

# **EtherMail User's Guide**

**for use with DOS 2.0, 2.1 and 3.0**

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## SECTION 1

# Introduction

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## Overview

EtherMail is an electronic mail system for IBM Personal Computers that have access to a network server in an Ethernet network. It allows you to exchange electronic messages with other users in the network, facilitating communications and greatly reducing the time and effort involved in composing, copying and distributing memos on paper.

Once you have entered a message, EtherMail takes care of sending it to your addressees. It is distributed immediately so that recipients find your message waiting the next time they check their mailbox. You can also create distribution lists which allow you to send a message to many people by simply giving the name of the list.

## Features

The EtherMail program provides interactive display screens which allow you to choose the operations you want to perform. From these displays you can:

- Get your new mail
- Read a message
- Compose a new message
- Reply to a message
- Forward a copy of a message
- Send a message
- File a message
- Print a message
- Save a message in progress
- Delete a message

On all displays, a Help key is available to provide you with information about the current operation.

A screen-oriented message editor allows you to enter and edit the text of a message. The message editor can be used independently of EtherMail to create distribution lists, documents, programs, batch files and other text-related files.

You can also attach DOS files (for example, text, program or data files) to an EtherMail message. These attachment files are delivered to all addressees along with the message.

# Introduction

## Requirements

To use EtherMail, you need:

- An IBM Personal Computer with at least 192K of memory, at least one diskette drive, and an 80 character color or monochrome display.
- An EtherLink card installed in your computer and connected to the network.
- A network server installed on your network.
- An EtherShare user name so that you can log in to the network server.
- The EtherSeries/DOS diskette (including the LOGIN batch file).

## Using this Manual

Section 2 explains some concepts and terminology with which you should become familiar before using EtherMail.

Sections 3 through 5 give step-by-step instructions on using all of EtherMail's features. This includes a brief introduction to the message editor.

Section 6 describes all functions of the message editor and gives examples of entering and editing text.

Section 7 shows you how to use distribution lists with an EtherMail message and how to create and edit a distribution list.

Appendix A explains the structure of the EtherMail program and the format of the MAIL command.

Appendix B describes the EXECMAIL, LOGIN, NEWINBOX, RENUMBER and RUNMAIL batch files.

Appendix C lists the EtherMail error messages.

This user's guide assumes an operating environment for EtherMail that takes full advantage of the network server, both for sending and receiving mail and for storing mail messages on EtherShare volumes after you have received them. The examples given depend on this use of EtherMail with EtherShare volumes. If you are familiar with DOS and EtherShare, you have considerable flexibility in your operating environment and can modify batch files and command parameters for your specific needs.

## SECTION 2

# Concepts & Terminology

---

## Overview

This section describes some basic concepts and procedures which you should understand before using EtherMail.

## EtherMail

The EtherMail program is divided into two parts: one part runs on your personal computer and is used for composing, sending, receiving, and reading electronic messages. The other part runs on the Network Server which acts as a "post office" for your EtherMail.

## Network Server

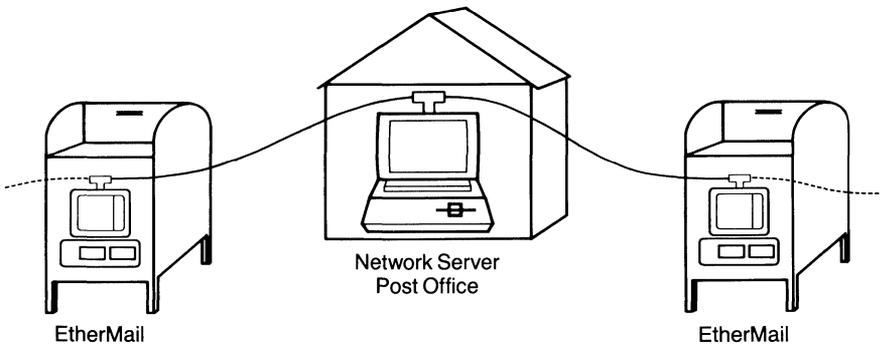


Figure 2-1. The Network Server Post Office

The EtherMail software on the network server has two functions:

- It accepts the messages you send. If there are multiple servers in your network, each one is responsible for its own users. Since this is automatic, there's no need for you to worry about who uses which server.
- It accepts messages addressed to you and holds them at the post office until you ask to have them transferred to your personal mail folder where they are stored and are available for reading.

# Concepts & Terminology

## Logging in

Before you can send and receive messages, you must log in to your network server. This is the process of identifying yourself to EtherShare with your user name.

## User Names

You must supply your user name when you log in. EtherMail messages sent to you are addressed to your user name which uniquely identifies you on the network. EtherMail uses this name to collect messages directed to you. When you send a message, you must provide the EtherShare user names of your addressees.

## Mail Folder

Each time you run the EtherMail program, you are told if you have new mail waiting at your EtherMail post office. You can then transfer this mail to your personal mail folder which stores the messages you have received. Each message is stored in a DOS file and your folder is the EtherShare volume or diskette where these files are kept. You can read the messages in this folder at any time.

## Distribution Lists

Distribution lists are lists of EtherShare user names to whom you frequently send messages. Instead of entering the same names on the messages you send, you can compile these names into a list and supply the name of the list instead. A distribution list name can be used as an addressee anywhere that a user name is appropriate. Distribution lists are stored in DOS files and are created and maintained using the EtherMail message editor.

## EtherMail Displays

EtherMail uses display screens which provide information and allow you to perform different operations. You communicate with the EtherMail program through the function keys on your IBM Personal Computer. An example of an EtherMail display is shown in figure 2-2.

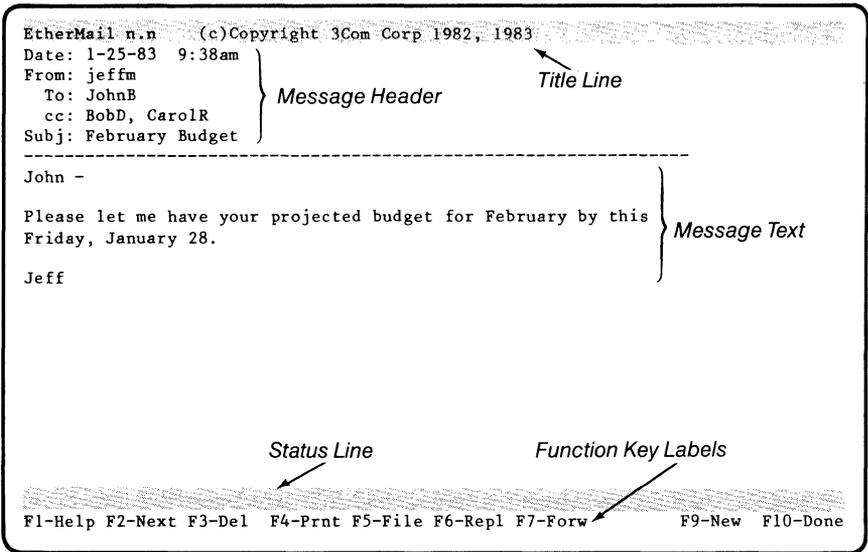


Figure 2-2. An EtherMail Display

**The Title Line** tells you the version number of EtherMail and gives copyright information.

**The Message Header** is divided into several fields (Date: From: To: cc: and Subj:). This tells you the date and time the message was sent, the sender and addressees, and the subject of the message. If there is an attachment to a message, an Attach: field is also shown, giving the file name of the attachment.

**The Message Text** is entered with EtherMail's message editor.

**The Status Line** displays information to you. It reports errors, indicates activity and provides instructions and information. For example, when you run EtherMail, the status line tells you if you have new mail waiting to be delivered.

The status line tells you when EtherMail is busy carrying out your instructions by flashing a message such as **\*\*\* Busy ... please wait \*\*\***. When EtherMail is ready to continue, the message stops flashing.

# Concepts & Terminology

**The Function Key Labels** allow you to select an operation by pressing a function key on the left of your keyboard.

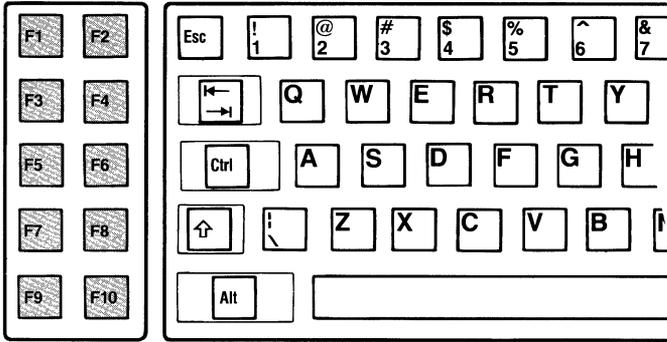


Figure 2-3. Function Keys

For example, if you want to print the message, you press function key **F4** on the keyboard; to reply to the message, press **F6** and so forth. On all displays, **F1** provides help with the current functions.

## Attachments

You can attach any DOS file (for example, text, program or data files) and send it along with an EtherMail message. To do this, enter the file name when prompted for the Attach: field in the message header. You can attach as many as 26 files to any EtherMail message.

## The Message Editor

The message editor is used to enter the text of a message and provides simple text entry and many useful editing features. You use the message editor when you compose a new message, reply to a message, or forward a copy of a message.

You can also run the message editor as a separate program, independent of EtherMail, to create and edit distribution lists and text files.

The message editor is described in Section 6 and distribution lists in Section 7.

### Batch Files

A batch file is a text file containing a set of commands that perform a specific operation. By using a batch file, you can initiate several commands by providing the name of the file instead of entering each individual command. The batch files you will use with EtherMail log you in to EtherShare, create a new mail folder, run the Mail program and renumber your messages. These are fully described in Appendix B.



## SECTION 3

# Getting Started

---

## Overview

This section explains running the Mail program using the LOGIN, NEWINBOX and RUNMAIL batch files. The first time you use EtherMail, you will need a new mail folder and must use all three commands. If you have already created a mail folder, you can omit the NEWINBOX command.

The EtherMail main display is then described, followed by the procedures for getting your new mail and reading a message.

Before you begin, be sure you have booted your system with the EtherSeries/DOS diskette. If you have a fixed disk, be sure you have booted from it. In the following examples, your prompt will be C> instead of A> and you will be running the commands from your fixed disk. Refer to the EtherSeries and EtherShare User's Guides for further information.

## Running EtherMail

1. Before you can send or receive messages, you must log in to the server with your EtherShare user name. If you don't have a user name, ask another EtherShare user to create one for you.

Type the LOGIN command followed by your user name. For example:

```
A> LOGIN FREDJ ←
```

LOGIN is a batch file which includes commands that are used in preparation for running the Mail program.

2. If you are using EtherMail for the first time, you must now create a mail folder which will be used to store the messages you receive. Otherwise, omit this step.

Type:

```
D> NEWINBOX ←
```

This command file creates and formats a new volume which will be used as your mail folder.

Some messages are displayed to tell you that the INBOX volume has been created and formatted, then the D> prompt is displayed again.

# Getting Started

3. You can now run the EtherMail program by typing:

```
D> RUNMAIL ←
```

4. If you are using a new mail folder, you are asked:

```
*** Drive E: does not contain a mail directory.  
Create one (Y/N)?
```

Type Y and press ←. EtherMail now creates a directory which it will use to keep track of messages sent to you.

After you run EtherMail, the main display is shown on your screen.

## Main Display

This lists all messages currently in your folder and provides information about each one.

If you have more messages than fit on one screen, use the **PgUp** and **PgDn** keys to see the entire display.

Figure 3-1 illustrates a folder which already contains mail. If your folder is empty, this display will be blank.

