



## Getting Started with Pine

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### Introduction

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Pine is the menu-driven e-mail program available on ITS's *uhunix* systems. With Pine, you can read, write, and send e-mail from *uhunix* with your ITS username.

Pine is a mailer developed by the University of Washington, Office of Computing and Communications. It was designed for ease-of-use and with the computer novice in mind. This was achieved through a careful selection of features, always-present command menus, immediate user feedback, and a high tolerance for user mistakes. Because Pine is so easy to learn and use, it is encouraged for beginning electronic mail (e-mail) users.

While this document covers the simple basics of using Pine, you are invited to explore the other features of the Pine program on your own. Online help is readily available from Pine's menus.

### Starting Pine

---

To use Pine, you will need to connect to *uhunix*, and login with your ITS username and password. (See ITS documents *Getting Started with UNIX from O'ahu UNIX003* or *Getting Started with UNIX from Kaua'i, Mau'i, Moloka'i, Lāna'i, and Hawai'i UNIX004* if you need help to connect.)

Once on *uhunix*, type **pine** at the *uhunix* prompt followed by the **Return** key:

```
uhunix% pine
```

Pine's **MAIN MENU** will be displayed. When our e-mail environment is upgraded (anticipated Spring 2002), you will see a prompt for a LOGIN name and password near the bottom of the screen. Enter your ITS username and password once more to access Pine e-mail.

The **MAIN MENU** will re-appear. In the first line, the menu will display the version of Pine, menu name, folder name and how many messages are in the current folder. At the bottom of the Pine screen, there should be a menu of commands that are available for you to use. (see figure 1)



Figure 1. Pine Main Menu

## List of Messages

To see a list of all of the messages in a folder,

Enter **I** at the Pine **MAIN MENU** to select the **MESSAGE INDEX** or use the **arrow** keys to select the **MESSAGE INDEX**:

```
I      MESSAGE INDEX      - View messages in current folder
```

The index is a useful tool because it allows you to choose the message that you want to read. On the far left of the screen, the status of the message is displayed. The status will tell you if the message is new, read, marked for deletion, and/or flagged. The + symbol next to the status mark means that the message was sent to you directly and not to an e-mail list. Pine will automatically number the messages for you and the message number is displayed on the left side of the screen near the status. The next item is the date that the message arrived. The next item tells you who the message is from. The numbers in the ( ) represents the size of the message in bytes. The last item is the subject or topic of the message. Figure 2 is an example of an index of the INBOX folder.

