

## Chapter 14 UTILITIES

### 14.1 CALENDAR

The Calendar utility can be used to view important meetings and events specific to NWOCA or applicable to the entire State. Training sessions, availability of NWOCA staff members, and important item due dates can all be located through the Calendar utility.

To use the Calendar utility, type CALENDAR at the Menu> prompt. An example appears below:

```
Menu> CALENDAR
```

```
N W O C A
```

```
Date
```

```
Event
```

```
10/29/98  FileMaker Pro Training in NWOCA Training Center  4-8:30
10/30/98  Sandy out of office (returns on Nov 2)
11/02/98  Gradebook Training in NWOCA Training Center  9-4:00
11/04/98  Test-Out for Trainers in NWOCA Training Center  4-8:00 pm
11/04/98  SCOCA-USPS Training in NWOCA Training Center  8-4:00
11/05/98  SCOCA-USPS Training in NWOCA Training Center  8-4:00
11/10/98  Netscape Training in NWOCA Training Center  4-6:00 pm
11/10/98  Text-Based E-mail in NWOCA Training Center  12-4:00
11/12/98  OCIS Workshop: Windows Vs. in NWOCA Training Center  8-12:00
11/12/98  OCIS Workshop: Intranet Vs. in NWOCA Training Ctr  1-3:30
```

```
End of message file enter RETURN to exit <cr>
```

# 14.2 PMDF MAIL

PMDF Mail is a computer messaging system that allows you to send and receive messages. Using PMDF Mail, you can communicate conveniently and economically with people in different geographic locations.

PMDF Mail lets you send messages to anyone connected to the network, making it possible for you to share information without costly, time-consuming travel, meetings or telephone calls. Messages can be sent to many people simultaneously without the necessity of entering the message repeatedly.

## 14.2.1 Features and Benefits

### *Improved Communications*

PMDF Mail can reduce or eliminate the time and expense required to send letters or make telephone calls. The transmission of messages is not restricted by personnel schedules or the lack of adequate facilities. With PMDF Mail, information reaches people faster than with conventional methods.

### *Simple Structure*

PMDF Mail uses a simple structure to maintain messages and there is no difficult hierarchy to navigate. Messages are organized into folders which you can control. PMDF Mail numbers your messages within folders and it is easy to select messages by referring to these numbers.

### *Personal Customization*

PMDF Mail allows you to customize your working environment. For example, you may organize your messages into folders or set a personal name to accompany your mail messages.

### *On-line HELP Facility*

PMDF Mail has on-line HELP to provide information on PMDF Mail command syntax and usage and keypad definitions.

### *Use of Existing Text*

PMDF Mail allows you to create text outside of PMDF Mail and later add this text to your message.

## 14.2.2 Terms and Concepts

A **message** contains the name of the sender, the name(s) of the receivers and the text of the message. Messages

are stored in a mail file which is automatically created for you the first time you use PMDF Mail. Your mail file contains your messages which are organized into **folders**. Each message is assigned a number within its respective folder and messages can be referenced using this number.

PMDF Mail keeps track of which messages you have and have not read. As you login or enter PMDF Mail, the number of unread mail messages will be displayed on your screen.

You can customize your PMDF Mail sessions (select a default print queue, define you personal name, etc.) and these settings are stored for subsequent PMDF Mail sessions.

## 14.2.3 Getting Started

To enter the PMDF Mail Utility, type PMAIL at the MENU> prompt. Notice the prompt changes from MENU> to EMAIL>. To become familiar with the Mail Utility, use the MAIL commands discussed in this section. These commands enable you to move around within the Mail Utility.

These are the MAIL commands discussed in this section:

```
SEND          DIRECTORY    EXTRACT
READ[ /NEW ]  DELETE      PRINT
FORWARD       MOVE        HELP
REPLY        SELECT     EXIT
```

## 14.2.4 Reading Messages

Once you enter MAIL you may receive a notice that you have mail.

```
You have 1 new message.
```

To read the message, enter the DIRECTORY command for NEW MAIL and press RETURN:

```
EMAIL> DIR NEWMAIL
```

You must specify the NEWMAIL folder qualifier with the DIRECTORY command when you want to read new mail that arrives while you are in the Mail Utility.