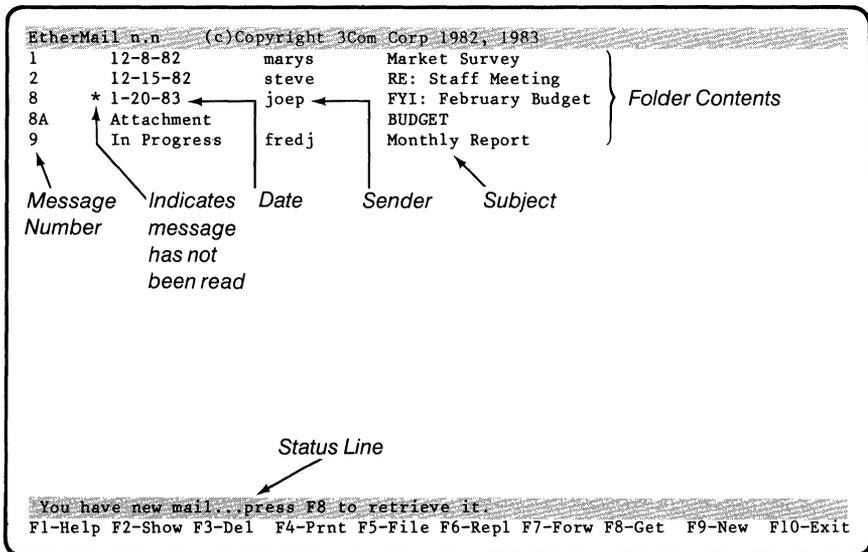


Figure 3-1. The Main Display

## Folder Contents

This display lists all the messages currently in your folder. For each message, the following information is given:

**Message number:** this number is for identification and is assigned by EtherMail to each message received.

**Date:** the date the message was sent. An asterisk before the date indicates that you have not read the message.

**Sender:** the user name of the person who sent the message.

**Subject:** the subject of the message. RE: before the subject indicates that this is a reply to a message of the same subject. FYI: indicates that a copy of a message has been forwarded for your information.

**In Progress:** indicates that you have temporarily saved this message in your folder before sending it. This is the only case when an unsent message appears on this display; all other messages have been sent to you.

**Attachment:** a letter after the message number indicates that this is an attachment to the message (for example, 8A is an attachment to message number 8). Any DOS file can be attached and sent with a message.

## Status Line

When you first run EtherMail, the status line indicates either “You have new mail” or “No new mail”. This only tells you whether or not you have new mail waiting on the network server to be delivered. To transfer the mail to your folder, you must press **F8** to retrieve it. Watch the status line for instructions or error messages when you are using EtherMail.

## Getting Help

On all EtherMail displays, the **F1** key is labeled Help. Press this key at any time to display information on how to use the current functions. After displaying the help information, press any key to return to EtherMail.

# Getting Started

## Getting New Mail

When you first run EtherMail, the status line on the main display tells you if the network server has new mail for you. Before you can read a new message, you must first transfer the mail from EtherShare to your folder.

Press **F8** (Get) to get your new mail. The status line flashes "Retrieving next message ..." and the display is updated as each message is retrieved. When the mail has been transferred, the status line displays "Message(s) retrieved". You are only told if you have new mail when you first run EtherMail. However, **F8** (Get) can be used at any time to check the network server for new mail and transfer it to your folder. If you press **F8** at a time when you have no new mail, the status line displays a message to this effect.

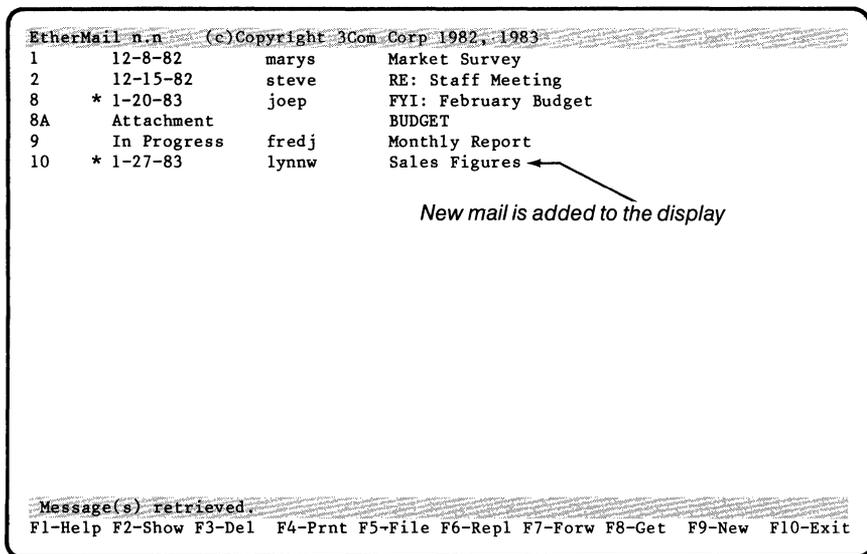


Figure 3-2. Getting New Mail

## Selecting a Message

To select a message from the main display, use the  $\uparrow$  or  $\downarrow$  key to position the cursor to the appropriate message. The cursor is the underscore shown below one of the message numbers.

```
EtherMail n.n (c)Copyright 3Com Corp 1982, 1983
1      12-8-82      marys      Market Survey
2      12-15-82     steve      RE: Staff Meeting
8      * 1-20-83     joep       FYI: February Budget
8A     Attachment
9      In Progress   fredj      Monthly Report
10     * 1-27-83     lynnw     Sales Figures
10

```

*Position the cursor*

```
F1-Help F2-Show F3-Del F4-Prnt F5-File F6-Repl F7-Forw F8-Get F9-New F10-Exit
```

Figure 3-3. Selecting a Message

When you have selected a message, you can show, delete, print, file, forward, or reply to it.

# Getting Started

## Reading a Message

To show the text of a message on your screen:

1. Use the arrow keys (↑↓) to position the cursor to the message you want to read.
2. Press **F2** (Show). "Reading..." flashes briefly in the status line, then the text of the message is shown on your screen.

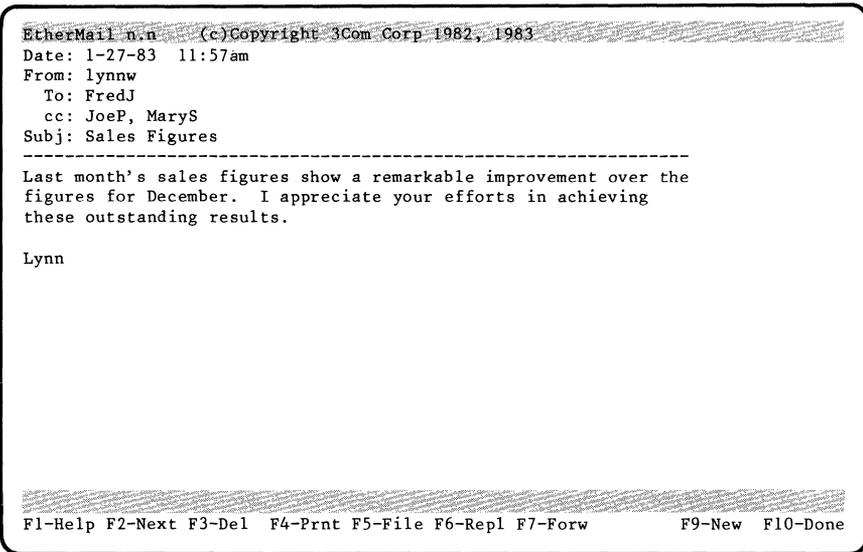


Figure 3-4. Reading a Message

When you have read the message, you can delete, print, file, reply to, or forward a copy of it. After a message has been read, the asterisk (\*) is removed from its listing on the main display.

## Reading the Next Message

To read the next message in your folder, press **F2** (Next) to display the message on your screen. If you press **F2** after reading the last message, you are told that there is "No next message".

### Returning to the Main Display

Press **F10** (Done) when you want to return to the main display from another EtherMail display. **F10** always takes you back to the main display except when you are using the editor to enter the text of a message.

### Leaving EtherMail

Press **F10** (Exit) on the main display when you want to leave the EtherMail program and return to DOS.



## SECTION 4

# Sending a Message

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## Overview

There are three occasions when you will send a message:

- Composing a new message
- Replying to a message
- Forwarding a copy of a message

The sending procedure is the same in each case, but the message header and text that you supply varies.

This section shows you how to compose and send a new message, including filling in the header and entering simple text with the message editor. The variations for replying to and forwarding a message are then described.

## Composing a New Message

Press **F9** (New) to specify that you want to create a new message. You are first prompted for the message header and then enter the text of the message using the message editor.

## Message Header

Message headers contain mailing information about the message. EtherMail fills in some fields for you and prompts you for others, depending on the type of message you are sending. To omit an optional field, press **←** when you are prompted for it and the field will not appear in the message. If you need to enter more than one line of information in a field, end the line with a comma or semicolon and press **←** to start a second line for the same field.

When you are entering the header information, you can correct a typing mistake by using the **Backspace** key ( **←** ) to go back and retype from the point of the error. To erase the entire line and start over, press the **Esc** key. Pressing **Esc** again aborts this message and returns you to the main display. If you want to modify the header after you have entered it, refer to Editing Text in Section 6.

# Sending a Message

## The New Message Header

The From: field is already filled in with your user name and the cursor is first positioned at the To: field.

```
EtherMail n.n (c)Copyright 3Com Corp 1982, 1983
From: fredj
To: _
```

The To: field is required. Enter the user names of your addressees here. If you enter more than one name, separate them with a comma (,) or semicolon (;). You can also enter distribution list names here. When you have entered these names, press **←** and you are prompted for the cc: field.

```
EtherMail n.n (c)Copyright 3Com Corp 1982, 1983
From: fredj
To: JoanL
cc: _
```

The cc: field is optional. To use it, follow the steps for filling in the To: field. You can send a copy of the message to yourself by entering your user name here. Enter these names and press **←**. You are then prompted for the Subj: field.

```
EtherMail n.n (c)Copyright 3Com Corp 1982, 1983
From: fredj
To: JoanL
cc: BillK, SteveP
Subj: _
```

The Subj: field is optional. Enter the subject of the message here and press **←**. You are then prompted for the Attach: field.

```
EtherMail n.n (c)Copyright 3Com Corp 1982, 1983
From: fredj
To: JoanL
cc: BillK, SteveP
Subj: Monthly Report
Attach: _
```

## Sending a Message

The Attach: field is optional. Enter the name(s) of the DOS file(s) you want to attach here and press **←**. You can attach up to 26 files to a message by separating the file names with a comma (,) or semicolon(;). Be sure to include the drive specifier, file extension and pathname if necessary.

This completes the message header. The status line flashes **\*\*\* Busy ... please wait \*\*\*** for a moment, then the cursor moves below the header where you can enter the text of the message.

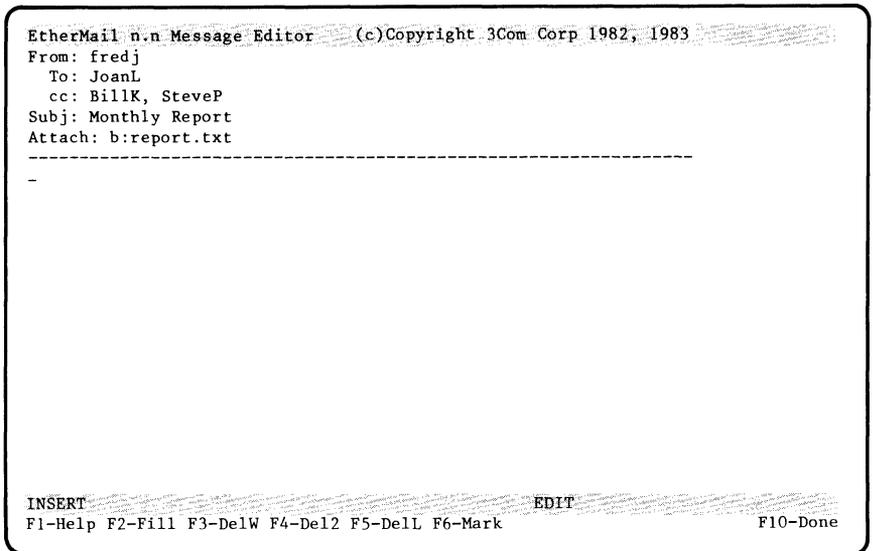


Figure 4-1. Composing a New Message

The function keys on this display are the message editor function keys which allow you to revise the text of your message.

## Sending a Message

### Entering Message Text

You type the message text just as you would on a typewriter, except that the message editor makes it easier.

Simple text entry and correction are described here. The message editor offers many other useful editing features which are described in detail in Section 6.

