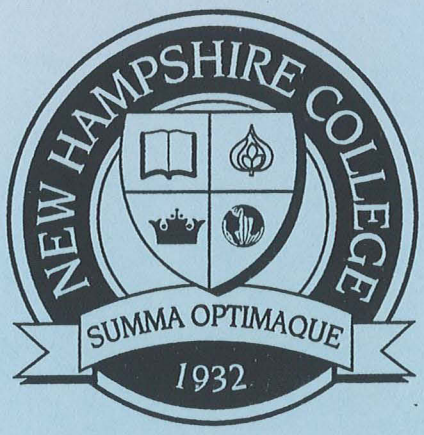

GUIDE TO EMAIL & THE INTERNET

GRADUATE SCHOOL OF BUSINESS
Dr. Robert H. Seidman
seidmaro@nhc.edu

A MODEST PROPOSAL

You are undoubtedly reading these words because you want to be able to use New Hampshire College's Internet connection. Good.

My modest proposal is that you relax and let me take you step-by-step through using the Internet from the college's connection. I have created some very easy to follow exercises that will take you from being a complete Internet novice to being able to understand and to use some very powerful Internet tools.

This will take your attention and time. Give me both if it is worth it to you.

I will be most happy to hear from you about this guide. Feel free to email me at **seidmaro** *over the New Hampshire College Wide-Area-Network (WAN) or at* **seidmaro@nhc.edu** *over the Internet.*

Sincerely,

Robert H. Seidman
September 1996

Acknowledgments

I am very happy to acknowledge the support and encouragement for this project from Dr. Jacqueline F. Mara, Dean of the New Hampshire College Graduate School of Business. Also, thanks to Ms. Denise Mitchell, of New Hampshire College Computing Resources, who assisted in research and read drafts of the email section. I am grateful to Beverly Joyce and Robin Richards for the page layout and design.

TABLE OF CONTENTS

I. Introduction

New Hampshire College is part of a world-wide computer network called the Internet. This means that every faculty office and every campus and center computer laboratory can communicate with anyone on this planet (and in outer-space!) who has a similar connection.

The purpose of this guide is to take you step-by-step through the major components of the Internet provided by New Hampshire College. It is not intended to be a comprehensive guide to the Internet. Such guides abound in bookstores and in libraries.

This guide may be useful to instructor, student, researcher and staff member alike. When you finish the guide you should have the tools:

1. to successfully use electronic **mail** (**email**) on the NHC WAN and on the Internet;

2. to log-on to other computers that are on the Internet (**telnet**);

3. to upload and download files to and from other computers that are on the Internet using file transfer protocol (**ftp**);

4. to **search for** people and information on other computers that are on the Internet;

5. to appreciate the World Wide Web (WWW) feature of the Internet.

After mastering the material in this guide you should be able to utilize the basic features of the Internet along with the electronic mail system provided by New Hampshire College. It will then be up to you to push your expertise further.

Have fun!

II. How to Use this "Guide"

This guide assumes that you are a novice at using computer networks. Even if you are not a novice, this guide will help you to learn to use email on New Hampshire College's computer network and use the basic features of the Internet.

The guide is ordered in a logical sequence - each section (i.e., II, III, IV, etc.) is meant to build upon the previous one. Therefore, it is to your distinct advantage to go through each section in order. Within each section there are tasks. You should finish each task at one sitting. Quitting in the middle of a task will not be advantageous. **The tasks are of short duration.**

Much of the guide is written in "facing pages" format. Typically, there is text on the left-hand page with explanations and illustrations on the right-facing page.

This guide requires you to be an active participant. It leads you keystroke by keystroke to mastering the New Hampshire College connection to the Internet. Thus, you need to be at a New Hampshire College computer connected to the Internet in order to use this guide. You must also have a New Hampshire College Internet account along with a VAX ID.

In order to compete the tasks in this guide, you will need a computer that has a "native" Internet connection. This means that your office, computer lab or dorm room must be "hard-wired" to the Internet through a direct cable connection. A dial-up phone connection will not do. Later in the guide, the use of a remote access connection is covered.

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Comments & suggestions on this guide are welcome.
seidmaro over the NHCWAN
seidmaro@nhc.edu over the Internet

III. Your Internet Account and VAX ID

You will need an New Hampshire College Internet account along with a VAX ID. Fill out and sign the "Internet ID E-Mail Request Form" and the "Acceptable Use Policy" at the back of this guide (also available at the SAS desk in Frost Hall). Bring or send the forms to New Hampshire College Computing Resources in Frost Hall, South Campus. **An Internet account will be opened for you and you will receive your VAX ID.**

Here is some terminology: "VAX" is the type of computer that handles the New Hampshire College email. Also, you will sometimes see the word "username" used instead of the phrase "VAX ID" or the word "ID."

Your VAX ID will be the first 6 letters of your last name (or your whole last name if it is shorter than 6 letters) together with the first two letters of your first name. You will receive a temporary password that you will be forced to change during your very first Internet sign-on.

For example: my VAX ID is **seidmaro** (**seidman ro**bert). It turns out that your VAX ID becomes part of your Internet address. Thus, my Internet address is: **seidmaro@nhc.edu**

Suppose that your name is: **Your Name**. Your VAX ID ("username") is therefore, **nameyo**. In the parlance of the Internet, **nameyo** is your Internet ID and **nhc.edu** is your Internet domain name (**nhc** is one of the names given to the VAX computer that serves you locally and **edu** means that this computer is located at an educational institution).

The period between words is pronounced "dot" and the @ sign is pronounced "at." Thus, your Internet address is **nameyo@nhc.edu** which is pronounced: **"nameyo at nhc dot edu."**

Anyone at New Hampshire College with a VAX ID can contact you by using your VAX ID or your Internet address. Persons outside of New Hampshire College on the Internet, can contact you only by using your Internet address.

The ID **nameyo** will be used throughout this guide when I mean for you to use your own ID (i.e., substitute your own ID for **nameyo**).

FOR FUTURE REFERENCE: Sending Email to Persons on Other Networks

Many people have Internet addresses even though they are not considered to be on the Internet. Most other networks have "gateways" that allow mail to be sent to and from the Internet. To send someone mail on another network, you must know their ID on that network and how their address appears in Internet form. For example:

Network	Network ID	Internet Address
America On-Line	Morton	morton@aol.com
CompuServe	95432,1234	95432.1234@compuserve.com
Prodigy	Boxer	boxer@prodigy.com
Delphi	Little	little@delphi.com
MCI Mail	555-7889	555-789@mcimail.com

Your New Hampshire College VAX ID ("username")

If your name is Monica Jones, then your VAX ID is **jonesmo.**

Monica Jones ——————> **jonesmo**

If your name is Frederick Hargraves, then your VAX ID is **hargrafr.**

Fredrick Hargraves ——————> **hargrafr**

Thus, you can know the VAX ID of any New Hampshire College student, faculty or staff, if you know their first and last names.

Write your first name here: _____

Write your last name here: _____

Write the first six letters of your last name here
(or your whole last name if less than 6 letters): _____ (A)

Write the first two letters of your first name here: _____ (B)

Write your **VAX ID** here: _____
(A) (B)

FOR FUTURE REFERENCE: LAN's, WAN's and the Internet

A LAN (Local Area Network) is a group of computers, usually in one building, that are connected together. A WAN (Wide Area Network) is a group of connected computers and/or LAN's that are spread out over a larger geographical region (many different buildings at some distance). The computers in most of the New Hampshire College computer labs are connected together into a LAN. These various lab LAN's are themselves connected together to form the NHC WAN.

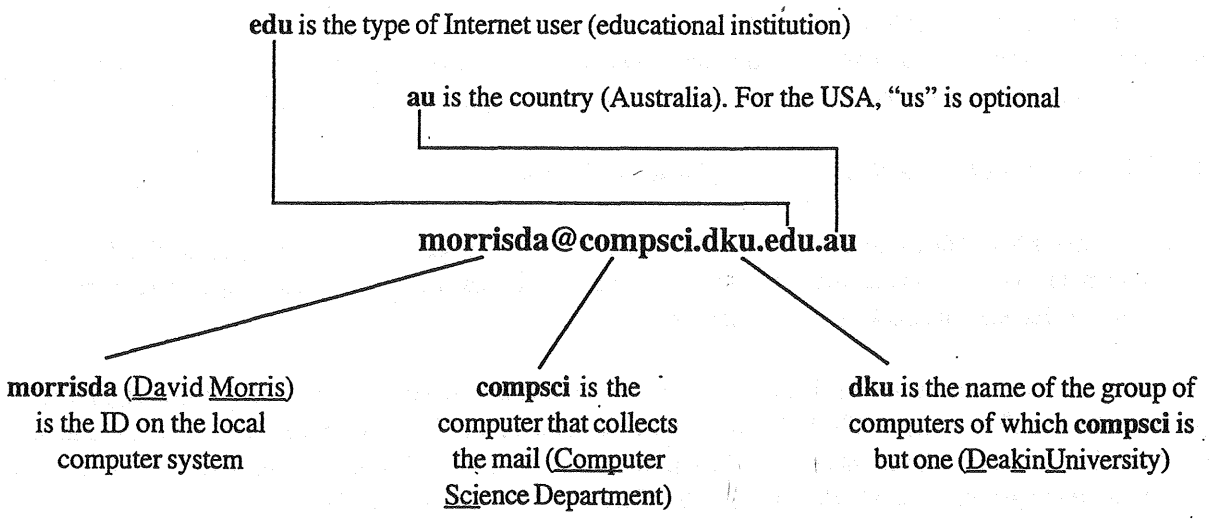
The Internet is a collection of computers, LAN's and WAN's from **all over the world.**

Your Internet Address

Anyone having a NHC VAX ID can send you email over the NHC WAN, if they have your VAX ID. Since New Hampshire College is on the Internet, anyone in the world can send email to you over the Internet. All they need is your Internet address. Your Internet address is simply your VAX ID followed by **@nhc.edu**. You, in turn, can send email to anyone with a VAX ID or an Internet address.

Name	VAX ID	Internet Address
Monica Jones	jonesmo	jonesmo@nhc.edu
Fredrick Hargraves	hargrafr	hargrafr@nhc.edu
_____	_____	_____
(your name)	**(your VAX ID)**	**(your Internet Address)**

Some Internet addresses are quite long. Consider this one: **morrisda@compsci.dku.edu.au**



Internet User Types

Abbreviation	Type
.com	Business and commercial users
.org	Organizations and nonprofit groups
.mil	Military-related groups
.gov	Nonmilitary government and related groups
.edu	Educational institutions
.net	Network providers

IV. Orientation to the Internet

A. Introduction

Understanding the Internet and your computer's relation to it will help you to get the most out of this guide and your Internet connection.

Very simply, the Internet is a collection of computers and computer networks linked together by communications "lines." These "lines" consist of a variety of transmission media such as phone lines, dedicated fiber-optic lines, microwave dishes and space satellites.

The "lines" connect computers around the world to one another. Your computer, with its native connection, is **on the Internet.** It is connected to the Internet through the NHC WAN. Information from your computer is packaged (i.e., put into data packets) and routed to other computers on the Internet. This is how computers communicate over the Internet.

The Internet was begun by the U.S. Department of Defense in 1969. It was taken over by the U.S. National Science foundation in the mid 1980's and is now autonomously maintained.

No one actually owns the **Net** (as the Internet is sometimes called). It is loosely regulated by the Internet Society which is a group of users dedicated to promoting the growth of the Net. There are a number of other informal groups responsible for such things as research and development, standards, registration and commercial traffic.

B. TCP/IP Protocol, IP Addresses and Domain Names

The Internet is based on a computer networking standard (protocol) called **TCP/IP** (Transmission Control Protocol/Internet Protocol). This standard allows the computer with a native connection to properly package your sent data and properly decode data packets that it receives.

The standard includes the use of IP addresses and domain names. An **IP address** is the numeric signature of a computer on the Net. For example, 198.114.198.3 is the IP address of the NHC VAX computer. No human can be expected to relate well to such a number so **domain names** are used instead. The domain name for the NHC VAX is: **vax002.nhc.edu** (or just **vax002** when communicating locally within the NHC LAN).

All New Hampshire College PC's with a native connection have their own IP address. Thus, these computers can easily and **directly** connect to any other computer with an IP address (i.e., to any other computer that is on the Net). Thus, any New Hampshire College computer, with a native connection, can **directly** send and receive information to and from any other computer that is on the Net.

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Comments & suggestions on this guide are welcome.
seidmaro over the NHC WAN
seidmaro@nhc.edu over the Internet

C. Client/Server Concepts

Very simply, a **client** is a computer program that asks a server (another computer) to find information located on the server itself or on some other computer. A **server** is a computer that carries out the request of the client. If you wish, think of librarians (servers) and their patrons (clients).

Example 1:

For example, your native connection PC contains **client** software that allows it to connect to the NHC VAX and that can ask the VAX (the **server**) to provide email facilities (VAXmail). This is the telnet client.

Example 2:

In another example, your native connection PC (**client**) can connect to the NASA computer (**server**) and ask it to search its own files and the **entire Internet** (all publicly available computers) for data on a particular topic. The NASA computer has software that enables it to carry out this search - your PC does not. The NASA computer can collect this information and send it **directly** back to your PC via your native connection. This could be an Archie client.

Example 3:

If you do **not** have a native connection to the Internet you can still use the Internet, although it is a bit more complex to do so.

Without a native connection, your PC must pretend to be a "dumb" terminal (i.e., without a processor or any software of its own) to an Internet provider (a computer that is actually on the Internet with its own native connection).

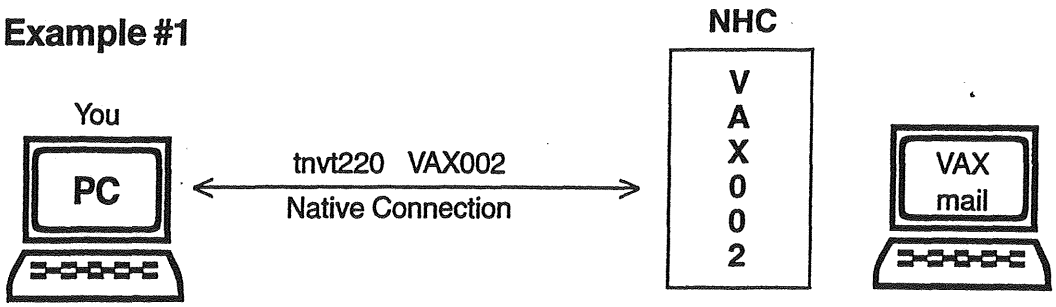
Consider Example 2 again, in this light.

Your PC connects to your Internet provider (maybe MV Communications) via telephone modem. The service provider thinks that your computer is a "dumb" terminal hooked up to it. The service provider computer takes your information request and sends your request to the NASA computer, as if the request was its own (i.e., the service provider's request, not yours).

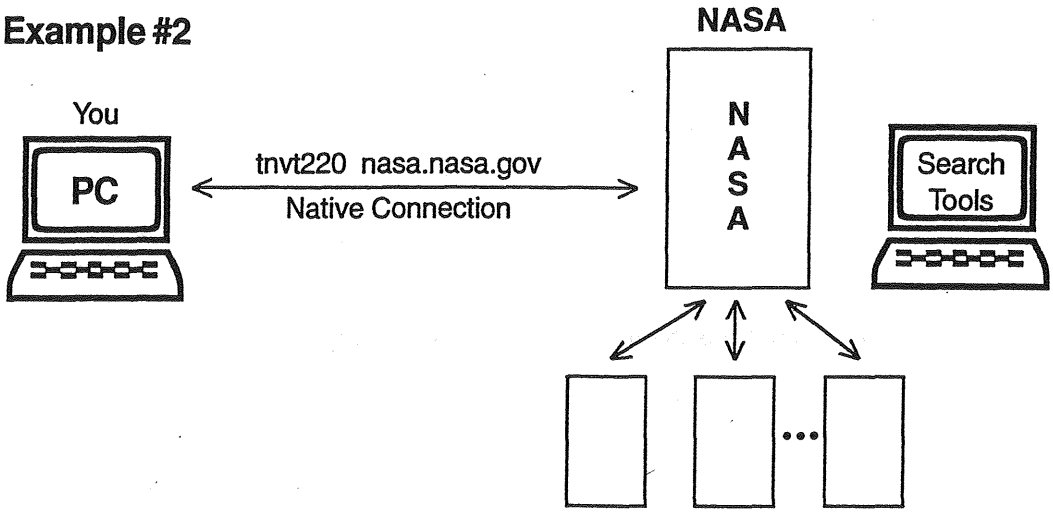
The NASA computer finds the information (as in Example 2), but instead of returning the results directly to you, it returns the results directly to your service provider's computer. You must then tell your PC's communications software to download the information from the service provider to it. These extra steps can be a big nuisance.

In this guide, all of the essentials are explained using the native connection.

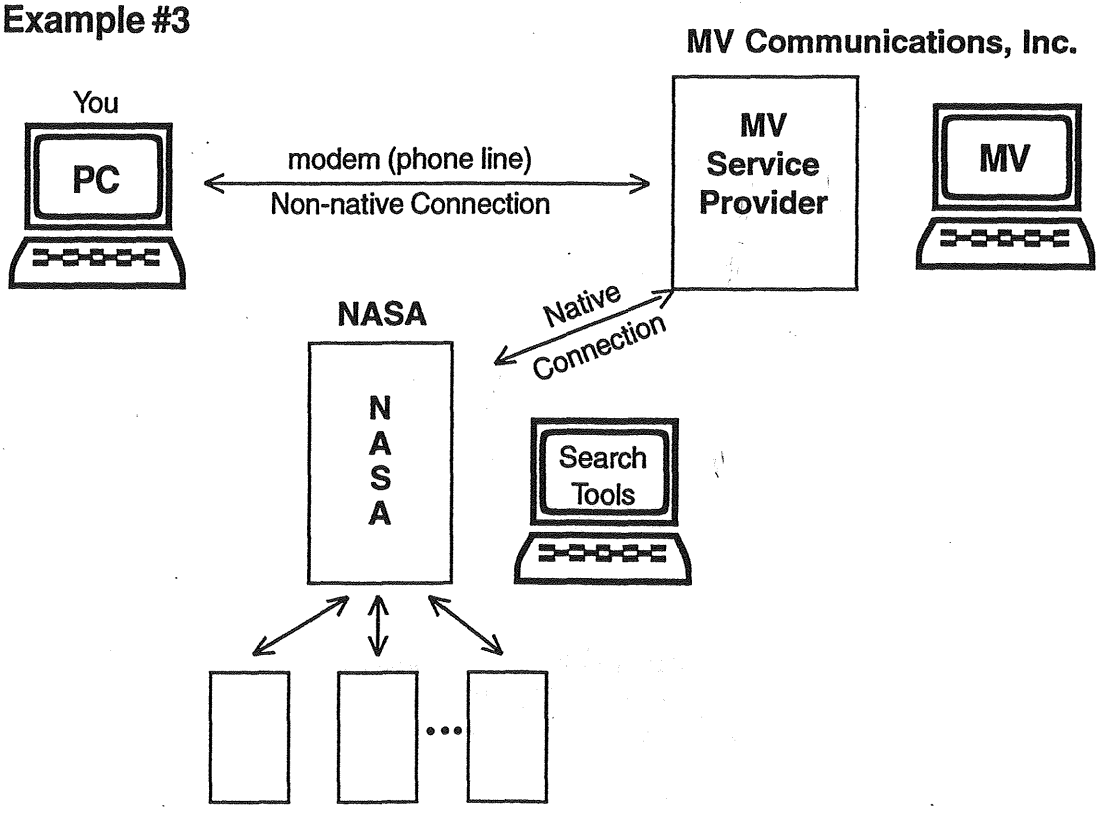
Example #1



Example #2



Example #3



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Comments & suggestions on this guide are welcome.
seidmaro over the NHCWAN
seidmaro@nhc.edu over the Internet

V. Log-on, Housekeeping and Log-off

Task #0 Log-on, Housekeeping, and Log-off

To proceed, you need to have your VAX ID (called "username") and your initial password. Here's how to **connect to the New Hampshire College VAX computer, do some ID housekeeping and then disconnect.**

Office Computer: Two ways. **1.)** Select "DOS Network Access" from the startup menu. This will put you at the **C:>** prompt on your computer. From there, type **tnvt220 vax002** and press the Enter key. **2.)** Select "Windows with Network Access" from the startup menu. Next select the LAN WorkPlace group icon. Next select the TNVT220 icon. Then type **vax002** at the "Parameters" prompt line and press the Enter key. You will connect to the VAX. See below.

Computer Labs: Select the Internet icon from the Program Manager. Next select the LAN WorkPlace group icon. Next select the TNVT220 icon. Then type **vax002** at the "Parameters" prompt line and press the Enter key. You will connect to the VAX. See below.

In this guide, *italics* indicate what the computer puts on the screen for you to see. **Bold** type is what you type. In order to send what you type to the computer, press the **Enter** key. So, when the guide says to "enter" something, you should type that something and press the Enter key. My comments to you, on mixed **bold** and *italics* lines, will be enclosed in these kind of brackets: << >>.

Start your native connection and connect to the VAX now.

Welcome to NHC VAX4000/VMS V5.5-2

Username: **nameyo**	<<Of course, you will enter your own VAX ID (username).>>
Password:	<<You must carefully enter your initial password - which will not show on the screen.>>

If this is your first time using the computer system, you will be asked to change your initial password. Your new password should be at least 6 characters in length and begin with a letter. It is best to use something uncommon for your password, but something that you will remember.

Welcome to VAX/VMS version V5.5-2 on node VAX002

Your password has expired; you must select a new password to log in

New password:	<<Here you enter your new password - it won't show on screen.>>
Verification:	<<Here you reenter your new password - it won't show on screen.>>
NAMEYO->$	<<Your own username will appear instead of nameyo. This is called the $ prompt.>>

What is tnvt220?

This is a **telnet** command. It is a way for you to use a remote computer (named **vax002**) as if it were your very own. **tn** stands for telnet and **vt220** stands for the type of computer terminal that your PC is emulating. More on telnet later in the guide.

What about Passwords?