## 14.2.5 Sending Messages

The second command to try is the SEND command. Try sending a message to yourself. Enter the SEND command and press RETURN. Enter your own username at the prompt and press RETURN. Enter a subject at the prompt and press RETURN again. The following example shows how to use the SEND command:

```
EMAIL> SEND
To:      PIERCE
Subj:    Sailing
```

When you finish entering the text of your message, press CTRL/Z. Because you are sending the message to yourself, MAIL signals that you have just received a new message by displaying the following message:

```
New mail on node NWOCA1 from PIERCE
EMAIL>
```

## 14.2.6 Forwarding Messages

You can forward a copy of a mail message to another user by entering the FORWARD command. MAIL prompts you for the name of the user to receive the message. Try forwarding a copy of the message you just received back to yourself. Enter your own username and press RETURN. Supply a subject when prompted and press RETURN. MAIL signals that you have just received a new message. Enter the DIR NEWMAIL command to read the forwarded message.

## 14.2.7 Replying to Messages

When you receive a message and want to respond to it, enter the REPLY command and press RETURN. MAIL displays the header information as follows:

```
EMAIL> REPLY
To:      NWOCA1::PIERCE
Subj:    RE: Using the REPLY command
```

When you finish typing your response, press CTRL/Z. Again, MAIL signals that you have just received a new message. To read the message, enter the DIR NEWMAIL command.

## 14.2.8 Using Spell Check

The MAIL utility offers the option of spell checking a message before it is sent. To access the spell checker press GOLD S.

The screen then divides into two parts. The top part is the text which you have written with the possibly misspelled words highlighted. The bottom is the menu used to make corrections. Your cursor starts on the first correction the spell checker comes to. If the dictionary recognizes the misspelled word then it will give several choices of replacement words. Using the arrow keys allows you to select the correct replacement. If none of the choices are correct you may enter the correction menu by using the down arrow or typing the first letter of the menu option. When the corrections have been complete, you will see the following prompt:

```
Spell checking finished. Press any key to continue...
```

If only a section of a document needs to be spell checked, using the [Select] key to highlight the area. Enter the spell check screen after you have highlighted a section. The section should be the only part that has the spell checker invoked on it.

**Table 1 Spell Checker Options**

Option	Definition
Right	The word is right and should be added to the main dictionary. It will be entered for confirmation by the SPELL system manager.
Wrong	SPELL prompts you to type the correct spelling for this word.
Personal	The word is added to your Personal Dictionary.
Ignore	The word is to be ignored for the rest of this file, and entered into the guidance file.

Junk	You're so inflamed about this word that you want it to be recorded in the SPELL session log file as being junk - otherwise as SKIP.
Check	SPELL prompts you for words to check until you find one that is correct or you decide to give up checking.
Guess	SPELL offers suggestions about possible spellings.
Quit	SPELL exits without checking any further.
Edit	SPELL lets you put the spelling right with a mini-editor.
Skip	THIS INSTANCE only of the name is to be ignored. The word is not entered in the guidance file.

## 14.2.9 Listing Messages

When you want to see a list of all the mail messages you have collected, enter the DIRECTORY command and press RETURN. MAIL displays a list like the following:

```

# From                Date                Subject
1  FORBES              1-JUN-1988         How to Write a Memo
2  STELLA::BERT       2-JUN-1988         Using the Printer
3  FROST::BASTIEN     4-JUN-1988         Chicken Kiev

```

## 14.2.10 Deleting Messages

When you want to remove a message, use the DELETE command. You can either enter the DELETE command while you are reading the message or you can enter the DELETE command followed by the number of the message you want to remove from the DIRECTORY. To remove the second message in the list, enter the following command line:

```
EMAIL> DELETE 2
```

You are strongly encouraged to delete messages once they are no longer needed. This practice will make more disk space available for other uses and reduce the impact upon the computer system.

If you enter the DIRECTORY command after you have deleted a message (or messages), you see the messages marked for deletion, as follows:

```
# From           Date           Subject
1 FORBES         1-JUN-1988     How to Write a Memo
2 (Deleted)
3 FROST::BASTIEN 4-JUN-1988     Chicken Kiev
```

When you exit from MAIL, the messages marked for deletion disappear.

