moves the cursor up one block of text at a time.
Down	Moves the cursor down one block of text at a time.
Forward	Moves the cursor one character to the right.
Back	Moves the cursor one character to the left.

Exiting a Letter

When you have finished typing your letter, press **F8** (Exit).

You are returned to either the *Phone Memo* form or the *Send Electronic Mail* form, depending upon which one you selected in Mail Preferences.

Editing Text

This section discusses how to mark, delete, find, and replace text using the Mail Editor.

To edit the text of a letter, you must already be in a letter you created. For information on how to create a letter, see "Creating a Letter," earlier in this chapter.

You see the following function key menu when you are in the Letter window:



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The following is a brief description of the function key menu in the Letter window:

- F1 (Mark)** Marks text one block at a time. (A block of text begins at the current cursor position and ends at the first cursor return character.) After marking a block of text, you can move the cursor down through the text and press **F1 (Mark)** again to expand your original block of text. Once text is marked, enter the command for the marked text.
- F3 (Delete)** Deletes any text you have marked. Text must be marked first before it can be deleted.
- F4 (Find)** Finds text of up to 29 characters within your letter. When the text you have specified is found, the cursor moves to it.
- F5 (Replace)** Finds existing text of up to 29 characters and replaces it with new text of up to 29 characters within your text.
- F6 (Unmark)** Unmarks any marked text.
- F7 (Next)** Moves the cursor to the next text to find or replace. Use this key with **F4 (Find)** and **F5 (Replace)**.
- F8 (Exit)** Exits and saves your letter and returns to either the *Phone Memo* form or the *Send Electronic Mail* form, depending upon which one you selected in Mail Preferences.

Marking Text

Some commands require you to mark the text you want to affect before the command is given. For example, if you want to delete a line, you must mark it first, and then delete it.

Marked text is highlighted on your screen.

To mark text:

1. Move the cursor to the first line of the text you want to mark, and press **F1** (Mark).

The entire line is marked.

2. Move the cursor to the last line you want to mark, and press **F1** (Mark) again.

All lines between the first line and the last line are marked.

When you enter a command, the marked text is affected by the given command.

Unmarking Text

If you marked a line or block of text by mistake, and you do not want to give a command to that line or block, you can unmark the text without affecting it.

To unmark a line or block of marked text, press **F6** (Unmark). The previously marked text is now unmarked.

Deleting Text

To delete a line of text, move the cursor to the line of text you want to delete, and press **F1** (Mark).

If you want to delete a block of text:

1. Mark the lines you want to delete and press **F3** (Delete).

The marked text is deleted.

To delete a character at a time, move the cursor to the right of the character you want to delete, and press **Backspace**.

The character to the left of the cursor is deleted. Once you delete text, it cannot be restored. *All deletions are final.*

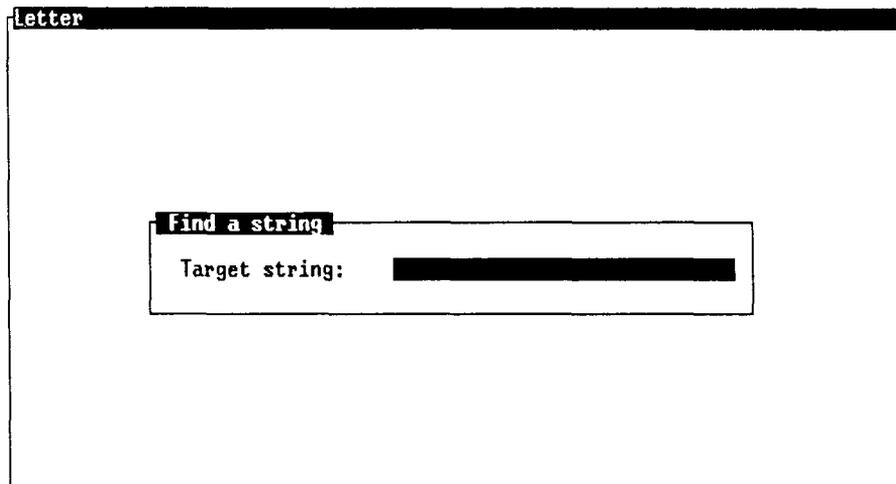
Finding Text

You can search your letter for specific characters or groups of up to 29 characters from your current cursor position.

