

Using PINE

This document gives an overview of the PINE mailer. After reading this handout, you will be able to view and send mail using PINE. You will also be able to customize PINE in order to send mail to groups of users.

The following text is from the PINE online help:

PINE Introduction

PINE(tm) is the University of Washington's "Program for Internet News and Email". It is intended to be an easy-to-use program for sending, receiving, and filing Internet electronic mail messages and bulletin board (Netnews) messages. PINE supports the following Internet protocols and specifications:

- SMTP - Simple Mail Transport Protocol
- NNTP - Network News Transport Protocol
- MIME - Multipurpose Internet Mail Extensions
- IMAP - Internet Message Access Protocol

MIME allows you to attach any kind of file to your message, provided that your recipient also has MIME-capable mail software (which is readily available for most types of computers, although some proprietary mail systems do not yet support MIME). IMAP allows access to mailboxes on remote mail servers as if they were local.

Although originally designed for novice email users, PINE has evolved to support many advanced features. There are an ever-growing number of configuration and personal-preference options. Not all options will be available at all sites; these are determined by local system managers.

Starting PINE

To start PINE, type the following command at the UNIX system prompt:

```
> pine
```

When you start PINE, you will see the PINE menu shown below:

```

PINE 3.91  MAIN MENU                               Folder: INBOX 5 Messages
?  HELP          - Get help using Pine
C  COMPOSE MESSAGE - Compose and send/post a message
T  FOLDER INBOX  - 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 or update Pine
Q  QUIT         - Exit the Pine program

Copyright 1989-1994. PINE is a trademark of the University of Washington.
[Folder "INBOX" opened with 5 messages]
Help      PrevCmd      RetNoLess

```

Commands

In PINE, the last two lines of the screen are always used to display available commands. Press a letter key (shown next to each command) to give the command. You can get help or go back to the main menu from any screen.

When a letter command on the bottom of the screen includes a “^”, like this:

^G Help

This means you should press and hold the **CTRL** key, then press the appropriate letter key. Release the two keys simultaneously. In this document, key sequences such as this one are shown like this: <Ctrl-G>.

Reading Mail with PINE

When you first enter PINE, the **FOLDER LIST** option is highlighted on the main menu. Press <Return> when the cursor is on this option or type the letter 1 to read mail.

You will see a list of your folders. Use the arrow keys to move to the folder you want to open, then press <Return>. Note: New mail is located in the **INBOX** folder.

When you have chosen a folder, the mail messages in that folder will be listed on the screen, like this:



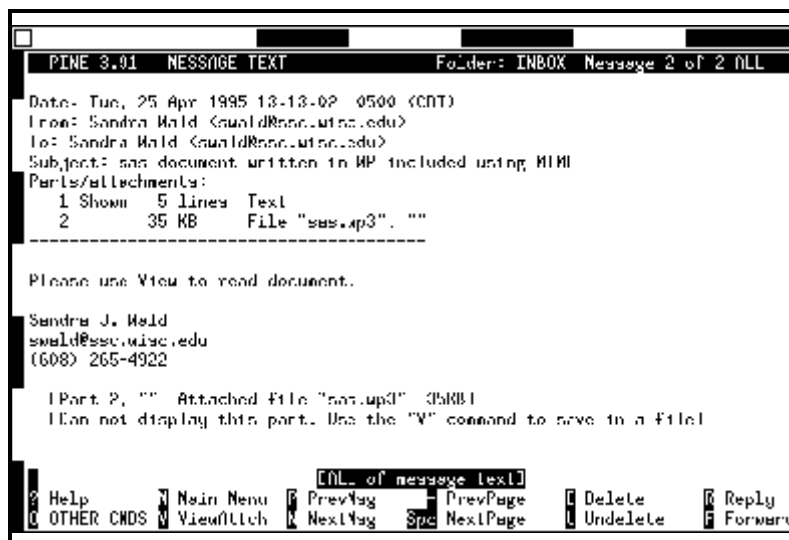
Reading mail is easy. Using the arrow keys, highlight the mail message you want to read and press <Return>.

Use the commands shown at the bottom of the screen to manipulate the messages you are reading. Press **D** to delete the message. Press **F** to forward the message. Press **S** to save the message to another folder. Press **R** to reply to the message.

