

# Using Elm for UNIX mail

## What is Elm?

Elm is mail program that runs on our UNIX system. Unlike Eudora, which stores your mail on your own computer, Elm keeps your mail on the UNIX machine. In order to use Elm and access your mail, you must log onto the UNIX computer. You can do this by using a Telnet program, which is freely available for both the Mac and PC.

## Why use Elm?

While Eudora is the mail program of choice at Haverford, there are times when using Eudora is not feasible. Travelers may only have access to a Telnet connection, and not be able to use Eudora to read and send mail. In such cases, Elm is the best way to access electronic mail.

Before you can access your email using Elm, **you need to get a unixmail account**. This is different than your Eudora account. To obtain your unixmail account and password, students need to come to the Helpdesk, staff need to contact Administrative Computing, and faculty need to contact their ACC liaison. You may also need to re-configure your unixmail and Eudora accounts according to your needs.

## Elm Requirements

You may connect to Unixmail (the computer that runs Elm) from any device with an active Internet connection that runs a Telnet program.

The supported Telnet programs at Haverford are **NCSA Telnet** for the Macintosh and **Windows Telnet** for the PC. Haverford students, staff, and faculty can install these programs from the Haverford Network: on a PC from the **Network Install** tab on the **Add/Remove Control Panel**, or on a Macintosh from the **Public Software** folder on the **ACC Server**. For more information on installing programs from the Network, see the documents *Public Software for the Macintosh* and *Installing Recommended Software for Windows*.

## Connecting to the Elm “unixmail” Computer

### 1. Macintosh Users:

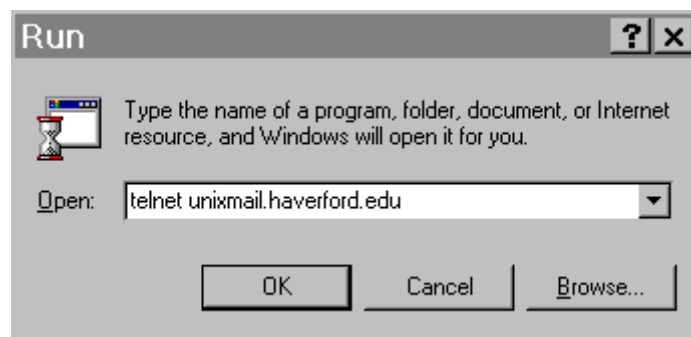
Using a networked Mac, open the application **NCSA Telnet** by double-clicking on its icon. From the NCSA Telnet **File** menu, choose **Open Connection** and enter **unixmail.haverford.edu** in the **Session name** window.



Click **Connect** to connect.

### PC Users:

Using a networked PC, click on the **Start** button, choose **Run...** and type **telnet unixmail.haverford.edu**.



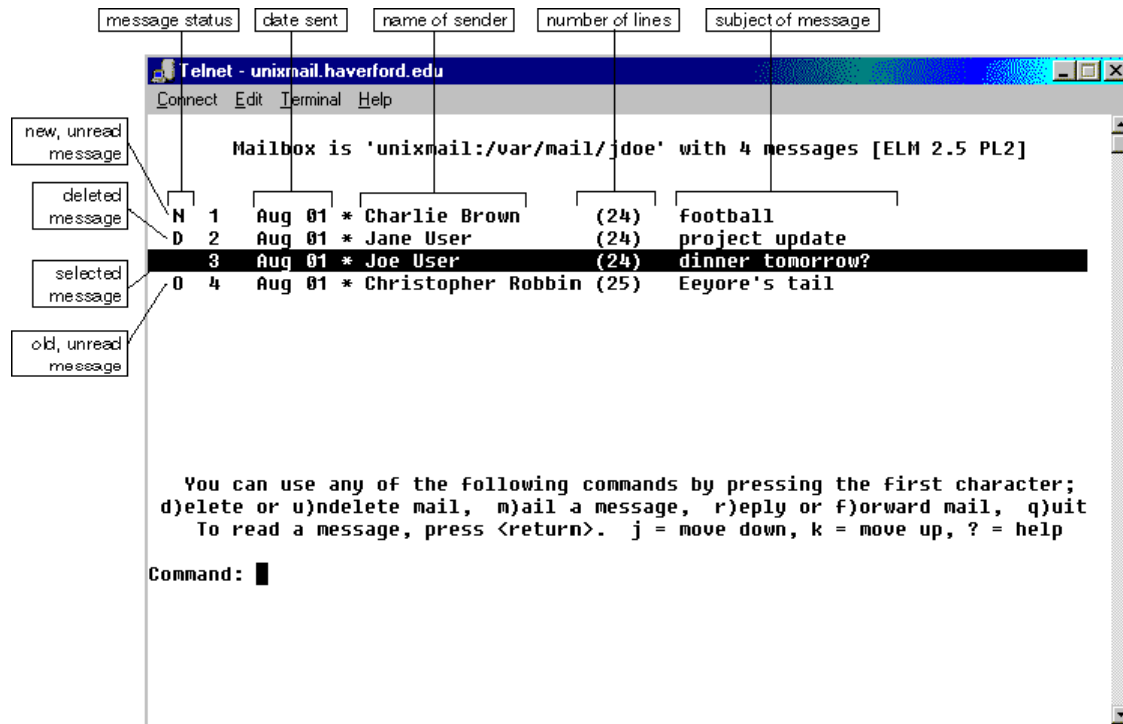
Click **OK** to connect.