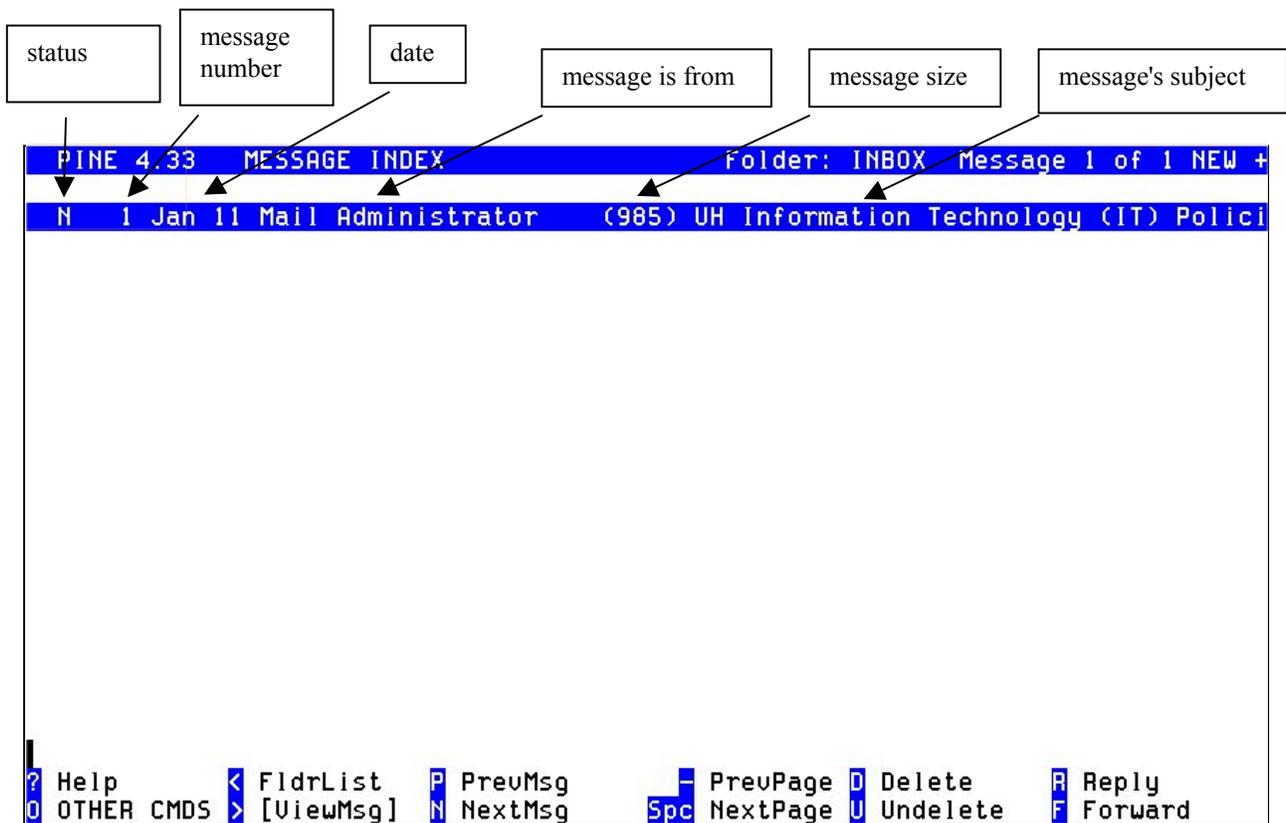


Figure 2. Message Index for INBOX Folder

## Reading Messages

---

To read a message:

Look for the message that you want to read in the **MESSAGE INDEX**.

Use the **arrow** keys to move the highlight bar over the message.

Press **Return** to view the message

Figure 3 represents a sample message screen in Pine. Notice the header of the message includes the following information about the message.

- date and time that it was originally sent
- sender's name(if available)and e-mail address
- receiver's name (if available) and e-mail address
- subject of the message (if the sender entered something in the subject line)

```

PINE 4.33 MESSAGE TEXT Folder: INBOX Message 1 of 1 59% +
Date: Fri, 11 Jan 2002 09:22:19 -1000
From: E-mail Administrator <notforreal@hawaii.edu>
To: John Doe <jdoe@hawaii.edu>
Subject: UH Information Technology (IT) Policies

Please view the UH IT Policies before using your ITS Username.

Continued use of your ITS Username implies that you agree to abide by
these UH IT Policies.

Please point your web browser to

    http://www.hawaii.edu/infotech/policies

If you don't have access to a web browser, please type this at the uhunix
prompt to view the policies.

    lynx http://www.hawaii.edu/infotech/policies

? Help      < MsgIndex  P PrevMsg    - PrevPage  D Delete     R Reply
O OTHER CMDS > ViewAtch  N NextMsg   Spc NextPage  U Undelete  F Forward

```

Figure 3. Viewing a sample message

If the message is longer than one screen full, press the **Spacebar** to go to the next screen. Use the **-** (minus sign key) to go back a page. You may also use the **arrow** keys to move up and down one line at a time.

Press **p** to go to the previous message in your current folder. For example, if you are reading message 2 and press the **p** key, Pine will display message 1.

The **n** key will go to the next message in your current folder.

To go back to the **MESSAGE INDEX**, press the **i** key or **<** key

## Replying to Sender

To reply to the sender, highlight the message in the **MESSAGE INDEX** that you want to reply to. Press the **r** key. Or, if you read the message and have it displayed on your screen, just press **r**.

In the highlighted bar below the message text, you will need to answer some questions so that Pine can automatically set up the reply message. The first question is “Do you want to include the original message in the reply?” Notice that the command menu has changed, and it shows the options that you can use: **Y** for Yes, **N** for No, and **^C** for Cancel.

If the original message was also sent to others, you'll be asked if you want to reply to all recipients. You will be presented with the same options as before (**Y/N/^C**).