Some commands require you to supply additional information. Simply respond to the prompts on the screen to complete the action you have requested.

Viewing attachments

An open mail message is illustrated in the figure below. Notice that on the **Parts/attachments** line, the file "sas.wp3" is listed. Instructions on how to manipulate the attached file are displayed on the screen. To view the file, press **V**. To save the attachment to a file outside of mail, type **S** while viewing the attachment. To exit the attachment view, type **E**. Type **I** to return to the Folder Index list.



Sending Mail

From the PINE Main Menu screen, highlight **COMPOSE MESSAGE** and press <Return>. You will see the Compose Message screen, illustrated below:



Fill in the fields on this screen as described below. Use the arrow keys to move the cursor from one field to the next. In the **To** and **Cc** fields, you may enter as many addresses as you wish, but they must be separated by commas.

To Type the address or addresses to which you want to send the message. If the person is a member of the SSCC, just enter the username. If the person is located outside the SSCC, type the complete Internet address.

Cc If you want the message “carbon copied” to any other user(s), enter the username or Internet address. You may leave this field blank.

Attachment If you wish, you may specify a binary file in this field which will be included with the message. For instance, you could include a WordPerfect file. The file must be found on the machine where you are running PINE. If the file is on a PC or a Mac and you run PINE on UNIX, you must transfer the file before attaching it.

PINE uses MIME encoding for attachments, so binaries and files of any length can be delivered to any MIME-capable mail reading program. If you send an attachment to someone who does not have a MIME-capable mail reading program, the main message text will be readable, but attachments (even ascii attachments) will not.

Subject Enter the text you want for the subject title of the message.

Message Text When you have entered this field, the words -- **Message Text** - will be highlighted on the screen. Start typing the text of your message. PINE comes with its own editor which provides word-

wrapping and spell checking. Use Help (<Ctrl-G>) for information at any time. When you are ready to send the message, press <Ctrl-X>.

PINE Help

PINE help is context-sensitive. This means that each PINE screen has its own help text, explaining the choices available for that screen. When you request help while on the PINE Main Menu, you will not only receive a description of the specific commands available from the Main Menu, but also an overview of PINE operation.

Address Book

Pine's address book helps you keep a list of addresses you send mail to so you do not have to remember addresses that are often complex. Each entry in the address book has five fields, all of them optional.

To begin an address book, choose **ADDRESS BOOK** from the PINE Main Menu. If you have never added to the address book before, the following message will appear:

No Addresses in Address Book.

The three elements which are usually visible on the ADDRESS BOOK display are:

NICKNAME: A short easy-to-remember label to identify the entry. This is what you type in as you are addressing the message in the composer. If there is a matching entry in your address book(s), Pine will extract the corresponding FullName and Address fields to generate the actual address for your message.

FULLNAME: A longer field where you can put the full name of the person or organization. Usually the full names are put in last name first so they sort nicely in alphabetical order. Whatever you put as the name here will appear on the message when it is finally delivered.

ADDRESS: This is the actual email address itself. This must be a valid Internet address. (There is more information on email addresses a little later in this section.)

The two fields which aren't usually visible are:

FCC: The name of the folder you would like a copy of any outgoing message to this address to be saved in. If this field is set, and this address is the first one in the message's To: header, then Pine will use this folder name for the FCC in lieu of the normal FCC folder name.

COMMENTS: This field contains arbitrary text for your convenience.

Due to screen width limitations, these last two fields do not show up in the normal ADDRESS BOOK display. You may select the "View/Edit" command to view or

modify them. You may use the configuration variable "addressbook-formats" to add these fields to your ADDRESS BOOK display, or to modify the format of the display.

Adding to your address book

To add a nickname to your address book, type **A** while on the Address Book screen. Then respond to the following prompts:

```
PINE 3.95    ADDRESS BOOK (Edit)                Folder: INBOX  5 Messages

Nickname   :
Fullname   :
Fcc        :
Comment    :
Addresses  :
```

Fill in the fields just like you would in the composer. To form a list, just enter multiple comma-separated addresses. To add to a list, use the View/Edit cmd instead of the AddNew cmd. It is ok to leave fields blank. Press ^X to save the new entry.