## 14.2.11 Organizing Messages

The PMDF Mail Utility allows you to organize your messages by moving them into **folders**. To move a message to a folder, enter the MOVE command (while you are reading the message) and a space, then type the name of the folder. Press RETURN. A sample session demonstrating the MOVE command follows:

```
EMAIL> 2
EMAIL> MOVE WINNERS

Folder WINNERS does not exist.
Do you want to create it (Y/N, default is N)? Y
%MAIL-I-NEWFOLDER, folder WINNERS created
```

In this example, the folder name is WINNERS and the default mail file is specified. If the folder you name does not exist, MAIL asks you if you want to create it. Once you have created folders, you may want to move between them. To move from one folder to another, use the DIRECTORY command. If you want to move to the WINNERS folder, enter the DIRECTORY command as follows:

```
EMAIL> DIR WINNERS
```

To move to a folder named JOKES, enter the following command line:

```
EMAIL> DIR JOKES
```

## 14.2.12 Extracting Messages

When you want to move a mail message from your mail file to a sequential file that you can access from the DCL command level, use the EXTRACT command. Enter the EXTRACT command (while you are reading the message), followed by a file name (that you supply) and press RETURN. Then, when you exit from MAIL, the file is listed in your directory. The following example shows how to use the EXTRACT command to move a mail message to a file named GAMES.TXT.

```
EMAIL> EXTRACT/ENTIRE GAMES.TXT

%MAIL-S-CREATED, SS:[BERGMAN]GAMES.TXT;1 created
```

Extracting messages may be particularly useful to you if you wish to print your messages and you do not have a print queue available for your use. PMDF Mail only prints messages to a print queue and you must use an alternative method if this is not available for your use. (See the 'Printing Messages' section later in this document for more information on this subject.) By extracting your messages to a file, you may print them upon exiting PMDF Mail using your normal method of printing report files.

## 14.2.13 Printing Messages

To print a hard copy of a mail message on a queued printer, enter the PRINT command while you are reading the message and press RETURN. (When you exit from MAIL, the message enters the print queue.) The following example shows how to make a hard copy of message #4 by using the PRINT command:

```
EMAIL> 4
```

```
#4      4-AUG-1998 09:39:20 EMAIL
```

```
From:   SPARTA::FELLINI
```

```
To:     MARSTON
```

```
Subj:   Rydell's Reasons
```

```
In reference to the meeting of July 26, I would like to explain  
Rydell's opinion more fully...
```

```
EMAIL> PRINT
```

Please note you must have a print queue to use this feature. The desired print queue may be specified in one of two ways. First, the qualifier '/QUEUE=queue-name' may be added to the PRINT command every time it is entered.

Alternatively, the command 'SET QUEUE queue-name' may be entered within PMDF Mail. This will establish a default print queue which will be used every time the PRINT command is used. This will remain in effect across PMDF Mail sessions until the SET QUEUE command is entered again.

Whenever you print mail messages (or anything else for that matter) to a shared print queue, you should coordinate your action with those of others. This print queue may be used for printing such things as payroll checks, warrant checks, purchase orders, etc. and you want to avoid printing your messages while these special forms are mounted in the printer. Professional courtesy would suggest that you should check before you print to avoid conflicts with your coworkers.

## 14.2.14 Exiting PMDF Mail

When you are ready to leave MAIL, enter the EXIT command and press RETURN. Any messages marked for deletion disappear. Any messages marked for printing enter the print queue and the following message is displayed:

```
EMAIL> EXIT
```

```
Job MAIL (queue ATLAS_PRINT, entry 43) started on QUEUE$LPA0
```

## 14.2.15 Customizing PMDF Mail Sessions

You have the capability of customizing your sessions within PMDF Mail using the SET command. This command is used with specific parameters to define or change characteristics of PMDF Mail. These characteristics remain in effect across sessions and until you change them using the SET command again. The SHOW command displays information about the characteristics.

## 14.2.16 Specifying Automatic Carbon Copies

PMDF Mail can automatically prompt you for names to receive carbon copies of messages sent, answered or forwarded. The SET CC\_PROMPT sets the default determining whether the carbon copy (CC:) prompt appears when sending a message. The following example shows how to set the carbon copy prompt. A carbon copy of the message sent to user Smith is sent to user JONES.

```
EMAIL> SET CC_PROMPT
EMAIL> SEND
To: Smith
CC: Jones
Subject: Meeting on Monday
```

## 14.2.17 Specifying Automatic Copy to Yourself

PMDF Mail can automatically forward a copy of messages sent, answered or forwarded to yourself. This is useful when you wish to have a record of a message sent. The SET COPY\_SELF sets the default for determining whether the SEND, REPLY or FORWARD commands return a copy of the message being sent back to you. You can use NOSEND, NOFORWARD, and NOREPLY to reverse previous settings of SEND, FORWARD, and REPLY, respectively. The SHOW COPY\_SELF command displays the established copying.