You can also enter the address **telnet://unixmail.haverford.edu/** from a Web browser.

2. Enter your username at the **login:** prompt. Remember to use all lower-case letters.
3. Enter your password at the **Password:** prompt. Your Unixmail password is separate from your Eudora password. The password is case sensitive, so it must be entered exactly as it was originally typed. When you have successfully logged in, you will see the **unixmail%** command prompt.

### **Starting Elm**

1. At the **unixmail%** prompt, type **elm** and press **<Enter>** or **<Return>** (hereinafter **<Enter>**) to start the Elm program.
  - a. The first time you use Elm, the computer will ask you whether it can create an Elm directory for you. Type **<y>** to create your Elm directory.
  - b. The computer may ask you whether it can create or move folders for you. Type **<y>** if you are asked this.
  - c. The program will then display the Elm screen shown on the next page.



The name of the mailbox that Elm is reading is shown at the top of the screen. This is your **IN** folder (or inbox). New mail arrives in this folder. The top line also shows how many mail messages you have. Below this is a list of the messages you have received, shown with the most recently received at the top. If there is no list, you probably do not have any new mail. The bottom of the screen shows a menu of some of the available commands.

## Reading Your Mail

1. Using the arrow keys, highlight and select the mail message you wish to read. You can also type the number of the mail message.
2. Press **<Enter>** to have Elm display the selected message. Elm will show you one screen at a time. Press the spacebar to see additional screens. When you have finished with the selected message, Elm will then display the next message, or return to the main Elm menu after the last message.

## Sending Mail

1. At the Elm **Command:** prompt, type **<m>** to create a mail message.
2. At the **To:** prompt, enter the address(es) of the person to whom you are sending the message, then press **<Enter>**.
  - If you are sending mail to a Haverford address, you only need to the username, e.g. *juser*.
  - If you are sending mail off-campus, enter the full email address, i.e. *juser@brynmaur.edu*.
  - To send a message to multiple addresses, use commas to separate the addresses.
3. At the **Subject:** prompt, enter a subject for your message, then press **<Enter>**.

- You should enter a descriptive subject heading as a matter of courtesy. If you do not enter a subject, you will be asked whether you wish to continue with the message. If you do want to continue with the message, type **<y>**; to return to the mail index, type **<n>**.
4. At the **Copies to:** prompt, you can enter addresses of people to whom you would like copies of your message sent. If you would like to receive a copy of your message, enter your username here. Press **<Enter>** when you are finished entering information in this field.
  5. Elm will now open a window for you to compose your message.

When you type, the characters will appear to the left of the cursor (indicated by a black box). The **<delete>** key will erase characters. Elm will automatically wrap lines of text for you, so you only need to type **<Enter>** at the end of each paragraph. The arrow keys can be used to navigate through your message.

For more information about using the message editor, including cutting and pasting text, attaching files to your mail, spell checking and justifying the text, see the documents *Elm: Bells and Whistles* and *Using the Pico Editor*.

When you have finished the message, hold down the **<Ctrl>** key and type **<x>** to exit.

6. Elm will ask if you want to send the message. Type **<y>** to send the message, or **<n>** to delete it. You may return to editing the message by typing **<e>**.

### Replying to a Message

1. From the list of your mailbox contents, select the message to which you wish to respond.
2. At the **Command:** prompt, type **<r>** to reply to the message. You may want to do a “group reply,” so that all recipients of the original message receive a copy of the reply - to do this, type **<g>** at the **Command:** prompt.
3. You will now be asked whether you wish to copy the message. Typing **<y>** will insert the original message (the one to which you are replying) in your reply. You can then add your comments within their text, and/or delete portions of the original message that are not relevant to your reply.
4. Next you will see the subject line of the original message. If you wish to modify it, do so here. Press **<Enter>** when done.
5. At the **Copies to:** prompt, you may enter addresses of people to whom you would like to send copies of the message. If you would like to receive a copy of your message, enter your username in the **Copies to:** field. Press **<Enter>** when you are finished entering any addresses.
6. You may now compose and the body of your message as described in steps 5 and 6 of the section above.