1. Since the editor provides automatic word wrap, do not end each line with the **↵** key. When you reach the right margin, words that would normally go beyond the margin are wrapped around to the next line. This means you can type your message quickly and easily without worrying about where the lines should end.
2. If you inadvertently break a line with the **↵** key, press the **Backspace** key ( **←** ) to erase the keystroke.
3. If you make a typing mistake, back up with the **Backspace** key ( **←** ) and correct the error. Since backspacing deletes characters, retype the text from the point of the correction. More advanced text revision is described in Section 6.
4. To end a paragraph and start a new one, press the **↵** key twice. This creates a deliberate line ending and leaves a blank line between paragraphs.

Figure 4-2 shows an example of entering message text.

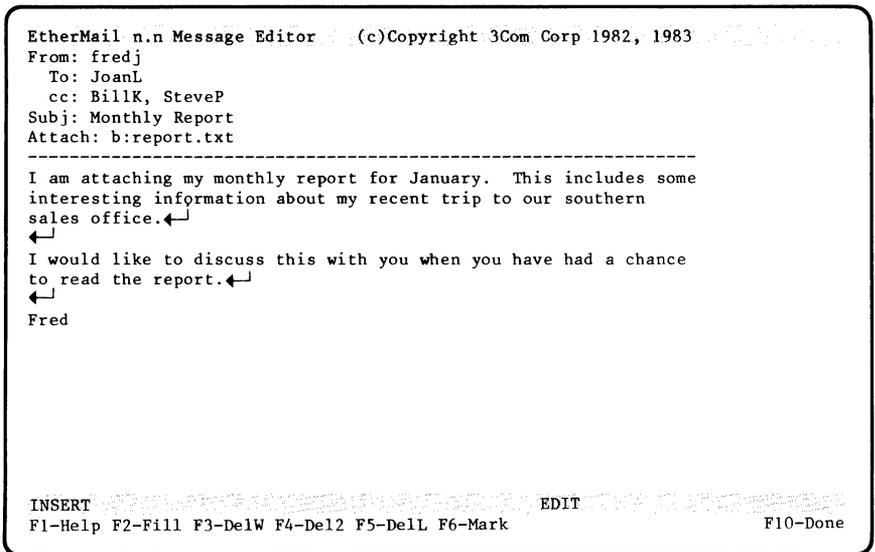


Figure 4-2. Entering Message Text

## Leaving the Message Editor

When you have entered the message text, press **F10** (Done) to leave the editor. The message **\*\*\* Busy ... please wait \*\*\*** flashes in the status line, then the function keys change to allow you to print, send or edit the message.



# Sending a Message

## Sending a Message

Whether you have composed a new message, or are replying to or forwarding an existing message, the sending operation is the same.

Press **F6** (Send). The messages “Checking ...” and “Sending message...” flash in the status line as EtherMail locates all the users in the To: and cc: fields of the message header. When the message has been sent to all addressees, the status line displays “Message sent” and you are returned to the main display.

Once a message has been sent, you can no longer access it for printing or further editing. If you want to keep a copy of the message, be sure to include your user name in the cc: list.

There are two cases when a message is not sent:

1. If you have not filled in the header correctly, the status line displays an error message telling you what is wrong. You should then press **F7** (Edit) to return to the editor and correct the problem. You *cannot* make a change to the message until you return to the editor by pressing **F7**.
2. If any of the user names in the To: or cc: field are spelled incorrectly, are not valid user names, or are users on a network server that is not responding, a list of the unlocated user names and unresponsive servers (if any) is displayed. For example:

```
*** Server(s) not responding:  
    SHARE1
```

```
*** Can't locate:  
    BILLK
```

If *no* recipients were located, you are asked to press any key to continue; if *some* were located, you can ignore the errors and send the message to those found. In this case, the status line asks:

```
Can't find all recipients ... Go ahead and send anyway (Y/N)?
```

## Sending a Message

You can type Y and press **←** to send the message to all valid addressees and ignore those not found. The To: or cc: field still contains these names, although they will not receive a copy of the message. If you respond N, you can proceed with either of the options described below.

- Press **F7** (Edit) to go to the message editor where you can correct the names in the To: or cc: fields. You may have made a spelling error in a name, or not used a valid EtherShare user name. After correcting the error, you can leave the editor and send the message.
- Press **F10** (Done) and you are asked:

Message not sent ... Do you want to save it (Y/N)?

Type Y to save the message or N if it is not to be saved and press **←**. If you respond Y, the message is saved in a numbered file as indicated in the status line. You are returned to the main display where that message number is shown as being In Progress. If you respond N, the message is deleted and you cannot return to it later.

## Sending a Message

## Replying to a Message

You can reply to any message that has been sent to you by choosing the Reply function. This can be done while the message is displayed on your screen, or you can position the cursor to the message on the main display. In either case, press **F6** (Repl) to reply to the message. You are prompted only for the Attach: field of the message header and can then enter the text of the reply using the message editor.

## Reply Message Header

```
EtherMail n.n      (c)Copyright 3Com Corp 1982, 1983
From: fredj
  To: lynnw
  cc: joep, marys
Subj: RE: Sales Figures
In Reply To: message from lynnw of 1-27-83
Attach: _
```

When you reply to a message, all of the header fields except Attach: are filled in for you. These are:

From: your user name.

To: the sender of the original message.

cc: everyone who received the original message.

Subj: the subject of the original message, preceded by RE: to indicate a reply.

In Reply To: the sender and date of the original message. These fields are accumulated; that is, if you reply to a reply, another In Reply To: field is added.

## Sending a Message

The cursor is positioned at the Attach: field. This field is optional. Enter the name(s) of the DOS file(s) you want to attach here and press **←**. You can attach up to 26 files to a message by separating the file names with a comma (,) or semicolon (;). Be sure to include the drive specifier, file extension and pathname if necessary.

The status line flashes **\*\*\* Busy...please wait \*\*\*** for a moment, then the cursor moves below the header where you can enter the text of your reply.

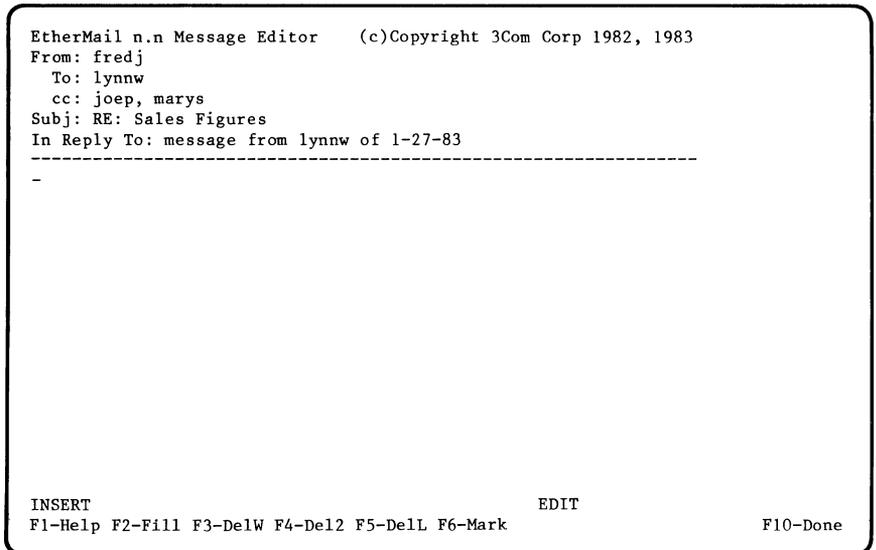


Figure 4-3. Reply to a Message

You can now enter the text of your reply as described in Entering Message Text.

After you have entered the text, leave the editor by pressing **F10** (Done) and send the message by pressing **F6** (Send). Refer to the paragraphs on Sending a Message for more information.

## Sending a Message

### Forwarding a Message

You can forward a copy of any message you have received by choosing the Forward function. This can be done while the message is displayed on your screen, or you can position the cursor to the message on the main display. In either case, press **F7** (Forw) to forward a copy of the message. You are prompted for the appropriate header fields and can then enter additional message text using the message editor.

### Forward Message Header

```
EtherMail n.n (c)Copyright 3Com Corp 1982, 1983
From: fredj
To: _
```

The From: field is already filled in with your user name and the cursor is positioned at the To: field.

The To: field is required. Enter the user names of your addressees here. If you enter more than one name, separate them with a comma (,) or semicolon (;). You can also enter distribution list names here. When you have entered these names, press **←** and you are prompted for the cc: field.

```
EtherMail n.n (c)Copyright 3Com Corp 1982, 1983
From: fredj
To: BillK
cc: _
```

The cc: field is optional. To use it, follow the steps for filling in the To: field. You can send a copy of the forwarded message to yourself by entering your user name here. Enter these names and press **←**.

```
EtherMail n.n (c)Copyright 3Com Corp 1982, 1983
From: fredj
To: BillK
cc: Sales
Subj: FYI: Sales Figures
Attach: _
```

The Subj: field is filled in for you. This is the subject of the original message, preceded by FYI: to indicate that you are forwarding a copy of the message for information. You are then prompted for the Attach: field.

The Attach: field is optional. Enter the name(s) of the DOS file(s) you want to attach here and press ←. You can attach up to 26 files to a message by separating the field names with a comma (,) or semicolon (;). Be sure to include the drive specifier, file extension and pathname if necessary.

This completes the message header. The status line flashes **\*\*\* Busy...please wait \*\*\*** for a moment, then the cursor moves below the header. The original message is included in the new message.

```
EtherMail n.n Message Editor (c)Copyright 3Com Corp 1982, 1983
From: fredj
To: BillK
cc: Sales
Subj: FYI: Sales Figures
-----
-

----- Forwarded Message -----
Date: 1-27-83 11:57am
From: lynnw
To: FredJ
cc: JoeP, MaryS
Subj: Sales Figures
-----
Last month's sales figures show a remarkable improvement over the
figures for December. I appreciate your efforts in achieving
these outstanding results.

Lynn

INSERT EDIT
F1-Help F2-Fill F3-De1W F4-De12 F5-De1L F6-Mark F10-Done
```

Figure 4-4. Forwarding a Message

### Additional Message Text

Some blank lines are provided between the message header and the beginning of the forwarded message. You can enter additional text here. For example, you might want to add an explanatory note to the person(s) who will receive the message. To do this, enter the text using the message editor as described in Entering Message Text.

Press **F10** (Done) to leave the editor and then **F6** (Send) to send the message. Refer to the paragraphs on Sending a Message for further information.



## SECTION 5

# Your Mail Folder

---

## Overview

All messages you receive are stored in your mail folder which is an EtherShare volume that is identified for you by the RUNMAIL command. You can print a copy of a message, delete a message from your folder, or file a message or attachment in a separate DOS file. You can also save an "In Progress" message in your folder and return to finish or send it later.

## Printing a Message

You might want to print a copy of a message or attachment for traditional filing purposes, or to take with you to read at another time.

Messages are printed on the EtherPrint shared printer which is automatically linked for you when you enter the LOGIN command. If you do not have an EtherPrint shared printer, the message is printed on your parallel port printer, PRN:. The entire text of the message is always printed, even if it occupies more than one screen when displayed.

You can print a message by selecting it from the main display, or you can print the message that is currently displayed on your screen. In either case, press **F4** (Prt) to print the message.

The status line flashes the message "Printing ...", followed by "Printed" when printing is complete.

# Your Mail Folder

## Deleting a Message

Eventually, your folder will fill up with messages. You can always create a new folder and save your old messages in it, but you can also make space in the existing one by deleting messages you no longer require.

You can delete a message by selecting it from the main display, or you can delete the message that is currently displayed on your screen. In either case, press **F3** (Del) to delete the message.

You are asked to confirm the deletion by pressing **F3** again. Press **F3** to delete the message or any other key to cancel the deletion. When deleted, the message is removed from your folder and from the listing on the main display.

If your folder is a single-sided volume, it can contain up to 62 messages; anything larger than a single-sided volume can contain up to 110 messages. As each new message is put in your folder, it is given the next available message number. The highest possible message number is 999. When no further message numbers are available, you will receive an error message. You should then renumber your messages with the RENUMBER batch file. This is described in Appendix B.

## Saving a Message in Progress

If you have to stop entering a message before you have finished or sent it, you can save it as a message "In Progress" which you can complete and send at a later time. You may have been interrupted or need to check some user names before sending the message.

