

E-mail

a guide to accessing and using
the pine program for e-mail
in the ACRC

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I. Getting Started

- You must have an HP UNIX account in order to use pine at CCSF.
- UNIX accounts are assigned only after you register in a class that provides UNIX access.

II. Logging On and Using pine

Note: If this is your first time using and you don't know your LOGIN or PASSWORD, please see the *HP UNIX #1: Logging in and Logging out on the Windows Intranet* handout.

- Logon to your UNIX account from a Windows computer, using *SSH Secure Shell Client*.
Please refer to the *HP UNIX #1: Logging in and Logging out on the Windows Intranet* handout for assistance with the use of the SSH Secure Shell Client application.
Please refer to the *Windows Login/Logout Procedure* handout for Windows Intranetwork login assistance.
- Logon to your UNIX account from a Macintosh computer, using *Terminal*.
Please refer to the *Macintosh: Accessing HP hills Server with Terminal* handout for assistance with the use of the Terminal application.
Please refer to the *Macintosh: Getting Started* handout for Macintosh Intranetwork login assistance.

- At the UNIX prompt type in the word “**pine**”;
use all **lowercase** — **no capitals** — and press 

DO NOT use the MOUSE after you start pine-mail program.

Use the KEYBOARD and the  keys.....

Below is the MAIN MENU displayed in *pine*:

```
PINE 4.44  MAIN MENU                               Folder: INBOX  No Messages

?  HELP                - Get help using Pine
C  COMPOSE MESSAGE     - Compose and send/post a message
I  MESSAGE INDEX       - View messages in current folder
L  FOLDER LIST       - Select a folder OR news group to view
A  ADDRESS BOOK        - Update address book
S  SETUP               - Configure Pine Options
Q  QUIT                - Leave the Pine program

Copyright 1989-2002.  PINE is a trademark of the University of Washington.
Folder "INBOX" opened with 0 messages
Help      PreVcmd      RelNotes
OTHER CMD'S [ListFldrs] NextCmd      KBlock
```

```
SSH Secure Shell 3.2.5 (Build 280)
Copyright (c) 2000-2003 SSH Communications Security Corp -
http://www.ssh.com/



This copy of SSH Secure Shell is a non-commercial version.
This version does not include PKI and PKCS #11 functionality.

fog [HP Release B.11.00] (see /etc/issue)

Last  successful login for jdoe01: Mon Mar 22 14:19:02 PST8PDT 2004 on pts/7
Last  unsuccessful login for jdoe01: Wed Mar  3 14:40:52 PST8PDT 2004
Last login: Mon Mar 22 14:19:02 2004 from 147.144.13.45
You have mail.

bash-3.00$pine
```

Select a command option from the pine Main Menu in one of two ways:

- 1) use the arrow keys  to highlight a command option, and press , or
- 2) strike the letter to the left of the desired command option

Strike  at anytime to return to the MAIN MENU.

III. Composing and Sending a pine Message

- 1) At the **MAIN MENU**, tap **C** to **Compose and Send a Message**
- 2) Type in the e-mail address of the person you want to send a message to at the **“To :”** prompt
 - Make sure to type the entire address if the person doesn't have an account at City College
 - Press **J** 3 times
 - You can use nicknames from your address book instead of typing the entire address. (See Section VI of this handout *Using the Address Book* for details.)
- 3) If you want to attach a file to your e-mail message, make sure the cursor is somewhere within the heading portion: that is, above the **“-----Message Text -----”** line.
 - Press **Ctrl** and **J**

Any time you see the caret symbol (^), it means you need to hold the **Ctrl** key while you type whichever letter follows it.
 - Enter the name of the file you want to attach. Be sure to use the correct pathname and spelling.

Instead of typing the filename or the entire pathname, press **Ctrl** and **T**. This will take you to a list of directories and files in your home directory. Highlight the name of the file you want to attach and press **J**. (If the file you want to attach is located in a subdirectory, highlight the name of the subdirectory in which it is located and press **J** to see the files in that subdirectory.)