### Forwarding a Message

Forwarding enables you to pass on a piece of mail that you have received. You should obtain permission from the original author before forwarding private communications. To forward a message:

1. From the list of your mailbox contents, select the message you wish to forward.
2. At the **Command:** prompt, type <f> to forward your chosen message.
3. You will be asked if you wish to alter or edit the message you are forwarding. Answering <n> causes the original message to be forwarded unaltered. Answering <y> allows you to modify or add notes to the message before it is sent.
4. At the **Send the message to:** prompt, enter the address(es) where you are sending the message, then press <Enter>.
5. You may now edit the subject line from the original message. Press <Enter> when done.
6. At the **Copies to:** prompt, enter address(es) where you would like to send copies of the forwarded message. If you would like to receive a copy of your forwarded message, enter your username here. Press <Enter> when you are finished.
7. If you opted to alter the message before forwarding it, you will now be able to edit the text of the message, as described in the **Sending Mail** section above.
8. At the **And now:** prompt, type <s> to send the message. If you do not want to forward the message, at the **And now:** prompt type <f> to “forget” the message.

### Deleting and Undeleting Mail

1. From the list of your mailbox contents, select the message you wish to delete.
2. At the **Command:** prompt, type <d> to delete that message. A “D” will appear to the left of the message, showing that the message is marked for deletion.
3. A message is marked for deletion can only be undeleted if you have not quit Elm. This can be done as follows:
  - Type the number of the message to be undeleted. The computer will ask **Set current message to:** (the number should be the number of the deleted message you wish to undelete). Press <Enter> to select the message.
  - Type <u> to Undelete the message. The “D” next to the message will disappear.
4. To permanently erase a mail message, after marking it for deletion, quit Elm by typing <q> and then <y> when asked **delete messages? (y/n)**. This will only delete the mail that you marked for deletion.

### Leaving Elm

1. At the **Command:** prompt, type <q> to quit Elm.
2. If you have marked any messages for deletion, Elm will ask you if you really wish to delete them; **Delete messages? (y/n)**. If you type <y>, the messages will be permanently erased.
3. If you have read any messages, Elm will ask **Move read message(s) to “received” folder? (y/n)**. If are not finished with all of the mail you have read, you should answer <n> to keep the read messages in your **In** box so that you can return to them later. If you have finished with the mail

and wish to store it, answer <y>. See below for instructions on working with messages in other folders.

Stored mail is saved to the file **received** in your **.elm** directory. This file will eventually grow to a size that will fill your quota on the UNIX system. To remove the file, you must type: **rm ~/.elm/received** at the **unixmail%** prompt.

4. If all of the messages left have **not** been read, Elm will ask if you wish to keep the unread messages in the **In** box. The normal answer for this will be <y>.

### Moving Messages from the “Received” Folder

When you quit Elm, it will ask if you wish to move your mail to the “received” folder. If you accidentally reply <y> to this and you wish to move messages from the received folder back to your incoming mailbox, do the following:

1. After starting Elm, type <c> to **change** folder, then type **=received**. This will place you into the received folder. Answer any questions Elm may ask at this time.
2. **Tag** the messages that you wish to move back to the incoming mailbox. This is done by moving the selection bar using the arrow keys until it highlights the message to be moved and then typing <t>. A “+” will appear next to tagged messages. To tag more than one message, use the arrow keys to move the selection bar to the appropriate message and type <t> again.

To **untag** a message, highlight it again and press <t> a second time.

3. When the messages to be moved have all been tagged, type <s> to *save* the messages. When Elm asks which folder to save them to, type a <!> and hit <return>. You will notice a “**D**” appear next to each mail message that has been moved.
4. Quit from Elm by typing a <q> and answering <y> to the “Delete Messages?” question.

### Getting Help with Elm

Further help can be found in the following ways:

- At the Elm **Command:** prompt type <?>. Following this, if you type in any key, Elm will give you what command that key performs. Alternatively, another <?> will give you the list of commands that can be used in Elm.
- See the document *Elm: Bells and Whistles*. for information on how to customize Elm for your personal use. The guides *Using the Pico Editor* and *An Overview of the UNIX System* also provide operating instructions for using Unix at Haverford.