1. When you are using the message editor to enter the message text, press **F10** (Done) to leave the editor.
2. Press **F10** (Done) again and you are asked:

Message not sent ... Do you want to save it (Y/N)?

Type Y to save the message. It is placed in a numbered file, as indicated in the status line. If you respond N, the message is deleted and is not available for later use.

When you save a message, it is shown on the main display as "In Progress". You can go back and finish the message or send it at any time.

## Editing a Message in Progress

1. On the main display, position the cursor at the message you left "In Progress".
2. Press **F2** (Show) to display the message on the screen.

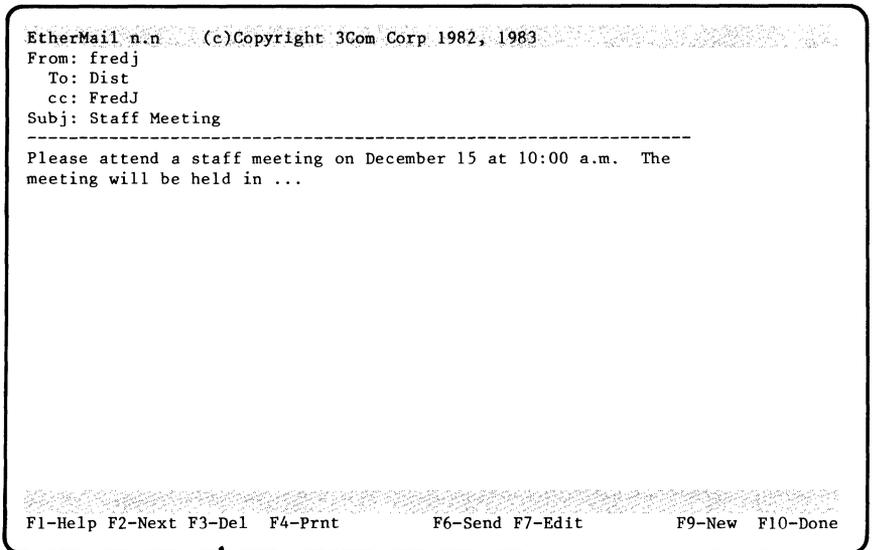


Figure 5-1. In Progress Message

When you show a message that you left in progress, you can delete, print, send or edit it.

3. To edit the message, press **F7** (Edit) to go to the message editor. The message remains on the screen and the function keys become the editor function keys. The cursor is positioned at the beginning of the message text.
4. You can now complete or revise the message text or header using the message editor.
5. Press **F10** (Done) to leave the editor. You can then press **F6** to send the message. Refer to Section 4 for more information on sending a message.

## Your Mail Folder

### Filing a Message or Attachment

EtherMail assigns a number to each message and attachment in your folder. The file extension .MSG is used to identify all mail messages (for example, 3.MSG and 99.MSG are messages, 13A.MSG is an attachment). Each message and attachment is stored in a DOS file which can be used like any other DOS file.

Any message or attachment in your folder can be filed in a separate DOS file with the File function. By giving another drive specifier and/or DOS pathname along with the file name, you can copy a message or attachment to another EtherShare volume or diskette, or to a fixed disk.

If you give only a drive specifier and/or pathname without giving a file name, you can automatically file the message or attachment in another folder. The next time you run EtherMail, you can give this drive specifier and/or pathname as a parameter of the MAIL command. If the DOS directory does not contain an EtherMail folder directory, you are asked if you want to create one. In this way, you can keep multiple folders in addition to your INBOX folder and use them like a filing cabinet. For more information on the MAIL command, refer to Appendix A.

You can file a message or attachment when it is displayed on your screen or by selecting it from the main display. In either case, press F5 (File) and the status line displays:

File name?

Type the DOS file name here. You must include the drive specifier if you don't want to save the file on the current folder drive. You must also include a pathname if you don't want to use the current directory for this drive. For example:

File name? **B:REPORT**

Files a copy of the message in a file called REPORT on drive B:.

File name? **B:\ARCHIVE\REPORT**

Files a copy of the message in a file called REPORT in the directory ARCHIVE on drive B:.

File name? **B:\ARCHIVE\**

Files a copy of the message under the next available message number in the folder in the \ARCHIVE\ directory on drive B:. If you want to use the \ARCHIVE\ folder, run EtherMail using MAIL B:\ARCHIVE\.

If you press **←** without supplying anything, the message is given the next available message number (for example, 50.MSG) and filed under that name in your current folder.

When the message or attachment has been filed, the status line tells you:

Message filed in B:REPORT.

The file name you assigned can now be used with DOS commands, application programs, or in the Attach: field of an EtherMail message header.

# Your Mail Folder

## Classifying Your Messages

On the main display, EtherMail shows an asterisk (\*) beside each unread message. When the message has been read, the asterisk is removed. EtherMail also allows you to use your own system for classifying your messages by entering a letter, number or special character in this position.

Move the cursor to the desired message on the main display and type the appropriate character which is then displayed to the left of the date. To remove a character, type a space.

In this way, you can categorize messages for your own particular needs. You might type an R for messages that need a reply, use ! for very important messages, or D for messages that can be deleted when you need space in your folder. For example:

```
EtherMail v.n      (c)Copyright 3Com Corp 1982, 1983
1      ! 12-8-82      marys      Market Survey
2      D 12-15-82     steve      RE: Staff Meeting
8      R 1-20-83      joep       FYI: February Budget
8A     Attachment
9      ! In Progress   fredj      Monthly Report
10     R 1-27-83      lynnw     Sales Figures

F1-Help F2-Show F3-Del  F4-Prnt F5-File F6-Repl F7-Forw F8-Get  F9-New  F10-Exit
```

Figure 5-2. Classifying Messages

If you replace an asterisk with another character, you must use your own notation if you want to indicate read and unread messages. If you do not replace it, the asterisk is still used to indicate unread messages.

Unlike the asterisk, characters that you use to indicate the status of a message are not erased when you read the message.

## SECTION 6

# The Message Editor

## Overview

EtherMail provides a message editor which you use to enter and edit the text of a message or modify the message header. You can also run the editor as a separate program and use it to create and edit distribution lists, programs or any kind of text file. It is used in the same way for all text entry and editing, regardless of the particular operation. The editor is screen-oriented which means that you can go back and edit text by simply positioning the cursor and making revisions.

This section describes using the editor to enter and edit text, then shows how it can be used as a separate program to create a text file. Distribution lists are covered in Section 7.

## Using the Editor with EtherMail

While using EtherMail, you are prompted for the appropriate message header when you press any of the following function keys:

- F6** (Repl) to reply to a message
- F7** (Forw) to forward a copy of a message
- F9** (New) to create a new message

After you enter the header, the message editor display and function keys are shown.

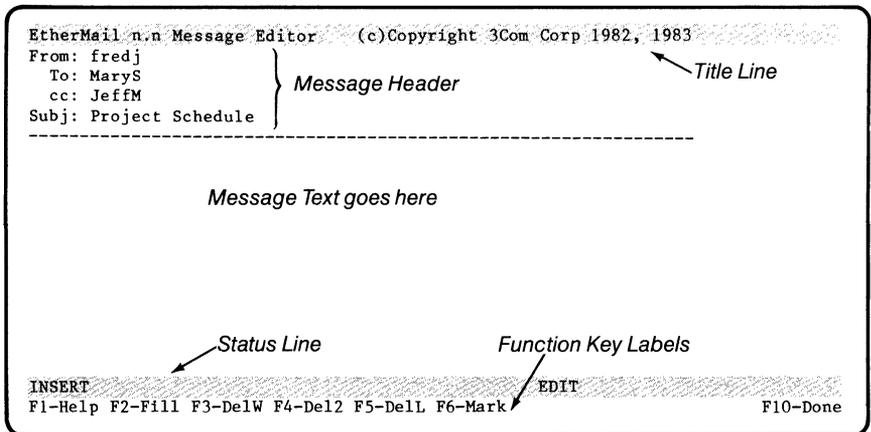


Figure 6-1. EtherMail Message Editor Display

# The Message Editor

**The Title Line** tells you the version number of the message editor and gives copyright information.

EtherMail prompts you for the appropriate fields in the **Message Header**. The different message headers are described in Section 4.

If you need to modify the header after you have entered it, position the cursor and make the change as described in Editing Text later in this section.

**The Message Text** is entered and edited by you using the editor, as described in Entering Text later in this section.

**The Status Line** gives you the following information:

- **INSERT or TYPE-OVER mode:** the editor is normally in INSERT mode which means that text is inserted wherever it is typed. Any existing text moves to the right when new text is inserted. In TYPE-OVER mode, text replaces the existing text wherever it is typed. When you are marking a block of text (for moving, copying or deleting), the mode changes to MARK.
- **EDIT or CREATE mode:** you are always in EDIT mode when you use the message editor with EtherMail. When you use the editor as a separate program, you are in CREATE mode when creating a new file and EDIT mode when revising a file.
- **File name:** the name of the file you are editing. The EtherMail file name for a new message is MESSAGE.TMP. An "In Progress" message is given a file number. When you use the editor as a separate program, the name of the file you are creating or editing is shown here.

## Function Keys

- F1**—Help Provides information on using the editor.
- F2**—Fill Fills edited paragraphs out to the margins.
- F3**—DelW Abbreviation for Delete Word; deletes the word at which the cursor is positioned.
- F4**—Del2 Abbreviation for Delete to End of Line; deletes text from the cursor position to the end of the current line.
- F5**—DelL Abbreviation for Delete Line; deletes the line in which the cursor is positioned.
- F6**—Mark Marks text to be moved, copied or deleted. When you have marked a block of text, function keys **F7**, **F8**, **F9** and **F10** change as follows:
- F7** (Copy) copies the marked text to another location.
  - F8** (Move) moves the marked text to another location.
  - F9** (Del) deletes the marked text.
  - F10** (Stop) cancels the mark operation.
- F10**—Done Takes you out of the editor.

# The Message Editor

## Entering Text

Entering text is just like typing on a typewriter except that it's easier. The special features of text entry are described here.

### Word Wrap

Do not press ← at the end of every line when you are entering text within a paragraph. When you reach the right margin, the text that would normally go past the margin is automatically wrapped around to the beginning of the next line.

The ← key is used to create a deliberate line ending; for example, to start a new paragraph (pressed twice), to insert blank lines, or to end any line before reaching the right margin.

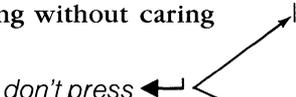
### Example

---

This paragraph was typed without any carriage returns at the line endings. It's much easier to just keep on typing without caring about where the line will end. ←

←

*don't press* ←



The previous paragraph was ended with two carriage returns. This ends the current line and moves you down one blank line to begin the next paragraph. A carriage return also creates a deliberate line ending. For example: ←

←

This the first line of text. ←

This is the second line. ←

And this is the third line. ←

—

---

## Wrap Point

Words are normally wrapped to the left margin, as shown in the word wrap example.

However, if you press the **Tab** key (  ) to indent a line, words are wrapped to that tab position on subsequent lines.

## Example

---

 The Tab key was pressed to indent this paragraph, so the next line of text is wrapped to the tab position. All subsequent lines are also indented.

 1.  The Tab key was pressed twice in this line. Subsequent lines of text are always indented to the last tab position. \_

---

## Backspace

If you make a typing mistake while you are entering text, you can use the **Backspace** key (  ) to go back and correct the error.

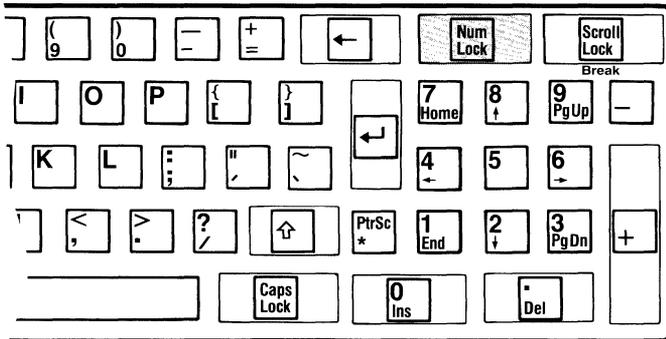


Figure 6-2. The Backspace Key

## The Message Editor

This key deletes the character to the left of the cursor and pulls remaining text to the left as it moves the cursor backwards. You then have to retype the text from the point of the correction. Use the **Backspace** key to correct an error you have just made. Other ways of revising text are described later in Editing Text.