After your choices have been entered, Pine will display the **COMPOSE MESSAGE REPLY** screen, from which you may edit a response message. (see figure 4)

```

PINE 4.33  COMPOSE MESSAGE REPLY  Folder: INBOX  1 Message  +
To      : help@hawaii.edu
Cc      :
Attchmnt:
Subject : Re: UH Information Technology (IT) Policies
----- Message Text -----
|
On Fri, 11 Jan 2002, Mail Administrator wrote:
> Please view the UH IT Policies before using your ITS Username.
>
> Continued use of your ITS Username implies that you agree to abide by
> these UH IT Policies.
>
> Please point your web browser to
>
>     http://www.hawaii.edu/infotech/policies
>
>
^G Get Help  ^X Send      ^R Read File  ^Y Prev Pg   ^K Cut Text   ^O Postpone
^C Cancel    ^J Justify   ^W Where is  ^U Next Pg   ^U UnCut Text ^T To Spell

```

Figure 4. Composing a response message with the original message included

Notice that the header is already filled out with the original sender's address and the subject. If you want to send this message to others, you can use the **arrow** key to move the cursor to the **Cc:** (carbon copy) field and add their addresses, which you must separate by commas. If the header is the way you want it, you can start typing below the **---Message Text ---** line. To send the message, press **Control-x**.

The next prompt is to confirm that you want to send the reply message. The command menu for this prompt will be the same as the **Y/N/^C** options as in the previous examples.

## Composing a Message

---

Composing a message is similar to replying to a message except that you will need to fill in the **To:** and **Subject:** fields. When addressing a mail message, it is important to have the correct user address.

To compose a message:

Enter **C** at the Pine **MAIN MENU** to select **COMPOSE MESSAGE** or use the **arrow** keys to select **COMPOSE MESSAGE**. You may also enter **C** while in the **MESSAGE INDEX** or when you have a message displayed on your screen. This will open a blank composition.

Enter the address of the person you want to send to in the **To:** field, then press **Return**.

Note on e-mail addresses:

If you are sending mail to others on the same computer (*uhunix*), then addressing the mail is as simple as typing the username.

Example:        To: **janedoe**

Sending mail outside of the hawaii.edu domain requires the full Internet address. The full Internet address contains the user ID, host name and the domain name. A similar situation

is addressing a letter that will go through the U.S. Postal Service. If you are missing parts of the address on the envelope, the postman will send it back to you. Please be sure to enter the e-mail address exactly the way the person sent it to you.

Example of full Internet address: **janedoe@somewhere.outthere.edu**

User id                      Host name                      Domain name

Your full Internet address is : **yourITSusername@hawaii.edu**

Enter the subject of this message into the **Subject** line. You may use the up and down **arrow** keys to move the cursor to the different lines or press the **Return** key to move the cursor down one line.

Move the cursor below the ---Message Text--- line and type the message that you want to send.

When you have finished composing your message, press **Control-x** to send it. You will have the standard **Y/N/^c** prompt from the previous sections.

By default, Pine will save a copy of the message you sent to a folder called sent-mail. To view this folder and any other folder:

Press the **l** key (the letter L key) to view the **FOLDER LIST**  
Locate the folder that you want to view  
Use the **arrow** keys to highlight the folder  
Press **Return** to select and view it.

The other method of viewing a folder is to:

Press the **g** key which means goto  
At the Goto Folder prompt, enter the name of the folder, and then press **Return**

```
PINE 4.33  COMPOSE MESSAGE                               Folder: INBOX  1 Message  +
To      : help@hawaii.edu
Cc      :
Attchmnt:
Subject :
----- Message Text -----
Hi John,

Here's my resume.  Would you please take a look at it?

Jane Doe

^G Get Help   ^X Send      ^R Read File  ^Y Prev Pg   ^K Cut Text   ^O Postpone
^C Cancel     ^J Justify   ^W Where is   ^U Next Pg   ^U UnCut Text ^T To Spell
```

Figure 5. Composing a message

## Deleting a Message

---

You can “mark” messages to be deleted. They are not permanently deleted until the “expunge” command is used.

To mark a message for deletion while in the **MESSAGE INDEX** screen:

Press the **I** key which will take you to the **MESSAGE INDEX**  
Use the **arrow** keys, highlight the message to be deleted  
Press the **d** key which will mark the message for deletion  
Note the letter D in the status column of the selected message

To mark a message for deletion while in the **MESSAGE TEXT** screen:

Press the **d** key which will mark the message for deletion  
This will also move you on to the next message.

To expunge the marked messages while in **MESSAGE INDEX** screen:

Press the **x** key to expunge messages. This will bring up the Expunge prompt.  
At the Expunge message prompt, press **y** to delete the marked messages or **n** to keep the marked messages. Note: If you select **n**, the deletion mark D will be retained for the next time you use Pine.