Since anyone and everyone can know your VAX ID (if they know your last and first name), your secret password is the only way to protect your computer account and your email from unauthorized access and use. **Choose your password well.**

Select a password that is not a real word or anything that someone who may know a little about you might be able to guess. A string of unrelated words and numbers or even a string of misspelled words are usually secure. **But, you have to be able to remember your password!**

It is probably not a good idea to use your nickname or middle name for your password. The New Hampshire College computer system may require you to choose a different password if it determines that the one you have chosen is too easy for someone else to guess.

If you forget your password, you must contact New Hampshire College Computing Resources (Frost Hall) in person during normal business hours. Because of the agreements that New Hampshire College has signed with its Internet providers, your identity must be verified.

FOR FUTURE REFERENCE: Changing Your Password at Any Time

You can actually change your password at any time. Here's how to do it.

NAMEYO->$ **set password**	<<Just enter **set password.**>>
Old password:	<<Enter the old password - it will not show on screen.>>
New password:	<<Enter the new password - it will not show on screen.>>
Verification:	<<Enter the new password again - it will not show.>>
NAMEYO->$	<<You are returned to the $ prompt.>>

FOR FUTURE REFERENCE: Show Users

You can see who is currently logged onto the VAX computer system.

NAMEYO->$ **show users**	<<You will see a list of VAX IDs. **Ctrl/s** to stop scroll. **Ctrl/q** to resume scroll>>
NAMEYO->$	<<You are returned to the $ prompt.>>

VAX ID Housekeeping for Yourself

After you have created your new password you need to do some **one-time only** housekeeping on your VAX ID.

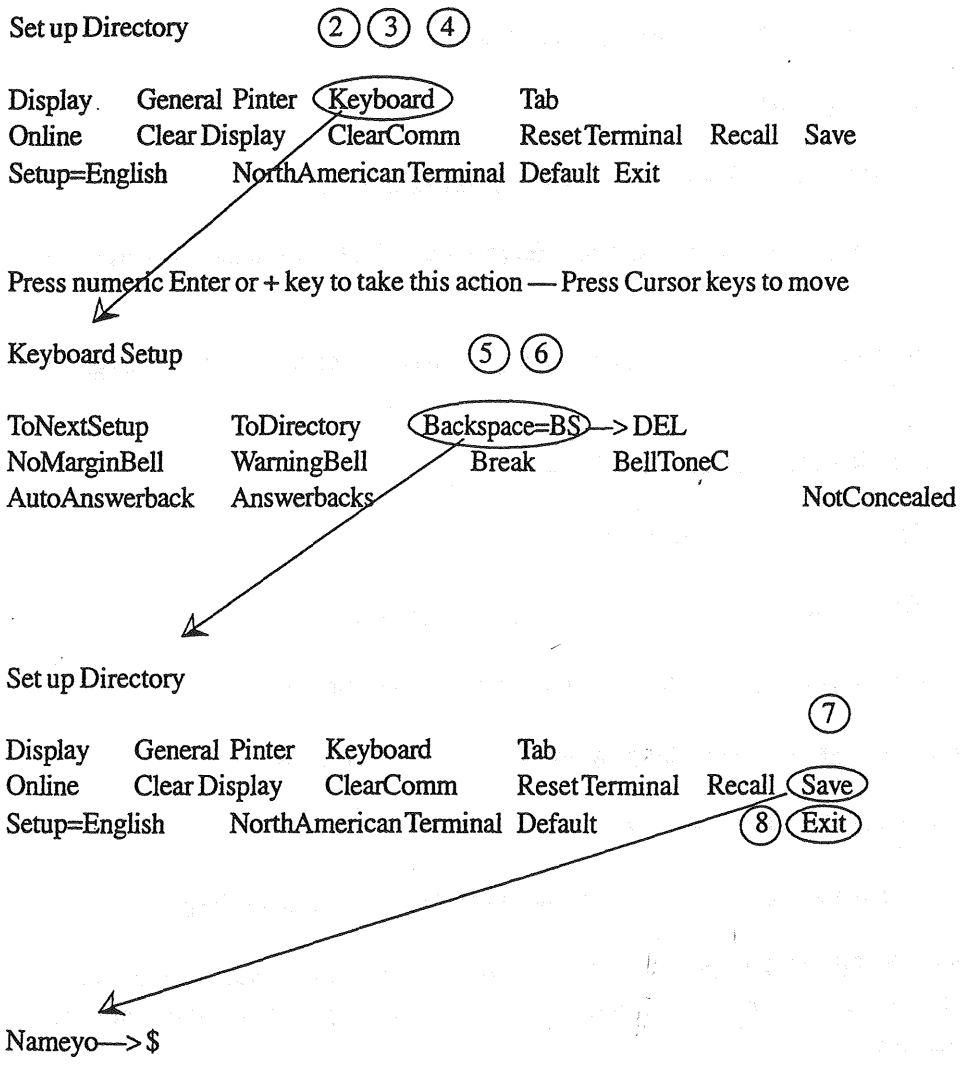
A. Backspace key

While you are logged on the VAX, your backspace key will not work in the same way that it does on your own PC, **unless you set it.** Setting your backspace key needs to be done just once. Here is how you can accomplish this.

1. You should be at the $ prompt. Press the Alt and S keys at the same time (denoted by Alt/S). This gives you the Setup Directory.
2. Use the keyboard arrow keys to move the highlight to the Keyboard word.
3. Be sure that NumLock on your PC is on. The NumLock key is on your keyboard.
4. Then press the Enter key. This gives you the Keyboard Setup screen. [If your there is no response, find and press the other Enter key on some keyboards.]
5. Use the keyboard arrow keys to move the cursor over to the Backspace=BS word and press the Enter key once to toggle (i.e., change something back and forth) to Backspace=DEL.
6. Press the Esc key. This takes you back to the Setup Directory.
7. Use the keyboard arrow keys to move the cursor over to the Save word. Press the Enter key.
8. Use the keyboard arrow keys to move the cursor over to the Exit word and press the Enter key. You will return to the $ prompt.
9. You can turn your NumLock key off now.

Backspace Key

1. Alt/S



B. Cursor Key

While you are signed on to the VAX, your cursor key will not work in exactly the same way that it does on your PC, **unless you set it**. This needs to be done just once. Here is how you set it.

1. You should be at the $ prompt. You can start the VAX Set-Up mode by pressing the Alt and the S keys together (Alt/S). This gives you the Setup Directory.
2. Using the arrow keys, highlight the Keyboard word.
3. Be sure NumLock is on.
4. Then press the Enter key. This gives you the Keyboard Setup screen.
5. Use the arrow keys to highlight the ToNextSetup word and press the Enter key. This gives you the Tab Setup screen.
6. Use the arrow keys to highlight the ToNextSetup word and press the Enter key. This gives you the Display Setup screen.
7. Use the arrow keys to highlight the NoCursor word.
8. Press the Enter key to toggle to Cursor.
9. Press the Esc key once. This takes you to the Setup Directory.
10. Use the arrow keys to highlight the Save word and press the Enter key.
11. Use the arrow keys to highlight the Exit word and press the Enter key.
12. You can turn your NumLock off now.

You should be back at the $ prompt. Now your cursor and backspace keys should be properly set.

You can **only** log-off of the VAX system at the *NAMEYO->$* prompt. Do this now. Just type **logoff** (or **lo** for short). You will be returned to the C:> or *C:\Internet>* prompt if you started out in DOS. If you started in Windows, you will be returned to the LANWorkplace group.

NAMEYO->$ **logoff** <<**lo** is the abbreviation.>>
C:\Internet>

Never leave the computer logged-on to your account. It's like leaving keys in your car's ignition.

End of Task #0

Cursor Key

1. Alt/S

Set up Directory (2) (3) (4)

Display	General	Pinter	Keyboard	Tab		
Online	Clear Display	ClearComm	Reset Terminal	Recall	Save	
Setup=English		NorthAmerican	Terminal		Default	Exit

Keyboard Setup

To Next Setup (5)	To Directory	Backspace=DEL		
No Margin Bell	Warning Bell	Break	BellToneC	
AutoAnswerback	Answerbacks			NotConcealed

Tab Setup

To Next Setup (6)	To Directory	
Clear All Tabs	Set 8 Column Tabs	Set Individual Tabs

Display Setup

To Next Setup	To Directory	Interpret Controls		Status Line On	
FG=White	BG=Blue (7)	(8) UL=Red		Bold=Cyan	Bold + UL=Magenta
NoAutoWrap					
	No Cursor →	Cursor	UnderlineCursorStyle		HardwareAccess

Set up Directory

(10)

Display	General	Pinter	Keyboard	Tab		
Online	Clear Display	ClearComm	Reset Terminal	Recall	Save	
Setup=English		NorthAmerican	Terminal	Default	Exit	(11)

NAMEYO → $

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Comments & suggestions on this guideare welcome.
seidmaro over the NHCWAN
seidmaro@nhc.edu over the Internet

VI. VAXMail and Internet Email

Task #1 Starting VAXmail; Returning to the $ Prompt.

Connect to the VAX. See Task #0.

Welcome to NHC VAX4000/VMS V5.5-2

Username: **nameyo** <<Of course, you will enter your own ID (username).>>

Password: <<You must carefully enter your new password - it will not show on the screen.>>

Welcome to VAX/VMS version V5.5-2 on node VAX002

Now, you are ready to send and receive email.

NAMEYO-> $ **mail** <<This is your $ prompt. Your username will appear in the prompt instead of *NAMEYO*; Enter **mail** to get to the VAXmail facility.>>

MAIL> **dir** << *MAIL>* is the mail prompt. By typing **dir**, you will display your MAIL directory. You probably do not have any mail yet so your MAIL directory should be empty.>>

%MAIL-E-NOTEXIST, folder MAIL does not exist
MAIL>

MAIL HOUSEKEEPING: Set your personal name. You need to do this only once. This sets the name that announces the arrival of your email to its recipients. If you do not set this personal name, only your VAX ID will show up and this can be confusing to the recipient of your email message. Abe Lincoln's mail would be announced as: "lincolab." Here is how to set your name.

MAIL> **set personal_name "Your Name"** <<Type **your** full name between double quotes. Then press the Enter key.>>

Important Note: You may leave the VAXmail system from the *MAIL>* prompt and return to the $ prompt at any time by pressing the Ctrl and Z keys at the same time (denoted by, Ctrl/Z). Or, you can simply type the word **exit** at the *MAIL>* prompt and then press the Enter key. Both methods will bring you back to your *NAMEYO-> $* prompt. Try it.

MAIL> **exit** <<Either enter **exit** or do Ctrl/Z.>>

NAMEYO->$* <<You are returned to the *NAMEYO->$ prompt.>>

End of Task #1

FOR FUTURE REFERENCE: Show, Delete and Change Your Personal_name

You can see your personal name at any time. Here's how to do it.

MAIL> **show personal_name**
Your Name

You can delete your personal name at any time. Here's how to do it.

MAIL> **set nopersonal_name**

You can change your personal name at any time. Here's how to do it.

MAIL> **set personal_name "your new personal name"** <<Put new personal name between the double quotes.>>

FOR FUTURE REFERENCE: After You Complete any Task in this guide

You will likely want to or need to take a break between tasks. Go ahead and log-off of the VAX!

At the end of any task (but not before, please) you can leave the MAIL facility from the *MAIL>* prompt by pressing the Ctrl and Z keys together (Ctrl/Z).

This action will put you back at the $ prompt. From there you can return to your own PC by typing **logoff** (or **lo**).

To return to the VAXmail facility, simply log-on the VAX as shown in Task #0 and then type **mail** at the *NAMEYO->$* prompt. See Task #1.

FOR FUTURE REFERENCE: Filling the Entire Screen

If you are working from the Windows environment, it is liekly that the email and Internet session fills only part of your computer screen. Pressing the Alt key & the Enter key together gives you a full screen. Alt & Enter again returns you to a partial screen.

Task #2 Folders and Your First Email Message

In this and in subsequent Tasks, you will be sending email to yourself.

First, you need to know where received email messages are stored. They are stored in **special folders** that are **automatically** provided by the VAXmail facility. Later, you will be able to create your own folders to store selected messages.

Your VAX email account comes with three standard folders named: **MAIL, NEWMAIL** and **WASTEBASKET.**

Newly received mail, that has not yet been read by you, resides in the NEWMAIL folder. After mail has been read, it is **automatically** removed from your NEWMAIL folder and is **automatically** placed in your MAIL folder. When the NEWMAIL folder is empty, the folder itself is **automatically** removed from your VAX email account until new mail is received again.

When you take steps to delete mail from any of your folders, your WASTEBASKET folder is **automatically** created. The deleted mail is **automatically** removed (deleted) from your current folder and is then **automatically** stored in the WASTEBASKET folder until you exit the VAXmail facility for the $ prompt.

When you leave the VAXmail facility, the mail that you "deleted" is permanently deleted from your VAXmail account and the WASTEBASKET folder itself is **automatically** removed from your VAXmail account until such time as WASTEBASKET is needed again.

Since you probably do not yet have any mail, the MAIL, NEWMAIL and WASTEBASKET folders are not yet in existence. To see your active folders at any time, enter **dir/folders** at the MAIL> prompt.

MAIL> **dir/folders**

%MAIL-W-FILEMPTY, file NHC2$DIA2:[NAMEYO]MAIL.MAI;1 has no folders

The first email message that you send will be to yourself. It will be sent and delivered via the NHC WAN and will not go out over the Internet.

MAIL> **send** <<Just enter **send** at the MAIL prompt (s is the abbreviation).>>

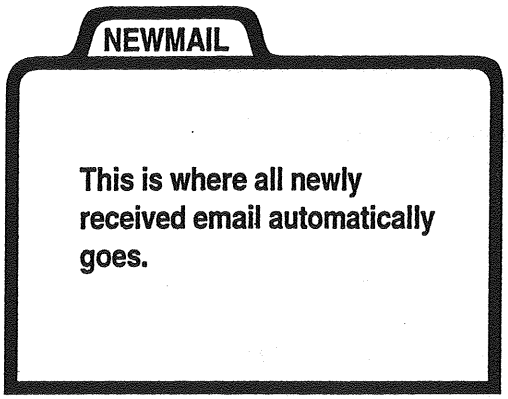
To: **nameyo** <<Enter **your own** ID, not nameyo>>

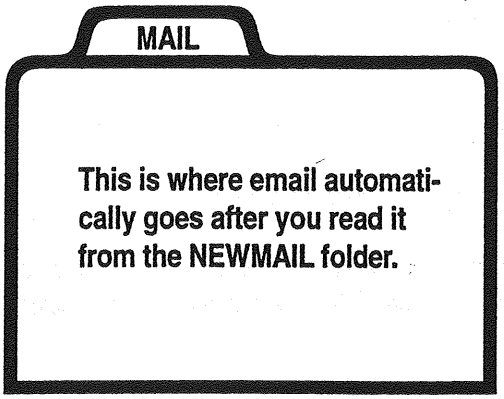
Subj: **Mail to me #A** <<Fix typos by using the backspace key. The key looks like: <— >>

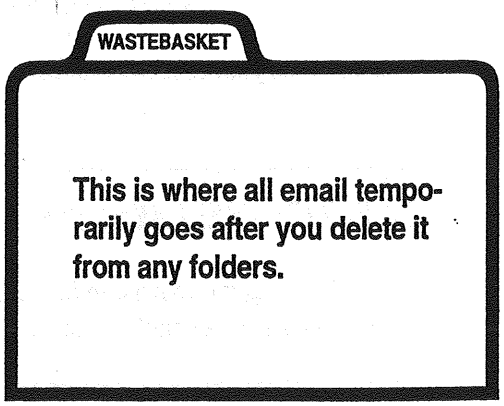
Enter your message below. Press CTRL/Z when complete, or CTRL/C to quit:

Standard Email Folders

VAXmail automatically provides you with three email folders.







MAIL> **dir/folders** <<This always shows you the list of your folders.>>

Mail to me #A over NHC WAN. ***EXIT**** <<After typing "...WAN." press the Control key along with the Z key (Ctrl/Z) to send mail. To quit email process, press the Control key along with the C key (Ctrl/C).>>

You will see ***EXIT**** indicating that you have completed a mail task. Then, you should see a notification right away that you have mail.

New mail on node VAX002 from VAX002::NAMEYO <<Your ID replaces *NAMEYO*>>

At this point, a NEWMAIL folder has been created and should contain your #A email message.

MAIL> **dir/folders** <<This will display a list of the existing folders.>>

Listing of folders in NHC2$DIA2:[NAMEYO]MAIL.MAI;1
Press CTRL/C to cancel listing
NEWMAIL

Notice that you now have a NEWMAIL folder. Here's how to read your first email message.

MAIL> **dir newmail** <<This **activates** your NEWMAIL folder and gives you a **dir**ectory of received email Subjects.>>

NEWMAIL

# From	*Date*	*Subject*
1 VAX002::NAMEYO	4-JUL-1996	Mail to me #A

Look in the upper-right-corner of your screen. Notice that the **active** folder name (in this case, *NEWMAIL*) appears there whenever you perform a **dir** command. Now you can read the message that is in your folder. Here is how to do it.

MAIL> **read** _ <<In place of _ , enter the number of the mail message you wish to read. You can also just enter the mail message number alone, without the **read**. >>

You should see your first email message displayed on the screen.

FOR FUTURE REFERENCE: Quick way to Read the Next Piece of Email

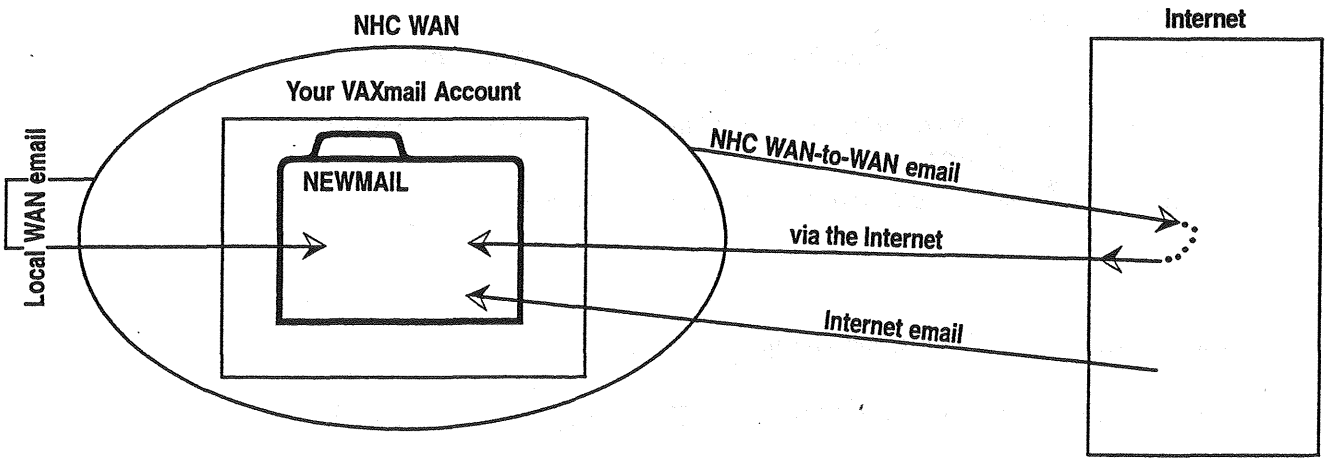
Entering **read** without a number, or just by pressing the Enter key without typing anything, will always give you the **next** email message.

End of Task #2

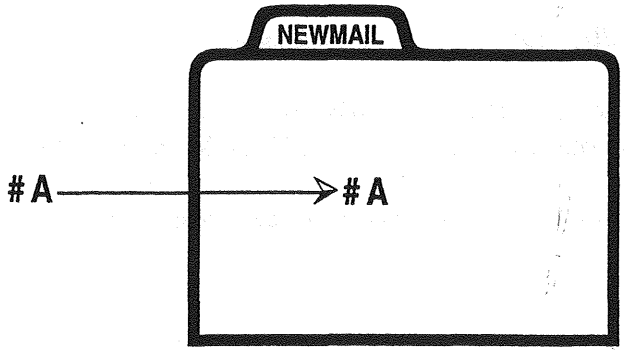
Here is How Email is Received

Your email can arrive locally via the VAXmail facility (i.e., sent by someone with a VAX ID). Or your email can arrive via the Internet — sent from someone outside of New Hampshire College.

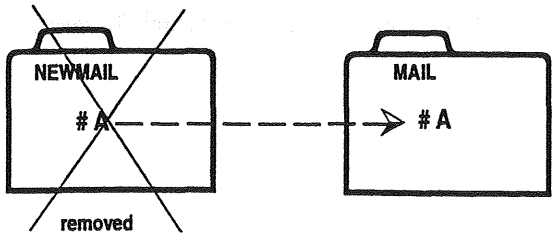
It is also possible for someone on the NHC LAN to send email to someone else on the NHC LAN via the Internet.



In Task #2, you sent email to yourself by using your VAX ID as the sending address. You did not use your Internet address.



You then activated the NEWMAIL folder (MAIL> **dir newmail**) and read #A message. This caused the message #A to be automatically removed from NEWMAIL and placed in MAIL. Since NEWMAIL thus became empty, it was temporarily removed from your VAXmail account.



Task #3 More Email

You will now send a second email message to yourself. Again, you will send it locally over the NHC WAN and not though the Internet. Internet mail sometimes takes longer than LAN mail to deliver because it is routed out of the NHC WAN, onto the Internet, and then back to the WAN.

MAIL> **send** <<This is the standard way to send mail.>>

To: **nameyo** <<Of course, you should enter your ID instead of nameyo.>>
Subj: **Mail to me #B**
Enter your message below. Press CTRL/Z when complete, or CTRL/C to quit:

Mail to me #B over the WAN **EXIT** <<Ctrl/Z to send mail, Ctrl/C to quit mail.>>

You will see **EXIT** indicating that you have completed a mail task.

MAIL>

You should see a notification that you have mail.

