

Introduction

Pine, Program for Internet News & Email, is a tool for reading, sending, and managing electronic mail. It operates on the UNIX system and is available on Grinder. Pine was designed by the Office of Computing and Communications at the University of Washington specifically for novice computer users, but it can be tailored to accommodate the needs of experienced users as well.

This handout provides a brief introduction to Pine. An on-line tutorial is also available at the University of Washington's Pine Information Center Web site at:

<http://www.washington.edu/pine>

Getting Started with Pine

To use Pine, you need a computer ID on Grinder. If you do not have one, fill out and submit handout No.72, "UNIX (AIX): Grinder Computer Account Application".

At the UNIX prompt type:

`pine` (lower case)

and press RETURN or ENTER. The first time you launch Pine, a welcome message is displayed. Press any key to continue. Pine's main menu will appear. The top line of the screen will display the Pine version number, the name of the current menu, the name of the current folder, and the number of messages currently in this folder.

The current menu selection, FOLDER LIST, will be highlighted. At the bottom of the window, available commands will be listed. Typing the letter `o` (representing other commands) will display a list of additional available commands.

Configuring Pine

Pine must be configured to work with the URI's email system. To do this, press the `s` key to select the SETUP option or use the down arrow key to highlight SETUP and press RETURN.

Next, press the `c` key to select the CONFIG option. Use the up/down arrow keys to toggle through the various mail settings. To enter or change a setting, press the RETURN key in the selected field. You are then prompted to **Enter the text to be added:** Enter the appropriate text and press RETURN. Change only the fields indicated below to configure Pine:

```
personal-name  =your name
user-domain    =uri.edu
smtp-server    =postoffice.uri.edu
nntp-server    =newsserver.uri.edu
inbox-path     ={postoffice.uri.edu/user=yournetwork_id}INBOX
folder-collections={postoffice.uri.edu}mail/[]
```

When you are finished, press the `e` key to exit CONFIG. Press the `y` key to accept the changes you have made and return to the main menu.

Creating and Sending an Outgoing Message

Press the `c` key to select the COMPOSE MESSAGE option or use the up arrow to highlight COMPOSE MESSAGE and press RETURN. Once the Pine editor opens, type the recipient's email address at the **To:** prompt and press RETURN.

If you want to send copies of your message to persons in addition to the one named in the To: field, type their email addresses at the **Cc:** prompt. Separate multiple email addresses with commas. Use the TAB key or RETURN key to scroll through the header fields. (TAB or RETURN through the Attachment: field for now; for information on sending email attachments, select HELP from Pine's main menu.)

Next, type the subject of the email at the **Subject:** prompt and press RETURN. The ----Message Text---- line will now be highlighted, and the cursor moved to the message text area. Type your email message here. To correct typing errors, use the arrow keys to move the cursor, then use the BACKSPACE or DELETE key. To send your message, press `^x` by holding the CONTROL key while pressing the `x` key. You will be prompted to verify that you want to send the message. Press `y` to send the message.

Note: When you are in the message-editing window, command options are listed at the bottom of the window. They take the form of `^c`, which means hold down the CONTROL key while pressing the `c` key.

Checking and Receiving Mail

Every time you launch Pine, you will see that the top line of the screen displays the name of the current folder as **INBOX** and indicates the number of messages in it.

To view the mail in the current folder or to change folders, select FOLDER LIST from the main menu; press the `l` key or use the arrow keys to highlight FOLDER LIST and press RETURN. You will be given the option to view Folder-collection or News-collection. Use the up/down arrow keys to select **[Select here to see expanded list]** under Folder-collection and press RETURN.

You will now see a list of available folders. INBOX should be highlighted, indicating it to be the current folder. If it is not highlighted, use the left/right arrow keys to highlight the folder labeled INBOX. To open the folder, type the RETURN key.

You should now see an index of messages that are in your INBOX. The UNIX system stores all new read and unread messages in your INBOX folder until you delete them or move them elsewhere. The message that is highlighted is the current message. To open and read the message, type RETURN. You can return to the message index of the folder by typing the `i` key.

Replying To A Message

To reply to a message, press the **r** key. You will be asked if you want to include the original message in your reply. Answer the question by pressing the **y** key if you want to include the original message; otherwise, press the **n** key.

Included text will appear with each line set off by a **>** symbol. If the original message was sent to more than one address, you will be asked if you want to reply to all recipients. If you answer **y**, all recipients of the original message will receive a copy of your reply; if you answer **n**, only the person listed in the **From:** line in the message header will receive a copy of your reply.

You will then enter the Pine editor, where you can compose your reply, edit any of the header lines, or edit the included text. When you are finished, you can send the message using **^x**.

Deleting A Message

If you wish to delete a message, highlight the message in the message index and press the **d** key to mark the message for deletion. The letter **D** will appear to the left of the message title, indicating that it is marked for deletion.

The message will not be permanently removed from your folder until you quit Pine. If you change your mind and want to keep the message, press the **u** key to remove the **D** from the selected message.

Forwarding A Message

If you wish to forward a message to someone else, press the **f** key. You will then enter the Pine editor where you can add or edit the text and/or headers. When you are finished, you can send the message using **^x**.

Navigating in Pine

A list of available commands is always displayed at the bottom of each screen. You can usually get back to the main menu by typing **m**. You may quit Pine by typing **q** and then confirm quitting by typing **y**. You may also type **?** to obtain general information on the Pine system.