



Email – Easy Little Mailer (ELM)

Elm (Easy Little Mailer) is a textual email application available on UCS that allows you to send and receive email from your UCS account. All commands within *Elm* are keyboard driven. *Elm* must be invoked through a connection to a UCS Sun Workstation. Users can login at a UCS Sun Workstation or remotely through Telnet.

Getting Started

Before using *Elm* to read your email, you will need the following:

- An active UCS account and password (available at the Help Desk)
- Access to a UCS workstation (Stephens Hall Room 109 or the Conference Center Solarium) or a terminal connection to a workstation.

Starting Elm

To start *Elm*, log into your UCS account (either remotely through *Telnet* or at a UCS Sun Workstation) and type **elm** at a command prompt (i.e. d101%) and press **<RETURN>**.

Logging in Via Telnet on Windows 95/98

Users with an Internet connection can telnet to UCS. To start a Telnet session in Windows 95/98:

1. Click **Start**, select **Run**. Type the following **telnet:d#.ucs.louisiana.edu**, where # is a number between 1 and 116.
2. Enter your UCS username and Password. In a few moments the command prompt (d101.ucs.louisiana.edu%) will appear.

Logging Out of a Telnet Session

Type **logout** at the command prompt and press **<RETURN>**. The message Connection to Host Lost will appear. This means that you have successfully logged out of your UCS account and may close the Telnet window.

Starting a Terminal Window

To open a terminal window, right-click on the desktop. From the *Workspace Menu*, select **Tools** and choose **Terminal**. In a few moments the *Terminal* window will appear in the center of the screen.

Reading Mail

Move the highlight to the message that you would like to read with the up and down arrow keys. Press **<RETURN>** or **<ENTER>** to read the highlighted message.

After reading the message, press **<I>** to return to the Index Messages Screen.

Sending Mail

1. From the list of commands displayed at the bottom of the screen, press **<M>** to mail a message.
2. In the **Send the message to** field, enter the email address of the person that you want to email. To address the message to more than one person, separate the email addresses with a comma **<,>** and a space **<SPACE>**.
3. In the **Subject of message** field, enter a brief description of the message.
4. You may press **<RETURN>** to skip the **Copies to** field.
5. Begin typing the contents of the message. When you are finished, press **<RETURN>**, enter a period **<.>** and press **<RETURN>** again.
6. *Elm* will ask you if you want to send your message now, press **<y>** or the **<RETURN>** key.

Mail Quota and Deleting Messages

Users are limited to the amount of space that can be used. Faculty and staff mail quota is set at 20 megabytes. Student mail quota is set at 10 megabytes.

If mail quota is exceeded, you will not be able to read your email with *dtMail*, or POP mail clients. You must login to your UCS account and use *Elm* to delete messages.

To check your mail quota:

1. Login at a UCS Sun Workstation, or Telnet to UCS.
2. Locate the command prompt (open a *Terminal* window), type **quota -v <RETURN>**
3. Locate the row named /var/mail.

4. If the number in the Usage column exceeds the number in the Limit column, you must remove messages.

Deleting Messages

1. Select the message to be deleted with the highlight bar. (Use the up and down arrow keys to move the highlight bar to the message).
2. Press **<D>** to delete the message.
3. Repeat steps 1 and 2 to remove additional messages.
4. Press **<q>** to quit *Elm*.
5. Press **<Y>** to confirm deletion of the selected message(s).

After removing messages, type **quota -v** **<RETURN>** at the command prompt. To insure that future quota problems are avoided, remove messages until the number in the *Usage* column is less than half of the number in the *Quota* column.

Printing Messages

1. Select the message to be printed with the highlight bar. (Use the up and down arrow keys to move the highlight bar to the message).
2. Press **<P>** to print the message.
3. Repeat steps 1 and 2 to print additional messages.

Printed messages may be picked up at the Conference Center Printout Services window (Room 152).

Saving Messages

Messages that are currently on the mail server can be saved to your home directory. By default, messages are placed in the Mail directory. Saved messages are removed from the mail server, unless you do not choose to delete selected messages..

To save a message:

1. Select the message to be saved with the highlight bar. (Use the up and down arrow keys to move the highlight bar to the message).
2. Press **<s>** to save the current message.
3. Press **<RETURN>** to save the message to the default folder.
4. Repeat steps 1, 2, and 3 to save additional messages.

Exiting Elm

To properly exit Elm and return to the command prompt, press **<Q>** to quit. Follow the prompts on the screen.

Getting Help

For information on email aliases and forwarding, get the *Email—Additional Topics* document, available from the Help Desk.