New mail on node VAX002 from NAMEYO <<Your ID shows up instead of *NAMEYO.*>>

MAIL> **dir newmail** <<This activates the NEWMAIL folder (email always arrives in this folder) and displays the email Subjects.>>

NEWMAIL

# From	*Date*	*Subject*
1 VAX002::NAMEYO	*4-JUL-1996*	*Mail to me #B*

Notice that Mail #A is no longer in the NEWMAIL folder. Whenever you **read** mail from the NEWMAIL folder (as you did in Task #2), what you read is automatically removed and placed in the MAIL folder. Take a look.

MAIL> **dir mail** <<Activate MAIL folder and show the directory of mail Subjects.>>

MAIL

# From	*Date*	*Subject*
1 VAX002::NAMEYO	*4-JUL-1996*	*Mail to me #A*

Now you can go back to the NEWMAIL folder and read your email #B message.

MAIL> **dir newmail** <<Activate the NEWMAIL folder and show email Subjects.>>

MAIL> **read _** <<In place of _ , type the number of message #B.>>

Message #B will appear on your screen.

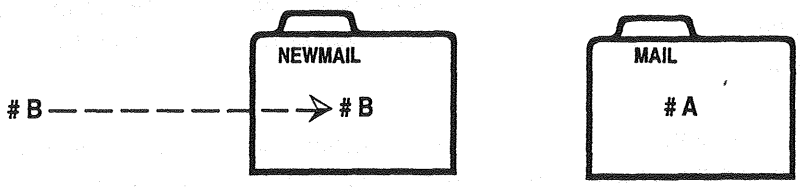
MAIL> **dir newmail** <<Activate the NEWMAIL folder and show email Subjects.>>

Take a look at the Subjects. Notice that mail message #B has been removed from the NEWMAIL folder. It is now in the MAIL folder. You can see that this is the case by doing the following:

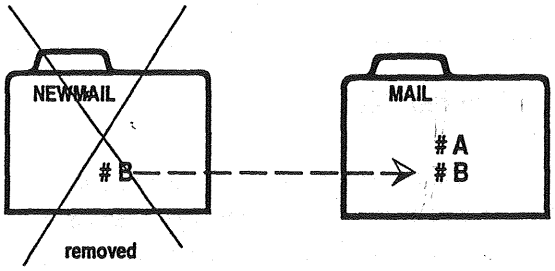
MAIL> **dir mail** <<Activate the MAIL folder and show email Subjects.>>

Notice that both #A and #B mail messages are now stored in the MAIL folder.

Here is What Happened in Task #3



After reading message #B from NEWMAIL, #B is removed from the NEWMAIL folder and moved into the MAIL folder.



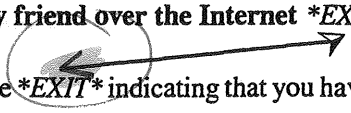
End of Task #3.

FOR FUTURE REFERENCE: Sending Email Over the Internet

Suppose that you want to send email to someone via the Internet. You must, of course, have their Internet address. Let us say that it is: friendmy@ksu.edu.

MAIL> **send**
To: **smtp%"friendmy@ksu.edu"** *<<**Don't do this**.* **friendmy@ksu.edu** is a fictitious address>>
Subj: **Mail to my friend.**
Enter your message below. Press CTRL/Z when complete, or CTRL/C to quit:

Mail to my friend over the Internet **EXIT** <<Ctrl/Z to send mail, Ctrl/C to quit mail.>>



You will see **EXIT** indicating that you have completed a mail task.

MAIL> <<You are back to the *MAIL>* prompt.>>

The **smtp%"** " is necessary to send email outside of the NHC WAN. The prefix "smtp" stands for "standard mail transfer protocol." You must put the Internet address between the **double** quotes. You can send email to yourself over the Internet by entering your Internet address at the To: prompt: To: **smtp%"nameyo@nhc.edu"**

When you receive email from someone over the Internet you will notice that there is an extra section in the message. This is special Internet routing information that was added automatically to the message. You needn't be concerned with this extraneous material.

Unlike many other email systems, VAXmail does **not** have a software address book for you to keep email addresses in. Task #16 ("For Future Reference") shows how you can create a very crude address book on the VAX computer.

FOR FUTURE REFERENCE: Bounced Email

You may get an address wrong. If you try to send email to someone over the NHC WAN and use the wrong address, the VAXmail system tells you about it right away. If you send a wrongly addressed email over the Internet, it may take quite some time before it is returned to you as undelivered (i.e., "bounced"). That's just the way it is in cyberspace.

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Comments & suggestions on this guide are welcome.
seidmaro over the NHCWAN
seidmaro@nhc.edu over the Internet

Task #4 Send Two More Email Messages

Send two more pieces of email to yourself through the New Hampshire College WAN. Make the Subjects: **Mail to me #C** and **Mail to me #D.** Make the bodies of the mail messages: **mail to me #C** and **mail to me #D,** respectively.

You can make the messages more than one line by pressing the Enter key at the end of a line. However, you will be **unable** to return to a previous line. This situation will be remedied in a later task. For now, this method is a good way to send short, quick messages.

Send the mail now. Refer back to earlier tasks if you need to.

After you have sent these two messages, select the NEWMAIL folder and read both of the email messages. Here's how to do it.

MAIL> **dir newmail**

MAIL> **read _** <<Use the number for message #C.>>

Message #C will appear.

MAIL> **read _** <<Use the number for message #D.>>

Message #D will appear.

When you are done reading these two mail messages, select the MAIL folder and look at the directory.

MAIL> **dir mail**

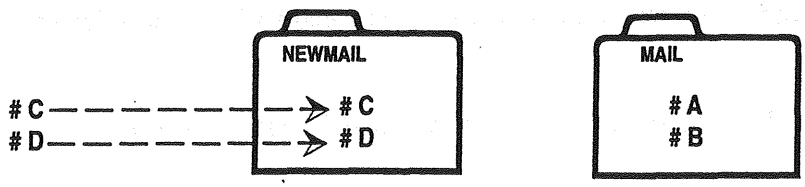
MAIL

#	From	Date	Subject
1	*VAX002::NAMEYO*	*4-JUL-1996*	*mail to me #A*
2	*VAX002::NAMEYO*	*4-JUL-1996*	*mail to me #B*
3	VAX002::NAMEYO	4-JUL-1996	mail to me #C
4	*VAX002::NAMEYO*	*4-JUL-1996*	*mail to me #D*

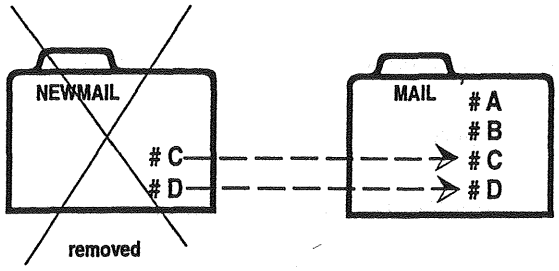
End of Task #4

Here's What Happened in Task #4

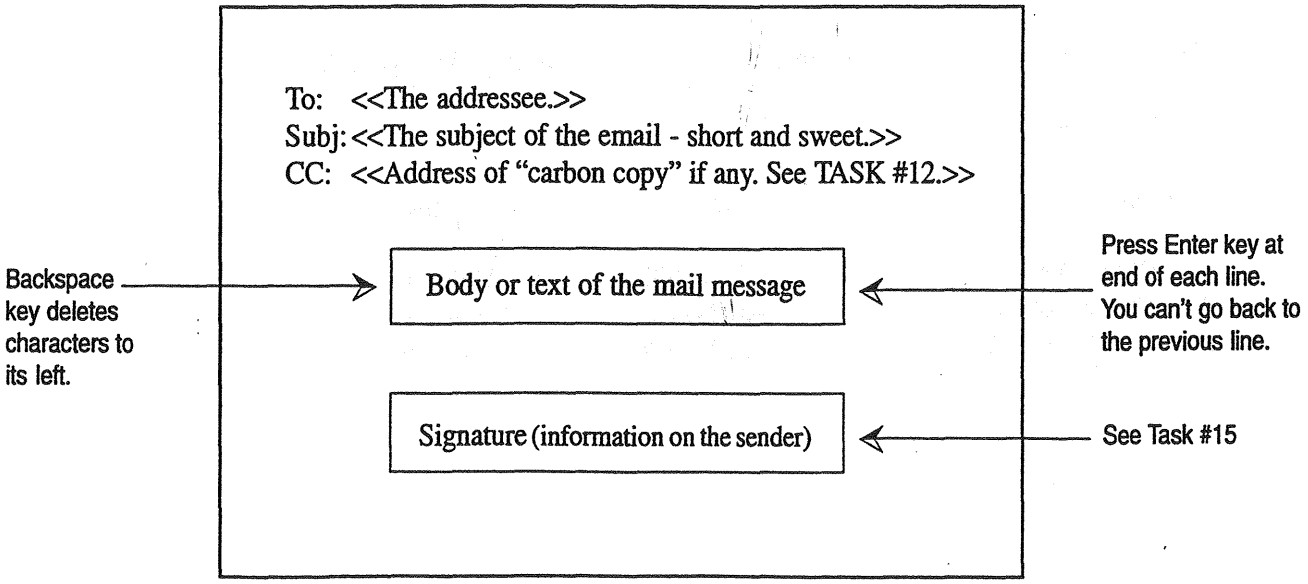
Messages #C and #D were received in the NEWMAIL folder.



After reading messages #C and #D, they were moved into the MAIL folder and deleted from the NEWMAIL folder. Then the NEWMAIL folder was removed because it was empty.



Anatomy of an Email Message



Task #5 Making Your Own Folders to Manage Your Email

In this task, you will create your own folders to separate and sort your received email.

Folders are **crucial** to managing your email. Students and instructors may wish to create folders to separate email pertaining to particular courses.

If you are already in the MAIL folder, fine. Otherwise, select the MAIL folder. Then, read the #A piece of email.

MAIL> **dir mail**

MAIL

#	From	Date	Subject
1	*VAX002::NAMEYO*	*4-JUL-1996*	*Mail to me #A*
2	*VAX002::NAMEYO*	*4-JUL-1996*	*Mail to me #B*
3	VAX002::NAMEYO	4-JUL-1996	*Mail to me* #C
4	*VAX002::NAMEYO*	*4-JUL-1996*	*Mail to me #D*

MAIL> **read _** <<Use the number corresponding to #A in place of _.>>

You should see your message #A appear.

MAIL> **move fold1** <<This will create a folder called FOLD1 if it does not already exist.>>

Folder fold1 does not exist
Do you want to create it (Y/N, default is N)? **y** << You enter a y. >>
%MAIL-I-NEWFOLDER, folder fold1 created

Future moves into fold1 will not generate any message, as above. The same is true for any other folders that you create. The above message is only shown upon the creation of the folder, never for subsequent moves into it.

Now, if you do a **dir** on your MAIL folder you will see that message #A is gone. You moved it to folder FOLD1.

MAIL> **dir mail**

MAIL

#	From	Date	Subject
1	*VAX002::NAMEYO*	*4-JUL-1996*	*Mail to me #B*
2	*VAX002::NAMEYO*	*4-JUL-1996*	*Mail to me #C*
3	*VAX002::NAMEYO*	*4-JUL-1996*	*Mail to me #D*

To see mail #A, give the following command: **dir fold1**

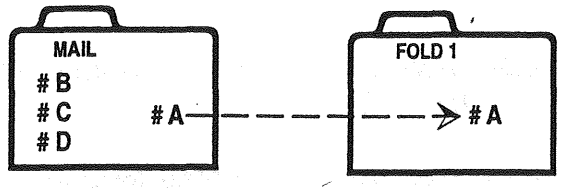
MAIL> **dir fold1** <<This displays Subjects of the email messages in the folder FOLD1. Notice that the name of the current folder appears in the upper right-hand corner of your screen.>>

FOLD1

# From	*Date*	*Subject*
1 VAX002::NAMEYO	*4-JUL-1996*	*Mail to me #A*

Here's What Happened in Task #5

You read #A from MAIL and moved it to the FOLD1 folder which was created in the process.



FOR FUTURE REFERENCE: Naming Folders

Folder names can be up to 39 characters in length. No spaces allowed. Use underscores instead of spaces. For example: **cis500_term1_96_section_3** (could be shortened to **c500t196s3).**

End of Task #5

Task # 6 More Folders

Here's how to see which folders you have in your VAXmail account.

MAIL> **dir/folders** <<The folder list will appear.>>

You will now create another folder to put message #B and message #C in.

MAIL> **dir mail**

MAIL

#	From	Date	Subject
1	*VAX002::NAMEYO*	*4-JUL-1996*	*Mail to me #B*
2	*VAX002::NAMEYO*	*4-JUL-1996*	*Mail to me #C*
3	*VAX002::NAMEYO*	*4-JUL-1996*	*Mail to me #D*

MAIL> **read _** <<In place of _ , enter the number corresponding to mail #B.>>
MAIL> **move fold2**
Folder fold2 does not exist
Do you want to create it (Y/N, default is N)? **y** <<Here you enter y.>>
%MAIL-I-NEWFOLDER, folder FOLD2 created

MAIL> **dir mail** <<Notice that messge #B is gone from MAIL folder.>>
MAIL> **read _** <<In place of _ , enter number corresponding to mail #C.>>
MAIL> **move fold2**

Now, look at FOLD2 to see whether nor not your messages were moved.

MAIL> **dir fold2**

FOLD2

#	From	Date	Subject
1	*VAX002::NAMEYO*	*4-JUL-1996*	*Mail to me #B*
2	VAX002::NAMEYO	4-JUL-1996	Mail to me #C

Messages #B and #C have been removed from MAIL. To see this, select MAIL.

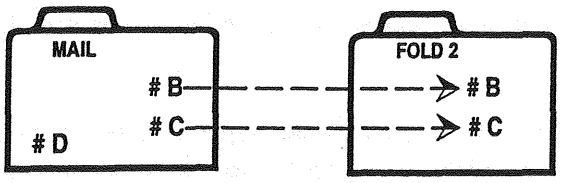
MAIL> **dir mail**

MAIL

#	From	Date	Subject
1	*VAX002::NAMEYO*	*4-JUL-1996*	*Mail to me #D*

End Task #6

Here's What Happened in Task #6



FOR FUTURE REFERENCE: Email Etiquette

Email is text-based. No one can see your facial expressions or body language. Sarcasm, for example, is not easily detected. Be careful. Your mood and intentions can very easily be misunderstood. Use "communicons" shown below to express your mood when appropriate.

Communicon	Meaning
:)	a basic smiley - an expression of good will
:-)	this is another basic smiley
;>	a mischievous smile
:]	a goofy smile
;)	a wink
8-)	this is a smile with glasses
:-|	a blank look
:-o	surprise look
:-0	shock
:(	frown
:-<	sad face

Abbreviation	Meaning
<g>	grin
AKA	also known as
BTW	by the way
IMHO	in my humble opinion
IMO	in my opinion
LD&R	laughing
LOL	laughing out loud
OTOH	on the other hand
SYSOP	system operator
TIC	tongue in cheek

Emphasis

pseudo-underlining

Use underline character at the beginning and at the end of a phrase to be emphasized.

asterisks emphasis

Use stars at the beginning and end of the emphasized phrase.

ALL CAPITAL LETTERS

Overuse of all capital letters annoys some people. They will tell you to quit "shouting."

Task # 7 Printing Email on your PC

You can print out any mail message that you compose before you send it. You can also print out any email that you receive.

Office Computers: Be sure that your printer is on and simply press the PrintScreen key (PrtSc) when the message is on the screen. Depending on your type of computer, you may have to press another key along with the PrintScreen key (sometimes the Shift or Fn key). Sometimes trial and error will do it. When all else fails: check your PC User's Manual. Go ahead, try it out!

MAIL> **dir mail**

MAIL

#	From	Date	Subject
1	*VAX002::NAMEYO*	*4-JUL-1996*	*Mail to me #D*

MAIL> **read _** <<In place of _ , enter the number corresponding to mail #D.>>

Mail #D will appear on the screen.

MAIL> <<Be sure that your printer is on. Activate the PrintScreen key.>>

Your printer should print the mail message that is on the screen.

You can do the same thing for mail that you compose. Just before you send it (before you do Ctrl/Z), activate the PrintScreen key. I leave this to you to try on your own.

Computer Labs: Same instructions as above. However, you may not be able to print a screen without doing something extra on the lab computer. Be sure to consult your lab assistant if things don't print properly.

End of Task #7

FOR FUTURE REFERENCE: What to do for Email Troubles?

The New Hampshire College Postmaster Will Assist You

If you should experience trouble sending or receiving email messages, you can report these problems to the New Hampshire College Internet postmaster.

The best way to do this is to forward the faulty message using **smtp%"system@nhc.edu"** as the Internet address. Tasks #10 & #14 tell you how to forward email.

Sending a copy of the problem message, including the header, will help the postmaster to determine the problem and formulate a solution for you. The header of the problem email message contains tracking information.

If you don't forward the problem message, send the postmaster email that includes as much information as possible about the problem circumstances. Include the destination address, the date and time that the message was sent, whether or not you received the message back (bounced mail), etc.

Contact NHC Postmaster at: **smtp%"system@nhc.edu"** over the Internet or **system** over the New Hampshire College WAN.

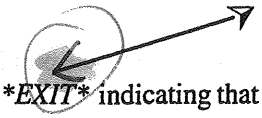
Task #8 SENTMAIL Folder: Keeping Copies of Your Sent Email

You may wish to keep an electronic copy of some of your outgoing mail messages. Here is how to do it.

MAIL> **send/self** <<Just append **/self** to **send.**>>

To: **seidman1** <<Enter **seidman1.** It is a working address.>>
Subj: **mail #E**
Enter your message below. Press CTRL/Z when complete, or CTRL/C to quit:

Mail to me & seidman1 #E. **EXIT** <<Ctrl/Z to send; Ctrl/C key to quit mail.>>



You will see **EXIT** indicating that you have completed a mail task. Then, you should see a notification right away that you have received mail. This is due to the **/self.**

New mail on node VAX002 from VAX002::NAMEYO <<Your ID appears here.>>

MAIL> **dir newmail**
MAIL> **read _** <<In place of _ , enter # for mail #E.>>

The mail message appears on the screen. Notice that seidman1 is in the To: part and that nameyo (actually your own ID) is in the CC: part. "CC:" stands for "carbon copy."

MAIL> **move sentmail** <<You move a copy of your sent mail into the SENTMAIL folder.
You will be creating a new folder called SENTMAIL.>>

Folder SENTMAIL does not exist
Do you want to create it (Y/N, default is N)? **y** <<You enter y.>>
%MAIL-I-NEWFOLDER, folder SENTMAIL created

MAIL> **dir sentmail** <<To see folder contents.>>

This Task has shown you how to keep a copy of your sent mail. However, it is **not** advisable to keep each and every mail message that you send since available VAX disk space is limited.

Please note that the mail that you just moved into the SENTMAIL folder will **not** be automatically placed in the MAIL folder. You can see that this is the case by **dir mail.**

Of course, you can use a name other than SENTMAIL. For example, I use SMAIL.

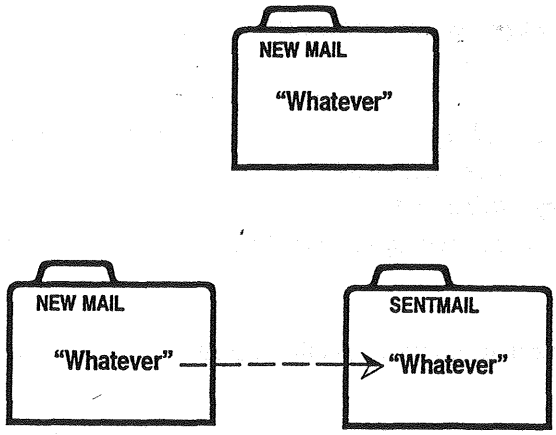
End of Task #8

Here's What Happened in Task #8

Many email systems automatically keep electronic copies of email that you send out. VAXmail does not!

If keeping copies of your sent mail is important to you, then you will have to carry out steps 6, 7 & 8, shown below.

1. *MAIL>* **send/self**
2. *Subj:* **whatever**
3. *** body of message ***
4. Ctrl/Z to send it.
5. Announcement that you have received mail.
6. *MAIL>* **dir newmail**
7. *MAIL>* **read "whatever" #**
8. *MAIL>* **move sentmail**



Task # 9 Replying to Received Email

Very often, **you will want to reply to mail that you receive.** One way to do this is to simply type the person's email address in the *To:* part of an email message.

A quicker way is to read the received mail message and then type **reply** at the *Mail>* prompt. Try this out by replying to a message from yourself.

MAIL> **dir sentmail**
MAIL> **read _** << In place of _ , enter the # of mail message #E.>>

Message #E will appear on the screen.

MAIL> **reply** << r is the abbreviation.>>
To: VAX002::NAMEYO
Subj: RE: mail #E
Enter your message below. Press CTRL/Z when complete, or CTRL/C to quit:

Note that you do not get the opportunity to enter a new subject. Type in the following message:

This is reply mail to myself. <<Ctrl/Z to send. Ctrl/C to quit.>>

You will receive the reply to yourself. Look for it in your NEWMAIL folder if you wish. You can do this on your own. Go ahead and try it! Refer back to previous tasks if you need to.

Do you want to keep a copy of your reply? See "For Future Reference" on the opposite page.

End of Task #9

Here's What Happened in Task #9

1. You sent mail to yourself.
2. You read this mail.
3. Immediately after reading this mail you entered **reply** at the *MAIL>* prompt.
4. You then entered your reply message. Ctrl/Z sent it out.
5. You received the reply (since you replied to yourself).

This action does not delete the original piece of mail from any folder.

FOR FUTURE REFERENCE: Keeping a Copy of Your Reply

Suppose you receive a message from address "xyz." You might wish to reply to "xyz" and keep a copy of your reply. Here's how to do it. **(You don't have to do this at this time.)**

MAIL> **read _** <<Replace _ , with the number of the message you wish to reply to.>>
MAIL> **reply/self** <<Your reply will be sent to xyz and a copy will be sent to you.>>

Now, enter your reply message. Then do Ctrl/Z to send it; Ctrl/C to quit.

Your reply arrives in your NEWMAIL folder.