Enter an attachment comment if you want, or press **J** if you don't.
- 4) Type in a subject at the **“Subject :”** prompt and press **J**
- 5) Type your message.
- 6) If you want to insert a file into the body of your message, make sure the cursor is somewhere within the body of the message: that is, below the **“-----Message Text-----”** line.
 - Press **Ctrl** and **R**

Instead of typing the filename or the entire pathname, press **Ctrl** and **T**

Refer to the procedures in step 3 above to select the file for insertion.
- 7) When you are done, press **Ctrl** and **X** to **SEND** your message

Detailed Explanation of Header:

Cc:

Carbon Copy
(To send a copy of the message to someone else)

Attachment:

The (exact) name of a file in your UNIX home directory. The file will be sent with your message.

Subject:

Brief summary of what the message is about.

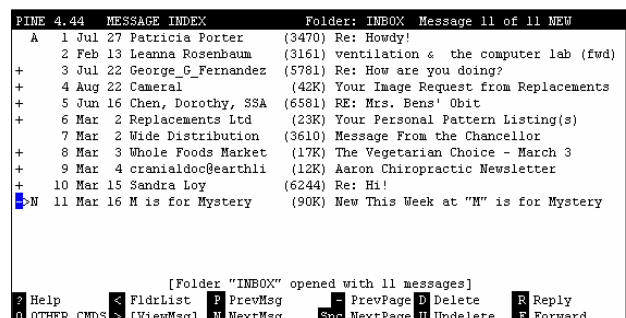
Message Text:

This is where you type your message.



IV. Reading Your Messages Using the Folder Index

- Type **M** to go to the **MAIN MENU**
- Type **I** to go to the **INDEX SCREEN** to read your messages.
- Use the arrow keys **↑↓←→** to move the selection tool (→) to the message you want to want to read.
- Press **J** to display the message for reading.
- To read other messages either press **N** (**Next Message**) or **P** (**Previous Message**) to go back and forth between messages.



- To read an attachment to a message:

Strike **[Shift]** and **[>]** to view the **ATTACHMENT INDEX**.

Use **[↑]****[↓]****[←]****[→]** to select the attachment.

If the attachment is not in ASCII format, it cannot be displayed in pine.

Pine will instruct you to **SAVE** the attachment in your home directory.

From your home directory, you can download the attachment file to your desktop or disk and open it for viewing from there. Please refer to the handout *Using SSH Secure Shell Client for FTP* for assistance with downloading.

After reading the attachment(s), strike **[Shift]** and **[<]** to return to the **ATTACHMENT INDEX**.

Deleting Messages:

1) To mark a message for deletion after reading it, press **[D]**

2) You can also delete messages from the **INDEX**:

- Use **[↑]****[↓]****[←]****[→]** to select the message and then

- Press **[D]** to **DELETE** the message

Please note: Permission to delete messages is denied if more than one session of pine is open.

- Press **[U]** to **UNDELETE** if you change your mind and decide you don't want to delete the message after all

- Messages will not be removed from the folder until you **QUIT PINE** and only if you agree to **EXPUNGE** the messages you marked for deletion.

Forwarding Messages:

(Use **FORWARD** if you want to send a message to someone that another person sent you.)

1) To forward a message after reading it, press **[F]** to **FORWARD** the message

2) Type in the **ADDRESS** of whom you wish to forward this message to at the **"To:"** prompt

4) Press **[Ctrl]** and **[X]** to **SEND** the message

5) Press **[Y]** (**Yes**) to confirm.

Replying to Messages:

(Use **REPLY** if you want to say something back to the person who sent you a message.)

1) To reply to a message after reading it, press **[R]** to **REPLY** to the message

2) You will see the prompt **"Include original message in Reply?"**

Press **[N]** (**No**) if you **DO NOT** want to have a copy of **THEIR** message included in your message.

Press **[Y]** (**Yes**) if you **DO** want a copy of **THEIR** message included in the body of your message.

You will see a **">"** in front of each line of the original message if you choose **Yes**.

3) If more than one person received the original message, when the prompt **"Reply to all recipients?"** appears

Press **[N]** if you **DO NOT** want your message to go to everyone else that received the original message.

Press **[Y]** if you **DO** want everyone who received the original message to receive your response.