The following example shows the message PMDF Mail displays when you have not used the SET COPY\_SELF command and you enter the SHOW COPY\_SELF command. This example shows how to use the SET COPY\_SELF command to enable copies of mail messages you send to be copied back to you. The SHOW COPY\_SELF command indicates that you have enabled automatic copying.

```
EMAIL> SHOW COPY_SELF
Automatic copies to yourself are disabled
EMAIL> SET COPY_SELF SEND
EMAIL> SHOW COPY_SELF
Automatic copy to yourself on SEND
```

## 14.2.18 Specifying Automatic Forwarding

PMDF Mail allows you to have your messages temporarily forwarded to someone else for their attention. The `SET FORWARD` command sets a forwarding address for your mail. After you enter the `SET FORWARD` command, the address you specify receives any mail messages sent to your mail file. The default you establish with the `SET FORWARD` command remains in effect until you enter the `SET NOFORWARD` command. The `SHOW FORWARD` command displays the name of the specified forwarding address.

The following example shows how to establish a forwarding address with the `SET FORWARD` command and display the forwarding address with the `SHOW FORWARD` command. The example then shows how forwarding is disabled and how PMDF Mail displays this setting.

```
EMAIL> SET FORWARD NWOCAL::LARS
EMAIL> SHOW FORWARD
Your mail is being forwarded to NWOCAL::LARS

EMAIL> SET NOFORWARD
EMAIL> SHOW FORWARD
You have not set a forwarding address.
```

## 14.2.19 Specifying Your Personal Name

PMDF Mail allows you to have your personal name included with your username in any messages you send. The `SET PERSONAL_NAME` command specifies the string for the "From:" field of mail messages you send. You can fill this field with your full name and mailing address, or any other information. You must enclose the string in quotation marks; otherwise, PMDF Mail converts it to uppercase letters. You must begin the string with an alphabetic character and avoid two consecutive embedded spaces within the string. The length of the "text-string" should not exceed 127 characters. The `SET NOPERSONAL_NAME` command clears any name you previously specified with the `SET PERSONAL_NAME` command. The `SHOW PERSONAL_NAME`

command displays your personal name.

The following example shows how a user named Bellini sets her personal name to Catherine the Great.

```
EMAIL> SET PERSONAL_NAME "Catherine the Great"
.
.
EMAIL> SEND
.
.
New mail on node NWOCA1 from ALPHA::BELLINI "Catherine the Great"
.
.
From:    ALPHA::BELLINI "Catherine the Great" 19-APR-1998 15:34
To:      NWOCA1::STARCK
```

## 14.2.20 Specifying a Default Print Queue

PMDF Mail allows you to specify a default print queue to use to print your messages. The SET QUEUE command sets the default print queue field in the user profile. SET NOQUEUE clears the previously defined print queue and sets the queue to the default system print queue. Call NWOCA for valid queue names on your system.

The following example shows your default queue, sets your default queue to LASER\$PRINT and prints message 4. The PRINT command sends the print job to the queue specified by the SET QUEUE command.

```
EMAIL> SHOW QUEUE
Your default queue is SYS$PRINT.

EMAIL> SET QUEUE LASER$PRINT

EMAIL> SHOW QUEUE
Your default print queue is LASER$PRINT

EMAIL> 4
EMAIL> PRINT
EMAIL> exit
```

## 14.2.21 Electronic Etiquette Tips

Writing clear, useful electronic messages takes some practice. This section contains some helpful hints to guide you, and common pitfalls to avoid.

### *Writing Style*

- Keep paragraphs short and to the point. Keep sentences even shorter. This means "concise", not cryptic.
- White space is not wasted space - it greatly improves clarity and does not scare people away.
- People can only grasp about seven things at once. Try to limit ideas in a paragraph, major sections, etc.