MAIL> **dir newmail**
MAIL> **read _** <<Read the copy of your reply.>>
MAIL> **move sentmail** <<Move the copy of your reply to your SENTMAIL folder.>>

Task #10 Forwarding Mail

Sometimes, you will want to **forward received mail to someone else.** To do this, simply read the mail message you wish to forward. Then, type **forward** at the *Mail>* prompt.

You will be asked to specify the forwarding address. If you wish to forward the mail to more than one addressee - simply separate the addresses by commas. You will then be asked for a *Subj*ect.

You cannot put anything in the body of the mail using this method. Later on, you will be able to add your own message to the forwarded message and to even edit the forwarded message.

Try forwarding a message to yourself. Select folder FOLD1 and read mail #A.

MAIL> **dir fold1**	<<You should see mail #A.>>
MAIL> **read _**	<<Enter the number for #A and you will see the mail message.>>
MAIL> **forward**	<<**for** is the abbreviation.>>
To: **nameyo**	<<Please enter your own ID.>>
Subj: **forwarded mail**	<<Mail will be forwarded immediately after you press Enter key.>>

You will soon see that you have received new mail. This forwarded mail has arrived in your NEWMAIL folder. View it if you wish. You can do this on your own.

Suppose you want to keep a copy of the forwarded message. Just enter **forward/self** at the MAIL> prompt.

End of Task #10

How Private is Email, really?

The general rule of thumb is not to write anything in an email message that you can't afford to have strangers read.

Internet email is definitely not secure. Your Internet email passes through many other networks. There is generally nothing to prevent a network administrator (any network administrator!) from reading your email.

Email messages are more like postcards than letters.

Task #11 Deleting your Unwanted Email and Removing Folders

Please, please, please delete unwanted email. Mail quickly fills up precious disk space and this will in turn cause many problems for all users of the New Hampshire College computer system. **Please take the time to remove unwanted mail from your MAIL folder and from your other folders.**

You can do this in two ways. The first is to delete an email message immediately after reading it. Lets try this method.

MAIL> **dir fold2** <<Activate and look at the Subjects in FOLD2.>>

FOLD2

#	From	Date	Subject
1	*VAX002::NAMEYO*	*4-JUL-1996*	*Mail to me #B*
2	*VAX002::NAMEYO*	*4-JUL-1996*	*Mail to me #C*

MAIL> **read _** <<In place of _ , enter the # for mail #B.>>

After reading the mail message simply enter **delete, del** or **d.**

MAIL> **del** <<This will delete the last message that you read.>>
MAIL> **dir fold2** <<Let's see if it worked.>>

FOLD2

#	From	Date	Subject
(Deleted)			
2	*VAX002::NAMEYO*	*4-JUL-1996*	*Mail to me #C*

Another way to delete a mail message is to do it right after a **dir** command shows the Subjects of the mail in your folder. You can specify which mail message to delete without reading the mail first. Let's try it out.

MAIL> **dir fold1** <<Select FOLD1 and display Subjects of the email messages.>>

FOLD1

#	*From*	*Date*	*Subject*
1	*VAX002::NAMEYO*	*4-JUL-1996*	*Mail to me #A*

MAIL> **del 1** <<You can enter **delete 1, del 1** or **d 1**>>

MAIL> **dir**

FOLD1

#	*From*	*Date*	*Subject*
(Deleted)			

How to Remove a Folder

You will sometimes want to remove a folder from your VAXmail account. Lets try this out.

You will remove the folder called FOLD1. Folders can be removed at any time, even when they are not empty. The folder must also be active. You just activated folder FOLD1 by selecting it earlier in this Task (**dir fold1**).

Be very careful. The **delete/all** command that you are about to issue will remove the active folder from your VAXmail account along with all mail messages that reside in it.

Be sure that you know which folder is active. Always do a **dir** and look for the folder name in the upper right-hand corner of the screen.

MAIL> **dir fold1** <<FOLD1 should be empty.>>

MAIL> **delete/all** <<This will delete the folder FOLD1 since it is currently active.>>

MAIL> **dir/folders**

You will see that FOLD1 is missing from the folder list.

Reminder: The delete/all command removes the folder and deletes all messages in it. Be careful. Double check to know which folder is active before you issue the delete/all command. You can find the deleted messages temporarily stored in your WASTEBASKET folder.

End of Task #11

Deleting Email is an Important Responsibility

Participation in our electronic community entails certain **obligations and responsibilities.** Amongst them are freeing up VAX disk space when it is no longer needed.

Your saved email takes up disk space. As your mail piles up in your folders, free disk space for you and for everyone else using the VAX is reduced.

So as not to hit your disk space limit, please periodically delete unwanted email messages. **Thank you!**

FOR FUTURE REFERENCE: Mail Deletion Hints

You can delete groups of email messages. For example, after a **dir**, you can enter **del 3-19** which will delete messages that are consecutively numbered 3 through 19. VAXmail lets you delete messages even if you haven't read them.

FOR FUTURE REFERENCE: Recovering "deleted" Email

Once you have deleted a message from a folder, it is ***automatically*** placed in a folder named WASTEBASKET until you leave VAXmail. Thus, you have a chance to rescue a "deleted" mail message from the WASTEBASKET by selecting the WASTEBASKET folder, reading the message and then moving that message to another folder.

Here's how to do it **(but don't do this now, please):**

MAIL> **dir wastebasket**
MAIL> **read _** <<Read the # of the message you wish to rescue.>>
MAIL> **move "new_folder_name"** <<Move the message to another folder.>>

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Comments & suggestions on this guide are welcome.
seidmaro over the NHCWAN
seidmaro@nhc.edu over the Internet

Task #12 "Carbon Copies" (CC:)

A very useful feature of any email message is the ability to **copy it to one or more persons.**

You could put multiple addresses, separated by commas, in the To: portion. However, it would be difficult for the recipient to know whether she or he was the primary addressee or the copy addressee.

In this Task, you will set the "carbon copy" (cc:) facility on your VAXmail account and then send a message to seidman1 with a carbon copy to yourself.

MAIL> **set cc_prompt** <<This sets the cc: prompt for future email messages.>>

MAIL> **send**
To: **seidman1** <<This is a working email address.>>
CC: **nameyo** <<Your ID instead of nameyo. A copy to yourself is an alternative to **send/self.**>>
Subj: **cc to me**

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

CC to me **EXIT** <<Ctrl/Z to send; Ctrl/C to quit.>>

You should see notification that you have new mail.

You can **dir newmail** to view the cc: message and then you can **move** this message into your SENTMAIL folder. Here is how to do this.

MAIL> **dir newmail**
MAIL> **read _** <<The cc: message # goes in for _ .>>
MAIL> **move sentmail**
MAIL> **dir sentmail** <<Notice that the cc: message is now in the SENTMAIL folder.>>

End of Task #12

FOR FUTURE REFERENCE: CC: Facility

Sending a cc: to yourself is an alternative to the **send/self** command in task #8. If you do not wish to cc: anyone, just press the Enter key at the *CC:* prompt and it will be left blank.

To clear the cc: facility (so you no longer see the *CC:* prompt in future email messages) simply enter **set nocc_prompt** at the *MAIL>* prompt.

MAIL> **set nocc_prompt** <<This will clear the cc: facility. You can set it again later.>>

Hereafter, if you wish to cc: a particular message you can:

MAIL> **send/cc** <<This will give you the *CC:* prompt just for that message.>>

FOR FUTURE REFERENCE: Multiple To: and CC: Addresses

You can always send an email message to more than one person at a time. You may put multiple VAXmail ID's and/or Internet addresses, separated by commas, at the *TO:* and *CC:* prompts.

Here are some **fictitious** examples:

To: **smtp%"friendmy@nhc.edu", smtp%"mentormy@syr.edu", seidman1**

CC: **seidman1, smtp%"friendmy@nhc.edu"**

Task #13 VAXmail Help Facility

VAXmail has a **built-in help facility.** Try it out by entering **help** at the *MAIL>* prompt.

MAIL> **help**

You will see an explanation of what you can get help on.

At the *Topic?* prompt you can enter one of the help topics shown.

You can proceed **down** through menu levels to other subtopics and to sub-subtopics. To return **up** the menu tree, just press the Enter key without typing anything.

You may already know the mail topic that you want help on. At the *MAIL>* prompt just enter **help** followed by the topic name. For example, to get immediate help on the topic "exit," just do this:

MAIL> **help exit**

Go ahead, try it out!

End of Task #13

HELP Menu Examples

MAIL > **help** <<You type help.>>

To obtain information about all of the MAIL commands, enter the following command:

MAIL > HELP *

To obtain information about individual commands or topics, enter HELP followed by the command or topic name.

Format:

HELP [topic]

Additional information available:

/EDIT	/PERSONAL_NAME		/SELF	/SUBJECT	ANSWER	ATTACH
BACK	COMPRESS	COPY	CURRENT	DEFINE	DELETE	DIRECTORY
EDIT	ERASE	EXIT	EXTRACT	FILE	FIRST	Folders
FORWARD	GETTING_STARTED		HELP	KEYPAD	LAST	MAIL
MARK	MOVE	NEXT	PRINT	PURGE	QUIT	READ
REMOVE	REPLY	SEARCH	SELECT	SEND	SET-SHOW	SPAWN
V5_CHANGES						

Topic? <<Enter key brings you back to *MAIL*>>

Topic? **exit** << Exit gives you help on exit command.>>

Here is What You See

EXIT

Allows you to exit from MAIL. You can also exit from MAIL by pressing <CTRL/Z>. When you enter the EXIT command, any messages in the WASTEBASKET folder are deleted unless you have enetered the SET NOAUTO PURGE command.

Format:

EXIT

Topic? <<Repeated Enter keys brings you up to prior levels and back to *MAIL*>. >>

Task #14 A Better Email Editor

So far, you have been able to send multiple line email messages by pressing the Enter key at the end of each line. There is no wrap-around facility such as the kind found in modern word processors. This method is fine for composing brief email messages quickly.

However, **there is a better way to create longer email messages.** It is called **edit** and it is a full-screen text editor. You will definitely want to master it. **Edit** will allow you to go back to previous lines in order to insert text and to correct errors.

Although **edit** is a minimal text editor and not a word processor, it is still a vast improvement over the method we have been using to compose mail.

Later in this guide you will learn how to use your own word processor to compose email messages.

SEND EMAIL

At the *MAIL>* prompt enter **send/edit** (**send/edit/self** always gets you a copy)

MAIL> **send/edit** <<You can type **s/ed** as an abbreviation.>>
To: **nameyo** <<Yet another letter to yourself.>>
CC: <<Press Enter key to leave this blank.>>
Subj: **editor #A**
[EOB] <<This stands for "End Of Buffer" and designates the end-point of your file.>>

Start typing. You will see that you can advance to the next line by pressing the Enter key or if you type far enough on a line, the text editor will wrap around for you.

You can use the arrow keys to move anywhere in previously typed text. However, you **can't use your delete key**. But if you position your cursor to the right of the letter you want to delete, you can use your **backspace** arrow (the left-pointing arrow key, <—, on your keyboard) to do a deletion.

Type several lines. When you are done with your email message, simply do Ctrl/Z and then type **exit** next to the * prompt. Then press the Enter key. You will be returned to *MAIL>*. To abort the mail message enter **quit** instead of exit.

Try it now. You will receive this mail in your NEWMAIL folder.

MAIL> **dir newmail**

You will see the directory of newly received mail. Read the one called editor #A.

MAIL> **read _** <<In place of _ , enter the number of editor #A>>

REPLY to EMAIL

Now use the text editor to reply. You have just read your editor #A email, so now you can compose a reply. **You must read the email before you can use the reply command.**

MAIL> **reply/edit**	<<You can type **r/ed** as an abbreviation.>>
To: **nameyo**	<<Of course, you are replying to yourself.>>
CC:	<<Press Enter key to leave this blank.>>
Subj: Re: editor #A	<<The Subject remains but a "Re:" automatically appears in front.>>
[EOB]	<<Type the reply message that you will be sending to yourself.>>

Do a Ctrl/Z and then enter **exit** to send your reply or enter **quit** to abort the message. You should receive your reply right away. (**reply/edit/self** always gets you a copy of your reply.)

FORWARD EMAIL

Forward this editor #A email to yourself, using the text editor. You must first read the reply that you just sent to yourself.

MAIL> **dir newmail**	<<Your reply is in your NEWMAIL folder.>>
MAIL> **read _**	<<Read your reply.>>
MAIL> **forward/edit**	<<The abbreviation for **forward** is **for**. **Edit** can be **ed**.>>
To: **nameyo**	<<The forwarding address is your own.>>
CC:	<<Press Enter key to leave *CC:* blank.>>
Subj: **frwd mail #A**	<<You get to enter the subject.>>

You will see the email message you wish to forward appear in the edit screen. The cursor will be at the top of the screen and you can type any message of your own if you wish.

Many email systems automatically place the symbol (<<) in front of each line in the forwarded part of the message. VAXmail does **not**. You may wish to do this yourself for short forwarded messages.

For longer forwarded messages, you can start the first line in the forwarded part of the message with "<<" and put ">>" at the end of the last line in the forwarded part of the message. This might help the person who receives the email to distinguish the forwarded part from your part.

By the way, there is nothing to prevent you from editing the body of the forwarded message. In fact, **collaborative writing** calls for this!

To receive your own copy of an edited forwarded message that you send out: at the MAIL> prompt simply type: **forward/ed/self**. When you are done, do Ctrl/Z and then **exit** at the *.

End of Task #14

Task #15 Creating and Using a Signature File

You may want to **create a bit of stationery to go with your email messages.** This is typically called a "signature file." Here's how you do it.

MAIL> **edit sig** <<I use **sig** as the name, but you can use any name you like.>>
[EOB]

Type in what you would like to see at the bottom of you email. Here is mine. You should type in your own.

****

Dr. Robert H. Seidman
New Hampshire College Graduate School of Business
2500 N. River Road
Manchester, NH 03106-1045 USA
Phone: 603-644-3102 X3346
FAX: 603-644-3150
email: seidmaro@nhc.edu

****

When you are done typing your signature, do Ctrl/Z, then enter **exit** at the * prompt. (Enter **quit** to abort.)

The **sig** file has been created and is now saved on your portion of the VAX computer system disk. The VAX actually saves it under the name **sig.txt** for use in this and in future email sessions.

You will soon learn how you can use your **sig** file (and any other ones you create) over and over again with your mail messages.

Of course, you can create and use many different kinds of signature files that can be used for different types of email messages that you send. You will have to name each one differently (e.g., **sig1**, **sig2**, etc.).

Signature File

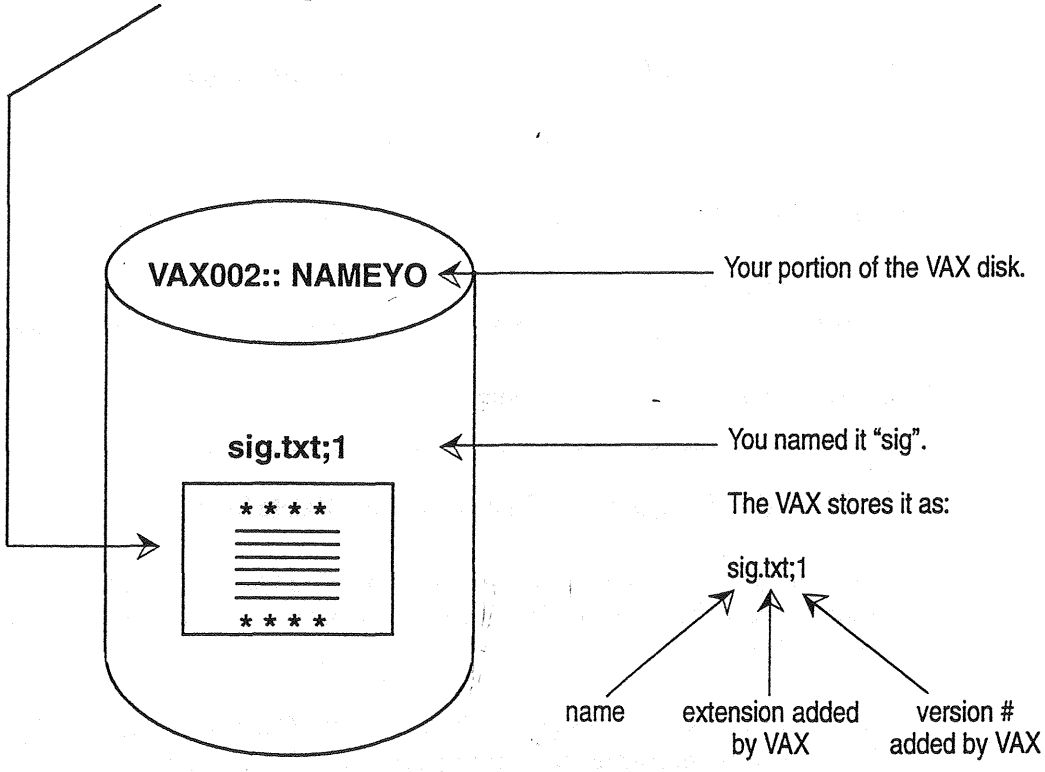
You must invoke the text editor in order to create your signature file.

MAIL> **edit sig**

```
* * * * * *
Create your sig file.
* * * * * *
```

Ctrl/Z
* **exit**

<<This saves it as **sig.txt** on your portion of the VAX disk.>>



You are now going to email to send email to yourself. **This email message will include the text of the sig file that you just created.**

MAIL> **send/edit** <<You want to send a message.>>
To: **nameyo** <<To yourself.>>
CC: <<Enter key leaves this *CC:* blank.>>
Subj: **signature mail** <<Or whatever you want.>>
[EOB]

Type any message that you want. When you are done
DO NOT do a Ctrl/Z yet.
You must first be sure that your cursor key is **under** the last line that you typed. Just press the Enter key to do this. Now do Ctrl/Z to get the * prompt.

At the * prompt, type **include sig** (or whatever the name of your signature file is) and press the Enter key.

You will see the * prompt again. Type the letter **c** and press the Enter key. Your signature file will show up. You can do more editing or send your email.

To send your mail simply do Ctrl/Z and enter **exit** at the * prompt (or enter **quit** to abort the message).

MAIL> <<You will be back at the *MAIL>* prompt.>>

You should receive the email message in your NEWMAIL folder. Look at it.

MAIL> **dir newmail**
MAIL> **read _** <<in place number of _ , enter the number for signature mail .>>

You will see your mail with your "signature."

FOR FUTURE REFERENCE: Change Sig File; Delete Sig File

To change your signature file you simply type **edit sig.txt** (or use whatever name you called it instead of **sig**) at the *MAIL>* prompt. Then see Task #14 on how to use the text editor and how to save the changed file.

You can always delete your signature file at any time. Get to the *NAMEYO->$* prompt from *MAIL>* by doing Ctrl/Z. At the *NAMEYO->$* prompt, enter **dir sig*** which shows all of the versions that are stored. Then enter **delete sig.txt;*** (or whatever you named it instead of **sig**). You must use **.txt;*** after the file name in order to delete all versions of **sig.txt**.

End of Task #15

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Comments & suggestions on this guide are welcome.
seidmaro over the NHCWAN
seidmaro@nhc.edu over the Internet

Task #16 Distributing Email to Many Recipients

You may wish to send the same email message to many persons. Of course, you could simply type all of their addresses at the *To:* prompt, separated by commas.

However, you might wish to keep a list of these addresses so that you can distribute mail to them on other occasions. Instructors may wish to send announcements to their students and students may wish to send announcements to other students in their study groups for example.

Here's how to build a distribution list of addresses and how use this list to distribute mail.

MAIL> **edit list1.dis** << Of course, you can use any name you like. But, you must use **.dis**.>>
[EOB]
! This is my mailing list called list1.dis <<The ! means that what follows on the line is a comment.>>

nameyo <<please use your own id>>
seidman1 << it's OK to use this address>>
<<More addresses could follow. Internet addresses must be: **smtp%"** ".>>

Now, just do Ctrl/Z and then enter **exit** at the * prompt (**quit** to abort). These addresses are now saved in a file called **list1.dis**.

Now that the distribution list is created and saved, use it to distribute mail.

MAIL> **send** <<You can, of course, use **send/edit**.>>
To: **@list1.dis** << Notice that you must put the @ sign in front of the list name.>>
CC: <<Press the Enter key to leave this blank.>>
Subj: **mailing to list1** <<Or any subject you wish.>>
Enter your message below. Press Ctrl/Z when complete, Ctrl/C to quit.

message to list1 people <<One line is fine.>>

Ctrl/Z sends the message to the list of addresses. You should get one of the messages in your NEWMAIL box since your address is on the distribution list. Check it if you wish. You can do this on your own. Note that the *To:* portion of the distributed mail message is: **@list1.dis**.

MAIL> **dir newmail** <<Go ahead and check your distributed mail message.>>

If your address wasn't on this distribution list, **s/ed/self** gets you a copy.

End of Task #16

Here's What Happened in Task #16

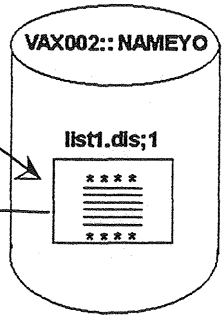
1. Create an address distribution list.

MAIL> **edit list1.dis**

Add your own address here to receive a copy of the mail. ---------->

! List1 Addresses here

MAIL> <<Do Ctrl/Z.>>
*** exit**



2. Distribute your mail message to the list.

MAIL> send <<You can do **send/edit** if you wish.>>
To: **@list1.dis**
Subj: **anything**

message here

MAIL> <<Do Crtl/Z. This sends copies to list addresses.>>

FOR FUTURE REFERENCE: Edit your Distribution List & Purge Old Versions

You can always add, delete or correct the addresses in **list1.dis** (and in other distribution lists as well) by simply entering **edit list1.dis** at the *MAIL>* prompt or at the *NAMEYO->$* prompt.This lets you edit the latest version of the list. When you are done editing, do Ctrl/Z and then enter **exit**. This creates a new version of the list. **dir list1*** at *NAMEYO->$* shows all versions of **list1**.

