

Pine Instructions

Accessing

Email Server - `axe.humboldt.edu`

Type in your login ID (your initials with a number assigned to you by the university) and password (5-8 characters with an uppercase or number, non-English word) as shown below.

```
Telnet - axe.humboldt.edu
Connect Edit Terminal Help
**-----**
||  ##  #  #  #####          #####  #  #  ##  #  #  ||
||  #  #  #  #  #          #          ##  ##  #  #  #  #  ||
||  #  #  ##  #####          #####  #  ##  #  #  #  #  ||
||  #####  ##  #          #          #  #  #  #####  #  #  ||
||  #  #  #  #  #          #          #  #  #  #  #  #  #  ||
||  #  #  #  #  #####          #####  #  #  #  #  #  #  #####  ||
||                                     axe.humboldt.edu          ||
**-----**

Authorized for e-mail use only.
Digital UNIX (axe) (ttyq3)

*****
To activate your account, change your password, or if you don't
remember your login-id or password, press the enter or return key at the
"login:" prompt and follow the instructions.
*****

login: jqd24
Password: (5-8 characters with an uppercase or number, non-english word)
```

After logging on type pine at the axe prompt as shown below.

```
Telnet - axe.humboldt.edu
Connect Edit Terminal Help
is now available via the web.

If you need assistance contact the Student Help Desk: 826-HELP(4357),
help@axe.humboldt.edu, or http://www.humboldt.edu/~help

Looking for information on HSUs Central Computing Services?
All of this and more:
http://www.humboldt.edu/~cats

    ## This is a reminder that e-mail should not be considered a secure form
    of communications --- you should assume that anything you send via
    the e-mail system has the potential of being read by individuals
    other than those to whom you addressed your message. Never send
    confidential personal information via e-mail.

For general help with basic commands, enter:
unix_help

>>>>NOTICE: Telnetting into chat or game sites is PROHIBITED!<<<<<<

Tired of pine? Try HSU's webmail at http://webmail.humboldt.edu
You have mail.
axe > pine ← at the prompt type pine
```

Main Menu

NOTE: At any time, after logging in if you have any questions you can type a '?' (shift + /) to access the online Pine Help. You can also press the letter 'm' to take you back to the MAIN MENU.

```
Telnet - axe.humboldt.edu
Connect Edit Terminal Help
PINE 4.10 MAIN MENU Folder: INBOX 1 Message

To Navigate: (the mouse does not work)
Use the up and down arrow keys or the Keyboard Shortcut Letter.

Keyboard Shortcuts Command Description Command Definition
? 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 1989-1999. PINE is a trademark of the University of Washington.
[Folder "INBOX" opened with 1 message]
? Help P PrevCmd R RelNotes
O OTHER CMDS [ListFldrs] N NextCmd K KBLock
```

