

**University of Puerto Rico
Mayaguez Campus**

Computer Center

User's Services Unit

E-Mail for the VMS Operating System

I. Mail access

1. In order to use the E-mail you have to be an authorize user in the host you want to use.
2. Once you have access to your account, write the command *MAIL* after the dollar sign. The mail prompts will appear on the screen

\$ MAIL
MAIL>

II. Electronic address

The E-mail address for all the VAX/VMS users has the following structure:

username@node.upr.clu.edu

Example:

| | |
|--------------------------|---------------------------|
| j_dow@rumac.upr.clu.edu | (User of the RUMAC host) |
| j_dow@rumaxp.upr.clu.edu | (User of the RUMAXP host) |

III. Sending messages

1. To send a message to any user of the system, just write the subcommand *SEND* after the mail prompt

MAIL> SEND

2. The word **TO:** will appear on the screen. There you will write the address where you want to send the message

To: J_DOW

When sending messages through Internet, you will have to write the prefix *SMTP%* to the address:

To: SMTP%"*address*"

Example:

To: SMTP%"diana@leland.stanford.edu"

3. Next the word **Subject:** will appear on the screen. Here if you want you can write the subject of your messages or press the *ENTER* key.

To: SMTP%"diana@leland.stanford.edu"
Subject: example on sending e-mail messages

4. After writing the subject and pressing the *ENTER* key the following message will appear on the screen:

Enter your message below. Press CTRL/Z when complete or CTRL/C to quit.

5. To send a message press simultaneously the CTRL and Z keys.

IV. Reading messages

There are two (2) ways of reading your messages:

1. When receiving a message, write the command *MAIL* and press the *ENTER* key or you can also write the subcommand *READ* after the mail prompt

```
$ MAIL
MAIL> READ
```

2. When you are using the *DIR* subcommand you can see the messages you have in the mail directory. To read any of these messages write the subcommand *READ* and the number of the message you want to see.

```
MAIL>DIR
MAIL> READ 5
```

V. Converting a message into a file

1. In order to convert a message into a file, first you have to read the message then write the subcommand *EXTRACT* and the name of the file.

Example: You want to convert the message number 5 of your E-mail directory into a file named REPORT:

```
MAIL>DIR
MAIL>READ 5
MAIL>EXTRACT REPORT.TXT
```

2. The following message will appear indicating that the file has been created in your account:

```
%MAIL-I_CREATED,DISK1:[J_DOW]REPORT.TXT;1CREATED
```

VI. Deleting messages

To delete a message write the subcommand *DELETE* followed by the number of the message. To delete more than one message just write the numbers of the messages separated by a comma:

```
MAIL>DIR
MAIL>DELETE 1           (Deletes message 1)
MAIL>DELETE 1,3,5,15   (Deletes messages 1, 3, 5 and 15)
MAIL>DELETE 1-200      (Deletes messages 1 to 200)
```

VII. Exiting the E-mail utility

To exit this utility just write *EXIT* in the mail prompt and the VMS prompt (a dollar sign) will appear on the screen:

```
MAIL> EXIT
$
```