### Example

---

There is a typo in thsi\_

There\_ is a typo in th\_

*Backspace to the error*

There is a typo in this line - at least, there was!\_

*Retype the correct letters and continue typing*

---

## Margins

The left margin is set to 0 and the right margin to 65 characters. Margins cannot be changed.

## Tabs

Tabs are automatically set every four characters. Each time you press the **Tab** key (  ) when you are entering new text, the cursor moves over four characters to the next tab position. Tab settings cannot be changed.

## Editing Text

Text is edited by positioning the cursor to the correction point and making the revision: for example, deleting or inserting text.

## Positioning the Cursor

The keys shown in figure 6-3 are used to position the cursor in existing text.

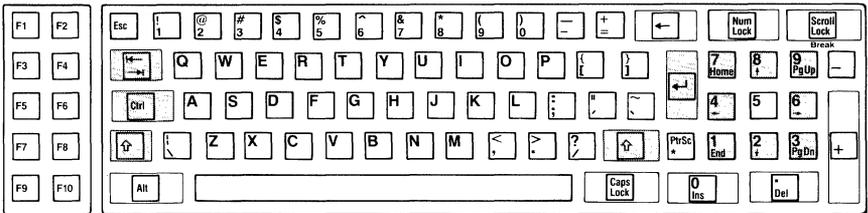


Figure 6-3. Cursor Positioning Keys

**Arrow keys** move the cursor up (↑) and down (↓) by one line, or left (←) and right (→) by one character. Moving the cursor through text with these keys does not delete text.

Pressing ↑ beyond the current screen display scrolls text down on the screen; the ↓ key scrolls text up.

If you move the cursor below the last line of existing text with the ↓ key, you will see the message “Extending file ...” in the status line. This adds blank lines to the end of your message or file.

**PgUp** and **PgDn** display the previous (**PgUp**) or next (**PgDn**) screen of text. The cursor moves to the top leftmost position on the screen.

**Tab** (↹) moves the cursor to the beginning of the next word in existing text. **Tab** moves the cursor to the next tab position when entering new text, or on any blank line. Tabs are set every four spaces.

## The Message Editor

**Shift** ( ⇧ )-**Tab** ( ⇧ ⇐ ) moves the cursor to the beginning of the previous word in existing text. Hold down **Shift** and press **Tab**. **Shift-Tab** moves the cursor to the previous tab position on any blank line.

**End** moves the cursor to the end of the current line. If you press **End** again before pressing any other key, the cursor moves to the end of the current paragraph. Continue pressing **End** to move the cursor from paragraph to paragraph. This is useful to position the cursor before adding text to the end of a paragraph or end of a message.

**Ctrl-End** moves the cursor to the beginning of the current line. Hold down **Ctrl** and press **End**. If you press **Ctrl-End** again before pressing any other key, the cursor moves to the beginning of the current paragraph. Continue pressing the keys to move the cursor back a paragraph at a time.

**Home** moves the cursor to the top leftmost position on the screen.

**Ctrl-Home** moves the cursor to the beginning of the last line on the screen. Hold down **Ctrl** and press **Home**.

**Ctrl** ⏎ moves the cursor to the beginning of the next line. Hold down **Ctrl** and press ⏎. When pressed alone, ⏎ inserts a line and positions the cursor at the left margin.

For all editing operations, the cursor is first positioned using one of the methods described above.

## Inserting Text

The normal editing mode is INSERT mode. You are in this mode whenever you are entering or editing text. To insert text, position the cursor to the right of the insertion point and type as much text as you want to insert. Existing text moves to the right and, if it passes the right margin, wraps to the next line.

### Example

---

You can insert by positioning the cursor and typing the text you want to insert.

*Position the cursor and type "text "*

You can insert text by positioning the cursor and typing the text you want to insert.

*Existing text moves over and automatically wraps to the next line*

---

## Deleting a Character

Position the cursor to the first character you want to delete and press the **Del** key once for each character to be deleted. The rest of the line moves to the left to close up the space.

### Example

---

There is an extra character in this\_ line.

*Position the cursor and press the **Del** key*

There is an extra character in this line.

*Text moves over to close up space*

---

# The Message Editor

## Deleting a Word (DelW)

The cursor can be positioned anywhere in the word that is to be deleted. If the cursor is between two words, the word to the left is deleted. Press **F3** (DelW) and the word is deleted. The rest of the line moves over to the left to close up the space.

### Example

---

There is an extra word word in this line of text.

*Position the cursor and press **F3** to delete the word*

There is an extra word in this line of text.

*Text moves over to close up space*

---

After deleting a word, you may have to fill the paragraph as described later in Filling Text.

You can also use **F3** (DelW) to delete words while you are entering text. Just as the **Backspace** key deletes characters, **F3** deletes a word at a time as it moves the cursor backwards.

### Example

---

You can begin a line with one idea and change your mind\_

*Press **F3** three times*

You can begin a line with one idea and \_

*The last three words are deleted*

You can begin a line with one idea and finish it with another.\_

---

## Replacing Text

In practice, you will often combine editing operations when you revise text. The most common use of this is to delete some text and immediately replace it with different text.

### Example

---

This text editor provides an easy way to revise existing text.

 Position the cursor and press **F3** to delete the word

This editor provides an easy way to revise existing text.

 The cursor is already positioned in the right place for insertion. Type the new word "message "

This message editor provides an easy way to revise existing text.

*The new word is inserted*

---

In this way, you can change any amount of text without worrying that the replacement is of a different length.

You can use the same method to correct simple typos: position to the error, delete the character(s) and type the correction.

### Example

---

Use this method to correct simple arrors in text.

 Position the cursor and press the **Del** key

Use this method to correct simple rrors in text.

*Type the correct letter "e"*

Use this method to correct simple errors in text.

---

# The Message Editor

## Deleting a Line (DeLL)

The cursor can be positioned anywhere in the line to be deleted. Press **F5** (DeLL) and the line is highlighted. You are asked to confirm the deletion by pressing **F5** again. If you press any other key, the line is not deleted. Subsequent lines move to close up the space when a line is deleted.

### Example

---

A whole line of text is easily deleted with the Delete Line key. You are given a chance to cancel the deletion if you need to. Subsequent lines automatically move up when a line is deleted.

*Position the cursor anywhere in the line  
Press **F5** to highlight the line*

A whole line of text is easily deleted with the Delete Line key. ~~You are given a chance to cancel the deletion if you need to.~~ Subsequent lines automatically move up when a line is deleted.

*Press **F5** again to delete the line*

A whole line of text is easily deleted with the Delete Line key. Subsequent lines automatically move up when a line is deleted.

---

## Deleting to the End of a Line (Del2)

Partial lines can also be deleted. The cursor should be positioned at the first character to be deleted. Press **F4** (Del2) and the remainder of the line is highlighted. Press **F4** again to delete the highlighted text or any other key to cancel the deletion.

### Example

---

You can delete partial lines by pressing function key 4 twice. Like deleting a whole line, you have the chance to change your mind.

*Position the cursor and press **F4** to highlight the text*

You can delete partial lines by pressing function key 4 twice. Like deleting a whole line, you have the chance to change your mind.

*Press **F4** again to delete the remainder of the line*

You can delete partial lines. Like deleting a whole line, you have the chance to change your mind.

*Text is deleted to the end of the line*

---

You can then fill the paragraph as described below.

# The Message Editor

## Filling Text

When text is deleted, the line lengths in the paragraph can become uneven. This is remedied by pressing **F2** (Fill) which adjusts the lines in a paragraph back to the margins. The cursor can be positioned anywhere in the paragraph that is to be filled.

### Example

---

If you are editing a paragraph and delete words or lines, your text can become uneven. You can adjust text to fill the empty space with the **FILL** function.

*Position the cursor in the paragraph you want to fill and press **F2***

If you are editing a paragraph and delete words or lines, your text can become uneven. You can adjust text to fill the empty space with the **FILL** function.

*Text is filled back out to the margins*

---

## Inserting Blank Lines

As well as inserting text, you can insert blank lines by positioning the cursor and pressing  once for each blank line to be inserted.

### Example

---

Blank lines can be inserted anywhere in your text by positioning the cursor and adding a carriage return.

There should be a blank line between this paragraph and the previous one.

*Position the cursor and press *

Blank lines can be inserted anywhere in your text by positioning the cursor and adding a carriage return.

There should be a blank line between this paragraph and the previous one.

---

You can add as many blank lines as you wish by pressing  for each line you want to insert.

## Splitting Lines and Paragraphs

The  key is used to split a line into two lines. Pressing  twice breaks text into two paragraphs.

### Example

---

(a) This is item 1 (b) This is item 2

*Position the cursor to the point of the new line and press  to split the line*

(a) This is item 1  
(b) This is item 2

---

Splitting paragraphs follows the same procedure, except that  is pressed twice to include a blank line between paragraphs.

### Example

---

When you are entering the text of a message, you might not think about dividing the text into paragraphs. This is no problem since paragraphs can easily be split after they have been entered. If a new paragraph should begin at this sentence, you can simply position the cursor and add two blank lines to break it off into a separate paragraph.

*Position the cursor at the beginning of the new paragraph and press  twice, then fill (F2) the second paragraph*

When you are entering the text of a message, you might not think about dividing the text into paragraphs. This is no problem since paragraphs can easily be split after they have been entered.

If a new paragraph should begin at this sentence, you can simply position the cursor and add two blank lines to break it off into a separate paragraph.

---

# The Message Editor

## Joining Lines and Paragraphs

If you unintentionally split a line with **↵**, you can delete the keystroke just like deleting a character. There are two ways to do this, as shown in the following examples.

### Example

---

The line should not be split at     
this point.

*Position the cursor in the first line  
Press **End** to move to the end of the line  
Press **Del** to join the lines*

The line should not be split at   this point.

---

A second way of doing this is shown below. Use this method only if text is not indented.

---

The line should not be split at  
  this point.

*← Position the cursor at the beginning of the second line  
Press **Backspace** (←) to join the lines*

The line should not be split at   this point.

---

If you want to combine two paragraphs to form one paragraph, you can delete the blank line that separates the paragraphs. You will then have to fill the new paragraph (**F2**) to adjust it back to the margins.

## Example

---

This paragraph is too short.

It should be joined to this paragraph to form one longer paragraph.

*Position the cursor in the blank line between paragraphs  
Press **F5** (Del) to highlight the line  
Press **F5** again to delete the line*

This paragraph is too short.

It should be joined to this paragraph to form one longer paragraph.

*Press **F2** (Fill) to adjust the text back to the margins*

This paragraph is too short. It should be joined to this paragraph to form one longer paragraph.

---

## TYPE-OVER

There are occasions when you will want to type over existing text without inserting additional characters. Since the normal editing mode is INSERT, you must turn INSERT mode off by pressing the **Ins** key before you can use TYPE-OVER.

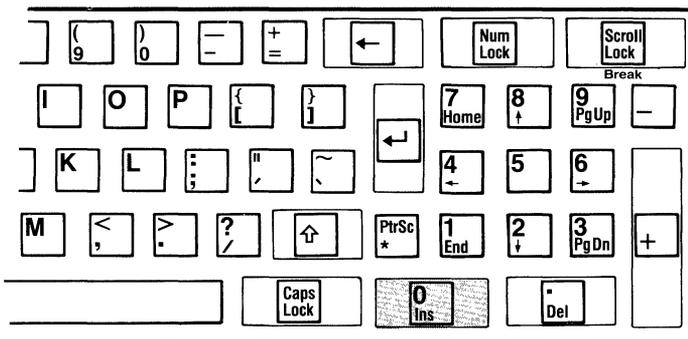


Figure 6-4. The Ins Key

# The Message Editor

When you press the **Ins** key, the cursor becomes a blinking box to tell you that you're in TYPE-OVER mode and TYPE-OVER is displayed in the status line. Type the change or correction and press the **Ins** key again to return to INSERT mode. Since INSERT works in this on/off fashion, you always press it once to turn it off and again to turn it on.

Typeover is useful for editing columns of material where you don't want to destroy the layout by moving surrounding text.