To find specific text in your letter:

1. Press **F4** (Find).

You see the *Find a String* form:

The image shows a window titled "Letter" with a dark title bar. Inside the window, there is a smaller dialog box titled "Find a string" with a dark title bar. The dialog box contains the text "Target string:" followed by a black rectangular input field. The entire dialog box is centered within the "Letter" window.

Please type in the string that you want to find

425.5-3

2. Type the text you want to find in the *Target String* field, up to 29 characters, and press **Enter**.

Use the **Backspace** key to correct any typing errors.

The cursor is moved to the first character of the text you requested.

If no matching text is found, you see the following message:

Old string not found

If matching text is found, you can continue to search for more matches by pressing **F7** (Next).

The cursor moves to the first character of the next matching text. You can continue to search for matching text until the search is complete.

Replacing Text

Existing text of up to 29 characters can be found and replaced with new text of up to 29 characters.

To find and replace specific text in your letter:

1. Press **F5** (Replace).

The *Replace a String* form is displayed.

2. Type the text you want to replace in the *Old String* field, up to 29 characters, and then press **Tab**.

Use **Backspace** to correct any typing errors.

The cursor moves to the *New String* field.

3. Type the new text and press **Enter**.

Use **Backspace** to correct any typing errors.

The old text is replaced with the new text in your letter.

If no matching text is found, you see the following message:

Old string not found

Finishing the Letter

When you finish editing your letter and you are ready to send it:

1. Press **F8** (Exit).

You see either the *Phone Memo* form or the *Send Electronic Mail* form.

2. Press **F3** (Send It).

Your mail is sent to its destination.

Sending Mail to Other Computer Systems

This chapter shows you how to address your mail so you can send mail to users of other computer systems.

This section does not show you how to set up Mail to recognize other computer systems. For information on setting up Mail, see "Electronic Mail Administration," in the *CTIX Administration Tools Manual*.

If you are looking for information on how to send mail to other users of the same computer system you use, see Chapter 3 of this guide, titled "Sending Mail."

Using Mail Information

Before you can send mail to users of other computer systems, you must know the login name of the user to whom you want to send mail, and you must know the system name of the other computer system.

To find out the login names of the users of other computer systems, you must contact them and ask for their login names.

To find out the mail names of other computer systems, you can use administration functions in the Desktop Manager to display the names of computer systems that have already been set up and are recognized by your computer system.

To display the mail names of other systems:

1. Press **F1** (Toolkit) in the Desktop Manager to display the *Toolkit* menu.
2. Choose *Administration*; press **Enter**. The *System Administration* menu is displayed.
3. Choose *Electronic Mail Administration* and press **Enter**. The *Mail Administration* menu is displayed.
4. Choose *List Other Systems* and press **Enter**. A scrollable list of mail names is displayed.

If you do not see the mail name of the computer system to which you want to send mail, that mail name has not been set up. For information on how to set up a new mail name, or for further information about administering mail, see "Electronic Mail Administration," in the *CTIX Administration Tools Manual*.

Sending Mail to Users of Other Systems

After determining the mail name of other computer systems and the login names of those to whom you want to send mail, you need to address the mail form. Complete the *To* field of the form (or the *Copy* or *Blind Copy* fields in *Special Options*), using the following format:

Mail name of other computer!login name of user

Example: **mktg!leslie**

The first part of the address (mktg) is the name of the other computer. This is the name that was entered as a target computer in *Mail Setup*.

An exclamation point (!) is used to separate the name of the destination computer from the login name of the person receiving the message.

The login name (leslie) must be recognized by the destination computer as a valid login name. Spaces are not allowed in either the computer name or the login name, or before or after the exclamation point.

Using Several Addresses

You can send mail to several recipients at one time provided the addresses fit in the *To* field of either the *Phone Memo* form (up to 57 characters) or the *Send Electronic Mail* form (up to 50 characters). Use a space to separate each address. You can also use aliases if the address length limitation presents a problem.

