

How to Read and Delete Email on Tag-n-Trak Server

Overview

This document explains how to read and delete electronic mail messages on the Tag-n-Trak Unix server. The message "You have mail" will appear briefly when a user logs in and has one or more mail messages.

Email is sent automatically to a user if they have had a print job canceled. This document explains how to read and then delete these email messages.

How to Read and Delete EMail

1. Go to the Main Menu and Press **F10**. The **Custom Menu** displays. It will look similar to the box shown below. Enter **1** to in the Select field to **Read Mail**.

```
Custom Menu Release 1.0

      1  Read Mail
      2  Write Mail
      3  File Copy and File Transfer Menu
      4  Change Stores Menu
      5  Change Password
      6  Kill a Terminal
      7  Cancel Printer
      8  Unix System Administration Menu

      X  Exit

Select: 1
```

2. A list of numbered mail messages will display. The example shown below indicates just one mail message in the Inbox along with the date and time it was sent.

Enter 1 to read the first message. (In this example, there is only one mail message.) Press the Enter key after typing the number 1.

```
mailx version 4.2mp (using c-client)  Type ? for help.
"INBOX": 1 message 1 new
>N 1 lp@sysname.mylee. Thu Aug 25 13:51      15/451
? 1
```

Typically, mail messages you receive will be notification that a print job has been canceled. These mail messages should be deleted.

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- The message will look similar to what is shown below. In this example, a print job sent to printer 4 (lpt4) was canceled. The message is followed by a question mark “?” prompt. Enter a lower case “d” at the prompt to **delete** this message.

```
Message 1:
From lp Thu Aug 25 13:51:04 2005
Return-Path: lp
Received: (from lp@localhost) by sysname.mylee.com (8.8.7/UW7.1.0) id NAA09429
for username; Thu, 25 Aug 2005 13:51:04 -0700 (PDT)
Message-Id: <200508252051.NAA09429@sysname.mylee.com>
From: lp@sysname.mylee.com
To: username
Date: Thu, 25 Aug 2005 13:51 PDT
Mime-Version: 1.0
Content-Type: text/plain; charset=us-ascii
Status: R
Content-Length: 120

Subject: Status of lp request lpt4-961

        Your request lpt4-961 destined for lpt4
        was canceled by the administrator.

? d
```

- If you have a second mail message, enter 2 at the question mark prompt to read the second message. Enter “d” at the prompt to delete it. Continue in this manner until you have no more mail.
- To **quit** reading mail, press the letter ‘q’ at the question mark prompt and then press Enter.

```
? q
```

- You will be prompted to **Press Enter for menu**. The Custom Menu will display.
- To **Exit** the Custom Menu, enter **X** in the Select field.