





# Student Guide to Logging In and Mail

---

## Connecting

If you are using one of the Computer Center's labs, you must log onto the lab server. To do this, refer to the poster located on the wall in the lab for step by step directions. Remember that your lab server account is totally separate from your Gemini account.

Once you are logged onto the lab server, double-click on the *Gemini* icon to log onto Gemini.

## Logging In

At the `Username:` prompt, enter your three initials and the last four digits of your social security number. Your initial password is your social security number — all nine digits with no hyphens or spaces. The following steps are for *John Q. User*, social security number *123-45-6789*. Note that when you type your password, the characters will **not** show up on the screen, so no one else will see it.

### Example:

```
Username:   jqu6789 [RETURN]
Password:  123456789 [RETURN]
```

## Setting Your Password

You need to set your password the first time you log in. It can be from 6 to 31 characters long using digits or letters. No special characters, such as #, \$, & or %, are allowed. No spaces are allowed. Also, your password must be a unique word not found in the system dictionary. You may wish to combine two words to form one "nonsense" word, such as "*some*" + "*password*" = "*somepassword*". When you type your password, the characters will **not** show up on the screen, so no one else will see it. At the `New password:` prompt, type whatever password you have selected and then press `[RETURN]`. At the `Verification:` prompt, type your chosen password again and then press `[RETURN]`.

### Example:

```
New password:  somepassword [RETURN]
Verification:  somepassword [RETURN]
```

Make sure you choose a password that you will remember. Keep your password secure; don't give it to *anyone* else, or leave it where someone could see it. You are responsible for your account.

You are now logged on to Gemini. When the \$ appears, the system is ready to receive your commands.

## Logging Off

When you are ready to log off, type `lo` at the \$ prompt.

At the \$ prompt, type            and press            .

```
MAIL> send  
To: jqu6789  
Subject: My party!
```

When you are in the EVE editor, type your message. Remember that you should include some sort of salutation (Dear John; Sally; Hey!; Dr. Jones), and some sort of closing (Sue Jones; —Roger; JQU).

DO NOT SEND YOUR MESSAGE IN ALL CAPS! See the effect of that? Use a regular mix of upper and lower case. Include smilies if you feel that it would help to convey your attitude or tone.

To send your message, press **CTRL-Z**. To abort, press **PF4** then type **QUIT**.

### Reading a Message

```
MAIL> read/new  
This will display any new messages that you have received on screen.
```

```
MAIL> dir newmail  
This will give you a directory listing of the new mail that you have just received.
```

```
MAIL> dir mail  
This will give you a directory listing of the old mail previously received. You may then select the number of the message you wish to re-read, and it will be displayed on screen
```

With the message to which you wish to reply on screen, type

### Replying to a Message

```
MAIL> reply  
This will invoke the EVE editor, and you will see the original message on your screen in EVE. Delete any extraneous text. When you have the extraneous text deleted, move to a blank line after the “quoted” original text, and type your reply.
```

To send your message, press **CTRL-Z**. To abort, press **PF4** then type **QUIT**.

### Saving a Message to a File

With the message on screen that you want to extract to a file, type

```
MAIL> extract <filename.extension>
```

where the *<filename.extension>* is the name of the file that the message will be written into. After you exit mail, you may confirm that the new file exists by typing **DIR**. Note that if you do not specify an extension, the default **.txt** will be used.

### Deleting a Message

```
MAIL> dir mail  
This will give you a directory listing of the old mail previously received.
```

```
MAIL> del #  
Where # is the number of the message you wish to delete. You may also type del #-# to delete a range of messages. For example, del 1-8 will delete messages numbered 1 through 8; del 1,3,5 will delete only messages 1,3, and 5.
```

### Exiting Mail

Type **exit** at the MAIL> prompt in order to leave mail.