If the name of any computer in the *To* field is not recognized, you receive an error message. Check the spelling, and then verify that a proper entry for the destination computer has been entered using the *Mail Setup*.

Indirect Access

In certain situations, indirect access to a destination computer may be necessary. This is possible by routing mail through an intermediary system, which then sends it to the ultimate destination. This, of course, requires that the intermediary system have access to the target computer. If this mail routing is required, the following format variation can be used:

intermediary name!computer name!login name

Example: **center!mktg!leslie**

If mail must pass through several systems to reach the destination computer, this format can be expanded. The name of each intermediary system must be placed in the proper order (from left to right), with the destination computer name immediately preceding the login name of the recipient. Note that an exclamation point is used as a separator between each name.



Appendixes

This appendix lists the preconfigured terminal types supported with this release of WGS. The preconfigured terminals listed provide keys that help you take full advantage of the WGS features.

Since this release of WGS supports several terminal types (and, therefore, several different keyboards), this guide refers to keys by virtual key names. For example, where this manual reads **Enter**, you might press **Go** or **Linefeed**, depending on the type of terminal you use.

This appendix provides key tables for the standard preconfigured terminals. Use the appropriate key table to determine the actual keys on your keyboard that match the virtual key names given in this guide.

If you use a nonstandard terminal that is not configured with WGS keys, you can type key sequences to perform many of the WGS functions. Refer to "Generic Keyboard," later in this appendix, for a list of key sequences to type for the virtual keys.

Preconfigured Terminal Types

This release of WGS supports the following preconfigured terminals:

- PT and GT (with RS-422 and RS-232-C connections)
- Wyse 85
- DEC VT-100 compatibles
- DEC VT-102
- DEC VT-220
- T0-235

Generic Keyboard

The following table translates virtual key names into keystroke sequences for a generic (dumb) terminal keyboard.

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Escape bw	F8	Escape 8
BackSpace	BackSpace	F9	Escape 9
BackTab	Escape Tab	F10	Escape 0
Begin	Escape bg	Help	Escape ?
Break	Break	Home	Escape hm
Cancel	Control-X	InputMode	Escape im
Clear	Escape ce	Mark	Escape mk
ClearLine	Escape ci	Message	Escape ms
Close	Escape cl	Move	Escape mv
Command	Control-C	Next	Escape nx
Copy	Escape cp	Open	Escape op
Create	Escape cr	Options	Escape ot
Delete	Escape dl	Page	Escape pg
Delete Character	Delete	PF1	Escape f1
Down	Escape dn	PF2	Escape f2
End	Escape en	PF3	Escape f3
Enter	LineFeed	PF4	Escape f4
Exit	Control-D	PF5	Escape f5
Escape	ESC	PF6	Escape f6
Find	Escape fi	PF7	Escape f7
Forward	Escape fw	PF8	Escape f8
F1	Escape 1	PF9	Escape f9
F2	Escape 2	PF10	Escape f0
F3	Escape 3	PF11	Escape f-
F4	Escape 4	PF12	Escape f-
F5	Escape 5	Previous	Escape pv
F6	Escape 6	Print	Escape pr
F7	Escape 7	Redo	Escape ro

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Ref	Escape re	Shift-Message	Escape MS
Replace	Escape rp	Shift-Move	Escape MV
Restart	Escape rs	Shift-Next	Escape NX
Resume	Escape rm	Shift-Options	Escape OT
Return	Return	Shift-Page	Escape PG
Save	Escape sa	Shift-Previous	Escape PV
Scroll Up	Escape ru	Shift-Print	Escape PR
Scroll Down	Escape dn	Shift-Redo	Escape RO
Select	Escape sl	Shift-Replace	Escape RP
Shift-Back	Escape BW	Shift-Resume	Escape RM
Shift-Beginning	Escape BG	Shift-Save	Escape SV
Shift-Cancel	Escape CX	Shift-Undo	Escape UD
Shift-ClearLine	Escape CI	Shift-F1	Escape !
Shift-Command	Escape CM	Shift-F2	Escape @
Shift-Copy	Escape RP	Shift-F3	Escape #
Shift-Create	Escape CR	Shift-F4	Escape \$
Shift-Delete Character	Escape DC	Shift-F5	Escape %
Shift-End	Escape EN	Shift-F6	Escape Control
Shift-Exit	Escape EX	Shift-F7	Escape &
Shift-Find	Escape FI	Shift-F8	Escape *
Shift-Forward	Escape FW	Shift-F9	Escape (
Shift-Help	Escape HL	Shift-F10	Escape)
Shift-Home	Escape HM	Undo	Escape ud
Shift-InputMode	Escape NJ	Up	Escape up