### *Messaging Style*

- Subtlety, humor and emotion are not communicated well in written form, especially over a computer. Without the voice inflections and body language of personal communications, it is easy for a remark meant to be funny to be misinterpreted. Network users have developed a symbol called the smiley face. It looks like :-) and points out sections of articles with humorous intent. No matter how broad the humor or satire, it is safer to remind people that you are being funny.
- It is much easier to read a mixture of upper and lower case letters. Use all uppercase ONLY IF YOU INTEND TO SHOUT.
- It's also much easier to read entries which are correctly spelled. Take the time to check your spelling before sending your messages. Some systems have a spelling checker available.

## 14.2.22 Electronic Message Courtesy

- Be tactful. Because your communication is through a computer it is easy to forget that you are talking to real people. Situations arise where emotions erupt into a verbal free-for-all that can lead to hurt feelings.
- Remember that many people may be reading your words. Do not attack people if you cannot persuade them with your presentation of the facts. Screaming, cursing, and abusing others is seldom effective and is likely to get you ignored altogether.
- If you are upset at something or someone, wait until you have had a chance to calm down and think about it. Hasty words create more problems than they solve. Try not to say anything to others you would not say to them in a room full of people.

## 14.2.23 PMDF Mail Command Summary

This section contains an alphabetical listing of PMDF Mail commands. This is not an exhaustive list. See the on-line help for other commands and more details.