If you make a lot of changes over a period of time, you should periodically purge distribution lists. **Purge list1.dis** at the *NAMEYO-> $* prompt deletes old versions but keeps the most recent one.

FOR FUTURE REFERENCE: Creating a Crude Address Book

Suppose your friend Blake Verona has a very long Internet address:

smpt%"blake.verona.friend.784.ficticious.sunset.cruise@lsukdr.unix.compsci.edu.ca"

If you send lots of mail to Blake you might not be happy about typing this lengthy address at the *To:* prompt each and every time you send him mail.

Solution: Create a distribution list called **blake.dis** that has this address (see above) in it You now need only enter **@blake.dis** at the *To:* prompt.

Task #17 Download an Email Message from VAXmail to your PC

You may wish to **bring an email message to your own PC disk.** You might want to do some extensive editing with your own word processor or you might want to print the message out in its entirety and not page-by-page with the ScreenPrint key. Here's how to download mail.

Downloading mail is a two-step process.

1.) You must first ***read*** the mail message and then ***extract*** it into a VAX text file. This file is saved on your portion of the VAX disk.

2.) You must ***transfer*** (ftp) this VAX file from the VAX disk to your own PC (C: or A: drive).

STEP 1

Choose the piece of mail that you received in task #14 called **editor #A**. It should be in your MAIL folder. Then, read the mail message.

MAIL> **dir mail**

The MAIL Subject directory appears on the screen.

MAIL> **read _** <<Read, where _ is the number of editor #A mail message.>>

The mail message will appear on the screen.

MAIL> **extract/noheader hold1** <<You can use any file name you like instead of **hold1.**>>

This creates a VAX file of the mail message but without the header material such as To:, CC: and Subj:. The body of the mail message is saved under the name **hold1.txt** on your portion of the VAX disc.

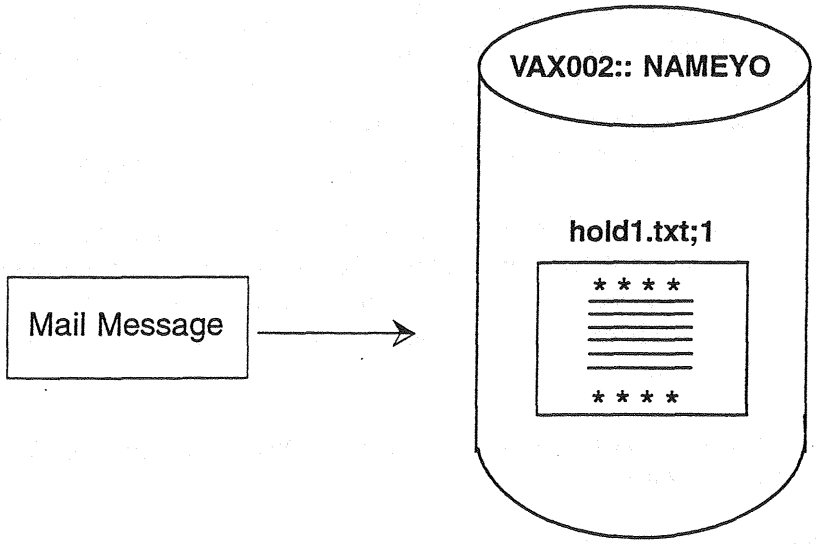
You must now log-off from both the VAXmail facility and the VAX.

MAIL> <<Do Ctrl/Z. This brings you to the $ prompt.>>

NAMEYO-> $ **lo** <<**logoff** or **lo** brings you back to your own PC.>>

Step 1

MAIL> **read _** <<Read the mail message.>>
MAIL> **extract/noheader hold1** <<Turn mail into a file hold1.>>



FOR FUTURE REFERENCE: Extract (keeps the header)

If you enter **extract hold1** instead of **extract/noheader hold1**, the *To:, CC:* and *Subj:* portions of the mail message will be included, along with the body of the mail message, in the resulting VAX text file. You may need this information for various reasons.

FOR FUTURE REFERENCE: Deleting Extracted Files

Even if you use the same file name to extract many different mail messages, different versions of the same named file are saved on your VAX disk portion. Please periodically delete ***all*** versions of these files. Here is how.

MAIL> <<Do Ctrl/Z. This will take you back to the NAMEYO-> $ prompt.>>
NAMEYO->$ **dir hold1.txt** <<Lists all versions of **hold1.txt** files saved in your VAX account (e.g., **hold1.txt;1**, **hold1.txt;2**, etc.).>>

NAMEYO->$ **del hold1.txt;*** <<Use the name you chose for this file and include the **.txt;*** extensions. **Purge hold1.txt** deletes all but the latest version.>>
NAMEYO->$ **mail** <<You can return to VAXmail from the $ prompt by typing: **mail**.>>

FOR FUTURE REFERENCE: Computer Viruses on Your Floppy Disks

Whenever you insert a floppy disk into a lab computer, you run the risk that it will get contaminated with a computer virus. Always check your floppy disks for viruses before you use them in your own computer. Viruses can and do spread very easily and quickly.

There are many good antivirus software packages on the market. An investment in one will very likely pay off big time!

Step 2

Now you must initiate an **ftp** (file transfer protocol) session.

Office Computer: Two ways. **1.) DOS environment.** If you reboot your computer, Select "DOS Network Access" from the startup menu. This will put you at the *C:>* prompt on your computer. However, you may already be at the C:> prompt. In any case, from the C:> prompt you type **ftp vax002** and press the Enter key. You will connect to the VAX and see an *ftp>* prompt. **2.) Windows environment.** Minimize your current screen and open the LAN WorkPlace group from the Program Manager window. Double click on the FTP icon and enter **open vax002** at the *ftp>* prompt. Both **1.)** and **2.)** connect you to the VAX and another *ftp>* prompt. See below.

Computer Labs: Two ways. **1.) Windows environment.** Minimize your current screen and double click on the FTP icon in the Internet window. Enter **open vax002** at the *ftp>* prompt. **2.) DOS environment.** In some labs you will have to reboot and then select the "native TCP/IP" from the lab menu. The Internet access menu tells you how to select VAX. At the *Internet>* prompt enter **ftp vax002**. Both **1.)** and **2.)** connects you to the VAX and another *ftp>* prompt. See below.

[For your information, **vax002.nhc.edu** is the full name of the NHC VAX computer. You can use the abbreviation, **vax002**, only from the NHC WAN.]

220 VAX002 FTP Server (Version 3.3) Ready.
Remote User Name: **nameyo** <<Enter your own ID.>>
Remote Password: <<Enter your password.>>
ftp> **dir** <<This will list all the files in your VAX directory.>>

Notice that the mail message that you saved as VAX file **hold1** is stored as **HOLD1.TXT;1**. You need to access it by its full VAX name (include the **.txt** extension, but ***not*** the version # **;1**).

ftp> **get hold1.txt** <<If you do not specify a path on your PC, the file will be placed in the currently active directory on your PC, possibly C:\ or Internet:\. Use Windows File Manager, File, Search to locate it.>>

98 bytes transmitted in 1 second (98 bytes/s) <<Size and speed will differ for your file.>>

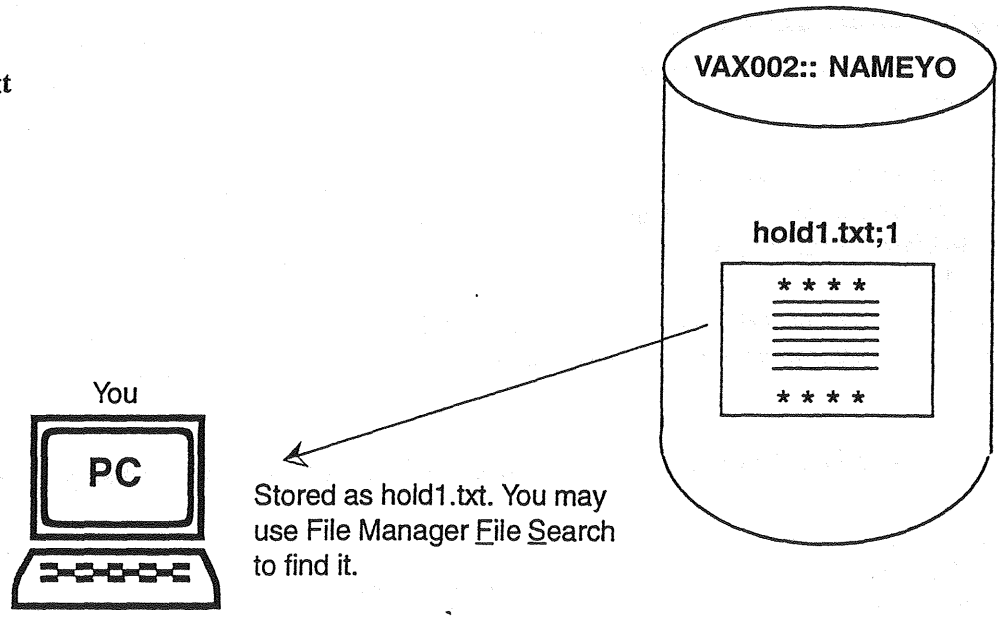
ftp> **bye** << **bye** or **quit** is how you get out of **ftp** and return to your own PC.>>

You can now use your own word processor to view and edit this file (mail message). If you are in the Windows environment, you should open the minimized tnvt220 icon and finish your email session.

End of Task #17

Step 2

ftp> **get hold1.txt**



ftp> **bye**

FOR FUTURE REFERENCE: Where to Save Your Extracted Mail Message

By not specifying a path on your PC, the ftp facility will automatically store the extracted file in the currently active path. This will likely be on the C: drive. For some (especially Lab users) it might be best to store the file on your own floppy disk. Otherwise, you might end up leaving the extracted email message on the lab computer C: drive for others to see.

To load the extracted file onto your a: drive floppy disk:

ftp> **get hold1.txt;1 a:** <<The VAX file is stored as **hold1.txt** on your floppy disk.>>

For office computer users, you may wish to send this VAX file straight to the directory that your word processor is in. Suppose, your word processor is located in directory called **C:\amipro** and your documents are stored in the C:\amipro subdirectory called **doc**.

ftp> **get hold1.txt c:\amipro\doc** << **hold1.txt** will be stored in this path.>>

Task #18 Upload a File from Your PC to the VAX to Send as Email

You will probably want to ***use a regular word processor to create a message*** that you wish to email to someone. Here is how to do this.

Create your message on your word processor and save it as a text file (sometimes called DOS text or ASCII mode). Unfortunately, text files are not saved with the stuff that makes word processors appealing: **bold**, underline and other *fancy* **formatting**. Later, you will learn how to send formatted files (called binary files) by ftp to other computers.

Determine where the file that you created resides in your directory system. Let us say that it resides in directory path C:\amipro\docs and is called **mytext**. It could just as well be on your floppy disk in the a: drive.

Now, see the Task #17 Step 2 instructions for starting ftp. Here is what you see when you start up ftp:

220 VAX002 FTP Server (Version 3.3) Ready.
Remote User Name: **nameyo** <<Your own ID please.>>
Remote Password: <<Your password.>>

If you misspell your ID or your password, you will be thrown into an *ftp*> prompt anyway. Here's what to do at this prompt:
ftp> **close** <<This will result in another *ftp*> prompt.>>
ftp> **open vax002** <<You will be asked for your ID and password again.>>

ftp> **put c:\amipro\doc\mytext** <<You must use **your own** full path and file name.
If **mytext** is on a floppy disk in drive a: you enter **put a:mytext.**
At the next *ftp*> prompt you can enter **dir mytext*.**>>

3595 bytes transmitted in 1 seconds (3595 bytes/s) <<Size and speed will differ for your file.>>

ftp> **quit** <<**bye** or **quit** is how you get out of ftp and return to your own PC.>>

A copy of your file (**mytext**) has now been uploaded to the VAX and renamed **mytext;1** (renamed on the VAX disk - not renamed on your PC). This file is now available to send via VAXmail. But, first you must ***telnet*** back to the VAX. To do this, see **Task #0**.

After you telnet to the VAX, you will see the *Welcome* screen.

Welcome to NHC VAX4000/VMS V5.5-2

Username: **nameyo** <<Of course, you will enter your own ID.>>

Password: <<Carefully enter your password - it will not show on the screen>>

Welcome to VAX/VMS version V5.5-2 on node VAX002

NAMEYO-> $ **mail** <<This is your $ prompt. Your ID will appear in the prompt instead of *NAMEYO*. Enter **mail** to get to the VAXmail system.>>

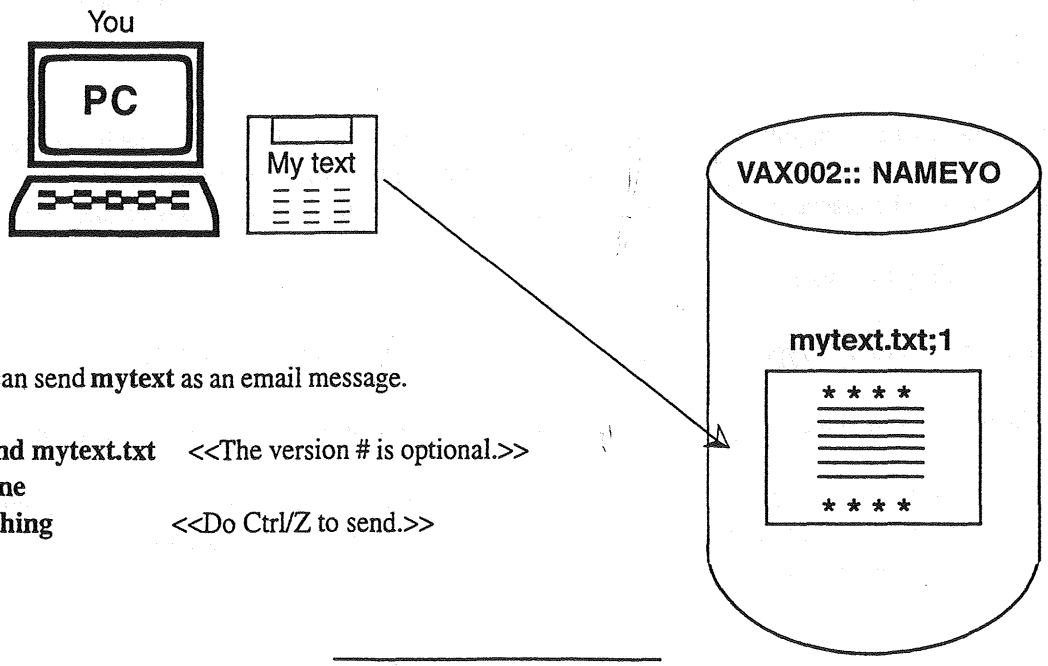
You can now send this VAX text file called **mytext** as an email message.

MAIL> **send mytext** <<You can **edit** this file by entering **send/edit mytext**>>
To: **nameyo** <<Your own address please.>>
Subj: **uploaded mytext file** <<Or whatever Subject you want. To send, press Enter. You do ***not*** need to do Ctrl/Z>>
MAIL>

Your mail should arrive in your NEWMAIL folder. Check it out.

Example: Uploading "a:mytext" from your Floppy Disk & Sending it as Email

ftp> **put a:mytext** <<Be sure floppy disk is in the a: drive of your computer. If you typed **put a:mytext xyztext**, "mytext" would have been saved under the new name "xyztext.txt" on the VAX.>>



Now you can send **mytext** as an email message.

MAIL> **send mytext.txt** <<The version # is optional.>>
To: **someone**
Subj: **anything** <<Do Ctrl/Z to send.>>

End of Task #18

Task #19 VAX Phone Utility

It is possible to "talk" via keyboard to anyone who has a NHC VAX account and is currently signed onto the NHC WAN. You **cannot** use this phone utility to "call" anyone outside of the NHC WAN nor can anyone outside of the NHC WAN "call" you. Nevertheless, it is sometimes a useful thing to utilize, especially for someone who is using the system at a great distance (beyond a local telephone call).

To initiate a call:

A. Get to the $ prompt (do a **Ctrl/Z** if you are in Mail). Enter **show users** at the $ prompt. This will display the VAX ID's of all the current users of the VAX WAN. Some of these users may be logged on but are not paying attention to their computer (they may be doing other things on their computer or may be away from their desks) - so you may not get an answer to your call.

B. At the $ prompt simply enter: **phone user_name** where "user_name" is the VAX ID of the person you wish to call. You will immediately be placed into a split screen. The very top line will tell you that the person you called is being rung. If no one answers just press the space bar and you will be at the Phone% prompt. Then enter **exit** to get back to the $ prompt.

C. When someone answers your call, you will be able to type in the top half of the split screen. The person you are calling will type in their top half of their split screen which will show up on the bottom half of your split screen.

Both of you can actually type at the same time. However common courtesy calls for only one person to "speak" at a time. When you are finished with your sentence(s) simply type / to indicate that you are done with your current thought. At the end of your conversation simply type /// to indicate that you are signing off. Your backspace arrow (←) will delete characters to the left.

D. To quit the phone utility, simply press **Ctrl/Z** and the type exit at the Phone% prompt.

To answer a call:

When someone calls you, you will see a message notifying you of the call. You may be in the mail facility. To answer the call you must exit the Mail facility (do a **Ctrl/Z**) and get to the $ prompt. There, you simply type **answer**. You will be placed in the Phone facility and connected to the person who is calling you.

Try Phone by calling yourself:

A. Get to the $ prompt. Type **phone nameyo** where "nameyo" is your own VAX ID.

B. When the phone rings it is answered automatically since you are calling yourself this time.

C. Your name appears in both the top and bottom halves of the split screen since you are calling yourself. Enter a sentence. Both halves of the split screen show your sentence. To hang-up simply do **Ctrl/Z** and then type **exit** at the phone % prompt.

Disabling and enabling the Phone utility:

There could be times when you may not wish to be interrupted by phone messages. The command "set broadcast" can be used to disable and enable the Phone utility.

A. **To disable the Phone utility**: At the $ prompt simply type: **set broadcast = nophone**

B. **To enable the Phone utility**: At the $ prompt simply type: **set broadcast = phone**

% VAX/VMS Phone Facility 24-September-1996

NAMEYO

So, how goes things with you?/

Hey, good luck!! :)) ///

STUDENSA

Ok. I'm studying hard for my midterm exams. /

Thanks. See you later. ;) ///

End of Task #19

Task #20 Mailing Lists

Now that you have mastered email basics, try out one of the most interesting uses of email: mailing lists. ***You can master mailing lists on your own. Just carefully read through this task first.***

Fundamental List Concepts

You absolutely must understand the concepts underlying mailing lists, otherwise, you will not be able to use mailing lists correctly. The concepts are actually quite simple.

Think of a "snailmail" (U.S. Postal Service) mailing list that you might be on. For instance, you might receive junk mail from retail stores. You might receive newsletters from organizations.

The major difference between Internet mailing lists and "snailmail" mailing lists is that **all** persons on an Internet mailing list (called the list) can send mail messages to **all** other persons on the list at the very same time!

There are **thousands** of mailing lists on the Internet. All across the Internet, there are computers that contain software to manage these mailing lists. The software is often called **Listserv**.

Some lists are ***moderated*** by humans (the "***owner***" of the list). This means that the list "owner" determines what messages get ***posted*** to the entire list. Thus, list messages are screened. However, most lists are unmoderated (i.e., no one screens the postings). You can start your own Internet list. But, this is beyond the scope of this guide.

List and Listserv Addresses

Here is a ***fictitious*** illustrative example. **Flags** is not a list that is currently in existence.

Suppose that **nameyo@nhc.edu** (i.e., you) and **seidman1@nhc.edu** are both on a list called **flags,** along with many others persons. This list is about flags of the world and is maintained by a UNIX computer in Washington, DC.

The **list address** (i.e., the address to post mail that will go to the entire list) is:

flags@washdc.com

The **list manager's address** (i.e., the address of the listserv software) is:

listserv@unix.com

Notice that these two addresses are different!

This page has been left intentionally blank.

Comments & suggestions on this guide are welcome.
seidmaro over the NHC WAN
seidmaro@nhc.edu over the Internet

Here's How Lists Work

Follow these steps:

1. **seidman1@nhc.edu** posts to the list (i.e., sends a message to all members of the list) by using the ***list name***: **flags@washdc.com** in the address of the email message.

2. The UNIX computer for the **flags** list receives this message, knows that it is meant for the entire list, duplicates the message and then relays it to all other members of the list (including the sender, **seidman1@nhc.edu,** since this address is on the list).

3. This message arrives in your NEWMAIL folder. You can read it. You can then:

   a.) Reply now (***post***) to the entire list (just **reply** as in previous tasks). The reply will actually go first to UNIX computer because the address you used is the list name **flags@washdc.com.** This is called a "public" reply.

Alternatively, or in addition, you can:

   b.) Reply ***only*** to the person who sent the message. The address to use is **seidman1@nhc.edu,** the author of the email message that you and the rest of the list received. This is called a "private" reply.