PT/GT Keyboard

The following table translates the virtual key names used in this guide to actual keys on the PT/GT terminal keyboard.

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Left Arrow	Mark	Mark
BackTab	Control-Tab	Move	Move
Begin	Control-Up Arrow	Next	Shift-Right Arrow
Break	Cancel	Page	Next Page
Cancel	Cancel	Previous	Shift-Left Arrow
Clear	Control-F7	Print	Control-F4
ClearLine	Shift-Cancel	Redo	Control-F2
Close	Control-F6	Replace	Control-F3
Command	Control-C	Save	Control-F1
Copy	Copy	Scroll Up	Scroll Down
Delete	Control-Delete	Scroll Down	Scroll Up
Delete Character	Delete	Shift-Back	Control-Left Arrow
Down	Down Arrow	Shift-Copy	Shift-Copy
End	Control-Down Arrow	Shift-Delete Character	Shift-Delete
Enter	Go	Shift-Exit	Shift Finish
Exit	Finish	Shift-Forward	Control-Right Arrow
Escape	Control-E	Shift-Help	Shift-Help
Forward	Right Arrow	Shift-Home	Shift-Down Arrow
F1	F1	Shift-Move	Shift-Move
F2	F2	Shift-Page	Prev Page
F3	F3	Shift-F1	Shift-F1
F4	F4	Shift-F2	Shift-F2
F5	F5	Shift-F3	Shift-F3
F6	F6	Shift-F4	Shift-F4
F7	F7	Shift-F5	Shift-F5
F8	F8	Shift-F6	Shift-F6
F9	F9	Shift-F7	Shift-F7
F10	F10	Shift-F8	Shift-F8
Help	Help	Shift-F9	Shift-F9
Home	Shift-Up Arrow	Shift-F10	Shift-F10
InputMode	Overtypе	Up	Up Arrow

VT-100 Keyboard

The following table translates the virtual key names used in this guide to actual keys on the VT-100 terminal keyboard or to keystroke sequences. (Note that the + sign, as used below, indicates a second instance of a key mapping for a particular virtual key name, for example, +F1 is a second F1 key.)

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Left Arrow	F6	Escape 6
BackSpace	BackSpace	F7	Escape 7
BackTab	Escape Tab	F8	Escape 8
Begin	Escape bg	F9	Escape 9
Break	Break	F10	Escape 0
Cancel	Control-X	+F1	Pf1
Clear	Escape ce	+F2	Pf2
ClearLine	Escape ci	+F3	Pf3
Close	Escape cl	+F4	Pf4
Command	Control-C	Help	Escape ?
Copy	Escape cp	Home	Escape hm
Create	Escape cr	InputMode	Escape im
Delete	Escape dl	Mark	Escape mk
Delete Character	Delete	Message	Escape ms
Down	Down Arrow	Move	Escape mv
End	Escape en	Next	Escape nx
Enter	LineFeed	Open	Escape op
Exit	Control-D	Options	Escape ot
Escape	ESC	Page	Escape pg
Forward	Right Arrow	PF1	Escape f1
F1	Escape 1	PF2	Escape f2
F2	Escape 2	PF3	Escape f3
F3	Escape 3	PF4	Escape f4
F4	Escape 4	PF5	Escape f5
F5	Escape 5	PF6	Escape f6