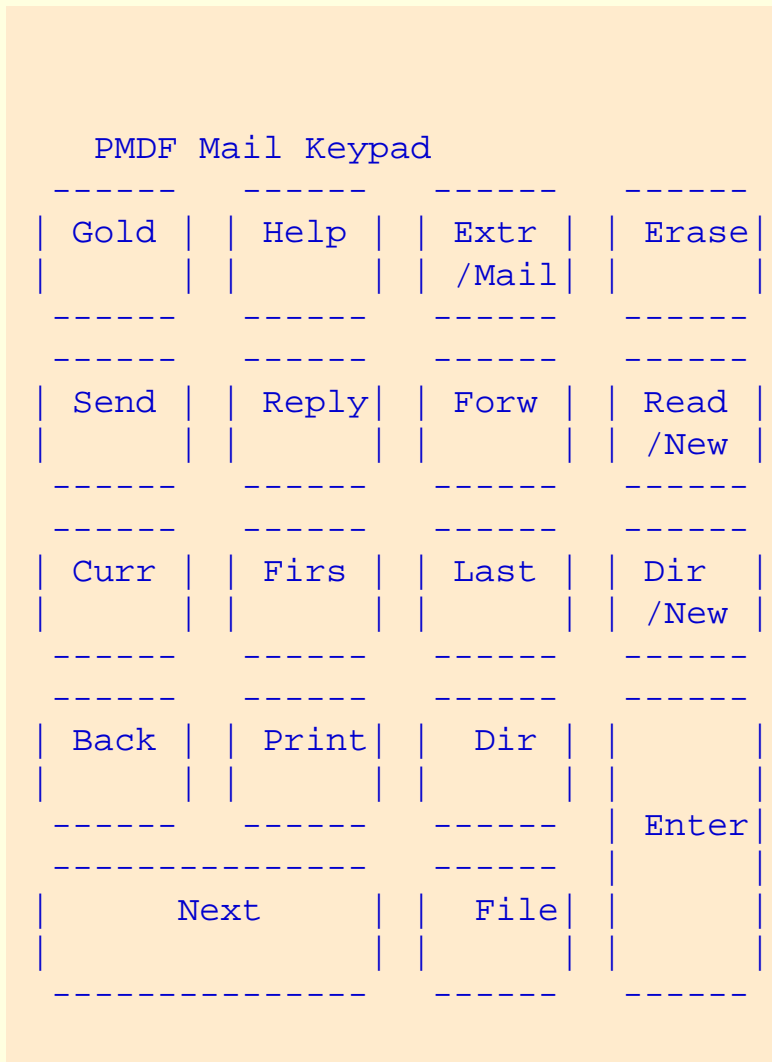
## PMDF Mail Commands

Command	Description
ANSWER	Send reply to sender of current message.
BACK	Displays the previous message.
COPY	Copies message to another folder.
CURRENT	Displays beginning of message currently being read.
DELETE	Deletes message currently being read.
DIRECTORY	Lists messages in selected folder.
DIRECTORY/FOLDER	Lists folders in mail file.
EXIT	Allows you to exit from mail.
EXTRACT	Extracts a message into a VMS text file.
FILE	Moves message to another folder.
FORWARD	Sends current messages to other users.
HELP	Enters help about PMDF Mail commands.
LAST	Displays the last message in current folder.
MARK	Adds a marker for a message.
MOVE	Moves message to another folder.
NEXT	Displays next message in current folder.
PRINT	Prints current message to a print queue.
QUIT	Allows you to exit from mail.
READ	Displays messages.
REPLY	Send reply to sender of current message.
SEARCH	Searches a folder for messages containing a string.
SELECT	Establishes set of messages that you can manipulate.
SEND	Sends a messages to one or more users.
SET CC_PROMPT	Enables automatic carbon copy prompt.
SET COPY_SELF	Enables automatic copies to yourself.
SET FORWARD	Enables automatic forwarding of messages.
SET PERSONAL_NAME	Enables you to append your personal name to the information of the messages you send.
SET QUEUE	Sets the default print queue.

PMDF Mail commands can be entered in one of two ways:

- You can type the command on the command line and press the RETURN (or ENTER) key to process the command.
- You can press the key that has been defined to perform the commands. (Only certain keys are defined to perform commands.)

The keypad is provided for your convenience. To issue a command that is also defined as a key, you always have the choice of using the keypad or typing the command directly on the command line.



## 14.3 FIND\_MAIL - Electronic Mail Address Search

FIND\_MAIL enables you to find the VMS, PMDF, and All-in-1 electronic mail addresses of users including superintendents, treasurers, principals, A-site and C-site staff, and ODE employees. These addresses can then be used to correspond with others via electronic mail.

The program may be accessed from the menu system by typing:

```
MENU> LOCAL
MENU> FIND_MAIL
```

Example:

```
*****
* This procedure will provide the electronic mailing addresses *
* of Superintendents, Treasurers, and A-Site Staff of the OECN *
* consortium districts, and staff members at ODE.  If you know *
* the name of the person, district, or A-site, you may enter *
* it at the prompts, either completely or partially. *
*****
```

Continue? (Y,N,? for help): [Y]

```
Enter person's name: JONES, JOHN
Enter 'Sounds like' name:
Enter district/organization name: ARCHBOLD
Enter county name: HENRY
Enter site name: NWOCA
```

Enter name of the person's A-site, if known. You can enter a partial or full A-site name. Enter a ? for a list of available A-sites. *NOTE: By entering "?" at this prompt, the program will display the full names of A-sites from which mail distribution lists are available to search. If the carriage return is pressed without specifying an A-site, all names will be searched.*

Your search specifications:

```
Name: JONES, JOHN
Sounds like:
District: ARCHBOLD
County: HENRY
Site name: NWOCA
```

Continue, Exit, or Re-enter (C,E,R): [C]

Press RETURN to Continue

```
-----
Name      : Jones, Charlotte
email     : JONES@NWOCA.ORG
```

```
Phone      : (419) 267-5555
FAX       : (419) 267-4444
Organization : Archbold Area Schools
Address   : 600 Lafayette St
          : Archbold, OH 43502
District  : 047043 Archbold-Area
Title     : Instructor
County    : Fulton
```

```
-----
Name       : Jones, Cathy
email     : CJONES@NWOCA.ORG
Phone     : (419) 267-5555
FAX      : (419) 267-4444
Organization : Archbold Area Schools
Address   : 600 Lafayette St
          : Archbold, OH 43502
District  : 047043 Archbold-Area
Title     : Secretary
County    : Fulton
```

```
-----
Press Q to QUIT out of FIND_MAIL.
```

```
Perform new search? (Y/N): N
```

## 14.4 EMail Distribution Lists

The following are distribution lists available for the NWOCA computer consortium. You can enter the abbreviation as it appears below at the "To:" prompt in the MAIL utility. Your message will be sent to the people appearing in the destination column.