Checking Mail

1. To read messages, from the MAIN MENU press the L key or arrow to "FOLDER LIST". You will see the word MAIL as in the following screen. Press Enter.

```
Telnet - axe.humboldt.edu
Connect Edit Terminal Help
PINE 4.10 COLLECTION LIST Folder: INBOX 1 Message

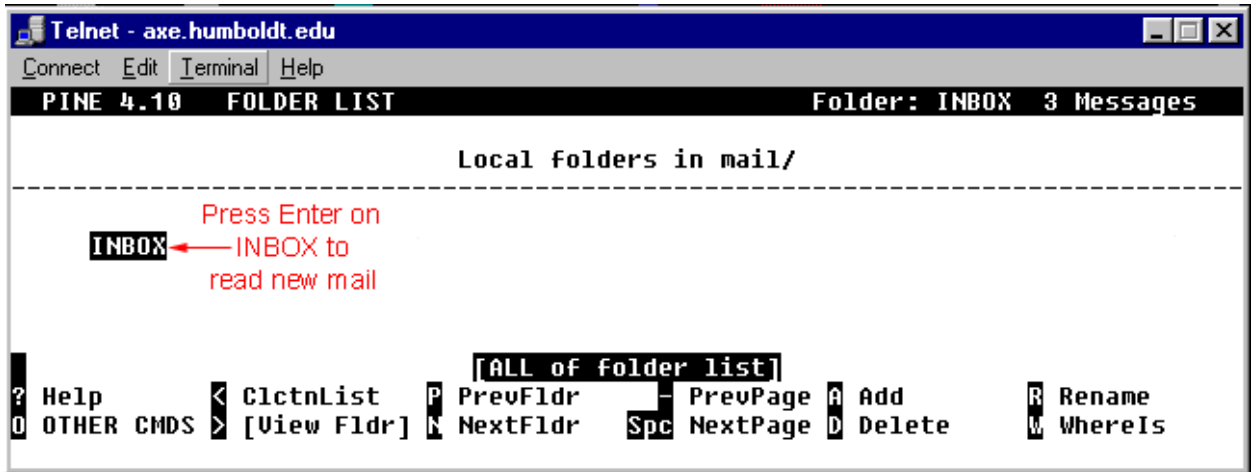
The bottom of each screen contains keyboard command
shortcuts and the name of the action the command performs.

Press Enter on your selection
Mail
Local folders in mail/

News on news.calstate.edu/nntp
News groups on news.calstate.edu/nntp

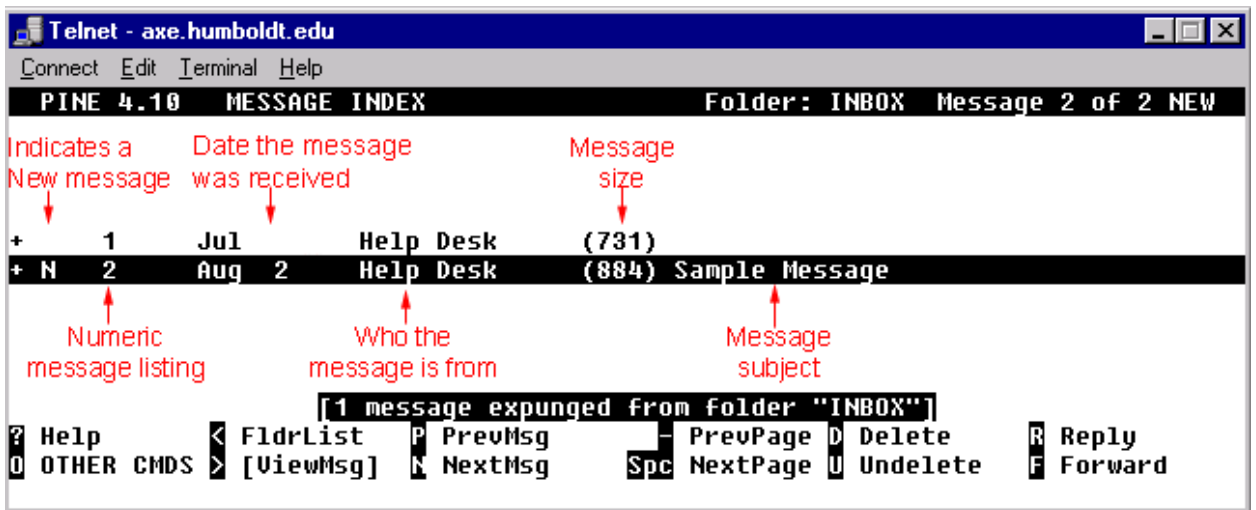
Keyboard shortcuts
? Help < Main Menu P PrevCltn - PrevPage
O OTHER CMDS [View Cltn] N NextCltn Spc NextPage W WhereIs
Command action name ↑
```

- Mail will take you to your "FOLDER LIST" where you can press Enter on INBOX to view any new messages.