## Example

---

### Sales Figures

Monday	10,000
<u>Tuesday</u>	12,000
<u>Friday</u>	11,500

*Position the cursor and press **Ins** to end INSERT mode.  
Type the new word "Wednesday" which is typed over the existing word.*

### Sales Figures

Monday	10,000
<u>Wednesday</u>	12,000
<u>Friday</u>	11,500

*Press **Ins** again to return to INSERT mode.*

---

If TYPE-OVER wasn't used here, the additional letters would be inserted and the figures for Wednesday would move to the right.

TYPE-OVER mode is different from INSERT mode in the following ways:

- words do not automatically wrap to the next line when you reach the right margin
- the Backspace key ( ← ) erases text without pulling remaining text to the left

To return to INSERT mode, always remember to press **Ins** when you have finished using TYPE-OVER.

## Block Operations

Block operations allow you to mark blocks of text which can then be moved, copied or deleted. Regardless of whether you want to move, copy or delete, the first step is always to mark the beginning and end of the block of text. You can then delete the text, or position the cursor anywhere in the document and move or copy the text to that location.

### Marking Text

The **F6** (Mark) function key is used to mark the beginning and end of a block of text. You must mark text before you can move, copy or delete it.

#### Example

---

When you move text, it is taken out of its original location and moved to the new location. Copying leaves text in its original location and puts an identical copy in the new location. Deleting by this method lets you delete a whole block of text instead of just words and lines at a time. Sometimes you'll have to fill a paragraph when you've rearranged blocks of text.

*Position the cursor at the beginning of the text to be marked  
Press **F6** to highlight the first character*

When you move text, it is taken out of its original location and moved to the new location. Copying leaves text in its original location and puts an identical copy in the new location. Deleting by this method lets you delete a whole block of text instead of just words and lines at a time. Sometimes you'll have to fill a paragraph when you've rearranged blocks of text.

*Position the cursor at the end of the text to be marked  
Press **F6** to highlight the whole block of text*

When you move text, it is taken out of its original location and moved to the new location. Copying leaves text in its original location and puts an identical copy in the new location. Deleting by this method lets you delete a whole block of text instead of just words and lines at a time. Sometimes you'll have to fill a paragraph when you've rearranged blocks of text.

---

# The Message Editor

The function keys now change to allow you to copy, move or delete the text, or stop the operation. You can also change the marked area by pressing F6 again.

F1-Help

F6-Mark F7-Copy F8-Move F9-Del F10-Stop

## Copying Text

To copy text, first mark it as described above, then move the cursor to the location for the copy and press **F7** (Copy). The text remains in its original location and also appears in the new location. Text can be copied to any part of the document and anywhere within a line.

### Example

---

When you move text, it is taken out of its original location and moved to the new location. Copying leaves text in its original location and puts an identical copy in the new location. Deleting by this method lets you delete a whole block of text instead of just words and lines at a time. Sometimes you'll have to fill a paragraph when you've rearranged blocks of text.

 Position the cursor  
Press **F7** to copy the text to the new location

When you move text, it is taken out of its original location and moved to the new location. Copying leaves text in its original location and puts an identical copy in the new location. Deleting by this method lets you delete a whole block of text instead of just words and lines at a time. Sometimes you'll have to fill a paragraph when you've rearranged blocks of text, a whole block of text instead of just words and lines at a time.

Copying leaves text in its original location and puts an identical copy in the new location. Deleting by this method lets you delete a whole block of text instead of just words and lines at a time. \_

Press **F2** to fill the copied paragraph

Copying leaves text in its original location and puts an identical copy in the new location. Deleting by this method lets you delete a whole block of text instead of just words and lines at a time.

## Moving Text

To move text, first mark it as described earlier, then position the cursor in the new location and press **F8** (Move). The text is taken out of its original location and moved to the new location. Text can be moved to any part of the document and anywhere within a line.

### Example

---

When you move text, it is taken out of its original location and moved to the new location. Copying leaves text in its original location and puts an identical copy in the new location. Deleting by this method lets you delete a whole block of text instead of just words and lines at a time. Sometimes you'll have to fill a paragraph when you've rearranged blocks of text.

 *Position the cursor  
Press **F8** to move the text*

When you move text, it is taken out of its original location and moved to the new location. Sometimes you'll have to fill a paragraph when you've rearranged blocks of text.

Copying leaves text in its original location and puts an identical copy in the new location. Deleting by this method lets you delete a whole block of text instead of just words and lines at a time. \_

*Press **F2** to fill the moved paragraph*

When you move text, it is taken out of its original location and moved to the new location. Sometimes you'll have to fill a paragraph when you've rearranged blocks of text.

Copying leaves text in its original location and puts an identical copy in the new location. Deleting by this method lets you delete a whole block of text instead of just words and lines at a time.

*Move the cursor back to the previous paragraph  
Press **F2** to fill this paragraph*

# The Message Editor

When you move text, it is taken out of its original location and moved to the new location. Sometimes you'll have to fill a paragraph when you've rearranged blocks of text.

Copying leaves text in its original location and puts an identical copy in the new location. Deleting by this method lets you delete a whole block of text instead of just words and lines at a time.

---

## Deleting Text

To delete a block of text, first mark it as described earlier, then press **F9** (Del). You are asked to confirm the deletion by pressing **F9** again. If you press any other key, the text is not deleted.

### Example

---

When you move text, it is taken out of its original location and moved to the new location. Copying leaves text in its original location and puts an identical copy in the new location. Deleting by this method lets you delete a whole block of text instead of just words and lines at a time. Sometimes you'll have to fill a paragraph when you've rearranged blocks of text.

*Text is already marked*

*Press **F9** and you are asked to confirm the deletion*

*Press **F9** again to delete the text*

When you move text, it is taken out of its original location and moved to the new location. \_  
Sometimes you'll have  
to fill a paragraph when you've rearranged blocks of text.

*Press **F2** to fill the paragraph*

When you move text, it is taken out of its original location and moved to the new location. Sometimes you'll have to fill a paragraph when you've rearranged blocks of text.

---

## Moving or Copying Indented Text

When you move or copy text that has been indented from the left margin, you have to make sure that you first mark the text from the left margin on the first line to the absolute end of the last line.

### Example

---

_	January	June	December
	10,000	8,500	12,500
	11,500	9,750	11,000
	9,850	9,280	11,800
	10,250	9,000	11,250

*Position the cursor in the first line of text*

*Press **Ctrl-End** to move the cursor to the very beginning of the line*

*Press **F6** (Mark) to highlight the first character*

	January	June	December
	10,000	8,500	12,500
	11,500	9,750	11,000
	9,850	9,280	11,800
	10,250	9,000	11,250 _

*Position the cursor in the last line of text*

*Press **End** to move the cursor to the very end of the line*

*Press **F6** (Mark) to highlight the entire block of text*

---

Once the text has been marked, you can go on to move or copy it to another location. With indented text, the cursor must be positioned at the very beginning of a line (**Ctrl-End**) before you press **F7** (Copy) or **F8** (Move).

# The Message Editor

## Running the Editor as a Separate Program

You can use the editor to create and edit reports, letters, memos, programs or any other text file. These files are regular DOS files which you can use with DOS commands or application programs.

## Running the Editor

To use the editor independently, run the program called MED which is stored on the same EtherShare volume (SYS.SYS2) as the EtherMail program. You are automatically linked to this volume when you enter the LOGIN command. When you run the MED program, you must supply the name of the file you want to create or edit. For example:

```
D> MED A:REPORT
```

REPORT is a DOS file which is stored on the diskette in drive A:. As usual, you can include the drive specifier, pathname and file extension if necessary. If this file already exists, it is displayed for you to edit; if it does not exist, you are given a blank screen to enter text.

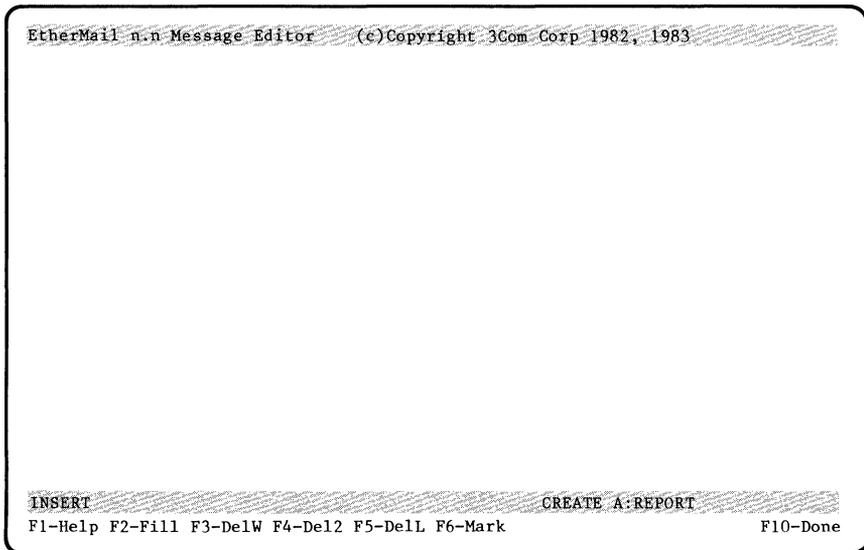


Figure 6-5. The Message Editor Display

This display is similar to using the message editor with EtherMail, except that there is no message header. The function keys are the same and the status line shows the name of the file you are creating or editing.

Enter text just as you would for an EtherMail message. If you want to make a correction or change, use the arrow keys to position the cursor and edit the text as usual.

### Leaving the Editor

Press **F10** (Done) to leave the editor. This displays four choices:

- F7: Continue editing
- F8: Abort Edit WITHOUT Saving File
- F9: Save File and Continue Editing
- F10: Save File and Exit

**F7** returns you to the editor and the file you just left.

**F8** returns you to DOS without saving the changes you have made to the file.

**F9** saves the changed file and returns you to the editor.

**F10** saves the changed file and returns you to DOS.

In most cases, you will probably choose **F10** to save the file and leave the editor.

### Saving the File

If you are editing a large document, you should save the file periodically by pressing **F10** (Done) to leave the editor, followed by **F9** to save the file and continue editing. This protects you from losing your work if you should have an unexpected system or power failure by storing the current version of your file from memory to diskette.

You can edit files as large as 25,000 characters. All changes are kept in computer memory until you save the file on diskette or an EtherShare volume. When you save the changed file, it overwrites the original file.



## SECTION 7

# Distribution Lists

---

## Overview

If you regularly send messages to the same groups of people, you can create a distribution list for each group. The name of this list is then entered in the To: or cc: field of the EtherMail message header and the message is sent to all the names on the list.

Distribution lists are created and edited with the message editor and are stored in normal DOS files. The file name must include the extension .DST when it is created, although the extension is not used when the file name is supplied in the message header. You can add or delete names on a distribution list at any time.

This section shows you how to use a distribution list with an EtherMail message and describes creating and editing a list.

## Using a Distribution List

When you run EtherMail using the LOGIN and RUNMAIL commands, you are linked to the EtherShare volume (SYS.SYS2) that contains the EtherMail program. If distribution lists are also stored on this volume, they are automatically available for your use. In this way, lists can be centrally maintained and shared by all users.

However, if you use distribution lists that are stored on a separate volume or on diskette, you must use the MAIL command to run the EtherMail program. The format of this command is:

```
MAIL [folderdrive] [folderpath] [distributiondrive]  
[distributionpath]
```

## Distribution Lists

The parameters must be supplied in the order shown and there cannot be any spaces between the drive and pathname. If you omit either of the drive parameters, your current default drive is used; if you omit either of the pathname parameters, your current directory on the drive is used. For example:

```
D> MAIL A: B:
```

In this example, the folder is on drive A: and distribution lists on drive B:.

```
D> MAIL C:
```

In this example, the folder is an EtherShare volume linked to drive C: and distribution lists are on the EtherShare volume linked to D:, the default drive.

```
D> MAIL C:\INBOX\ D:\DISTLIST\
```

In this example, the folder is the subdirectory INBOX on the EtherShare volume linked to drive C:; distribution lists are in the subdirectory DISTLIST on the EtherShare volume linked to drive D:.