Abbreviation Destination

MAIL_SUPT_PUB	Superintendents - Public
MAIL_TREAS	Treasurers
MAIL_EMIS	EMIS Coordinators
MAIL_PRINC_NONPUB	Principals - Nonpublic
MAIL_PRINC_PUB	Principals - Public
MAIL_PRINC_ELEM	Principals - Elementary
MAIL_PRINC_SEC	Principals - Secondary
MAIL_COUNSELOR	Guidance Counselors
MAIL_COUNSELOR_ELEM	Guidance Counselors - Elementary
MAIL_COUNSELOR_SEC	Guidance Counselors - Secondary
MAIL_ADULT_ED	Adult Education Personnel
MAIL_ATHLETIC_DIR	Athletic Directors
MAIL_ATTENDANCE	Attendance Officers
MAIL_GED_ADMIN	GED Test Administrators
MAIL_LIBRARIAN	Librarians
MAIL_MAINTENANCE	Building/District Maintenance Personnel
MAIL_OFFICE	Office Personnel
MAIL_OFFICE_ELEM	Office Personnel - Elementary
MAIL_OFFICE_SEC	Office Personnel - Secondary
MAIL_TECH_COORD	Technology Coordinators
MAIL_PUPIL_SERVICES	Pupil Services Personnel
MAIL_SCHOOLNET_COORD	SchoolNet Coordinators
MAIL_SCHOOLNET_FACIL	SchoolNet Facilitators
MAIL_SPECED	Special Education
MAIL_TEACHER	Teachers
MAIL_TEACHER_ELEM	Teachers - Elementary
MAIL_TEACHER_SEC	Teachers - Secondary
MAIL_TESTCOORD	Testing Coordinators
MAIL_TESTCOORD_ELEM	Testing Coord. - Elementary
MAIL_TESTCOORD_SEC	Testing Coord. - Secondary
MAIL_VOCED	Vocational Education
MAIL_CN_REPORT	CN Report
MAIL_ESL_STAFF	ESL Support Staff
MAIL_DCCA	Defiance County Counselors
MAIL_DEF_CO_TEACHERS	Defiance County Teachers
MAIL_DISC	Discipline
MAIL_ELEM	Elementary Staff

MAIL_FCC	Fulton County Counselors
MAIL_FUL_EL_PRINC	Fulton Co. Elem/MS Principals
MAIL_HS	High School Staff
MAIL_JH_MS	JH/MS Staff
MAIL_GRADEBOOK	Electronic Gradebook
MAIL_INFOHIO	Info-Ohio
MAIL_INTERIMS	Interim Schools
MAIL_SIS	SIS Users
MAIL_NWOAL	NWOAL
MAIL_NWOAL_PRINC	NWOAL Principals
MAIL_STAFF	DAS Staff
MAIL_STAFF_EMIS	EMIS Staff
MAIL_STAFF_GRADE	NWOCA Staff Gradebook Support
MAIL_STAFF_HW	Hardware Staff
MAIL_STAFF_INV	Invoices Inquiry Staff
MAIL_STAFF_STU	Student Services Staff
MAIL_STAFF_SUP	Supplies Requisitions Staff

## 14.5 Internet Addresses

The Internet is a worldwide way of gathering information. When using the Internet it is important to note that NWOCA::BELLINI does NOT mean anything to the world. NWOCA addresses are specific to NWOCA users. Internet addresses identify you to the world. All NWOCA users have the same Internet address form.

USERNAME@NWOCA.ORG

To send mail on the Internet you must enter:

EMAIL> SEND  
To: USERNAME@NWOCA.ORG

# 14.6 PASSWORD

## 14.6.1 Changing your Password

When you invoke the PASSWORD command it will prompt you for your old password, the new password, and a verification of the new password to guard against unseen typing errors. If you mistype either the new password or the verification, your old password will remain unchanged.

You will be required to change your password at a minimum of every 180 days. As you approach the 180 day limit for your password, you will begin receiving a message at log-on time informing you that your password will expire on a given date. At that time you may use the Password command to change your password, or if you wait until the expiration date the system will force you to change your password.

Type the following command at the Menu> prompt: PASSWORD

Example:

```
Old password: _____  
New password: _____  
Verification: _____
```

Type in your current password followed by your new password. You will then need to type in your new password again for verification purposes.

NOTE: Your password may consist of from 8 to 31 alphanumeric characters. No blank spaces are allowed.

## 14.6.2 Selecting a Password

When selecting a password, never use obvious passwords like your spouse's name or your license plate number, zip code, or birthdate. It is a good idea to include at least one numeric character in your password to increase its obscurity, and to change it frequently. Short phrases containing no spaces can be used as passwords.

The system contains both a personal and system-wide dictionary of previously and commonly used passwords. As you are changing your password, you may receive a message informing you that your choice of passwords has been found in the dictionary and that you should choose another password.

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