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
PF7	Escape f7	Shift-Forward	Escape FW
PF8	Escape f8	Shift-Help	Escape HL
PF9	Escape f9	Shift-Home	Escape HM
PF10	Escape f0	Shift-InputMode	Escape NJ
PF11	Escape f-	Shift-Message	Escape MS
PF12	Escape f=	Shift-Move	Escape MV
Previous	Escape pv	Shift-Next	Escape NX
Print	Escape pr	Shift-Options	Escape OT
Redo	Escape ro	Shift-Page	Escape PG
Ref	Escape re	Shift-Previous	Escape PV
Replace	Escape rp	Shift-Print	Escape PR
Restart	Escape rs	Shift-Redo	Escape RO
Resume	Escape rm	Shift-Replace	Escape RP
Return	Return	Shift-Resume	Escape RM
Save	Escape sa	Shift-Save	Escape SV
Scroll Up	Escape ru	Shift-Undo	Escape UD
Scroll Down	Escape dn	Shift-F1	Escape !
Select	Escape sl	Shift-F2	Escape @
Shift-Back	Escape BW	Shift-F3	Escape #
Shift-Beginning	Escape BG	Shift-F4	Escape \$
Shift-Cancel	Escape CX	Shift-F5	Escape %
Shift-ClearLine	Escape Cl	Shift-F6	Escape Control
Shift-Command	Escape CM	Shift-F7	Escape &
Shift-Copy	Escape RP	Shift-F8	Escape *
Shift-Create	Escape CR	Shift-F9	Escape (
Shift-Delete Character	Escape DC	Shift-F10	Escape)
Shift-End	Escape EN	Undo	Escape ud
Shift-Exit	Escape EX	Up	Up Arrow
Shift-Find	Escape FI		

VT-220 Keyboard

The following table translates the virtual key names used in this guide to actual keys on the VT-220 terminal keyboard or to keystroke sequences.

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Left Arrow	F7	F18
BackSpace	BackSpace	F8	F19
BackTab	Escape Tab	F9	F20
Begin	Escape bg	F10	Escape 0
Break		Help	Help
Cancel	Control-X	Home	Escape hm
Clear	Escape ce	InputMode	Insert-Here
ClearLine	Escape ci	Mark	Select
Close	Escape cl	Message	Escape ms
Command	Control-C	Move	Escape mv
Copy	Escape cp	Next	Escape nx
Create	Escape cr	Open	Escape op
Delete	Remove	Options	Escape ot
Delete Character		Page	Escape pg
Down	Down Arrow	PF1	Escape f1
End	Escape en	PF2	Escape f2
Enter	Do	PF3	Escape f3
Exit	Control-D	PF4	Escape f4
Escape	ESC	PF5	Escape f5
Find	Find	PF6	Escape f6
Forward	Right Arrow	PF7	Escape f7
F1	F6	PF8	Escape f8
F2	F7	PF9	Escape f9
F3	F8	PF10	Escape f0
F4	F9	PF11	Escape f-
F5	F10	PF12	Escape f-
F6	F17	Previous	Escape pv

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Print	Escape pr	Shift-InputMode	Escape NJ
Redo	Escape ro	Shift-Message	Escape MS
Ref	Escape re	Shift-Move	Escape MV
Replace	Escape rp	Shift-Next	Escape NX
Restart	Escape rs	Shift-Options	Escape OT
Resume	Escape rm	Shift-Page	Escape PG
Return	Return	Shift-Previous	Escape PV
Save	Escape sa	Shift-Print	Escape PR
Scroll Up	Escape ru	Shift-Redo	Escape RO
Scroll Down	Escape dn	Shift-Replace	Escape RP
Select	Escape sl	Shift-Resume	Escape RM
Shift-Back	Escape BW	Shift-Save	Escape SV
Shift-Beginning	Escape BG	Shift-Undo	Escape UD
Shift-Cancel	Escape CX	Shift-F1	Escape !
Shift-ClearLine	Escape CI	Shift-F2	Escape @
Shift-Command	Escape CM	Shift-F3	Escape #
Shift-Copy	Escape RP	Shift-F4	Escape \$
Shift-Create	Escape CR	Shift-F5	Escape %
Shift-Delete Character	Escape DC	Shift-F6	Escape Control
Shift-End	Escape EN	Shift-F7	Escape &
Shift-Exit	Escape EX	Shift-F8	Escape *
Shift-Find	Escape FI	Shift-F9	Escape (
Shift-Forward	Escape FW	Shift-F10	Escape)
Shift-Help	Escape HL	Undo	Escape ud
Shift-Home	Escape HM	Up	Up Arrow