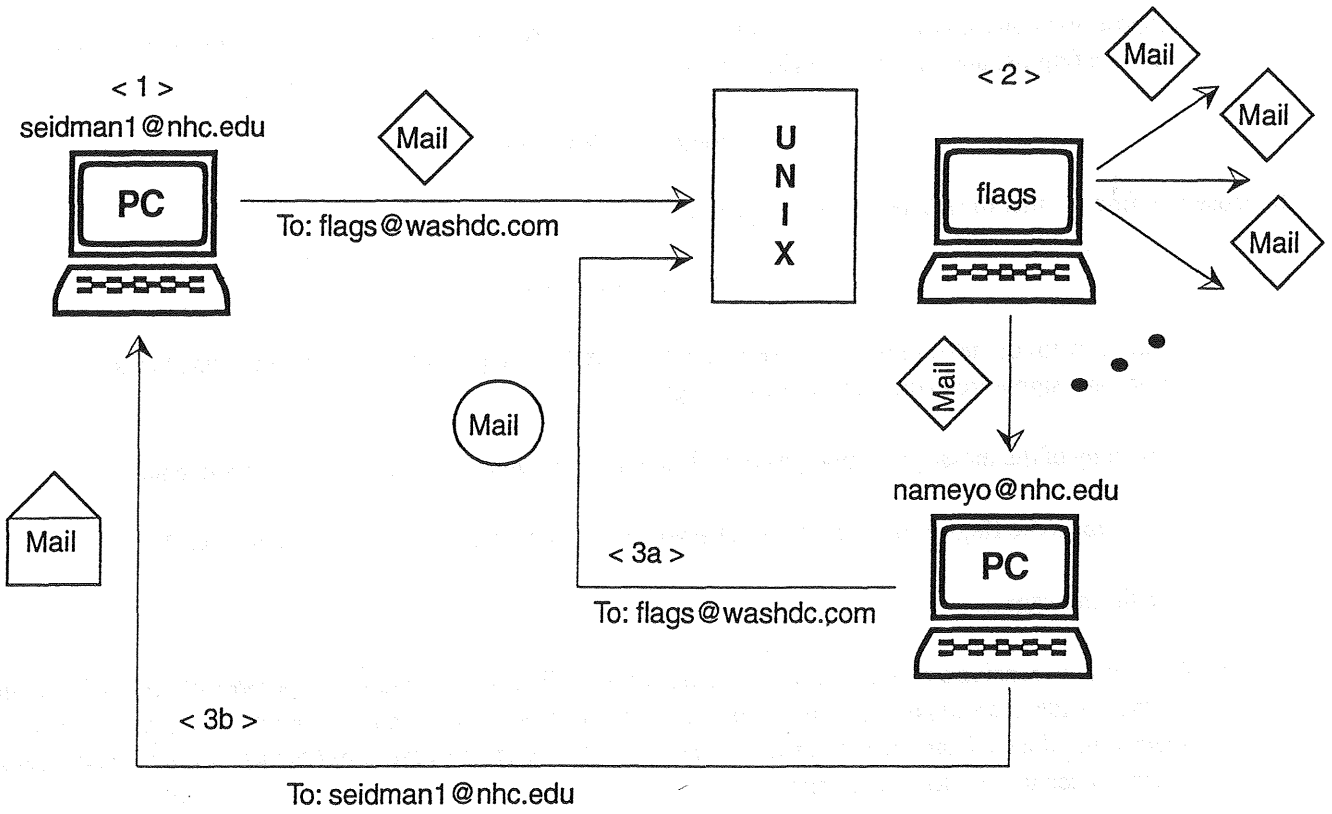
4. There will be occasions when you will wish to communicate directly with the **Listserv** software that handles the mailing list. For example, you can give the Listserv commands to delete your name from the list or temporarily suspend sending mail to you while you are away. You can do so by sending email to the ***listserv address***: **listserv@unix.com**. More about this later.

FOR FUTURE REFERENCE: Use the Appropriate Address When Posting to the List

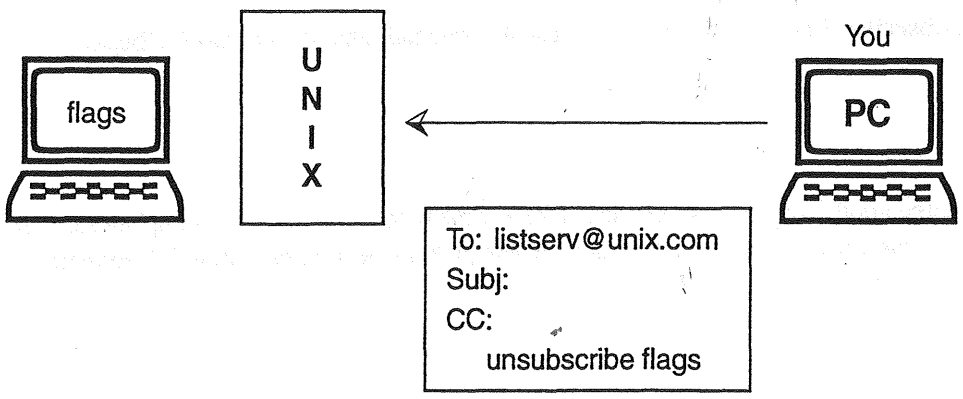
Private replies should **not** go out to the entire list. Communications with the Listserv software should **not** go out to the entire list. This is a very frequent problem with mailing lists.

FOR FUTURE REFERENCE: Delete Unwanted List Mail

Some lists have a great many posts. This means that your email box can fill up very quickly. **Please, please, please delete unwanted mail** and terminate your subscription to nuisance lists. This Task tells you how to "unsubscribe" to mailing lists.


< 1 >
seidman1@nhc.edu
PC
Mail
To: flags@washdc.com
UNIX
< 2 >
flags
Mail
Mail
Mail
Mail
Mail
nameyo@nhc.edu
PC
< 3a >
To: flags@washdc.com
Mail
< 3b >
To: seidman1@nhc.edu

< 4 >


flags
UNIX
You
PC
To: listserv@unix.com
Subj:
CC:
unsubscribe flags

Subscribing to and Unsubscribing from Mailing Lists

Follow these steps to ***subscribe*** to a list:

1. Suppose someone gives you the list address of a list that you decide to subscribe to. Let's say that it is the fictitious **flag** list and that the flag ***list address*** is:

   flags@washdc.com

Suppose you find out that the ***Listserv address*** for flags is:

listserv@unix.com

2. Address an email message to the Listserv address, **listserv@flags.com**. Leave the Subj. line blank. Do not include any signature in the body of the message.

3. In the body of the message simply type (its OK to mix upper and lower case in Listserv commands):

   subscribe flags Your Name <<Use your own name. Sometimes **flags** is not needed.>>

4. Send the message.

5. You will soon receive a message from the Listserv for the **flags** list explaining the purpose of the list. It will give you the list address and information on commands that you can send to the Listserv software, such as how to delete your address from the list. ***Be sure to keep this first mail message about the list you have just joined.*** You may need to refer to it in the future.

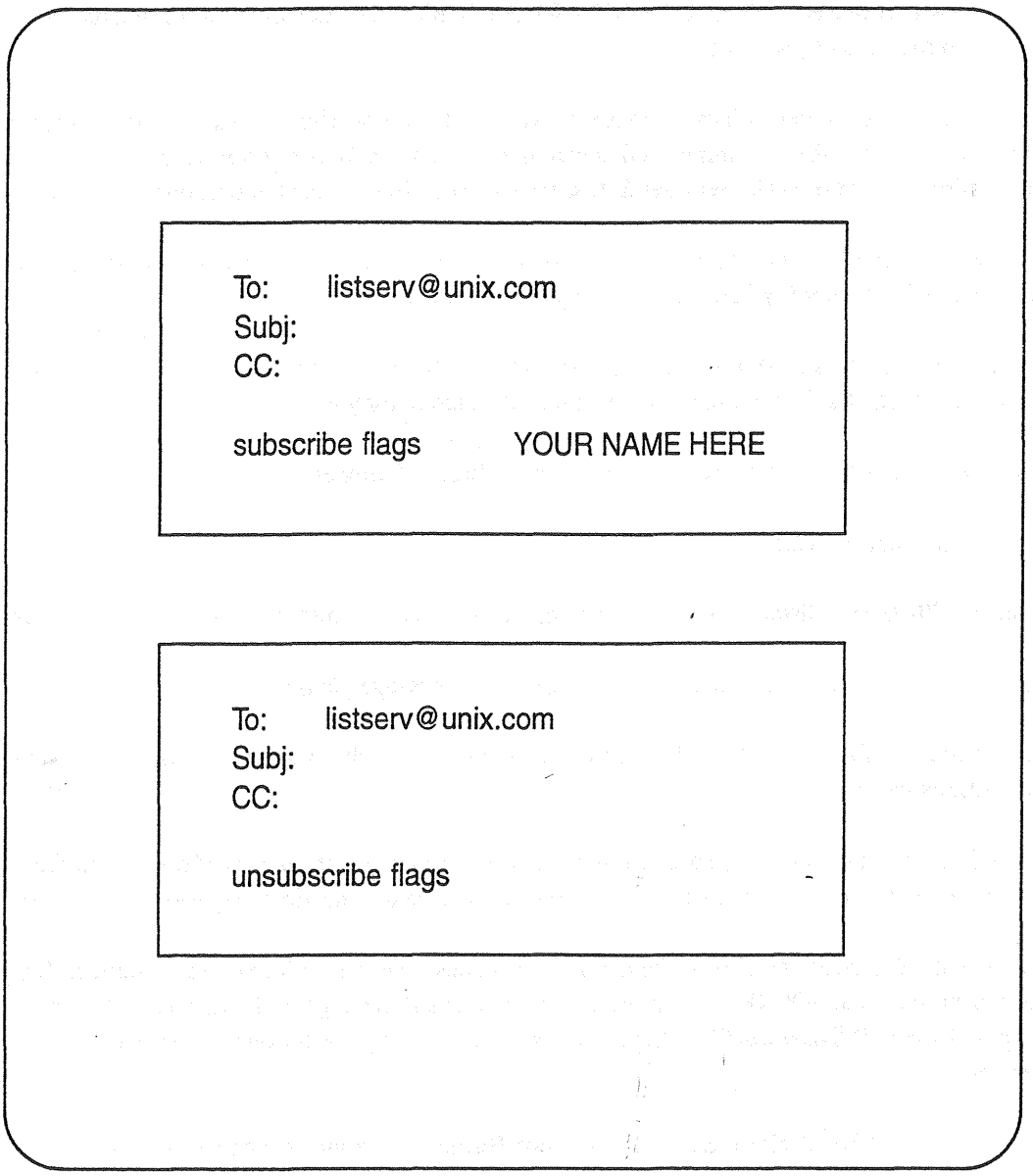
Follow these steps to ***unsubscribe*** from a list:

1. Typically, deleting your address from a list is as easy as subscribing to a list. Address an email message to the Listserv address (**listserv@unix.com**) with no Subj: and no signature. In the body of the email message simply type:

   unsubscribe flags <<The list may use a command other than **unsubscribe**.>>

Good List Form

It is generally considered good form to "lurk" on the list for a while before you post. "Lurking" means to receive and read postings so that you can get a flavor for the list etiquette and pick up the different "strands" (sometimes called "threads") of the postings.


To: listserv@unix.com
Subj:
CC:
subscribe flags YOUR NAME HERE
To: listserv@unix.com
Subj:
CC:
unsubscribe flags

Searching Cyberspace for Lists to Join

There is a special listserv called, LISTSERV@LISTSERV.NET, that finds mailing lists for you & then subscribes you to the lists of your choice!

There are thousands of Internet lists. Suppose that you want to know whether there is a list on a topic that you are interested in. There are a number of computers that maintain a ***list of available mailing lists***. The two most popular ones have Internet addresses: **listserv@listserv.net** & **listserv@bitnic.bitnet**. I use the first one in this example.

You can send an email message to this Listserv to discover lists on any topic that you choose. You can tell this Listserv to search its ***list of mailing lists*** for lists on a particular topic.

You will receive, by email, the results of this search along with instructions telling you how to go about subscribing. You can subscribe through the Listserv that just found the information for you!

Suppose you wish to see if there are lists on the subject of ***soccer.***

1. Address an email message to:

   smtp%"listserv@listserv.net" <<Another such server is **smtp%"listserv@bitnic.bitnet"**>>

2. Leave the Subj: blank. No signature in the body of the message please.

3. Your message will consist of one line (you can, of course, search for any topic you want instead of soccer): **list global/soccer**

4. You will receive a mail message back from this Listserv giving you the names of the lists having to do with soccer (or whatever you typed instead of soccer). This may take some time.

5. Notice that the Listserv that keeps the list of Lists makes it very easy for you to subscribe. Suppose that you want to subscribe to SOCREF-L. Simply compose an email message to the Listserv address: **smtp%"listserv@listserv.net"** without a subject and with only the following command in the body of the message:

   SUBSCRIBE SOCREF-L Your Name <<Your own name here>>

I realize that the instructions you got do not include adding your full name to the subscribe command. However, most lists want your name and will not add you unless you provide it. SOCREF-L is such a list.

6. You will be added to the SOCREF-L list and will receive instructions on how to contact the list's Listserv and how to post to the list (i.e., the actual list address).

It turns out that the SOCREF-L Listserv address is: **LISTSERV@URIACC.URI.EDU** and the SOCREF-L list address is: **SOCREF-l@URIACC.URI.EDU**. When sending a message, you must enclose these addresses inside of the double quotes of smtp%: **smtp%"**

Date: Thur 4 July 1996 17:10:12 +0200
From: "L-Soft list server at SEARN (1.8b)" <LISTSERV@SEARN.SUNET.SE>
To: NAMEYO@NHC.EDU
Subject: File: "LISTSERV LISTS"

Excerpt from the LISTSERV lists known to LISTSERV@SEARN.SUNET.SE on 4 Jul 1996 17:10
Search string: SOCCER

```
**************************************************************************
* To subscribe, send mail to LISTSERV@LISTSERV.NET with the following *
* command in the text (not the subject) of your message:          *
*                                                                 *
*                  SUBSCRIBE listname                 *
*                                                                 *
* Replace 'listname' with the name in the first column of the table. *
**************************************************************************
```

Network-wide ID	Full address and list description
AYSO-L	AYSO-L@UICVM.UIC.EDU AYSO Soccer list
MUFC	MUFC@IUBVM.UCS.INDIANA.EDU Manchester United Football Club (soccer)
SOCCER-L	SOCCER-L@UKCC.UKY.EDU Soccer Boosters List
SOCREF-L	SOCREF-L@URIACC.URI.EDU Discussion of Topics for Soccer Referees

If you wish, decide on a topic and try it out. Have fun!

End of Task #20

VII. Cruising the Internet: Finding Information

The Internet connects millions of computers, all over the world, through communication links. Taken together, these computers contain a vast amount of information and much of this information is available **free** to anyone on the Internet. **But, you have to know how to find it!** The following Tasks will help you do this.

Start out by learning how to search a library card catalog for books and documents. This exercise will illustrate the **telnet** feature that allows you to log onto someone else's computer and use it as if it was your own. Next, learn how to transfer files to your own local computer from other computers, and visa versa, using file transfer protocol (**ftp**).

Next, learn how to use some Internet **search** facilities to locate and obtain information. Then, learn how to use **ftp** and **gopher** together to search for and download information to your own computer for your own use.

There are a number of search facilities that we can use to look for specific information around the world. These search facilities are not clients on the New Hampshire College computer system (i.e., the software does not exist on ourNew Hampshire College computer WAN). Thus, we must **telnet** to a computer that has these facilities. Fortunately, there are many computers that make these facilities available to anyone who wishes to use them.

Trying out these Internet tools on your own is the **key** to understanding and learning how to use them. Thus, the Tasks that follow have been designed merely to get you started.

Task # 21 Telnet - Connecting to other Internet Computers

The telnet concept is very simple. **Telnet** is a client (ie., software on your computer) that allows your computer to connect with another computer. After making the connection, you can then use (as your own) resources that are available on the other computer.

You already do this when you telnet to the New Hampshire College VAX (**vax002** from the New Hampshire College LAN or **vax002.nhc.edu** from outside the LAN) for your email.

You must have the address of the computer to which you wish to connect (telnet) to. Addresses are very much like email address but without the information to the left of the @.

This exercise has you connect to a computer that contains the entire New Hampshire College Shapiro Library catalog. Using the software resident on the server computer you can search this catalog to determine the availability of a book (amongst other things).

GMILCS (Greater Manchester Integrated Library Cooperative System)

1. Start up your telnet client as you did in Task #0. But, instead of using the New Hampshire College VAX computer address (vax002) use the address: **gmilcs.nhc.edu**

2. At the gmilcs prompt, enter: **nhcpub** << this is a public id>>

Number 3 below shows only if your terminal emulation is not set correctly.

3. At the "Is this okay?" prompt, enter: **yes** <<confirm the terminal type that your computer is emulating: vt100 or vt220>>

---

4. At the **Welcome to Dynix** screen, enter **q**

5. At the **WELCOME to DYNIX DOOR - Directory of OnLine Resources** screen press the **Enter** key.

6. The menu will appear: **Public Access Catalog**

7. Go ahead and try out various items on the menu. Search for a book if you wish. Various instructions can be found at the bottom of the screen. **You can always return to this screen from other screens** by entering **so** (which stands for "start over").

8. **Quitting GMILCS:** Get back to the Pubic Access Catalog screen (so) and then select the number for " **Quit Searching** ." You will be back at the DYNIX DOOR screen.

   At the **DYNIX DOOR** screen, enter **finale** (upper or lower case is OK). Type carefully since this word does not show up on your screen. You are back to LAN WorkPlace.

   [If you used DOS to telnet, you are back at the ftp prompt. Enter **close** to terminate the GMILCS connection. You can now enter **open <address>** to telnet to another site. Or, enter **quit** to end your telnet client session.]

9. Try the U.S. Library of Congress telnet site at: **locis.loc.gov**

   Hope you had fun!! :))

Try These Telnet Sites

Site	Address
NASA SpaceLink	spacelink.msfc.nasa.gov <<log in as **guest**>>
CARL (Colorado Alliance of Research Libraries)	pac.carl.org <<log in ass **PAC**>>
Weather Services	downwind.sprl.umich.edu 3000
ECHO (European Commission Host Organization)	echo.lu <<log in as **ECHO**>>

End of Task #21

Anonymous Telnet Sites & Escaping from a Telnet Session

To telnet to some sites you need to have not only the address of the computer but the ID and password. In the GMILCS case you were told that the ID was **nhcpub** and that you didn't need a password.

Many telnet sites are called "anonymous" telnet sites. That is, they require **anonymous** as their ID and typically want you to enter your email address as the password.

Sometimes, you may get lost in a telnet session and wish to quit. Often, when you log onto a telnet site you are told just what the escape routine is. It is likely to be "^]" which means that you must press the **Ctrl** key together with the] key. It is a good idea to write the escape routine down!

There is another way to escape from a telnet session: press the **Alt** and the **T** keys together (denoted by **Alt/T**). This suspends your current New Hampshire College client telnet session. Then, enter **quit** to terminate your telnet session.

Failed Telnet and Bailing Out

Attempting to telnet

If you try to telnet to an incorrect address, you might be placed back in the telnet> prompt. Simply type **close** to quit the telnet attempt. This keeps you in the telnet> prompt so that you can try again: **open xxx.**

To quit the telnet client, simply enter: **quit** at the telnet> prompt.

Bailing Out of a Telnet Session

Generally, you will be told by the host computer what it takes to get out of a telnet session. Whatever it is, write it down!! Typically it is the **ctrl** and] keys together.

Multiple Simultaneous Telnet Sessions

Yes, this is possible. You can telnet to another computer and then, while you are still connected, telnet to a second, third, fourth, ... computer. Don't make a practice of doing this since when you are logged on to a host computer but not using it, you may be preventing someone else from logging on to it.

Here's how you can do it:

A. While you are in a telnet session simply press the **Alt** & **T** keys together (**Alt/T**). This suspends your current telnet session.

B. At the prompt you can enter **sessions** to see your current telnet connections.

C. To start up a new telnet session enter **open xxx** at the telnet prompt. <<**xxx** is the address you want to connect to.>>

D. At any time, you may resume a previous telnet session by simply suspending your current session (**Alt/T**) and noting the numbers corresponding to the telnet sessions that are open. Then enter **resume #** where # is the number corresponding to the telnet session that you wish to resume. E.g., **resume 3** puts you back in telnet session #3.

E. Suppose you have multiple telnet sessions open and want to quit #3. **Alt/T** and then simply enter **quit 3**. If you wish to quit all telnet sessions: **Alt/T**, then enter **quit** and answer **yes**.

Task #22 FTP for Downloading and Uploading Files

Although telnet allows you to connect to other computers in order to use their resources, it does **not** allow you to upload and download files. However, your **ftp client** does! Ftp stands for "**f** ile **t**ransfer **p**rotocol."

Like telnet, the concept here is quite simple.

****

Download: Connect via ftp to another computer. Navigate to the folder (directory) where the file you want is located. Download that file to your own computer.

Upload: Connect via ftp to another computer. Navigate to the folder (directory) where you want to put your file. Upload your file from your own computer.

****

Ftp is a very useful tool. Suppose that you have a "written" assignment to hand in to your instructor. You could type it up on a word processor, print it, and then hand it in. On the other hand, you could just give your instructor a floppy disc with the assignment file saved on it. However, with ftp, you can **directly send** the assignment to your instructor's computer without ever dealing with paper or a floppy disc. This also applies to a computer assignment such as a spreadsheet or a computer program.