## Sending a Distribution Message

You can send a message to a distribution list when you compose a new message or forward a copy of a message. Begin the message as usual, by pressing **F9** (New) for a new message or **F7** (Forw) to forward a message.

To send the message to the distribution list, type the file name when prompted for the To: or cc: field of the message header. Do not use the .DST file extension when using a distribution list name in the message header. For example:

```
EtherMail n.n Message Editor (c)Copyright 3Com Corp 1982, 1983
From: miker
To: Sales
cc: SteveP
Subj: 2nd Qtr. Forecast
-----
```

Type the message text, leave the Message Editor, and press **F6** (Send) to send it to all names on the distribution list.

As usual, you are told if any of the user names cannot be found. If this happens, you can use the message editor to update the list.

# Creating a Distribution List

## Running the Editor

Since distribution lists are created with the message editor, you begin by running the editor program (MED) and giving a file name for the list. This file name must have the extension .DST to identify it as a distribution list. For example:

```
D> MED A:SALES.DST
```

This example creates a file called SALES.DST. You must give the drive specifier if the list is not to be saved on the current default drive.

## Entering Names

Use the message editor as usual to enter the names of your addressees. These names must be EtherShare user names. For example:

```
JoanL  
DennisP  
SueM  
JanW  
LarryH  
BillK
```

You can enter names as they are shown here with one on each line, or you can enter names separated by a tab, space, semicolon (;) or comma (,). For example:

```
JoanL DennisP SueM JanW LarryH BillK
```

You can even include another distribution list name (without the .DST extension) within a distribution list. For example:

```
SALES, MKTG
```

In this example, all names on the Sales and Mktg distribution lists are included in the list you are now creating.

## Leaving the Editor

When you have entered all the names, press **F10** (Done) to leave the editor as you would normally.

## Distribution Lists

### Saving the File

When you leave the editor, four choices are displayed:

- F7: Continue Editing
- F8: Abort Edit WITHOUT Saving File
- F9: Save File and Continue Editing
- F10: Save File and Exit

Press **F10** to save the file and return to DOS.

After creating or modifying a distribution list, you might want to send a test message to ensure that all names on the list are valid.

### Editing a Distribution List

Be sure you insert the distribution list diskette or link to the correct EtherShare volume before editing a list.

You can then add, delete or correct names on the distribution list by running the editor and giving the name of the file. For example:

```
D> MED SALES.DST
```

The list of names is displayed, with the editor function keys at the bottom of the screen. Use the editor as usual to edit the list.

When you have made the necessary corrections, press **F10** (Done) to leave the editor and choose from the usual options. Normally, you will select **F10** to save the file and return to DOS.

## Appendix A

# The EtherMail Program

---

## The EtherMail Program

EtherMail is made up of three programs that chain from one to another. These programs are contained in the files MAIL.COM, ZZMAIL.COM and MED.COM.

## Running the Mail Program

You can run EtherMail from a diskette or from an EtherShare volume, but all three program files must be present. The drive which contains these files must be the current default drive to allow the transfer of control between program modules to take place.

The format of the MAIL command which is used to run EtherMail is:

```
MAIL [folderdrive] [folderpath] [distributiondrive]
[distributionpath]
```

The *folderdrive* parameter is the drive specifier for the diskette drive, fixed disk or EtherShare volume which contains your mail folder. If you omit this parameter, the current default drive is used.

The *folderpath* parameter is optional and indicates the DOS directory to be used for your mail folder. If you omit this parameter, the current directory on the folder drive is used. There cannot be any spaces between the *folderdrive* and *folderpath* parameters.

The *distributiondrive* parameter is the drive specifier for the diskette drive, fixed disk or EtherShare volume which contains your distribution list files. If you omit this parameter, the current default drive will be searched for distribution lists.

The *distributionpath* parameter is optional and indicates the DOS directory to be searched for your distribution list files. If you omit this parameter, the current directory on the distribution list drive is used. There cannot be any spaces between the *distributiondrive* and *distributionpath* parameters.

If you use a drive specifier with a pathname, there must be no space between these two parameters. Pathnames must always begin and end with a backslash (\). For further information on DOS pathnames and directories, refer to the DOS 2.0 manual.

# The EtherMail Program

If you use both drive parameters, the folder drive specifier must come first; if you specify a distribution list drive, you must also specify a folder drive, even if it is the same as the default drive.

When you run EtherMail from the batch files described in Appendix B, the drive parameters are supplied automatically. You only need to specify your folder and distribution list drives if you run EtherMail with the MAIL command, as described above.

## Examples

**D> MAIL A: B:**

In this example, the folder is on drive A: and distribution lists on drive B:.

**D> MAIL E:**

In this example, the folder is an EtherShare volume linked to drive E: and distribution lists are on the EtherShare volume linked to D:, the default drive.

**D> MAIL E:\INBOX\ D:\DISTLIST\**

In this example, the folder is the directory INBOX on an EtherShare volume linked to drive E.; distribution lists are in the directory DISTLIST on an EtherShare volume linked to drive D:.

**D> MAIL C:\MAIL\ARCHIVE\ D:\MAIL\DIST\**

In this example, the folder is in the subdirectory ARCHIVE of the directory MAIL on the EtherShare volume linked to drive C.; distribution lists are in the subdirectory DIST of the MAIL directory on the EtherShare volume linked to drive D:.

## Appendix B

# EtherMail Batch Files

---

## EtherMail Batch Files

Four batch files are available for use with the EtherMail program:

- EXECMAIL (supplied with EtherMail)
- LOGIN (supplied with EtherShare)
- NEWINBOX (supplied with EtherMail)
- RENUMBER (supplied with EtherMail)
- RUNMAIL (supplied with EtherMail)

These files include the commands necessary to log in to the network server, link to the EtherShare volume that contains the EtherMail program, create a folder volume, link to that volume, run EtherMail, and renumber your mail folder.

To use these batch file commands successfully, the EtherMail software must be installed on the network server as described in the EtherShare and EtherMail Administrator's Guides.

This appendix lists the contents of the batch files and explains the necessary steps if you do not use these files.

## Diskette Drives

On an IBM Personal Computer with diskette drives only, drive specifiers A: and B: refer to the diskette drives and C:, D:, E: and F: can be used to link to EtherShare volumes. If you have a fixed disk drive, C: is used for the disk and D:, E:, F: and G: can be used for EtherShare volumes. If you have two fixed disks, D: refers to the second disk and E:, F:, G: and H: can be used to link to EtherShare volumes.

The EtherMail batch files use the available drives as follows:

Drive A: The EtherSeries/DOS diskette

Drive B: Available

Drive D: EtherShare SYS.SYS2 volume used for DOS 2.0, EtherShare, EtherPrint and EtherMail software, and distribution lists

Drive E: Your mail folder, an EtherShare volume called INBOX



IF ERRORLEVEL 1 GOTO FAIL	Tests for errors. If there were errors, the GOTO is performed and the batch file stops executing. If there were no errors, the next batch file command is used.
D:	Makes drive D: the current default drive.
EP LINK /NP	Links printer PRN: (LPT1:) to the EtherPrint shared printer. You can remove this command from the batch file if you don't have EtherPrint or want to print locally.
IF ERRORLEVEL 1 GOTO FAIL	Same as above.
MAIL E:	Runs the EtherMail program and specifies that your folder volume is linked to drive E:.
IF ERRORLEVEL 1 GOTO FAIL	Same as above.
ES LOGOUT /NP	Logs you out from the network server.
:FAIL	If errors have occurred, the batch file stops executing.
A:	Makes drive A: the current default drive.

# EtherMail Batch Files

## The LOGIN Batch File

### Format

LOGIN *username*

### Function

Logs you in to the network server and links drive D: to volume SYS.SYS2 which should contain the EtherMail program files (MAIL.COM, ZZMAIL.COM and MED.COM), EtherSeries programs (ES.COM, EP.COM), as well as all DOS commands. LOGIN also links you to the EtherPrint shared printer and makes D: the current default drive. The LOGIN batch file was copied to the EtherSeries/DOS Diskette when you installed the EtherSeries software.

### Listing

ECHO OFF	Turns off the display of all batch commands as they are read from the batch file.
ES LOGIN %1; LINK D: SYS.SYS2 /NP	Initiates the ES LOGIN command. The name supplied for the <i>username</i> parameter is substituted for the %1 variable. If you omit the <i>username</i> parameter, you are prompted for it. Links drive specifier D: to the volume SYS.SYS2 which contains the EtherMail program.
IF ERRORLEVEL 1 GOTO FAIL	Tests for errors. If there were errors, the GOTO is performed and the batch file stops executing. If there were no errors, the next batch file command is used.
D:	Makes drive D: the current default drive.
EP LINK /NP	Links printer PRN: (LPT1:) to the EtherPrint shared printer. You can remove this command from the batch file if you don't have EtherPrint or want to print locally.
:FAIL	If errors have occurred, the batch file stops executing.

## The NEWINBOX Batch File

### Format

NEWINBOX

### Function

Creates a new EtherShare volume called INBOX for the user given in the LOGIN command. This volume will be used as the mail folder volume when you run EtherMail from the RUNMAIL or EXECMAIL batch files. NEWINBOX can be used only once for each user name.

### Listing

ECHO OFF

Turns off the display of all batch commands as they are read from the batch file.

ES CREATE INBOX /1 /NP

Creates and formats a single-sided EtherShare volume called INBOX. This volume will be used as your mail folder.

# EtherMail Batch Files

## The RENUMBER Batch File

### Format

RENUMBER

### Function

This batch file rennumbers messages contained in the EtherShare volume INBOX. The highest number that can be assigned to a message in your mail folder is 999. When you reach this number, you have to renumber the messages. Enter "E:" when you are prompted to specify the drive.

### Listing

ES LINK E: INBOX /NP	Links drive E: to INBOX, your folder volume.
IF ERRORLEVEL 1 GOTO FAIL	Tests for errors. If there were errors, the GOTO is performed and the batch file stops executing. If there were no errors, the next batch file command is used.
BASIC RENUMBER	Runs the program which rennumbers your messages. Enter "E:" when you are prompted for the drive specifier.
ES UNLINK E: /NP	Unlinks drive E: from the folder volume.
:FAIL	If errors have occurred, the batch file stops executing.

## The RUNMAIL Batch File

### Format

RUNMAIL

### Function

After you have used the LOGIN batch file, RUNMAIL sets up the EtherShare volume INBOX as your mail folder volume and runs the EtherMail program.

### Listing

ECHO OFF	Turns off the display of all batch commands as they are read from the batch file.
ES LINK E: INBOX /NP	Links drive E: to INBOX, your folder volume.
IF ERRORLEVEL GOTO FAIL	Tests for errors. If there were errors, the GOTO is performed and the batch file stops executing. If there were no errors, the next batch file command is used.
MAIL E:	Runs the EtherMail program and specifies that your folder volume is linked to drive E:.
IF ERRORLEVEL GOTO FAIL	Same as above.
ES UNLINK E: /NP	Unlinks drive E: from the folder volume.
:FAIL	If errors have occurred, the batch file stops executing.

# **EtherMail Batch Files**

## **Making Your Own Batch Files**

If you do not use these batch files, or if you modify them for your own requirements, the following procedures must be included:

- Log in to EtherShare
- Create a mail folder volume if you don't already have one
- Link to the folder volume
- Link to the distribution lists volume, if used and if not on the current default drive
- Run EtherMail with the MAIL command; this is described in Appendix A

# Appendix C

## Error Messages

---

### Error Messages

EtherMail error messages are given in the form of **\*\*\* Error message** and are displayed in the status line at the bottom of the screen. This appendix lists these messages alphabetically, further explains the message, and recommends recovery action. These messages are specific to EtherMail; if you receive an EtherShare error message during the execution of the LOGIN, NEWINBOX, RUNMAIL, or EXECMAIL batch file commands, refer to the EtherShare User's Guide.

<b>Error Message</b>	<b>Meaning/Action</b>
Appears to be an invalid message.	There is an internal problem with this message. Not under user control.
At beginning.	The cursor is already at the first entry in your mail folder.
At end.	The cursor is already at the last entry in your mail folder.
Bad key.	This key can't be used here. Try another key.
Can't close FILE.	An unexpected error occurred when closing this file. Not under user control. If you receive this error message while you are trying to save a newly composed message, you are prompted for an alternate file name in which to store the message so that it will not be lost. This can be any DOS file name, including drive specifier and/or pathname if necessary. When you have corrected the problem that caused the error, copy this file back to your folder using the next available message number as a file name (for example, 46.MSG).
Can't close the attachment.	An error occurred when closing this attachment file. Not under user control.
Can't close the message.	An error occurred when closing this message file. Not under user control.