WYSE-85 Keyboard

The following table translates the virtual key names used in this guide to actual keys on the Wyse-85 keyboard or to keystroke sequences to be typed from the Wyse-85 keyboard.

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	<X]	F7	F18
BackSpace	BackSpace	F8	F19
BackTab	Escape Tab	F9	F20
Begin	Escape bg	F10	Escape 0
Break	Break	Help	Help
Cancel	Control-X	Home	Home
Clear	Escape ce	InputMode	Insert-Here
ClearLine	Escape ci	Mark	Select
Close	Escape cl	Message	Escape ms
Command	Control-C	Move	Escape mv
Copy	Escape cp	Next	Escape nx
Create	Escape cr	Open	Escape op
Delete	Remove	Options	Escape ot
Delete Character	Shift-<X]	Page	Escape pg
Down	Down Arrow	PF1	Escape f1
End	Escape ot	PF2	Escape f2
Enter	Do	PF3	Escape f3
Exit	Control-D	PF4	Escape f4
Escape	ESC	PF5	Escape f5
Find	Find	PF6	Escape f6
Forward	Right Arrow	PF7	Escape f7
F1	F6	PF8	Escape f8
F2	F7	PF9	Escape f9
F3	F8	PF10	Escape f0
F4	F9	PF11	Escape f-
F5	F10	PF12	Escape f=
F6	F17	Previous	Escape pv

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Print	Escape pr	Shift-InputMode	Escape NJ
Redo	Escape ro	Shift-Message	Escape MS
Ref	Escape re	Shift-Move	Escape MV
Replace	Escape rp	Shift-Next	Escape NX
Restart	Escape rs	Shift-Options	Escape OT
Resume	Escape rm	Shift-Page	Escape PG
Return	Return	Shift-Previous	Escape PV
Save	Escape sa	Shift-Print	Escape PR
Scroll Up	Escape ru	Shift-Redo	Escape RO
Scroll Down	Escape dn	Shift-Replace	Escape RP
Select	Escape sl	Shift-Resume	Escape RM
Shift-Back	Escape BW	Shift-Save	Escape SV
Shift-Beginning	Escape BG	Shift-Undo	Escape UD
Shift-Cancel	Escape CX	Shift-F1	Escape !
Shift-ClearLine	Escape Cl	Shift-F2	Escape @
Shift-Command	Escape CM	Shift-F3	Escape #
Shift-Copy	Escape RP	Shift-F4	Escape \$
Shift-Create	Escape CR	Shift-F5	Escape %
Shift-Delete Character	Escape DC	Shift-F6	Escape Control
Shift-End	Escape EN	Shift-F7	Escape &
Shift-Exit	Escape EX	Shift-F8	Escape *
Shift-Find	Escape Fl	Shift-F9	Escape (
Shift-Forward	Escape FW	Shift-F10	Escape)
Shift-Help	Escape HL	Undo	Escape ud
Shift-Home	Escape HM	Up	Up Arrow

T0-235 Keyboard

The following table translates the virtual key names used in this guide to actual keys on the T0-235 keyboard or to keystroke sequences. (Note that the **+** sign, as used below, indicates a second instance of a key mapping for a particular virtual key name, for example, **+Cancel** is a second **Cancel** key.)