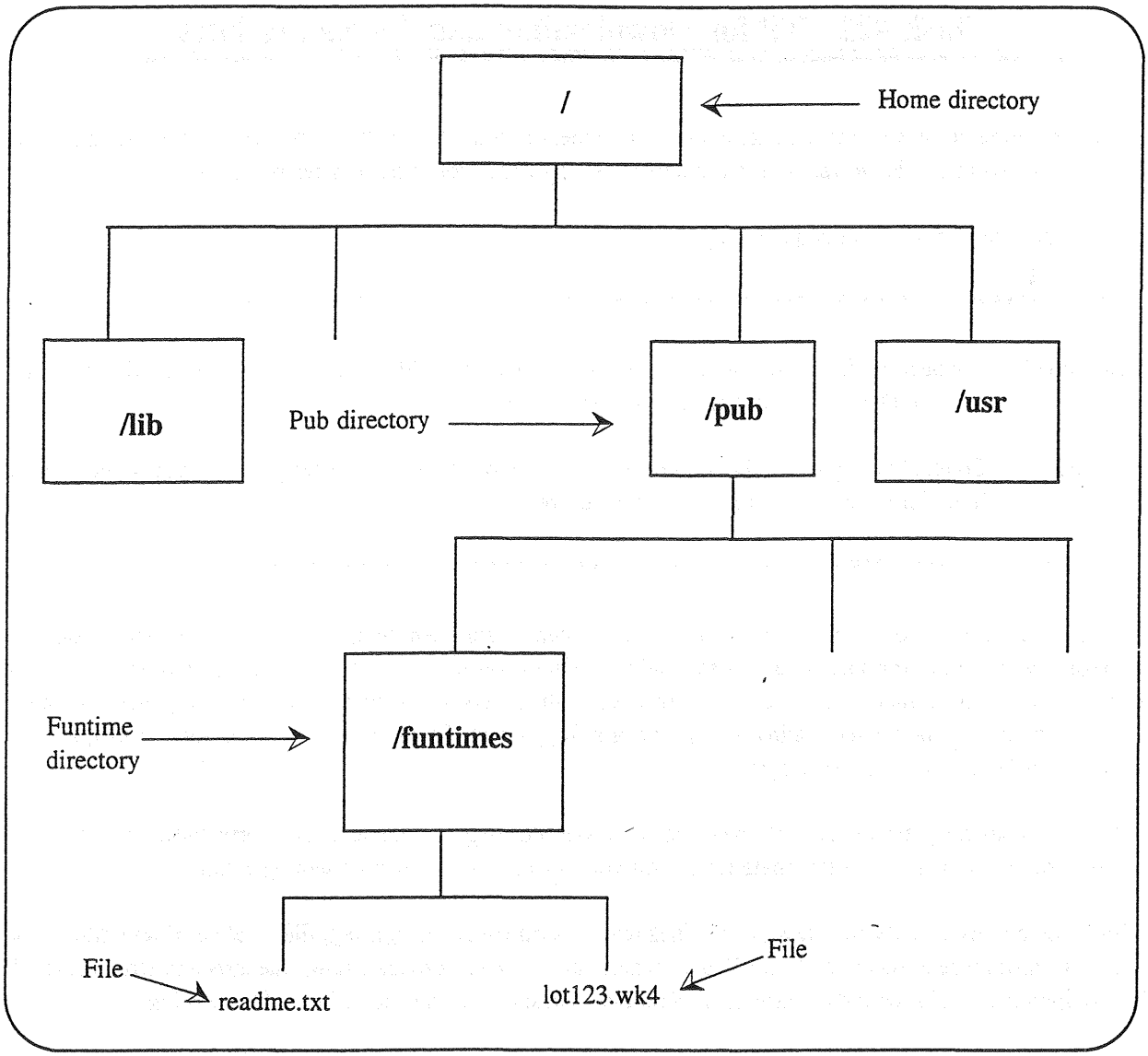
The same goes for your instructor!! She or he can leave files (e.g., assignments and corrected work) on her or his own **ftp site** for you to pick up via ftp. **Instructors**: for your own ftp site contact **system** by email.

Files come in essentially two flavors: text files (called **ascii** files) and non-text files (called **binary** files). You must know the difference to successfully ftp. You must also know how to navigate through the directory structure (folders) of other computers to find files and to place them. This Task will show you how to do both of these things.

I have placed two files (one text and the other binary) on a computer with the following ftp address:

minerva.nhc.edu

Both files can be found in the directory called **funtimes**. The text file is named **readme.txt** and the binary file is named **lot123.wk4** (since it is a Lotus 1-2-3 spreadsheet — which can be read from Microsoft Exel). The directory structure of **minerva** is shown on the opposite page. Note that the directory **funtimes/** is a subdirectory of the directory called **pub/** (the slash after the name indicates directory - sometimes called a folder).




```
FTP Copyright (c) 1992, Novell, inc.

ftp> open minerva.nhc.edu
220 minerva ftp server (version wu-2.4(1) Tue Aug 8 15:50:43 CDT 1995) ready.
Remote User Name: anonymous
Remote Password:
ftp> dir
total 8
dr-xr-xr-x    8    0    0    1024    Jun 19    12:12    .
dr-xr-xr-x    8    0    0    1024    Jun 19    12:12    ..
-r----------  1    0    0       0    Nov 8     1995     .forward
-r----------  1    0    0       0    Nov 8     1995     .rhosts
drwxr-xr-x    2    0   20    1024    Apr 3     05:32    bin
drwxr-xr-x    2    0   20    1024    Apr 5     14:15    etc
drwxr-xr-x   23  ftp   20    1024    Jul 25    18:15    incoming
drwxr-xr-x    2  ftp   20    1024    Apr 3     05:32    lib
drwxr-xr-x   27  ftp   20    1024    Jun 20    18:25    pub
drwxr-xr-x    3  ftp   20    1024    Apr 3     05:32    usr
ftp>
```

DOWNLOADING FILES

1. Start up your ftp client as you did in Task #17 Step 2. But instead of using the address, vax002, use:

   minerva.nhc.edu

2. At the ID prompt enter: **anonymous** <<many ftp servers use this as the ID>>

3. At the Password prompt enter your **email address** << many ftp servers require this as the password>>

4. You always come in at the "home" or top directory. Enter **pwd** to see what directory you are in.

5. Enter **dir** to see the list of files in the home directory and the subdirectories (folders) that are under the home directory. You will see a tabular list which you can visualize like the tree in the diagram.

   Any line in the list that begins with a "**d**" indicates a directory. Any line that begins with a " - " usually indicates a file that is available for downloading. The number just before the date (date that the file was saved) shows the size of the file in bytes. The last column gives the name of the file or a subdirectory name.

6. Move to the pub/ subdirectory by entering: **cd pub/**

7. Enter **pwd** to be sure that you are in pub/. Back up one level to the home directory by entering **cd ..** Be sure to leave a space between the cd and the double dots (..). Now enter **pwd** to be sure that you are in the home directory again. You now know how to move down and up through the directory tree.

8. Move down to pub/ by entering: **cd pub/**

9. Move down to funtimes/ by entering: **cd funtimes/** Then enter **dir** to see the files and directories in funtimes/.

Quick Moves through the Directory Structure

Multiple **cd's** can be accomplished by stringing directory names together. For example, the move from the home/ directory to the funtimes/ subdirectory could have been done in one line: **cd pub/funtimes/**

10. You will first download the text file: **readme.txt** To be sure that you are in **ascii** (text) download mode, enter: **type** Then, if you see that you are not in ascii mode simply enter: **ascii**

11. If you would like to see an indication that the file bytes are being transferred enter: **hash** To turn off hash for the next download just enter **hash** again (it is an on/off toggle switch)

12. Suppose that you would like to read the readme.txt file before you download it. Simply enter: **! more readme.txt** To read the next page of the file, simply press the **spacebar** key. To quit reading at any time simply enter: **q** You can only read text files, not binary files. Sometimes the host computer does not have enough resources for you to do this.

13a. To **download** readme.txt to your floppy disc on the a: drive simply enter: **get readme.txt a:**
A copy of the file will be transferred to your floppy disc and will reside on it under the name readme.txt.

13b. To **download** readme.txt to your floppy disc but have it stored under another name simply enter:
get readme.txt a:newname.txt <<choose any new name>>

13c. To **download** readme.txt to your C: drive and to a particular directory (e.g., **stuff**) simply enter:
get readme.txt c:\stuff The file will reside in the **stuff** subdirectory under the name readme.txt To save it under a different name, see 13b.

---

14. To **download** the binary file lot123.wk4, you will need to switch over to **binary** transfer mode. Simply enter: **binary** (or **bin** for short).

15a. To **download** lot123.wk4 to your floppy disc on the a: drive, simply enter: **get lot123.wk4 a:**
The file will be transferred to your floppy disc and will reside on it under the name lot123.wk4.

15b. To **download** lot123.wk4 to your floppy disc but have it stored under another name simply enter:
get lot123.wk4 a:newname.wk4 <<choose any new name>>

15c. To **download** lot123.wk4 to your C: drive and to a particular directory (e.g., **stuff**) simply enter:
get lot123.wk4 c:\stuff The file will reside in the **stuff** subdirectory under the name lot123.wk4. To save it under a different name, see 15b

---

Exit ftp:

16a. To exit the ftp connection with the **minerva** computer enter: **close** at the ftp> prompt. This will cut the connection to **minerva** but keep you in your **ftp client** in case you wish to ftp to another computer. To ftp to another computer now, enter: **open xxxx** where **xxxx** is the address of the other computer you wish to ftp to.

16b. To exit the ftp connection with minerva **and at the same time** exit the ftp client on your own computer simply enter: **bye** (or **quit**).

Getting ftp Help

Entering **help** when you are at the ftp> prompt will give you a list of commands that have help information.

Choose one and enter: **help xxxx** where **xxxx** is the command you need help with.

UPLOADING FILES

Uploading files from your computer to another computer is just as easy as downloading. **Suppose** that you wish to upload a file that is on your floppy disc called **showboat.txt** You wish to put it in the subdirectory called **funtimes/** on the minerva computer.

*****Please Don't Do This Since Minerva Doesn't Have Room For Everyone Who Is Using This Guide. Thanks! *****

A. Do steps 1-11 in the Download portion of this Task. Substitute the word **upload** for the word download.

B. Forget Step 12.

13a. To **upload** the ascii file **showboat.txt** from your floppy disc on the a: drive simply enter: **put a:showboat.txt** The file will be copied and that copy will be transferred from your floppy disc to the minerva computer where it will be placed in subdirectory **funtimes/** under the name **showboat.txt** .

13b. To **upload** showboat.txt from your floppy disc but have it stored under another name simply enter: **put showboat.txt newname.txt** <<choose any new name>>

13c. To **upload** showboat.txt from your C: drive subdirectory (e.g., **stuff**) simply enter: **put c:\stuff \showboat.txt** The file will reside in the **funtimes/** subdirectory under the name showboat.txt. To save it under a different name see 13b.

---

14. To **upload** a binary file, you will need to switch over to binary transfer mode. Simply enter **binary** (or **bin** for short). Follow the instructions above for uploading.

Exiting ftp: See 16a and 16b in the **"Downloading"** section.

End of Task #22

Different Types of Files

File are either **text** (ascii) or **binary**. But, there are many types of binary files. The extensions on file names (the letters after the .) indicate the type of file.

Extension	Contents	Transfer Type Mode Setting
.doc	Word processing files with special formatting codes added to the text	binary
.exe	Executable program files	binary
.ps	Postscript files	binary
.txt or blank	Text (ascii)	ascii
.uue	Unencoded files which are binary data that are specially coded in an ascii format; They must be decoded before use.	ascii
.Z, .tar, .zip	Compressed and archive files	binary
.wav, .au, *	Sound files	binary
.gif, .jpeg, *	Picture files	binary
.mpg, .qt, .mov, *	Video files	binary

*** means that there are emerging standards for these categories.**

Viruses

Text (ascii) files (like email) can't contain computer viruses. Neither can picture, sound and video files. Word processor files that are transferred in binary so that they do not lose their *special* formats (**bold**, underline, *italics*, etc.) cannot contain viruses. But, **executable binary** files can. Executable files are files that can be run (i.e., computer programs).

Always check executable binary downloaded files for viruses. Use your virus checker!

FTP Commands (partial list)

abort	terminate the current operation
ascii	set the file transfer mode to ascii
bget	retrieve a file in binary mode
bput	send a file in binary mode
bell	sound a bell when the file transfer is complete
binary	set the file transfer mode to binary
bye	close the telnet connection and exit the ftp client
cd	change the current working directory on remote host
cdup	change working directory on remote host to parent directory (same as **cd ..**)
dir	display the contents of a directory with all details
get	retrieve a file from the remote host
hash	show # for each packet sent or received (toggle switch)
help	display help messages for all ftp commands
ls	display contents of directory in short form
mget	retrieve a group of files from the remote host
open	open an ftp connection to a remote host
put	transfer a file from the client machine (yours) to the remote host
pwd	show the remote host's current working directory

Task #23 Searching for Files on the Internet Using Archie

You will find a wealth of information and programs on computers all over the world. Now that you know how to **ftp** and **download**, millions of files are available to you, if you can only find them!

This Task will demonstrate how to go about searching for files on the Internet. For example, you will probably want to download programs that can zip and unzip files. A zipped (.zip) file is a compressed computer file that has all extraneous bits squeezed out of it (e.g., blanks) so that it is smaller for transfer. It needs to be unzipped in order to be used.

Host computers on the Internet "publish" their file names. In fact, a huge index of publicly available file names is kept on a number of servers (i.e., computers) around the world. These computers are called **Archie servers**. They get daily updates of existing and new file names.

You can search the databases of file names on Archie servers if you know the name of the file that you are looking for. You will get a list of computer addresses and directories where the file you are looking for can be found.

In this example, you will look for a file that can unzip compressed files. You need to telnet to the nearest Archie server to you (if it is busy, telnet to another one). See the table of Archie servers on the opposite page. Go ahead - try it!

1. Telnet to an Archie server.

2. Enter: **archie** as the login ID.

3. Usually, no password is needed. If a password is need, enter your **email address**.

4. You will be in the **archie>** prompt. At this point, you can do a number of things before you give the **find unzip** command (to search for files that contain the unzip program). See the box.

Preparing for the Archie Search

archie> **set maxhits 10**	<<limits the number of returned results to 10 or any #>>
archie> **set search exact**	<<directs the search to seek for an exact match of the search word and includes the case (upper and lower)>>
archie> **set exact_sub**	<<looks for an exact search first and then does a sub search>>
archie> **set search sub**	<<this is the default search. It searches for any file name that contains the string "unzip", regardless of case. It would pick up the file name: "grand**unzip**erpull">>
archie> **set search subcase**	<<same as **sub** but pays attention to case>>
archie> **help**	<<lists Archie server commands>>
archie> **set pager**	<<shows results one full screen at a time>>

5. I suggest that you set the maximum number of hits to 10. At the archie> prompt enter: **find unzip** You will see some information telling about the type of search being performed, the number of people who are ahead of you and the estimated time to completion. Then you will see the results of the search.

6. Each result returned gives you the host computer address (**Host .....**); the date and time of last update to the file (**Last updated ....**), the location of the subdirectory path to the file (**Location : ..**), information on the file (**FILE ..... unzip.exe**).

   For example, you might see:

   Host think.com (131.239.2.1) <<the number is the IP address of domain name "think.com">>

   Last updated 07:23 4 July 1996

   Location: /pub/gurps/non-playtest/sun-specific

   FILE **-rwxr-xr-x 65536 bytes 16:00 23 Oct 1995 unzip.exe**

To Download this File

You will need to ftp to **think.com** and logon as **anonymous** (or whatever ID you are told by the system), use your email address as your password (or whatever password you are told by the system).

Then, you will **cd /pub/gurps/non-playtest/sun-specific**

Next, you will set the transfer to binary (**bin**) since **unzip.exe** is a computer program. Then **get unzip.exe a:** <<or a subdirectory on your c: drive>>

Would you like to receive Archie search results via email??? Here's how.

After you do the search, at the archie> prompt enter: **mail xxxxx@xxxxx.xxxx** <<your email address>>

For example: archie> **mail nameyo@nhc.edu**

The result list that you see on the screen will be emailed to you.

To Quit Archie: archie> **bye** <<or just enter **quit** >>

Don't Know the File Name: Use "Whatis"

Archie is terrific when you know the file name to search for. But suppose that you only know that you are looking for programs that tell you what time the moon sets on any given day of the year.

At the archie> prompt enter: **whatis moon**

You will get the name of files relating to the word moon along with there description. If you actually do this whatis search, you will find the file name, "**rise_set**" and the description "**Sun and Moon rise/set program**" along with some other file names.

Now, at the archie> prompt enter: **find rise_set**

You will see a list of ftp sites where this file can be found. You can, of course, email this list to yourself or anyone else, for that matter.

This **Whatis** database is not updated as frequently as the Archie database and really depends on people placing descriptions of information in the database. Whatis only looks at the descriptor information. It found **rise_set** only because the word "Moon" was in its description.

End of Task #23

List of Public Archie Clients Available by Telnet
(log in as **archie**)

archie.unl.edu	USA (Nebraska)
archie.internic.net	USA (New Jersey)
archie.rutgers.edu	USA (New Jersey)
archie.ans.net	USA (New York)
archie.sura.net	USA (Maryland)
archie.doc.ic.ac.uk	United Kingdom
archie.edvz.uni-linz.ac.at	Australia
archie.univie.ac.at	Austria
archie.bunyip.com	Cananda
archie.cs.mcgill.ca	Canada
archie.funet.fi	Finland
archie.th-darmstadt.de	Germany
archie.rediris.es	Spain
archie.luth.se	Sweden
archie.switch.ch	Switzerland
archie.unipi.it	Italy
archie.au	Australia
archie.uqam.ca	Canada
archie.ac.il	Israel
archie.wide.ad.jp	Japan
archie.kr	Korea
archie.songang.ac.kr	Korea

Task # 24 Gopherspace and Veronica Searching

Gopher is an attempt to help organize all of the information stored on computers all over the world in a meaningful format for Internet users. Very simply, the information is organized in the form of **menus**. A line item in one menu may lead to another **entire menu** and a line item in that other menu might lead to yet another entire menu. Menu items can point to files of information too.

These different menus and files can be on different computers. By choosing menu items, the user might be switched automatically to different computers all around the world. The best way to illustrate this is by an example. Try this out for yourself!

NOTE: The New Hampshire College computer system does not have its own gopher client. Thus, we must telnet to a computer that does have one. This will limit us in the following ways:

- We are unable to immediately **download** a file that we find directly to our own personal computer. However, having found the location of the file, we can download it using ftp.
- We are unable to leave **bookmarks** so that we can easily return to a gopher menu item of interest.

Nevertheless, despite these limitations, gopher is a valuable tool in searching for information on the Internet.

Fortunately, we can usually **email** text information to ourselves - depending upon the public gopher client we are connected to.

Public Access Gopher Server Sites you can Reach by Telnet

Domain Name	Instructions
consultant.micro.umn.edu	log on as **gopher**
ux1.cso.uiuc.edu	log on as **gopher**
panda.uiowa.edu	log on as **panda**
gopher.msu.edu	log on as **gopher**
infoslug.ucsc.edu	log on as **gopher**

Sample Gopher Session

Follow along OnLine if you want. I first telnet to **consultant.micro.umn.edu** and log on as **gopher.** I can give my email address as the password or just press the **Enter** key. The gopher server tells me that I am using a VT100 terminal. I respond with the **Enter** key.

Here is the University of Michigan top-level menu. Connecting to menu items sometimes take time. This is where patience really pays off.

Internet Gopher Information Client v2.1.-1

Home Gopher server: gopher.tc.umn.edu

→ 1. Information About Gopher /
2. Computer Information /
3. Discussion Groups /
4. Fun & Games /
5. Internet file server (ftp) sites /
6. Libraries /
7. News /
8. Other Gopher and Information Servers /
9. Phone Books /
10. Search Gopher Titles at the University of Minnesota <?>
11. Search lots of places at the University of Minnesota <?>
12. University of Minnesota Campus Information

Press ? for Help, q to Quit Page: 1/1

The selection arrow is pointing at the first menu item. I can move the arrow down by pressing the " **j** " key and up by pressing the " **k** " key. Pressing the **Enter** key selects the menu item at the arrow pointer. Alternatively, I can select any menu item by just typing its number and pressing the **Enter** key.

Menu items ending with "/" will lead to another menu if selected. Items ending with <<?> typically allow you to do a **keyword** search. Items ending with <TEL> will cause an automatic **telnet** to another computer.

Gopher Hints

If there are several pages to a gopher menu, the **space bar** will move you down to the next page and the " **b** " key will move you back to the previous page in that same menu.

The " **u** " key, however, will move you back to the previous menu not the previous page. So be careful!

The " **m** " key moves you to the top-level menu page from wherever you are in your gopher travels.

Some gopher clients allow you to **email** information that you find to yourself and to others. Keep an eye on the bottom line for available menu commands.

I select #4 (**Fun & Games**). Here is what I get.

Internet Gopher Information Client v2.1.-1

Fun & Games

→ 1. Games /
2. Humor /
3. Movies /
4. Music /
5. Recipes /

Press ? for Help, q to Quit, u to go up a menu Page: 1/1

Notice that the bottom of each menu shows the commands available for that particular menu. I can press the " **u** " key to go back to the previous menu, which is the top-level menu. Then, I select **#8 Other Gopher and Information Services.**

This menu item that is the gateway into **Gopherspace** and provides more information than you can possibly handle in your lifetime!! Here is what I get when I select **Other Gopher and Information Services.**

Internet Gopher Information Client v2.1.-1

Other Gopher and Information Servers

→ 1. All the Gopher Servers in the World /
2. Serach All the Gopher Servers in the World <?>
3. Search Titles in Gopherspace using veronica /
4. Africa /
5. Asia /
6. Europe /
7. International Organizations /
8. Middle East /
9. North America /
10. Pacific /
11. Russia /
12. South America /
13. Terminal Based Information /
14. WAIS Based Information /
15. Gopher Server Registration <??>

Press ? for Help, q to Quit, u to go up a menu Page: 1/1

Note:

#1 **All the Gopher Servers in the World/** provides a menu listing thousands of gopher servers that you can connect to. This is a slow load so be patient.

#2 **Search All the Gopher Servers in the World <?>** permits you to search for particular gopher servers. For example, try **mit** to get the Massachusetts Institute of Technology gopher server.

#3 **Search titles in Gopherspace using veronica/** is the most important item in this menu. Veronica will search all of gopher space for items containing any topic that **you provide**. Veronica will then **construct** a menu containing these items. You can then choose the items that you want to explore.

#14 **WAIS Based Information/** is a **full-text** search engine that can search the text of files stored in gopher servers for key-words that you enter.

VERONICA

I have selected **#3 Search Titles in Gopherspace using veronica/** As you can see from this menu, I can obtain information on **how** to conduct a Veronica search. I can also do a search. Go ahead and try it!

Internet Gopher Information Client v2.1.-1

Search Titles in Gopherspace using veronica

→ 3. Frequently-Asked Questions (FAQ) about veronica - January 13, 1995 -
4. How to Compose veronica Queries - June 23, 1994
5. More veronica: Software, Index-Control Protocol, HTML Pages/
Simplified veronica chooses server - pick a search type:
7. Simplifed veronica: Find Gopher MENUS only <?>
8. Simplifed veronica: find ALL gopher types <?>
9. how-to-query-veronica
10. veronica-faq

Press ? for Help, q to Quit, u to go up a menu Page: 1/1

End of Task #24

Task # 25 Remote Access to the New Hampshire College VAX Computer

The operating assumption throughout this Guide has been that you have been using a computer that is hardwired to the New Hampshire College WAN either from a campus office, computer lab or dorm room.