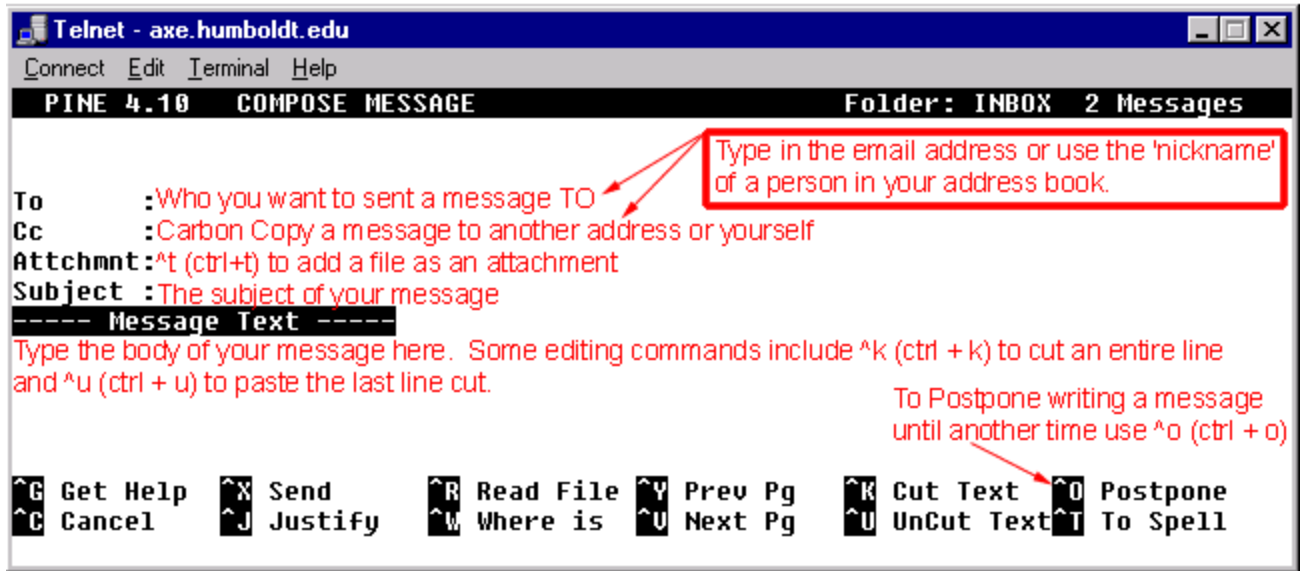
- Use the arrow keys to scroll through the message headers. Press the ENTER key when the message you want to read is highlighted.

(The size of each message is contained in parentheses right before the subject of the message (e.g., in the screen above, the first message is 731 bytes; the second message is 884 bytes). If you see the letter K after the number (e.g., 438K), then the file is 438 Kilobytes. These are large files and could send you over quota. If you have no messages in your "INBOX" folder, you will see "No Messages" displayed in the upper-right corner of the screen.)



Composing Messages

1. Press the C key to select “COMPOSE MESSAGE.” You should see a screen similar to the following:



- The cursor will be in the “To:” field. Type the email address of the person to whom you are sending the message. If you have addresses in your [AddressBook](#) you can use the nickname you chose for the individual. If the individual is a student/staff/faculty member and has an HSU email account on Humboldt’s central email server (axe.humboldt.edu), you only need to type their login ID and press the ENTER key. Pine fills in the full address for the login ID you typed. You can use this feature to verify you’ve typed the email address you intended. If the person does not have an HSU assigned account, you must type the entire email address. Some examples include: personsuserid@hotmail.com, or userid@stateuniversity.edu, or userid@aol.com, or sylvester@aol.com
- Press the ENTER key.
- The next two fields in the header are optional--you can fill them in if you choose: “Cc:” Send a copy of the message to someone else “Attchmnt:” Attach a file (text or binary) to your message
- In the “Subject:” field, type a brief title describing your message
- Press the ENTER key.
- Press the DOWN ARROW key or the ENTER key to move the cursor below the “-----Message Text-----” line. Type your message. You do not need to press the ENTER key when the text reaches the right-hand side of the screen. The text will wrap around to the next line automatically.
- The options available while you compose a message are shown across the bottom of the screen. To use one of these options, you must hold down the CONTROL key. (Ctrl key and press the indicated letter key.) The ^ character represents the CONTROL key. For example, to cancel the message you are writing, press the Ctrl-C key combination (^C on the screen).