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Left Arrow	F2	F2
BackSpace	Back Space	F3	F3
BackTab	Control Tab	F4	F4
Begin	Control Up	F5	F5
Break	Control }	F6	F6
Cancel	Control-X	F7	F7
+Cancel	F20	F8	F8
Clear	Control F7	F9	F9
ClearLine	Shift F20	F10	F10
Close	Control F6	Help	Help
Command	Control-C	Home	Shift-Up
+Command	F13	InputMode	Insert-Here
Copy	F11	Mark	Select
Create	***	Message	Escape MS
Delete	Remove	Move	F12
Delete Character	<X	Next	Shift-Right
Down	Down Arrow	Open	Control-F5
End	Control-Down	Options	Escape ot
Enter	Do	Page	Next Screen
Exit	Control-D	Shift Page	Previous Screen
+Exit	F14	Previous	Shift-Left
Escape	ESC	Print	F19
Find		Redo	Control-F2
Forward	Right Arrow	Ref	
F1	F1	Replace	Control-F3

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Restart	Escape vs	Shift-Next	Escape NX
Resume	Escape rm	Shift-Options	Escape OT
Return	Return	Shift-Page	Prev Page
Save	Control-F1	Shift-Previous	Escape PV
Scroll Up	Prev Screen	Shift-Print	Escape PR
Scroll Down	Next Screen	Shift-Redo	Escape RO
Shift-Back	Control-Left	Shift-Replace	Escape RP
Shift-Beginning	Escape BG	Shift-Resume	Escape RM
Shift-Cancel	Escape CX	Shift-Save	Escape SV
Shift-ClearLine	Escape cl	Shift-Undo	Escape VD
Shift-Command	Escape CM	Shift-F1	Shift-F1
Shift-Copy	Shift-F11	Shift-F2	Shift-F2
Shift-Create	Escape CR	Shift-F3	Shift-F3
Shift-Delete Character	Control-<X	Shift-F4	Shift-F4
Shift-End	Escape EN	Shift-F5	Shift-F5
Shift-Exit	Shift-F14	Shift-F6	Shift-F6
Shift-Find	Escape fi	Shift-F7	Shift-F7
Shift-Forward	Control-Right	Shift-F8	Shift-F8
Shift-Help	Shift-Help	Shift-F9	Shift-F9
Shift-Home	Shift-Down	Shift-F10	Shift-F10
Shift-InputMode	Escape NJ	Undo	Control-U
Shift-Message	Escape MS	Up	Up Arrow
Shift-Move	Shift-F12		

active window. The Desktop Manager window that is currently open on the screen. This window is displayed over other windows and has a highlighted border. The cursor is always displayed in the active window.

alias. A shorthand notation for a mail user name or a simple name. You can use an alias when you send mail frequently to someone whose name is unusual, long, or difficult to spell, or when you want to include several user names in one group name.

application. On a CTIX computer system, a software program, such as the Word Processor, Spreadsheet, Mail, or Calendar, that can be entered through the Desktop Manager.

attachment. A file from one of your directories that you want to send with your mail message.

Blind Copy. One of the Special Delivery options you can assign to your outgoing mail. The names of those receiving copies of your mail are not shown on any recipient's copy.

case sensitive. The ability of the CTIX system to differentiate between commands entered with capital letters (for example, A) as opposed to lowercase letters (a). CTIX commands typed into the system are not recognized unless entered with the proper case.

command key. A keyboard key, such as Delete, that causes the system to perform a predefined function without producing printable characters on the screen.

Confirm Delivery. One of the Special Delivery options you can assign to your outgoing mail. When the mail is received, you get a confirmation message in your In-Box telling you the mail was received.

Copy. One of the Special Delivery options you can assign to your outgoing mail. You can enter names of those who are to receive electronic copies of your mail message.

CTIX operating system. The operating system that underlies the Desktop Manager. See also **operating system**.

cursor. The blinking underline character or highlighted block visible in the active window that marks your place on the Desktop Manager screen. Commands are carried out on the object at the cursor position.

default. A preset command or action that is automatically carried out by the CTIX system if you do not specify an alternative. For example, there are many commands available for working with a selected object. However, if you press **Enter** without giving a command, the default command for the object is **Open**.

