

**Fundamentals of UNIX**  
**Lab 3.1.6 – Using CDE Mail Tool**  
***(Estimated time: 30 min.)***

**Objectives:**

- Become familiar with the graphical CDE Mail Tool
- Use Mail Tool Help
- Compose and send email messages and attachments.
- Respond to messages
- Delete and undelete messages
- Create Aliases for distribution lists

**Background:**

In this lab, you will work with the CDE Mail Tool, also known as Mailer. Mail Tool is a full-featured graphical Email management program. The Mail Tool is an Email client that is a standard component of the Solaris CDE. With Mail Tool you can perform all normal functions related to your Email. You can read mail and attachments, create new mail with attachments, delete, and manage your email with mailboxes.

**Tools / Preparation:**

- a) Before starting this lab, review Chapter 3, Section 1 – Using the Mail Tool
- b) You will need the following:
  1. A login user ID (e.g. user2) and password assigned by your instructor.
  2. A computer running the UNIX operating system with CDE.
  3. Mail Tool application setup properly
  4. Networked computers in classroom

**Web Site Resources:**

- [Sun Microsystems](#)

**Notes:**

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**Fundamentals of UNIX**  
**Lab 3.1.6 – Using CDE Mail Tool**  
**Worksheet**

**Perform the following steps to complete this lab.**

**Step 1. Log in to CDE**

Login with the user name and password assigned to you by your instructor in the CDE entry box.

**Step 2. Access Mail Tool**

Click on the **Mail** icon on the CDE front panel to activate the **Mailer** application. If a dialog box is displayed stating, “your email setup does not indicate whether you have a local or IMAP mailbox” choose local.

**Step 3. Access Mail Tool Help**

Click on the **Help** icon in the upper right corner of the screen and then click on **Tasks**. Examine the tasks listed. Which task would you select to sort your mail in various ways? \_\_\_\_\_ What sort of options are available? \_\_\_\_\_

**Step 4. Compose and Send an Email Message to Yourself**

To compose a new mail message, click on **Compose/New Message** from the main menu. Make sure the address you are sending the message to is complete. You can include more than one name, separated by commas, in the **To:** and **CC:** fields. When you are finished creating the message, click on the **Send** button in the bottom left corner of the pane to send the message.

Compose a message and send it to yourself. Be sure to use the format: **userX@hostX** where **userX** is your login ID and **hostX** is the name of your computer.

**Step 5. Compose and Send an Email Message to Another User**

Compose a message and send it to another person in the class. Be sure to use the format: **userX@hostX** where **userX** is the user name of the person you want to send to and **hostX** is the name of their computer. What user and hostname did you send it to?  
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**Step 6. Send a Message With an Attachment**

To attach a file to a message you are composing, click on the **Attachments** option from the **New Message** screen menu. Click **Add File** and a window will be displayed from which you can choose the file you want to attach.

Compose another message and attach a file from your home directory. Send it to another person in the class. What file did you attach? \_\_\_\_\_ What user and hostname did you send it to?  
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**Step 7. Respond to a Mail Message**

To reply to a message that you have received, open the **Compose** menu. You are given the choice of replying to the sender or to all recipients of the message. You are also given a choice of including the original message or not. If you want to reply and include the message you received, you can bypass the Compose menu and click on the **Reply, Include Message** icon on the toolbar of the Mail Tool. Reply to one of the mail messages you have received.

**Step 8. Delete Mail Message**

Choosing to delete the mail messages does not remove the mail. Rather, the messages are stored until you close the mail window. This gives you an opportunity to decide not to delete the message. You can force the mail program to delete any mail messages that were previously selected for deletion by clicking on **Mailbox** and then **Destroy Deleted Messages**. Delete one of the mail messages you have received.

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**Worksheet – Cont.**

**Step 9. Undelete Mail Message**

While you continue to work with the mail program, you can view a list of the deleted mail messages and undelete one or more messages from the list. To restore a message that was just deleted, choose **Undelete Last** from the **Message** menu. To restore an earlier message, choose **Undelete from List** from the **Message** menu. When a message is undeleted, it will reappear in the list of received mail messages. Restore the message you deleted in the previous step.

**Step 10. Create an Alias**

Mail Tool provides a tool that allows you to set up aliases for either a particular person or a group of people that you frequently send mail to. A **Mail Alias** is similar to a group or distribution list with other mail systems. Clicking on Options and then Aliases can access this utility. Choose a name for the alias and enter the email addresses of all users you want to be part of the alias. A comma must separate the email addresses. After an alias has been entered, click on Add to place it in your list of aliases. When you are finished creating aliases, click on OK.

Create an Alias, including three of your fellow students, and send a message to the Alias.

**Step 11. Create alternate mailboxes**

In the CDE Mail Tool, you can create multiple mailboxes for the purpose of storing mail for later retrieval. These mailboxes can be named to reflect the contents you intend to store in them. Click on **Mailbox** and then **New Mailbox** to add another mailbox to your system. Once a new mailbox has been created, you can then use the Move menu to move received mail into it and save it for future reference. Create an alternate mailbox to save messages in.

**Step 12. Exit out of the Mailer application.**