When you have finished entering this information, the address book entry is complete.

Viewing your address book

If an Address Book already exists for your account, you will see a list like this when you choose **Address Book** from the Main Menu:

```
PINE 3.91    ADDRESS BOOK                Folder: INBOX  Message 1 of 1
sam         westcott, sam                    westcott@merle.acns.edu
barbw       Whitney, Barb                      whitney@wisc.edu
holly       Wilson, Holly                      6270wilsonh@vmsf.csd.edu
cy          Young, Christine                   ccy@climate.geo.edu

consul      consul                        DISTRIBUTION LIST:
                                                brandreth
                                                cooper
                                                dixon
                                                fassnach
```

When you are in the Address Book screen, you may edit any and all entries in your address book. You may also use this screen as a short-cut for composing messages to people in the address book. To do this, highlight the desired address entry from the list and type **C** to compose a message

Distribution Lists

Pine entries can be simple cases of aliases (a single nickname is linked to a single email

address) or distribution lists (a single nickname pointing at more than one email address). Each distribution list has a nickname, a full name and a list of addresses. The addresses may be pointing at more than one email address. Each distribution list has a nickname, a full name and a list of addresses. The addresses may be actual addresses or they may be other nicknames in your address book. They may even refer to other distribution lists.

The command to create a new distribution list is **A**. To add entries to an existing list use the View/Edit (**V**) command. Delete (**D**) will delete a single address from the list if the cursor is placed on the address; it will delete the entire distribution list if the cursor is on the nickname/fullname line. View/Edit may also be used to delete addresses from a list.

Address field entries in distribution lists may take any one of three forms: a nickname existing in any of the defined address books, a normal address of the form "jsmith@art.nowhere.edu", or a complete fullname/address combination, e.g. "John Smith <jsmith@art.nowhere.edu>".

Distribution lists in PINE address books can only be used by the person or people who have access to that address book. They are not usually used to implement discussion groups, but can be used to facilitate small discussion groups if all the participants have access to the same shared address book.

Valid Email Addresses

When you enter an email address into the address field of your address book you are giving PINE an address that it must be able to actually reach. The address you enter here must be a valid address which is reachable from your site. If it is not, you will get an error message after sending the message.

Adding Addresses with Take Address

Take Address allows you to extract the email addresses from a message which was sent to you and save it in your address book. This is an easy way to add to your address book and avoid having to remember the email addresses of the people who write to you.

To use Take Address, type **T** while you are reading a message which has been sent to you. (The **T** command will be listed at the bottom of the screen if you press **O** for Other Commands.) If the message has been sent just to you individually, then you will only need to provide a nickname for the address book entry. PINE attempts to extract the full name and email address from the message, if it can get it, you verify this information. You may enter or change the full name and address at the prompts.

If the message you want to take the address from is more complicated (for instance, with more than one recipient or an email list involved), then you will see an address selection screen which lets you choose the address you want to save into your address book, or add several of them to a personal address list.

Printing Mail in PINE

Before you can print mail from PINE, you must configure a printer using SETUP. From the PINE Main Menu screen, highlight **SETUP** and press <Return>. Then type **P** to set up a printer.

The default printer at the SSCC is the laser printer in the Computer Room. The “standard” print command in PINE prints to the default printer. But you must use **S** to select this option after cursoring to “*Standard UNIX print command*”.

To print to a printer other than *Standard* or *Printer Attached to PC*, cursor down to “*Personally selected print command*”, and press **A** to add printer. You will be prompted to enter the name of printer to be added. Enter the printer name. Next you will be prompted to enter the command for the printer. Enter the appropriate printer command. Below is a sample of what the results look like:

```
Printer List:  "junk"                lpr -Pdouble
              "User room printer"   lpr -Puserdouble
```

Now you must use the **S** command to select what printer you want to set as your default printer. Once you have done this you will see a message that says “*Default printer set to basement printer*”. Now you could add another printer or exit the printer configuration. You will be prompted to save changes made, yes or no.

Printing a message

When your printer has been configured, you can print mail messages either while viewing a folder list, or while reading a message. In an open folder, simply highlight the message you want printed. To print a message, type **Y**. A message will appear at the bottom of the screen when the print command has been completed.