# Error Messages

<b>Error Message</b>	<b>Meaning/Action</b>
Can't copy within marked area.	The location to which you are moving or copying text cannot be inside the marked area.
Can't create a message file.	The message has been retrieved, but a file cannot be created for it. If your folder is full, delete files or create a new folder, then try again.
Can't create an attachment file.	The attachment has been retrieved, but a file cannot be created for it. If your folder is full, delete files or create a new folder, then try again.
Can't create FILE.	This file cannot be created. Check that you have given a valid DOS file name. If your diskette or volume is full, delete files or use a new diskette. If you receive this error message while you are trying to save a newly composed message, you are prompted for an alternate file name in which to store the message so that it will not be lost. This can be any DOS file name, including drive specifier and/or pathname if necessary. When you have corrected the problem that caused the error, copy this file back to your folder using the next available message number as a file name (for example, 46.MSG).
Can't create the directory file.	If you are using a diskette for your folder, check that the diskette is properly inserted and the drive door is closed. There must also be space for the directory file on the diskette or volume.
Can't delete that file.	Internal error. Check your diskette drive and try again. If unsuccessful, leave EtherMail and use the DOS DEL or ERASE command to delete the file.

<b>Error Message</b>	<b>Meaning/Action</b>
Can't exceed 999 as the max message number on drive X:	999 is the highest message number that can be assigned to a message in your folder. You have reached this maximum and need to renumber the messages. Refer to the RENUMBER batch file in Appendix B. If you receive this error message while you are trying to save a newly composed message, you are prompted for an alternate file name in which to store the message so that it will not be lost. This can be any DOS file name, including drive specifier and/or pathname if necessary. When you have corrected the problem that caused the error, copy this file back to your folder using the next available message number as a file name (for example, 46.MSG).
Can't forward an attachment.	EtherMail messages can be forwarded; attachments cannot.
Can't forward an In Progress message.	An In Progress message has not been sent yet, so cannot be forwarded.
Can't have more than 26 attachment files.	This message has too many attachments. Delete file name(s) from the Attach: field.
Can't have more than 200 recipients.	There are too many addressees for this message. Delete name(s) from the To: or cc: field.
Can't locate:	The names listed cannot be located on any network server. Check that all names are spelled correctly and that any distribution lists used are accessible. If a server is not responding, you can send the message to all other recipients now or wait until that server is available.

# Error Messages

<b>Error Message</b>	<b>Meaning/Action</b>
Can't open attachment file FILE.	Check that you have used the correct file name in the Attach: field. This should include the drive specifier if the file is not on the current drive, and the file extension, if any.
Can't open that file.	If using diskettes, check that the diskette is properly inserted and the drive door is closed. If using an EtherShare volume, the server may be busy. Try again or check that the server is running.
Can't open the attachment.	If using diskettes, check that the diskette is properly inserted and the drive door is closed. If using an EtherShare volume, the server may be busy. Try again or check that the server is running.
Can't open ZZMAIL.COM.	The MAIL.COM program cannot load the ZZMAIL.COM program. Make sure both MAIL.COM and ZZMAIL.COM are resident on your default drive and directory.
Can't read that file.	If using diskettes, check that the diskette is properly inserted and the drive door is closed. If using an EtherShare volume, the server may be busy. Try again or check that the server is running.
Can't read the attachment.	If using diskettes, check that the diskette is properly inserted and the drive door is closed. If using an EtherShare volume, the server may be busy. Try again or check that the server is running.

<b>Error Message</b>	<b>Meaning/Action</b>
Can't read the attachment from the server.	The network server may be busy, so try again in a moment. If unsuccessful, check that EtherShare and EtherMail are running on the network server.
Can't read the current message.	Internal error when returning from the message editor. Try again.
Can't read the directory.	This may be a temporary problem, so try again. If unsuccessful, use the DOS DEL or ERASE command to delete the file MAIL.DIR, then run EtherMail again and a new directory will be created.
Can't read the message from the server.	The network server may be busy, so try again in a moment. If unsuccessful, check that EtherShare and EtherMail are running.
Can't reply to an attachment.	You can reply to any EtherMail message, but not to an attachment.
Can't reply to an In Progress message.	An In Progress message has not been sent yet, so you cannot reply to it.
Can't write the attachment.	If using diskettes, check that the diskette is properly inserted and the drive door is closed. If using an EtherShare volume, the server may be busy. Try again or check that the server is running. Also check if your diskette or volume is full.
Can't write the directory.	If using diskettes, check that the diskette is properly inserted and the drive door is closed. If using an EtherShare volume, the server may be busy. Try again or check that the server is running. Also check if your diskette or volume is full.

# Error Messages

<b>Error Message</b>	<b>Meaning/Action</b>
Can't write the message.	If using diskettes, check that the diskette is properly inserted and the drive door is closed. If using an EtherShare volume, the server may be busy. Try again or check that the server is running. Also check if your diskette or volume is full.
Can't write to the server.	Nothing is being sent to the network server. It may be busy, so try again in a moment. If unsuccessful, check that EtherShare and EtherMail are running.
Directory full, max of 110 messages.	Your mail folder is full. Delete some messages or create a new folder. If you receive this error message while you are trying to save a newly composed message, you are prompted for an alternate file name in which to store the message so that it will not be lost. This can be any DOS file name, including drive specifier and/or pathname if necessary. When you have corrected the problem that caused the error, copy this file back to your folder using the next available message number as a file name (for example, 46.MSG).
Drive id and/or file name required	Supply a DOS file name for the attachment, or supply a drive specifier without a file name to file the attachment under its original name.
Drive not ready.	If using diskettes, check that the diskette is properly inserted and the drive door is closed. If using an EtherShare volume, the server may be busy. Try again or check that the server is running.
Drive write protected.	The diskette or volume on this drive is write protected. Remove the write protect tab from the diskette, or use EtherShare to give the volume private access. Do this only if you are sure you should write information to this diskette or volume.

<b>Error Message</b>	<b>Meaning/Action</b>
Drive X: does not contain a mail directory. Create one (Y/N)?	If this is a new folder, type Y to create a mail directory. If you supplied the wrong drive specifier, type N to leave EtherMail, then run Mail again and give the correct drive specifier.
Drive X: not ready.	If using diskettes, check that the drive door is closed. If using EtherShare volumes, be sure you have linked this drive to the volume. The server may be busy, so try again later, and check that the server is running.
Drive X: write protected.	The diskette or volume on this drive is write protected so you cannot write information to it.
Duplicate header fields.	One of the message header fields (To:, cc:, From:, Subj:, Attach:) has been used more than once in this message. Delete the additional field.
Error setting up the forwarded message.	If using diskettes, check that the diskette is properly inserted and the drive door is closed. If using an EtherShare volume, the server may be busy. Try again or check that the server is running.
Error setting up the new message.	If using diskettes, check that the diskette is properly inserted and the drive door is closed. If using an EtherShare volume, the server may be busy. Try again or check that the server is running.
Error setting up the reply.	If using diskettes, check that the diskette is properly inserted and the drive door is closed. If using an EtherShare volume, the server may be busy. Try again or check that the server is running.

# Error Messages

<b>Error Message</b>	<b>Meaning/Action</b>
Error writing to FILE.	You may have reached the DOS maximum file size, or your diskette or EtherShare volume may be full. Check this and try again. If you receive this error message while you are trying to save a newly composed message, you are prompted for an alternate file name in which to store the message so that it will not be lost. This can be any DOS file name, including drive specifier and/or pathname if necessary. When you have corrected the problem that caused the error, copy this file back to your folder using the next available message number as a file name (for example, 46.MSG).
Ethernet driver not loaded.	You must boot your system with the EtherSeries/DOS diskette before running EtherMail. This loads the Ethernet drivers.
FILE already exists.	The file name already exists on this diskette or volume. You can only use the same name by deleting the original file.
Folder drive X: not formatted.	You must use the DOS FORMAT command to format a new folder before it can be used with EtherMail.
Folder drive X: not ready.	If using a diskette, check that the drive door is properly closed. If your folder is an EtherShare volume, be sure you have linked to this volume. Since the server may be busy, try again in a moment. If unsuccessful, check that EtherShare and EtherMail are running.
Folder drive X: write protected.	Your folder cannot be updated if it is write protected. Remove the write protect tab from the diskette or use EtherShare to give this volume private access.
From name is not you.	The From: field of the message header must contain the name you used to log in to EtherShare.

<b>Error Message</b>	<b>Meaning/Action</b>
Incorrect attachment field.	Enter the DOS file name(s) of your attachment(s) on this line. Each file name must be separated by a comma or semicolon.
Incorrect character in a name.	User names can be up to eight characters long (letters, digits and some special characters). This name contains a character that cannot be used.
Incorrect date field.	Internal error.
Incorrect from field.	The From: field must contain and EtherShare user name.
Incorrect to or cc list.	Enter the EtherShare user names of your addressees on this line. Names must be separated with a comma or semicolon.
Invalid drive or path name XXXX for folder.	The drive specifier must be followed by a colon (:); the path name must be followed by a backslash (\).
Invalid drive or path name XXXX for distribution lists.	The drive specifier must be followed by a colon (:); the path name must be followed by a backslash (\).
Message sent, EXCEPT to:	A network server was not responding when the message was sent. The recipients listed did not receive the message.
Must supply a Date field.	Internal error.
Must supply a From field.	The From: field is required and must contain an EtherShare user name.
Must supply a To field.	The To: field is required and must contain the EtherShare user names of your addressees, or distribution list names.
Name too big.	Names cannot be longer than eight characters.

# Error Messages

<b>Error Message</b>	<b>Meaning/Action</b>
No new mail to get.	There is no new mail waiting for you on EtherShare.
No next message.	There are no more messages in your folder.
Not enough memory.	There is not enough memory to complete this move or copy operation. Either mark smaller areas of text for moving/copying, or check that the file is not too large. A message editor file cannot be larger than 25K.
Nothing to delete.	There are no messages in your folder, so nothing can be deleted.
Nothing to file.	There are no messages in your folder, so nothing can be filed.
Nothing to forward.	There are no messages in your folder, so nothing can be forwarded.
Nothing to print.	There are no messages in your folder, so nothing can be printed.
Nothing to reply to.	There are no messages in your folder, so you cannot reply to anything.
Nothing to show.	There are no messages in your folder, so you cannot show any.
Please login first.	You must log in to the server with the ES LOGIN command or the LOGIN batch file before running EtherMail.
Printer access failed.	Check that the printer is properly connected and configured, that it is on-line and has paper in it. If all of these are correct, you may need to unlink with the EP UNLINK command then link again with the EP LINK command.
Server not ready ... Are you logged in?	You must log in to EtherShare with the ES LOGIN command or the LOGIN batch file before running EtherMail.

<b>Error Message</b>	<b>Meaning/Action</b>
Server(s) busy:	The servers listed were busy or not running and did not respond when you sent the message. The message was not received by any recipients on these servers; recipients on other servers did receive the message. You can save the message and send it again later.
Skipping file FILE ... not a valid message.	This file is not a valid message. Internal error.
The server is busy ... please try again.	The network server is too busy to respond immediately; try again in a moment. If unsuccessful, check that the network server, EtherShare and EtherMail are all running, and that the network server is not out of disk space. Also check the status of EtherShare and EtherMail.
The server is not responding: the servers listed were either too busy to respond or were not operating.	Confirm that the network server is running and check the status of EtherShare and EtherMail.
Too many parameters ... ignored after XXX.	The MAIL command has only two parameters: the folder drive specifier followed by the distribution lists drive specifier. Any further parameters are ignored.
Value must be supplied.	This field is required. You must enter the appropriate information here.
Write to network failed.	Internal error. Try again. If unsuccessful, the network should be checked.
999 is the max message number.	999 is the highest number that can be assigned to a message in your folder. You have reached this maximum and need to renumber the messages. Refer to the RENUMBER batch file in Appendix B.



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