After you compose a message, you can choose to send it, postpone it, or cancel it.

Send The Message

Hold down the Ctrl key and press the X key (^X). You will see the following program prompt: Send message? Press the Y key to send the message or the N key to continue composing the message.

Postpone The Message

Hold down the Ctrl key and press the O key (^O). You will see the following program message: [Composition postponed. Select Compose to resume.]

To continue composing your postponed message, press the C key. You will see the following program prompt: Continue postponed composition (answering "No" won't erase it)? Press the Y key to continue composing the message or press the N key to stop composing the message..

Note: If you want to compose a new message while you have a postponed message, press the N key. When you start a new message, the postponed message will be saved in a folder called "postponed-msgs," which is automatically created by the Pine Mail program.

Cancel The Message

Hold down the Ctrl key and press the C key (^C). You will see the following program prompt: Cancel message (answering "Yes" will abandon your mail message)?

To cancel the message, press the Y key. To continue composing the message, press the N key.

Note: If you press the Y key in response to the cancel prompt, you will not be able to return to your cancelled message.

You will see the following program message: [Message cancelled and copied to "dead.letter" file]. This file is created automatically by the Pine Mail program.

Other Commands

- ◆ Justify (^J): this will bring disjointed sentences and words together as one paragraph.
- ◆ To Spell (^T): this will Spell Check your document.
- ◆ Prev Pg/Next Pg (^Y/^U): this will move you from page to page.
- ◆ Cut Text (^K): Cut line of text.
- ◆ UnCut Text (^U): UnCut previously cut line of text.

Sending/Receiving Attachments

Sending

It is possible to attach files such as Microsoft Word Documents or Images to outgoing Email. In order to attach a file it must be FTP'd (File Transfer Protocol) into the home directory of your axe account. To do this see Fetch Help (Mac) or WS_FTP (Windows) (*Note:* you can use Netscape Navigator 3.0, Netscape Communicator 4.0, Internet Explorer 3.0, or Internet Explorer 4.0 to read an attachment that's sent to you if you are on campus). Once the file is in your axe account:

1. Compose a message as done before.
2. After addressing the message, press return until the cursor is in the "Attachment" field.
3. Use the To Files (^T) [*Note:* The "^" is the Control Key] command to access the list of files within your axe account.
4. Using the arrow keys move the cursor to the file that you wish to attach. If the file is in a directory, follow the pathway to the file by selecting the appropriate directories and pressing "return". With the desired file selected, Press "return".
5. The file will now show up in the "Attachment" field and will be sent to your recipient.

Receiving

When you receive a message with an attachment you will see the following text in the header of the Email:

Parts/attachments:

1 Shown 2 lines Text

2 OK ~21 bytes Text, ""

In order to gain access to the file, you will need to extract it from the message and save it into the home directory of your axe account. To do this:

1. While reading the message, type "V" (View Command).
2. You will see a numbered list of items contained in the Email message. One is the actual text of the message and the other is the attached file (usually the bottom item). Using the up/down arrows, select the attached file and press return.
3. You will either be viewing the document or you will get an error message: Don't know how to display Application/OCTET-STREAM attachments. Try Save. This means that the file is not a Text-only document (Microsoft Word documents are not Text-only documents). Either way you will want to save the file to your axe home directory by typing S (Save).
4. "Copy attachment to file in home directory:" will appear at the bottom of the screen. You can either use the name provided or change it to a new name. Press return when the name is correct.
5. You have extracted the file from the message and it now sits as an independent file in your axe account. In order to use this file you will need to FTP (File Transfer Protocol) it out of your account and onto your desktop computer. The application you will want to use is either Fetch (Mac) or WS_FTP (Windows). Once you have access to these programs, you will log into your axe account and download the attached file from the home directory of your axe account to your desktop computer. For assistance with either FTP program, follow the appropriate link.
6. To get back to the original message, keep pressing E until it shows up on the screen.