To expunge the marked messages by exiting Pine:

Exit Pine by pressing **q** to quit.

At the Expunge message prompt, press **y** to delete the message(s) or **n** to keep the message(s).  
Note: If you select **n**, the deletion mark D will be retained for the next time you use Pine.

## Saving a Message to a Folder

---

Saving messages to folders will help you to catalog your messages by subject, people, or by your own category. The operations to save a message to a folder are similar to the deletion of messages; instead of pressing the letter **d** key to delete, you would use the letter **s** key to save.

To save a message to a folder while in the **MESSAGE INDEX** screen:

Use the **arrow** keys to highlight the message you want to save  
Press the **s** key to save the message to a folder.  
At the bottom of the screen, Pine will prompt you for a folder name. The default folder is called 'saved-messages'.  
Press **Return** to save the message in the default folder

To save the message in a different folder  
Enter a folder name at the prompt, then press **Return**

If the folder name you specified does not exist, you will be asked if you wish to create it. To create the folder, press **y**. Press **n** if you don't want to create it.

Saving a message to a folder will automatically mark the message for deletion from the current folder.

## Printing Messages within Pine

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Pine has the ability to print e-mail messages using either the *uhunix* system printers or personal printers. The config file must be set up before the print command can be executed.

To set up the config file for the printer, from the **MAIN MENU**:

Press the **s** key which starts the setup screen  
Press the **p** key which stands for printer  
The **SETUP PRINTER** screen will appear with three options. Press the **Spacebar** to see all of the text.

Make a selection based on your situation (see figure 6)

```
PINE 4.33  SETUP PRINTER                               Folder: INBOX  1 Message  +
You may "Select" a print command as your default printer.
You may also add custom print commands to the list in the
"Personally selected print command" section below.

Default printer set to "attached-to-ansi".

Printer attached to IBM PC or compatible, Macintosh
This may not work with all attached printers, and will depend on the
terminal emulation/communications software in use. It is known to work
with Kermit and the latest UW version of NCSA telnet on Macs and PCs,
Versaterm Pro on Macs, and WRQ Reflections on PCs.
Printer: attached-to-ansi
         attached-to-ansi-no-formfeed

Standard UNIX print command
Using this option may require setting your "PRINTER" or "LPDEST"
environment variable using the standard UNIX utilities.
Printer List: ""                                     lp

? Help          E Exit Setup  P Prev        - PrevPage
/ Print        S [Select]  N Next       Spc NextPage
W WhereIs
```

Figure 6: *SETUP PRINTER* screen

What do these printer configuration options mean?

1. The first option, 'attached-to-ansi', should be selected if printing to a personal printer is desired.
2. The second option, 'lp', should be selected if printing to the lj4si (laser) printer in Keller Hall (output may be picked up in the bins according to the first letter of *uhunix* ID). These bins are located in the rear of the Keller Hall lobby.
3. The third option is not used.

To print a message:

Locate the message that you want to print

Use the **arrow** keys, to highlight the message that you want to print  
Press the **%** key

A prompt confirming the print process will appear. Press **y** to print the message or either **n** or **Control-c** to not print the message.

## Creating a Nickname

---

You can create a nickname to use in place of a person's userid or full e-mail address. For example, if you are communicating with **bob@athena.engr.msu.edu**, you can create a nickname called **bob** that would reference his full e-mail address **bob@athena.engr.msu.edu**. Thereafter, you need only type his nickname to send a message to him.

To create a nickname, start from Pine's **MAIN MENU** and press **a** to access your **ADDRESS BOOK**. If there are currently no distribution lists or nicknames, Pine will display the following message:

[ Empty ]

Press **@** to add a new entry to the address book. Type in the nickname which should be short and easy to remember, press **Return**, then type the first and last name of the person for whom you are creating the nickname. Scroll to "Addresses", then type in the person's full e-mail address:

```
Nickname : John
Fullname : John Brown
Fcc      :
Comment  :
Addresses : John@brown.bu.edu
```

Then press **Control-x** to save the changes. A prompt will appear asking if you would like to "Exit and save changes?" Press **y** for yes.