4) Type your reply to the message, and press **[Ctrl]** and **[X]** when done to send the message

5) Press **[Y]** to confirm.

Printing Messages:

There are two methods to print a hardcopy of a mail message in the Academic Computing Resource Center.

Method One:

1) Before printing from pine in the ACRC, the default printer in the printer setup must be changed:

(Once the default printer has been set to "iclpr1" or "iclpr2", it does not ever need to be set again.)

- Press **[M]** to get to the pine menu
- Press **[S]** to go to the Set-up
- Press **[P]** to select Printer
- Use the down arrow key **[↓]** to select **"iclpr1"** or **"iclpr2"**
- Strike **[S]** to select a new default printer.
- Press **[E]** to exit the Printer Set-up
- Respond **[Y]** (**YES**) to commit the changes you made

2) To print a pine message:

- Go to the message you want to print.
- To print the message, strike **Shift** and **%**
- Respond **Y** (**YES**) to “**Print message ## on ‘iclpr1’?**”
(Use **Ctrl** and **N** to select printer “iclpr2” instead of “iclpr1”; use **Ctrl** and **P** to change the selection back.)

Method Two:

- 1) On the screen, display the message you want to print
- 2) Press **E** (**EXPORT**) to save the message as a file in your HP Unix home directory
- 3) Enter the filename you want to give this message in your home directory
- 4) Press **Q** (**QUIT**) to exit pine
- 5) Press **Y** (**YES**) to confirm your intention to exit
- 6) At the UNIX prompt, enter the UNIX command to print the message.
Please see the *Printing* section on pages 4-5 in the *HP Unix #2: Basic Unix Commands* handout.

V. Using Folders

Organize your messages by saving them to different folders.

The following folders are automatically created for you when you use pine:

INBOX
saved-messages
sent-mail

Creating Folders:

- Press **M** to go to the **MAIN MENU**
- Press **L** and **]** to **LIST** your different folders.
(Check the screen to the right.)
- Press **A** to **ADD** a Folder
- Type in a **NAME** for the folder and press **]**



Removing Folders:

- Press **M** to go to the **MAIN MENU**
- Press **L** and **]** to **LIST** your different folders. (You should see a **FOLDER LIST** similar to the screen above)
- Use **↑↓←→** to select the folder you want to remove
- Press **D** to **DELETE** the folder
- Press **Y** when the computer says “**Delete [folder name]?**”

Saving Messages to Folders: (To keep messages organized)

- After reading a message, press **S** to **SAVE** the message
- Type in the **NAME** of the folder you want to save the message to and press **]**
Or,
use **Ctrl** and **T** to display the folders in your MAIL directory;
use **↑↓←→** to locate the desired folder;
highlight the name of the target folder, and then strike **]**
- If you don't type in a folder name, it will be saved to the “**Saved-Messages**” folder

Moving Between and Reading Messages in Different Folders:

- Press **M** to go to the **MAIN MENU**
- Press **L** to **LIST** your different folders
- Use **↑↓←→** to select the folder you want to open and press **]**
- Select messages and read them as you would read mail in your **INBOX**

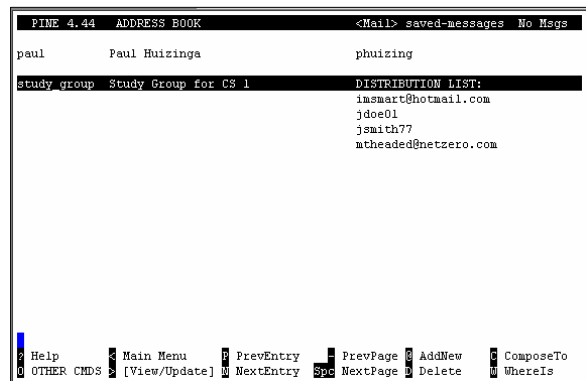
VI. Using the Address Book

Press **M** to go to the MAIN menu, and
press **A** to go to the ADDRESS BOOK.

You should see an ADDRESS BOOK INDEX screen, similar to the one on the right, but it will be blank until you add some addresses.