Address Book

1.From the Main Menu use the Address Book (A) command.

OR

2.From within the To field in the Compose Message screen, use the To AddrBk (^T).

```
Telnet - axe.humboldt.edu
Connect Edit Terminal Help
PINE 4.10 ADDRESS BOOK Folder: INBOX 2 Messages

To send a message to an individual in your address book use
the up and down arrow keys and then press the letter c for ComposeTo.

Nickname Full Name Email Address
example First Last Name address@location.edu

test First & Last Name emailaddress@location.com

To edit or update an entry use the up and down arrow keys and press Enter or use
the > symbol (shift + period) and then press the letter u for update.

To add a new entry use the
@ symbol (shift + 2)

? Help < Main Menu P PrevEntry - PrevPage @ AddNew C ComposeTo
O OTHER CMDS > [View/Update] N NextEntry Spc NextPage D Delete W WhereIs
```

There are various commands in the Command List that will assist you. Here are the main procedures you will use:

```
Telnet - axe.humboldt.edu
Connect Edit Terminal Help
PINE 4.10 ADDRESS BOOK (Add) Folder: INBOX 2 Messages

Nickname : mom
Fullname : Ethel Jones
Fcc :
Comment :
Addresses : ejones@yahoo.com

Fill in the fields just like you would in the composer.
To form a list, just enter multiple comma-separated addresses.
It is ok to leave fields blank. Press '^X' to save the entry, '^C' to cancel.
If you want to use quotation marks inside the Fullname field, it is best
to use single quotation marks; for example: George 'Husky' Washington.

Use ^x (ctrl+x) to Save your entry and exit
Use ^c (ctrl+c) to cancel without saving your changes

^G Get Help ^X eXit/Save ^R RichView ^V PrvPg/Top ^K Cut Line
^C Cancel ^D Del Char ^U NxtPg/End ^U UnDel Line ^T To AddrBk
```

Adding New Entry

When you are in the address book (A) command. Use the AddNew (@) command shift 2).

Fill in the series of fields:

Nickname: this is the shortcut name you will use to access the address when composing a message to this person.

Fullname: this is the full name of the individual that will show up once you type in the Nickname.

Fcc: this is the Folder where a copy of the outgoing Email using this Address Book entry will be stored (see Organizing and Your Messages).

Comment: use this to keep specific information that will not show up on the Email.

Addresses: type in the addresses that you wish to be associated with this entry. NOTE: use a comma to separate multiple addresses.

Use the eXit/Save (^X) command to save the entry to the address book.

Use the cancel (^C) command if you do not wish to save your changes.

Printing Email

While in Pine, to print a message, while either reading or with it selected from the Index Folder, use the Print (%) command by pressing the "shift and 5" keys. You will be prompted to use the printer attached to your desktop. Select Y for "Yes".

Organizing Your Messages

You can create various folders for organizing and storing your messages. From the main menu if you select the Folder List (L) command. This will list all of the folders within Pine. Use the various commands at the bottom of the screen to assist you. NOTE: Use the OTHER CMDS (O) command to view more command options.

Use the arrow keys to move to desired folder. Press "return" with the desired folder selected.

To create a new folder use the Add (A) command. Type in the name of the new folder and Press "return".

To move a message to a specific folder, while reading the message or with the message selected, use the Save (S) command. You will be prompted to type in the name of destination folder. You may also use the To Fldrs (^T) command to select from the list of folders.

Advanced Topics

You can configure Pine so it will automatically place a copy of every email you send into a folder.

- At the Main (M) menu select Setup (S) and then select Config (C). Scroll down this list using your arrow key to the default-fcc field.
- Select Change Value (C), type sent-mail and then press the Enter key.
- Select Exit Config (E) and Yes (Y).

A copy of all email you send in pine will be sent to your sent-mail folder. Note: Be very careful making changes to the configuration of Pine. It is best to only make the changes that you are sure of.

Exiting

Use the Quit (Q) command to quit out of Pine.