Your screen should reflect your nickname entry on its display:

Now to send a message to John Brown, simply type his nickname where you would have typed his e-mail address:

```
To: John
```

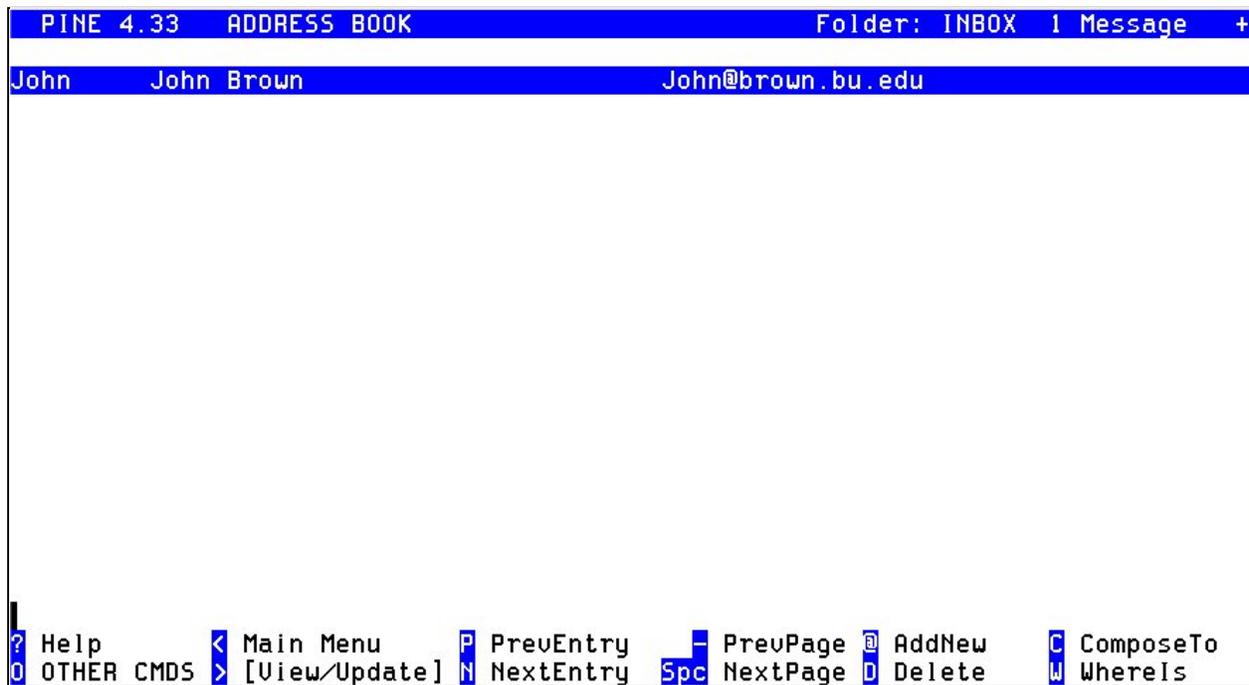


Figure 7. Address Book screen

Pine will check your Address Book, and retrieve and insert John Brown's name and full e-mail address for you.

To : John Brown <John@brown.bu.edu>

## Creating a Distribution List

---

If you communicate often with a group of people--for example, students in your class, or colleagues with whom you are working on a research project, you can set up a distribution list with the e-mail addresses of the group so that when mail is sent to the list, the message will be sent to everyone in the group.

From Pine's **MAIN MENU**, press **a** to access your **ADDRESS BOOK**.

From the Address Book screen, press **@** to add new addresses.

Scroll to "Addresses" and enter the e-mail addresses or nicknames for the each person on your list, and separate them with commas:

```
Nickname : group3
Fullname : Nursing 747, Group 3
Fcc      :
Comment  :
Addresses : bob, mike, john@ucla.edu, jim, greg
```

When you have finished adding people to the list, press **Control-x**

To send mail to the list now, press **c** at Pine's Main Menu to compose a new message and address the message to the list:

To: **group3**

Pine will send your e-mail message to everyone on your list.

## **Attaching a File**

---

Attachments are a way to transfer files through e-mail. The files are encoded using a standard called MIME (Multipurpose Internet Mail Extensions). By using MIME, the formatting and file types are preserved. This means an attachment can be any type of file, e.g. a word processing file, spreadsheet, image or graphic, etc.

When you attach a file to an e-mail message, you need to consider:

- whether or not the receiver has the application you are using

For example, if you want to send someone a Microsoft Word file, you need to make sure that the receiver has a way of reading the Word file, either with Word, or an application that can open Word files, such as WordPerfect. If the person does not have anything that can open a Word file, you may have to save your document in a format the person can open (e.g. text, RTF).