Adding Addresses: (of individual people)

- From the ADDRESS BOOK INDEX screen,
press **Shift** and **@** to ADD a new address book entry.
- At the “Nickname:” prompt, type in a nickname (i.e.: “Hao”
for “Hao K. Lam”), for the person and press **Enter**
- At the “Fullname:” prompt, type in the person’s First and Last Name and press **Enter**
- You do not need to type the person’s full name, you can just press **Enter**
- Press **Enter** until you get to the “Addresses:” prompt and type in the person’s *complete e-mail address*
- Press **Ctrl** and **X** and then strike **Y** by itself to save the information.



Creating a Distribution List: (so you can send one message to a group of people)

- Press **@** to ADD (at the ADDRESS BOOK INDEX screen).
- At the “Nickname:” prompt, type in a nickname (i.e.: ENG90 for English 90) for the list and press **Enter**
- At the “Fullname:” prompt, press **Enter**
- Press **Enter** until you get to the “Addresses:” prompt and type in each person’s *complete e-mail address*.
- Separate each address with a comma. (Do *not* use spaces.)
- Press **Ctrl** and **X** and then **Y** by itself to save the information.

Updating Addresses:

- At the ADDRESS BOOK INDEX screen, use the arrow keys to select the address you wish to update.
- Press **V** to VIEW/EDIT the address.
- Correct any information you want (Nickname, Fullname, Address).
- Press **Ctrl** and **X** and then **Y** to save the information.



Deleting Addresses:

- At the ADDRESS BOOK INDEX screen, use the arrow keys to select the address you wish to DELETE.
- Press **D** and then **Y** to DELETE the address.

VII. Finishing Up

- Type **M** to go to the MAIN MENU
- Type **Q** to QUIT PINE, press **Y** for YES when asked “Really quit pine?”
- If you have deleted any messages, you will need to press **Y** for YES when asked “Expunge the deleted message(s) from ‘INBOX?’” to completely remove the messages from your e-mail account.
- At the UNIX prompt type **exit** (all lowercase - no capitals), then press **Enter** to logoff your HP UNIX account.
Now that you are outside the UNIX environment, you may use the mouse.
- Follow the UNIX logoff procedure and the SSH Secure Shell Client disconnect procedure outlined in the handout *HP UNIX #1: Logging in and Logging Out on the Windows Intranet*
- Follow the Windows Intranet logoff procedure outlined in the handout *Windows Login/Logout Procedure*.

VIII. Getting Started with WebMail: Web Mail Client (IMAP)

E-mail in your hills account can be accessed and processed using a graphic interface called WebMail.

WebMail is a web-based e-mail system that employs the mouse instead of the keyboard to navigate the e-mail functions.

Before Using WebMail:

The password on your HP Unix account can not be changed using WebMail.

To maintain the security of your HP Unix account, the system requires password changes: once at the time of your first login, and approximately every 100 days thereafter.

In order to protect your HP Unix account from unauthorized access, the account is disabled after:

- repeated attempts to login with an incorrect password; or
- a lapse of more than 100 days between login sessions.

(For more information on logging in and changing your password, refer to the handout *HP Unix 1: Logging in and Logging out.*)

Accessing WebMail:

To use WebMail, point your browser to the URL: <http://hills.ccsf.edu/mail>



- Enter your HP Unix login name in the *Username* box.
- Enter your password in the *Password* box.
- Enter the name of your computer in the *Host* box: `hills.ccsf.edu`
- Click the *LOGIN* button on the right of the boxes.

Once you are logged in, WebMail will check the IMAP Server and will display the messages in your INBOX folder.

Please Note:

If this is the *first* time you are logging in, you will need to click the *SAVE* button to see your messages. The INBOX folder will appear empty until you do.



Logging Out:

Click the *LOGOUT* button on the menu bar to leave WebMail. Failure to do so might allow other people access to your e-mail.



Getting Help Using WebMail:

There is an illustrated WebMail User's Manual which explains the functions of the buttons, links, check boxes, and text fields that the client package provides to enable reading, sending, forwarding, deleting, and organizing messages, as well as sending and viewing attachments and managing your address book and message folders.

To locate the WebMail User's Manual:

- Access your hills e-mail account by way of WebMail using the instructions listed above.
- Click on the *Help* button in the upper right portion of the screen:

