

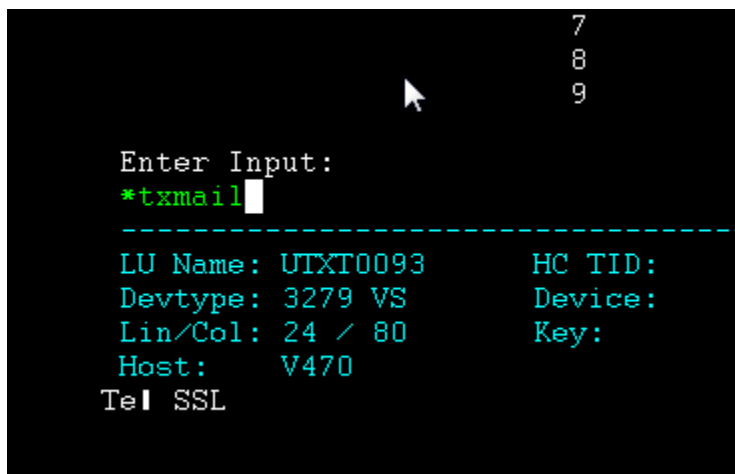
Monthly Closeout Notices

To be added to the distribution list for monthly closeout notices

- Log in to the mainframe
- Access *Txmail
- Type **LIST** in the command field
- Type **LL** in the next command field
- Type **@ACMCLS** in the "Display Lists Starting . . ." field
- Place an "**M**" in the SEL field next to the list name @ACMCLS
- Type your mainframe login – not your UT EID. (See "How to Find Your Mainframe Login" at the end of these instructions.)
- Enter

This will add you to the distribution list so you will receive monthly closeout notices via email.

Below are screen shots to assist you.



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7
8
9
Enter Input:
*txmail
-----
LU Name: UTXT0093      HC TID:
Devtype: 3279 VS      Device:
Lin/Col: 24 / 80      Key:
Host:      V470
Tel SSL
```

```

You have 71 new messages.
COMMAND: list MAIL NUMBER:
-----
                C U R R E N T      M A I L      S
SEL   NBR  SENDER                SUBJECT
-    *    1 help@aus RE: [20061129.04182519.0010]
-    *    2 help@aus RE: [20060105.01460043.0010]
-    *    3 DPKJM   Mainframe Password Reset
-    *    4 DPKJM   Mainframe account added
-    *    5 DPKJM   Change for new mainframe use

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```

COMMAND: LIST MAIL NUMBER:
-----
                M A I L      S Y S T E M      D I S T R I B U T I O N      L I S T S
COMMAND: LL DISTRIBUTION LIST: USER-ID:
                (MUST BEGIN WITH @) NAME:
-----
COMMAND
-----
LL   - LIST distribution LISTS (w owners) alph
LU   - LIST the USERS in a distribution list (

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COMMAND: MAIL NUMBER: FOLDER:
-----
                D I S T R I B U T I O N      L I S T S
                DISPLAY LISTS STARTING FROM LIST: @ACMCLS
-----
SEL   NAME                DESCRIPTION                OWNERS
-    @AC      Department announcement board for AC      ACHMH ACGEM ACCPC
-    @ACABP   Alpha Beta Prod Athletics Organization    ACMJG
-    @ACACHU  Association of CHU TAD groups              ACCG

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COMMAND: _____ MAIL NUMBER: _____ FOLDER: _____
-----
                D I S T R I B U T I O N       L I S T S
                DISPLAY LISTS STARTING FROM LIST: _____
-----
SEL      NAME      DESCRIPTION
  m      @ACMCLS   ACCOUNTING MONTHLY CLOSEOUT
  [ ]    @ACMEN   The men of Accounting IT
  -      @ACMFR   monthly financial reports are imaged and view A
  [ ]    @ACMFRVE addl notice for fiscal year end on MFR image A

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COMMAND: _____ MAIL NUMBER: _____ FOLDER: _____
-----
MAINTAIN DISTRIBUTION LIST MEMBERSHIP FOR @ACMCLS
-----
Add ID(s): < ocsab > < [ ] > < [ ] > < [ ] > < [ ] >
           < [ ] > < [ ] > < [ ] > < [ ] > < [ ] >
           < [ ] > < [ ] > < [ ] > < [ ] > < [ ] >
Add
Internet: < [ ] >
Delete ID(s): < [ ] > < [ ] > < [ ] > < [ ] > < [ ] >

```

How to Find Your Mainframe Login

- Log in to the mainframe
- Access *DEFINE
- Type YB2 in the command field

In the middle of the screen near the top is **LOGIN: XXXXX**. Your login generally consists of a two letter department identifier followed by your three initials.

For more information, contact the Office of the Controller at 512/499-4527 or controllersoffice@utsystem.edu.