Desktop. The first directory you enter (the default directory) when you log in to the Desktop Manager. The Desktop is your main directory, and it can be used to create objects such as documents, spreadsheets, and additional directories. See also **default**.

directory. Similar to a folder in a desk drawer, a directory holds objects that are placed in it. A directory has a specific name and acts as a location for finding and working with the objects it holds.

Easy Editor. The editor provided with WGS/Mail that you can use to compose letters.

forwarding mail. Sending mail you have received to someone else.

function key. Function keys are the numbered keys located at the top of the keyboard (F1 through F10). They correspond to the function key menus at the bottom of the Desktop Manager screen. Their functions (and the function key menus) change according to the state of the program being used.

Function key menu. A horizontal strip at the bottom of the Desktop Manager screen that indicates the action assigned to a function key on the keyboard. Function key menus (and the actions assigned to them) change as different operations are made available in the Desktop Manager.

In-Box. A file containing mail messages sent to you by other users on your system or some other computer system that has been set up to communicate with your system.

login name. The name by which you are known to the operating system. Your login name is usually assigned to you by your system administrator.

MAIL. The icon that appears on the status line to remind you that you have mail you haven't read.

menu. A list of selectable items displayed by a program. You make a selection from a menu to perform a task, such as deleting messages from your In-Box.

Message Center. The window at the top of your screen that displays the most recent Mail, Calendar, and Quick Messages. You can scroll the Message Center window to view additional messages.

notification. A message displayed on the Desktop Manager screen when you receive a message from another user in the system. If you choose to look at the message later, the MAIL icon appears in the status line as a reminder that you have a message.

object. Any or all of the different types of files that can be created and manipulated by the Desktop Manager. These include directories, documents, spreadsheets, and databases, as well as any other objects that may be set up by your system administrator.

operating system. A master program that manages all the tasks required to run a computer system. Its primary functions are to organize and maintain the file system, provide for loading and execution of application programs, and provide a link between the computer and the outside world.

Out-Box. A file containing mail messages you have sent to others.

password. A secret word or string of characters assigned to you by a system administrator that you enter when you log in to the Desktop Manager. A password is used to provide protection for your system.

Phone Memo form. One of the two forms you can use to send mail messages to others. You can send messages up to four lines and include more specific information, similar to a paper phone memo pad.

Preferences. The settings used to customize Mail for such items as the default form (either the Phone Memo or the Send Electronic Mail form) for sending messages.

prompt. A character, such as the CTIX system \$ or a statement in a form, that prompts you to enter information to carry out an action or command.

record. An organized and identifiable collection of related information transcribed on a computer storage medium. For example, a record in a personnel file contains related information such as first and last name, place of birth, Social Security number, and so on.

Send Electronic Mail form. One of the two forms you use to send mail messages to others. This form is used to address longer mail messages (letters) that you compose with an editor. You can also send a message up to four lines with this form without using an editor.

Sensitivity. The level of confidentiality of mail you send to others. These sensitivity levels are for information only; they do not restrict access to messages.

Sent-By. One of the Special Delivery options you can assign to your outgoing mail. You can enter your name here if you are sending mail for another person or if you have logged in with another user name.

separator character. Exclamation point (!) used to separate the name of the destination computer from the name of the person receiving the message. You need this separator character when your mail recipient is on another computer system.

Special Delivery options. Choices for special handling of mail you send to others, such as names of those to receive copies of your mail or requesting confirmation that mail was received.

status line. The line at the top of the Message Center window that displays information such as your login name, the date and time, and message notifications.

system administrator. The person responsible for setting up and maintaining your computer system.

Toolkit. A Desktop Manager menu that lists the tools with which you can work. These tools can be used to send and read Mail, configure your User Preferences, access the Trashcan, return to the Desktop or Message Center windows, and so on.

Trashcan. The place where deleted objects are placed when they are removed from the Desktop Manager screen. Objects in the Trashcan can be retrieved and returned to the screen. Objects deleted from the Trashcan are removed from the system permanently.

window. An identifiable area on the screen that contains specific information. For example, a window can be a directory, the Message Center, or a menu. A window is set off from other windows by a boundary line and a tag line at the top showing the name of the window.

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