- which e-mail client the receiver is using

If the receiver is using one of the ITS supported e-mail clients (Pine, Eudora, etc.), you should not have any problems with the method described in this document. However, the receiver may be using another client that has not been tested by ITS; if so, you may have to do some experimenting to see which is the best way to send attachments to that person.

- the encoding method you use to send the file

Most files such as spreadsheets or memos are in binary format. E-mail can only interpret text files. Files will need to be "encoded", that is, converted from binary format to text format, before they can be sent via e-mail. There are several encoding methods; the standard encoding for Internet mail is called MIME (Multipurpose Internet Mail Extensions). All of the ITS supported e-mail clients (Pine and Eudora) support MIME encoding attachments.

In light of these considerations, check with the receiver **beforehand** regarding the application software, e-mail system, and encoding scheme available to him. If you do send the attachment, send it with these considerations taken into account, and inform the receiver in the accompanying e-mail message, about the type of file being attached, and the encoding scheme being used.

The following sections instruct on how to send or receive an attachment in Pine. You may also wish to consult the *Pine Attachments* UNIX017 document, for file transfer instructions to/from *uhunix*.

### **SENDING AN ATTACHMENT**

Since Pine is on *uhunix*, any file that you want to send as an attachment must first exist on one of the *uhunix* servers, preferable in your home directory or in a subdirectory within your home directory. If you want to attach a file that currently exists on a microcomputer, use FTP (if you are connected through a network connection or using PPP) to transfer the file (i.e. to upload the file) to *uhunix*. Be sure to transfer the file as a BINARY file.

Within Pine, press **c** to Compose Message, and then press **Control-j** for the Attach command while the cursor is located in the header area of the message composition screen. At the bottom of the screen you will see:

```
File to attach:
^G Get Help  ^T To Files
^C Cancel
```

Type in the name of the file, or use **Control-t** to select the file from your home directory. If you chose Pine's browser (that is, you pressed **Control-t** and then **s** to select the file, the next prompt you will see is:

Attachment comment:

This is optional. You may add a comment so the recipient can get a better description of the attached file. Press the **Return** key.

If the attachment is successful, you will see the attached file in the Atchmnt header field, an example of which is shown below.

```
To      : john@another.univ.edu
Cc      :
Atchmnt: 1. /home/2/cs101/outline.html (9.8 KB) "Course Outline"
Subject :
----Message Text----
```

Now you can send the attachment by pressing **Control-x**

## RECEIVING AN ATTACHMENT

If you receive a message with an attachment you will need to use the View Attachment command. If the attachment is plain text, Pine will attempt to display it. However, if the attachment is not plain text (for example, a picture, spreadsheet, etc.), you will need to save it and download it to your personal computer to view it. With the message containing the attachment open, press **v** to view the **ATTACHMENT INDEX**. Use the **arrow** keys to highlight the attachment you wish to save. Press **s** to bring up the **Save:** prompt. The original name of the attachment will be used by default but you may specify your own name at this point if you wish. Press **Return**.

```
PINE 4.33  ATTACHMENT INDEX  Folder: INBOX  Message 37 of 37
 1      2 lines  Text/PLAIN
 2     21 KB    Application/OCTET-STREAM (Name: "attchmnt.pinetest.doc")

? Help      < Msg #37  P PrevAttch  - PrevPage  D Delete    S Save
0 OTHER CMDS > [View]  N NextAttch  Spc NextPage  U Undelete  E Export
```

Figure 8. Attachment Index screen

If you are using X-Windows emulation, it is possible to view the attachment by loading the file into the appropriate software. However, those using Pine with VT100 emulation (most PC's and Mac's) will need to save the attachment to a file in your *uhunix* home directory, then download it to your microcomputer by using FTP.

## Quitting Pine

---

From the **MAIN MENU**, press **q** to leave (quit) the Pine program. Type **logout** at the **%** prompt to leave *uhunix*:

```
uhunix%logout
```

## Getting Help

---

Pine has very informative on-screen help. To access the help screen from any screen

Press the **?** key

For additional assistance, please phone the ITS Help Desk at (808) 956-8883,  
send e-mail to **help@hawaii.edu**, or fax (808) 956-2108.  
The Help Desk's toll-free phone number is (800) 558-2669.

Or see the ITS Helpdesk home page at **www.hawaii.edu/help**  
The ITS walk-in Help Desk is located in  
Keller 105 and Keller 213 on the UH Mānoa Campus.

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