How do you gain access to the New Hampshire College VAX from outside of the New Hampshire College WAN should you wish to retrieve or send email from your account, or to telnet or ftp?

Perhaps you are visiting a friend or colleague, anywhere in the world, who has access to a computer on the Internet. Or perhaps you are using an Internet service provider from your home. The way to connect to the New Hampshire College VAX is quite straightforward.

1. Find out how to **telnet** from the computer that you are using.

2. **Telnet** to the New Hampshire College VAX. The address is

   vax002.nhc.edu <<you must use the full address when outside of the New Hampshire College WAN>>

3. You will see the Welcome to NHC VAX4000/VMS V5.5-2 and will be asked for your user name and password as usual.

4. At the **NAMEYO->$** prompt you can do a number of things:

   a. start your VAXmail (enter **mail**)
   Sometimes, the **del** and ← keys behave differently from a remote connection.

   b. start the telnet client (enter **telnet**)
   This will give you the **telnet>** prompt.
   You will then enter **open xxx** <<where xxx is the telnet address>>
   When done, enter **quit**

   c. start the ftp client (enter **ftp**)
   This will give you the **ftp>** prompt
   You will then enter **open xxx** <<where xxx is the ftp address>>
   Anything that you download will go into your New Hampshire College VAX computer directory and **not** into the computer that you are working from. You must then ftp from the computer that you are using to the New Hampshire College VAX (vax002.nhc.edu), find your directory and download the file. Sorry. That's just the way it is!
   When done, enter **quit**

5. There is no general phone dial-up access to the New Hampshire College VAX computer.

End of Task #25

VIII. The World Wide Web

This is the fastest growing and most exciting part of the Internet. The **Web** is the graphical and multimedia part of the Internet with pictures, sound and video moving around like email!

A home page is the top-level entry into a Web site. **Web browsers** (akin to local software clients) are employed to "surf" the Web by jumping from page to page and from site to site with the click of a mouse on embedded hyperlinks. Pictures, sound, video, text and computer software can be downloaded to your computer at the click of the mouse.

Pages are written in **HTML** (HyperText Markup Language) with the aid of special software that is easy enough for a young child to use. It is this language that the Web browsers understand and react to. Each Web site has its own unique address called a **URL** (Uniform Resource Locator). The New Hamsphire College url is: **http://www.nhc.edu** and can be reached by any computer in the world that is connected to the Internet and is running a Web browser.

It's as easy as a click of the mouse to **ftp** and **telnet** around the Internet.

For instance, a url that generally looks like this: **ftp://site.edu/dir/filename** will put you into an anonymous ftp server and allow you to download the **filename** with ease.

In a similar manner, a url that generally looks like this: **telnet://site.com/** will connect you by telnet to a particular site. A url that generally looks like this: **gopher://gsite.edu/dir/path** will connect you to a gopher server.

Web **search engines** allow you to specify topics of interest and then scour the Web for appropriate url's which are returned to you in a form that is easy for you to use. Just click on the listing and your are transferred to the Web site page. This is similar to what Archie and Veronica does, but its much easier on the Web.

There is little doubt that the Web, its browsers and search engines will be the primary means of cruising the Internet for fun, profit, education and research.

Some Web Sites of Interest

URL (Address)*	Site
http://w3.ag.uiuc.edu/AIM/Discovery/Net/www/netscape/index.html	Netscape Tutorial
http://altavista.digital.com/	WWW Search Engine
http://sunsite.unc.edu/louvre/	Le WebLouvre, Paris
http://thomas.loc.gov/	U.S. Congress
http://lcweb.loc.gov/	U. S. Library of Congress
http://www.whitehouse.gov/	The White House
http://www.eff.org/	Electronic Frontier Foundation
http://www.cpsr.org/dox/home.html	Computer Professionals for Social Responsibility
http://www.clas.ufl.edu/CLAS/american-universities.html#n	American Colleges & Universities
http://info.lib.uh.edu/wj/webjour.htrnl	WWW Journals
http://www.utexas.edu/world/lecture/	World Lecture Hall
http://www.w3.org/pub/DataSources/bySubject/Overview.html	Virtual Library Subject Catalog
http://www.dbisna.com/	Dunn & Bradstreet
http://www.ibm.com/	IBM
http://www.microsoft.com/	Microsoft
http://www.zdnet.com/~pcmag	PC Magazine
http://www.jumbo.com/	Shareware
http://www.wji.com/nhbcs/nhbcs.html	NH/Boston Computer Society
http://wwwl.monster.com	Jobs
http://www.nytimes.com/	The New York Times
http://www.boston.com	The Boston Globe
http://cnn.com/	CNN Interactive
http://www.reuters.com	Reuters

***NOTE: URLs are case sensitive. Enter address exactly as you see it.**

IX. The End (is the Beginning)

This is the end of the New Hampshire College Guide to Email and the Internet. But really, it is just the beginning.

I have endeavored to make this a comprehensive guide only with respect to the New Hampshire College VAXmail system since this system is somewhat idiosyncratic and no other accessible guide exists.

However, I have not tried to be the last word on telnet, ftp, Internet search tools, Gopherspace and the World Wide Web. This I leave to the many fine publications (paper and electronic) that are readily available to you.

If I have given you enough to be "dangerous" on the Internet, then my purpose will have been served.

Thank you for using this guide. As always, I welcome your comments to me at:

seidmaro@nhc.edu

or

seidmaro

;-)

X. A Guide to Referencing Internet Sources: APA Style

by Carol West, Network Librarian, Shapiro Library

The rapid growth of and access to the Internet during the past few years has led to the rise of a problem in academic circles - how to cite or give credit to information found in electronic format. The American Psychological Association (APA), whose style is used by most social science scholars and was accepted by NHC Graduate School of Business in 1991, briefly addresses the issue in the 4th edition of the Publication Manual of the American Psychological Association (1994). In addition the APA endorses the work done by Xia Li and Nancy Crane in their publication Electronic Style: A Guide to Citing Electronic Information (1993). Both sources and the pamphlet, Documenting Sources: Graduate Student Papers (1991), by Professor Robert R. Craven, have been used to establish the following suggested guidelines for citing information found via e-mail, ftp, telnet, gopher, and the World-Wide-Web.

The APA style uses an efficient two-step method of giving credit to works that you have referred to, quoted or paraphrased in your paper. The first step is to include the author's name and date of publication within the text.

(West, 1996). West (1996) states..

The second is to attach a list of such items at the end of the paper. The reference list relates only to material used; it is not a bibliography of all material looked at or read.

Key elements of the reference list and the usual order are:

1 The first element is the author, editor, or sender's surname followed by initials. All authors are given with an ampersand (&) preceding the last name. Works with no author have the title listed as the first element.

West, C.T.

2 The second element is the date of copyright or production enclosed in parentheses (year), (year, month) or (year, month day)

(1996) or (1996, January) or (1996, January 31)

3a The title is the third element. In a single work, underline or put in italics the title or subject. Capitalize only the first letter of the first word in the title and subtitle, unless a word is normally capitalized. Example: United States

Referencing electronic sources

3b In parts of a work, list the title of an article or subject of a message without quotes, italics or underlining. Capitalize the first word of title and subtitle. Write the electronic journal, magazine, newspaper, or discussion list title in italics or underlined. Begin all words with capital letters.

Librarian's guide to citing internet sources. N. H. College Online Journal.

4 List type of medium in brackets [ ]

[Online].

5 Cite volume and issue numbers for a journal or magazine and number of paragraphs for an article after the type of medium.

Librarian's guide to citing internet sources. N. H. College Online Journal [Online], 5(10), 6 paragraphs.

6 List available protocol, using original punctuation as many computers are case sensitive.

Available HTTP:http://www.xxx.edu

7 List access date in brackets [] if available

[1996, February 5]

8 End each inclusive element, except available protocol, with a period.

9 Information can be added in brackets [] for clarification

10 The final arrangement is double-spaced thus:

Single work

West, C.T. (1996, January 31). Referencing electronic sources [Online]. Available HTTP:http://www.xxx.edu/~cwest/cite.html [1996, February 5].

Part of a work

West, C.T. (1996, February 3). Librarian's guide to citing internet sources. N.H. College Online Journal [Online], 5(10), 6 paragraphs. Available HTTP: http://www.xxx.edu/nhjournal/lib.html [1996, February 7].

Examples

Please note: Examples are not double-spaced to save room.

Personal e-mail:

Although APA suggests that e-mail be treated as a personal communication and only referenced in the text, **R. H. Seidman (personal communication, January 19, 1996)** the alternative or embellished citation in a reference sheet is also possible, if the message is saved or recoverable.

Seidman, R.H. (seidmaro@nhc.edu). (1996, January 18). Electronic citations. [E-mail to C. West], [Online]. Available e-mail: westca@nhc.edu

Forwarded mail:

West, C.T. (westca@nhc.edu). (1996, January 19). Electronic citations [C. West's forwarded e-mail to R. Pantano from R. Seidman, January 19, 1996], [Online]. Available e-mail: Pantanri@nhc.edu

Discussion lists or Bulletin Boards:

a. entire list

Business Libraries Discusssion List. [Online]. Available e-mail: BUSLIB-L@idbsu.idbsu.edu

b. A message on a list

Jones, M.A. (1995, December 26). International business sources. Business Libraries Discussion List [Online]. Available e-mail: LISTSERV@idbsu.idbsu.edu/ GET BUSLIB-L logxxxx [1995, December 30].

c. A discussion

Brown, H.F. (1995, December 20). Windows vs Dos [Discussion], CDROMLAN - Use of Cdrom Products in a Lan Environment [Online]. Available e-mail: LISTSERV@idbsu.idbsu.edu/GET CDROMLAN logxxxx [1996, January 5].

d. Usenet message

Smith, T.S. (1995, November 2). Acoustic Guitars [Discusssion], [Online]. Available e-mail: USENET Newsgroup: rec.music.folk

e. Chat Rooms:

Unless the information is saved and recoverable, chat room discussions should be treated as personal communications and referenced in the text. Log-in names can be used in place of real names.

CTW973 (personal communication, February 29, 1996)

FTP File:

Ray, P. & Taylor, B. (1995, September 24). Job search and employment opportunities: Best bets from the net [Online]. Available FTP: ftp://una.hh.lib.umich.edu Directory:inetdirsstacks File:employment:raytay [1996, February 8].

Telnet or Gopher:

Kehoe, B. (1992). Zen and the art of the Internet [Online]. Available Gopher: gopher:// spinaltap.micro.umn.edu Directory: Ebooks/By Title File:zen [1996 February 12].

Zabrusky, E. (1992, February 4). A brief history of MSU [Online]. Available Telnet: telnet:// pubgopher.msu.edu Directory: about_msu File: history_of_msu [1996, February 12].

World-Wide-Web:

Duncan, J.D. (1995, July 8). Right-to-die organizations in the U.S.A. [Online]. Available HTTP: http://www.efn.org /~ergo/USA.dir.html [1996, February 10].

This is a very brief guide designed to give some clarification to the problem of citing references found via the Internet. If further help is needed in using the APA method of documenting information, the publications on the reference list can be found in the Shapiro Library - New Hamsphire College or on the Internet.

References

Craven, R.R. [1991]. Documenting sources: Graduate studentpapers.

Li, X., & Crane, N.B. (1995, November 5). Bibliographicformats for citing electronic information [Online]. Available HTTP:http://www.uvm.edu/~xli/references/estyles.html [1996, February 6].

Li, X., & Crane, N.B. (1993). Electronic style : A guide to citing electronic information. Westport, CT: Meckler

Publication manual of the American Psychological Association (4th ed.). (1994). Washington, DC: American Psychological Association.

2/13/96

XI. A Guide to Referencing Internet Sources: MLA Style

by Carol West, Network Librarian, Shapiro Library

The rapid growth of and access to the Internet during the past few years has led to the rise of a problem in academic circles - how to cite or give credit to information found in electronic format. The Modern Language Association (MLA), whose style for documenting research papers was accepted by NHC Undergraduate School in 1989, addresses the issue in the 4th edition of MLA Handbook for Writers of Research Papers (1995). This source and the pamphlet, Documenting Sources: in Student Papers (1989), by Professor Robert R. Craven, have been used to establish the following suggested guidelines for citing information found via e-mail, ftp, telnet, gopher, and the World-Wide-Web.

The MLA style uses an efficient two-step method of giving credit to works that you have referred to, quoted or paraphrased in your paper. The first step is to include the author's name and page number at the end of the sentence. If the author's name is within the sentence, it does not need to be repeated.

end of sentence (West 85). West states..end of sentence (85).

The second is to attach an alphabetical list of works-cited to the end of the paper. If the list includes all material looked at or read, it is called a bibliography.

Key elements of the works-cited and the usual order are:

1 The first element is the author, editor, or sender's surname followed by first name and initials. In works with more than one author, the first author is in reversed order and the additional authors are listed in normal order. Works with no author have the title listed as the first element.

West, Carol T.
West, Carol T., and Robert H. Seidman

2a The title is the second element. In a single work, underline or put in italics the title or subject. Capitalize every important word in the title and subtitle.

Referencing Electronic Sources

2b In parts of a work, list the title of an article or subject of a message within quotation marks. Capitalize every important word of the title and subtitle. Write the electronic journal, magazine, newspaper, or discussion list title in italics or underlined. Begin all important words with capital letters.

"Librarian's Guide to Citing Internet Sources." N. H. College Online Journal.

3a For a journal, element three is the volume and issue numbers or other identifying number.

"Librarian's Guide to Citing Internet Sources." N. H. College Online Journal 5.10

3b For all other works, element three is the date of copyright or production enclosed in parentheses (year), (month year) or (day month year). Abbreviate the name of the months, except May, June and July.

(1996) or (Jan. 1996) or (31 Jan. 1996)

4 Next, list number of paragraphs preceded by a colon for an article.

(Jan. 1996): 6 pars.

5 List type of medium, followed by name of the computer network.

Online. Internet.

6 List access date in same format as publication date, but without parentheses.

5 Feb. 1996.

7 Finally, list available protocol, using original punctuation as many computers are case sensitive.

Available HTTP: http://www.xxx.edu

8 The MLA style requires a period after the author's name, the title and the publication information. Do not place a period after the available protocol statement as it may be construed as part of the address.

9 The final arrangement is double-spaced thus:

Single work

West, Carol T. Referencing Electronic Sources. (1996) Online. Internet. 6 Feb. 1996. Available HTTP: http://www.xxx.edu/~cwest/cite.html

Part of a work

West, Carol T. "Librarian's Guide to Citing Internet Sources." N.H. College Online Journal 5.10 (3 Feb. 1996): 6 pars. Online. Internet. 7 Feb. 1996. Available HTTP: http://www.xxx.edu/nhjournal/lib.html

Examples

Please note: Examples are not double-spaced to save room.

Personal e-mail:

MLA treats e-mail messages the same as manuscripts or transcripts. In the works-cited page, it is necessary to list the name of the writer, a title or description of the message with the recipient's name and the date of the message.

Seidman, Robert H. "Electronic citations." E-mail to Carol West. 18 Jan. 1996.

Discussion lists or Bulletin Boards:

a. entire list

Business Libraries Discusssion List. Online. Bitnet. Available e-mail: BUSLIB-L@idbsu.idbsu.edu

b. A message or discussion on a list. Give both posted date and access date.

Jones, Mary A. "International Business Sources." 26 Dec. 1995. Online posting. Listserv Business Librarians Discussion List. Bitnet. 30 Dec. 1995. Available e-mail: LISTSERV@idbsu.idbsu.edu/ GET BUSLIB-L logxxxx

c. Usenet message

Smith, Thomas S. "Acoustic Guitars." 2 Nov. 1995. Online posting. Newsgroup rec.music.folk. Usenet. 10 Nov. 1995.

d. Chat Rooms:

Since MLA does not cover chat rooms, I suggest treating a communiction like a personal interview. Give the name of the speaker, type of communication, the address if available and date. Log-in names can be used in place of real names.

CTW973. Personal Interview. 29 Feb. 1996.

FTP File:

Ray, Phil, and Brad Taylor. Job Search andEmployment Opportunities: Best Bets from the Net. Online. Internet. 8 Feb. 1996. Available FTP: ftp://una.hh.lib.umich.edu/00/inetdirsstacks/employment/raytay

Telnet or Gopher:

Kehoe, Brendan P. Zen and the Art of the Internet. Online.Internet. 12 Feb. 1996. Available Gopher: gopher://spinaltap. micro.umn.edu /Ebooks/By Title/zen

Zabrusky, Eleanor. A Brief History of MSU.Online. Internet. 12 Feb. 1996. Available Telnet: telnet:// pubgopher.msu.edu Directory: about_msu File: history_of_msu

World-Wide-Web:

Duncan, James D. Right-to-Die Organizations in the U.S.A. Online. Internet. 10 Feb. 1996. Available HTTP: http://www.efn.org/~ergo/USA.dir.html

This is a very brief guide designed to give some clarification to the problem of citing references found via the Internet. If further help is needed in using the MLA method of documenting information, the publications in the bibliography can be found in the Shapiro Library - New Hamsphire College or on the Internet.

Bibliography

Craven, Robert. Documenting Sources: in Student Papers. 1989.

Gibaldi, Joseph. MLA Handbook for Writers of ResearchPapers. 4th ed. New York: Modern Language Association ofAmerica. 1995.

Li, Xia, & Nancy B. Crane. Bibliographic Formats for Citing Electronic Information. 5 Nov. 1995.Online. Internet.Available HTTP: http://www.uvm.edu/~xli/references/estyles.html 6 Feb. 1966.

3/31/96

XII. "For Future Reference" Index

TOPIC

XIII. NHC Internet ID E-Mail Request Form and Acceptable Use Policies

Return to: NHC Computing Resources
Frost Hall - South Campus

E-Mail ID Request Form

Faculty, Staff, and Students fill in below: please print.
All E-Mail users must read and sign the NEARNet and NSFNet Acceptable use policies (attached).
Incomplete applications will not be processed.

Last Name: First Name: Local Phone:

Local Address/Box Number:

Home Address:

Check Box That Is Applicable:	
Student Undergraduate School Day Program	
Student Graduate School of Business Day Program	
Student Continuing Education (Grad and Under Grad)	
Faculty Member	
Staff Member	

Students Only: this must be completed in order to receive an ID

Social Security: (Student ID) Birth Date: Expected Graduation Date:

For Computing Resources Use Only -- Do Not Fill In Below Here

ID:
Password:
Date:

Name: Today's Date:

Your ID is : Expiration Date:

Your Password is:

Please memorize your ID and password. Keep this in a safe place where it will remain confidential or destroy it when you are positive that you will remember it. Remember, if someone knows your ID and password they have access to all that you do.

Return to: NHC Computing Resources
Frost Hall - South Campus

NEARNET NETWORK ACCEPTABLE USE POLICY

This statement represents a guide to the acceptable use of the NEARNET network for data communications. It is only intended to address the issue of NEARNET network use. In those cases where data communications are carried across other regional networks or the Internet, NEARNET network users are advised that acceptable use policies of those other networks apply and may limit use.

Research and educational member organizations are expected to inform their users of both the NEARNET network and the NSFNET acceptable use policies. Members choosing the Commercial Routing Option have access via commercial backbones and are not restricted by the NSFNET Acceptable Use Policy.

Nearnet Network Primary Goals

1. The NEARNET network has been established to enhance educational and research activities, and to promote regional and national innovation and competitiveness. The NEARNET network provides access to regional and national resources to Members, and access to regional resources from organizations throughout the United States and the world.

Nearnet Network Acceptable Use Policy

1. All use of the NEARNET network must be consistent with NEARNET's primary goals.

2. It is not acceptable to use the NEARNET network for illegal purposes.

3. It is not acceptable to use the NEARNET network to transmit threatening, obscene, or harassing materials.

4. It is not acceptable to use the NEARNET network so as to interfere with a disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network.

5. It is assumed that information and resources accessible via the NEARNET network are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for an individual to use the NEARNET network to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.

Violation of Policy

1. BBNTSI will review alleged violations of Acceptable Use Policy on a case-by-case basis. Clear violations of policy which are not promptly remedied by Member organization may result in termination of that Member's access to the NEARNET network and related services.

I have acknowledged receipt of the Nearnet Network & NSFNET policies.

. . . . . .

Print Name

. . . . . .

NHC Employee Signature Date

Return to: NHC Computing Resources
Frost Hall - South Campus

NSFNET ACCEPTABLE USE POLICY

The NSFNET Backbone Services Acceptable Use Policy June 1992

GENERAL PRINCIPLE:

1. NSFNET Backbone services are provided to support open research and education in and among US research and instructional institutions, plus research arms of for-profit firms when engaged in open scholarly communication and research. Use for other purposes is not acceptable.

SPECIFICALLY ACCEPTABLE USES:

2. Communication with foreign researchers and educators in connection with research or instruction, as long as any network that the foreign user employs for such communication provides reciprocal access to US researchers and educators.

3. Communication and exchange for professional development, to maintain currency, or to debate issues in a field or subfield of knowledge.

4. Use for disciplinary-society, university-association, government-advisory, or standards activities related to the user's research and instructional activities.

5. Use in applying for or administering grants or contracts for research or instruction, but not for other fundraising or public relations activities.

6. Any other administrative communications or activities in direct support of research and instruction.

7. Announcements of new products or services for use in research or instruction, but not advertising of any kind.

8. Any traffic originating from a network of another member agency of the Federal Networking Council if the traffic meets the acceptable use policy of that agency.

9. Communication incidental to otherwise acceptable use, except for illegal or specifically unacceptable use.

UNACCEPTABLE USES:

10. Use for for-profit activities, unless covered by the General Principle or as a specifically acceptable use.

11. Extensive use for private or personal business.

This statement applies to use of the NSFNET Backbone only. NSF expects that connecting networks will formulate their own use policies. The NSF Division of Networking and Communications Research and Infrastructure will resolve any questions about this Policy or its interpretation.

I have acknowledged receipt of the Nearnet Network & NSFNET policies.

Print Name .....

NHC Employee Signature ..... Date .....

Notes

NEW HAMPSHIRE COLLEGE
Where The World Comes To Mind

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http://www.nhc.edu