



Using Pine on UNIX at Carnegie Mellon

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For information related to this topic refer to:

- [Email Overview](#)
 - [Cyrus FAQ](#)
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Introduction

This document describes how to set up and use Pine, the Cyrus mail client.

About Pine

Pine is available as a UNIX e-mail client for Cyrus. It was developed by the Computing and Communications group at the University of Washington. Pine is a trademark of the University of Washington.

Getting Help

For assistance with using Pine, type ? to view on-line help for each screen.

Policies and Guidelines

Carnegie Mellon Computing Services has adopted specific policies and guidelines that apply to the campus computing environment. It's necessary that you abide by these guidelines in order to avoid possible fines or loss of network services. Review these guidelines at the following web site:

- [Policies and Guidelines](#)

Getting Started and Configuring Pine

Access or Download Pine

Pine has been released to the UNIX environment for Andrew and Andrew Linux workstations.

Pine Authentication

Pine version 4.55 requires Kerberos 5 authentication. Download and install the SSH Secure Shell utility from the [My Andrew](#) site. Use the SSH application to establish connections to Solaris and Linux servers when

running Pine.

Starting Pine

In order to use Pine, you must have a Cyrus Mail account.

Follow these steps to launch **Pine on UNIX**:

1. As described in the previous section, launch SSH Secure Shell to establish connections to the Solaris and/or Linux servers.
2. At a system prompt, type **pine** then press **Enter**.
The Pine Main Menu appears.

Note: The first time you launch Pine you are asked if you would like to have an "About Pine" document mailed to you. If you want the document, type **Y** . If you don't, type **N**.

Windows, Menus and Toolbars

Windows

Pine has one window and multiple screens. All actions take place there.

The Main Menu

The Main Menu of commands is displayed on the screen that displays when you first launch Pine. Follow these steps to use any of the Main Menu commands.

1. Type the command letter. You do not need to press Enter.
2. To return to the main menu from another screen, press **M**.

Toolbars

In Pine, toolbars are located at the bottom of each screen. Follow these steps to use any of the toolbar commands.

1. Type the command letter to perform the command. If the command is preceded by the "^"character, press **Ctrl-** and the command letter at the same time.
2. To get help on any screen, press **?**

Configuring Pine

Pine has already been configured for use on UNIX systems, but you may follow these steps to change certain configuration variables.

1. At the Main Menu, press **S**.
The toolbar commands change.
2. Press the letter of the setup task you would like.
Note: Only **C** (Configuration) and **S** (Signature) are valid in our environment.
3. Use the toolbar commands to edit the configuration files and to save your changes.
For information or help with any of the configuration screens or fields, press **?**

Reading and Sending Messages

Reading New Mail

Follow these steps to read new mail.

1. At the Main Menu, press **I** for Index. A list of your messages appears.
Note: Either the last message received or the first new message received is highlighted. New messages are marked with an "N".
2. To select the message you want to read, highlight it. To move up the message list, use the following navigation commands or use the up and down arrow keys.
3. Press **Enter** . The selected message is displayed on your screen.
N - Reads the next message
P - Reads the previous message
I - Enters to the folder index screen
M - Enters to the main menu

Saving Messages

Follow these steps to save a message to a folder.

1. Press **S** at the Message Index screen.
You are asked if you want to save the message to your <Personal> Saved Messages folder or to another folder.
2. Press **Enter** to save the message to the Saved Messages folder.
Note: If you want to save the message to a different folder, type the name of the folder you want to save the message to, then press **Enter**. If you want to see a list of your folders press **Ctrl-T**.
3. The message is saved to the specified folder. If the message was in one of your personal folders, it is marked for deletion. If the message was from a bulletin board, it is copied to the new folder.

Deleting or Undeleting Messages

To delete a message, you need to mark the message for deletion and then expunge the marked message to permanently remove it.

Follow these steps to **mark a message for deletion**.

1. From the Message Index screen, press **D** with the message you want to delete selected.
The letter "D" appears next to the message caption. This indicates that the message is marked for deletion.

If you change your mind and do not wish to expunge a marked message, you must remove the delete indicator **BEFORE** expunging your messages. **To undelete a message**, follow these steps.

1. From the Folder Index screen, select the caption of the message you want to undelete.
2. With the message selected, press **U**.
The "D" mark disappears and the message will not be removed when messages are expunged.

Follow these steps to permanently remove or **expunge messages** that are marked for deletion.

1. Press **X** to permanently delete or expunge the message .
You are asked to confirm that you want to expunge the marked message.
2. Press **Y** to expunge the marked messages, or press **N** to cancel.

Pressing **Y** expunges all messages that have been marked for deletion. A message appears telling you that the messages have been successfully expunged. Once a message has been expunged it is permanently removed.

Composing a Message

Follow these steps to compose a new message.

1. From the Main Menu, press **C** to invoke the Compose Message screen.
The Compose Message screen appears and your cursor is positioned in the To field.
2. In the To field, type the address you want to send the mail to. Press **Enter** to navigate to the Cc field.
Note: You may also use the up or down arrow keys to navigate through the fields.
3. If you want to send a copy of the message to someone, type their address in the Cc field and press **Enter** . Otherwise, simply press **Enter** to move to the Attachment field.
4. If you want to include an attachment, type the file name of the attachment here and press **Enter**. Otherwise, press **Enter** to move to the Subject field.
Note: The file you want to attach must reside on the machine on which you are running Pine.
5. Type the subject of the message and press **Enter** to move to the message text field. To send a message without a subject heading, press **Enter**.
6. Type your message text. If necessary, use the commands in the menu bar to edit your text. For help with the editing commands, press **Ctrl-G**.

Sending a Message

Follow these steps to send a composed message.

1. With the message displayed on your screen, press **Ctrl-X**
A prompt appears asking if you want to send the message.
2. Press **Y**, or press **Enter** to send the message. Press **Ctrl-C** or press **N** to cancel sending.

Replying to a Message

Follow these steps to reply to a message.

1. From the Message Index screen, select a message to display it.
2. Press **R** to reply to the message.
A prompt appears asking if you want to include a copy of the message you are replying to.
3. Press **Y** to include the message, otherwise press **N**.
Note: If the message you are replying to includes a reply-to address, you are asked if you want to use the Reply-To: address instead of the From: address. Press **N**, to send the reply to the From address. Press **Y** to reply to the Reply- To: address.
4. If the message was sent to more than one person, you are asked if you want to reply to all recipients.
5. Press **Y** to reply to all recipients and to the sender of the message. Press **N** to reply only to the sender of the message.
A Compose Message REPLY screen appears and your cursor is positioned in the message text field.
6. Type and send your message.

Forwarding a Message

Follow these steps to forward a message.

1. From the MESSAGE INDEX screen, select the message and type **F**.
The message appears in a Forward Message screen with the Subject: Forwarded mail...

2. Add any new information that you want.
3. Send the message.

Reading Mail in Public and Personal Folders

Follow these steps to read the messages in public folders and personal folders.

1. Press **L** from the Main Menu.
2. Select the bboards folder collection and press **Enter**.
The list of bboards you are subscribed to appears.
3. Select the bboard you want to read and press **Enter**.
The folder index for that bboard appears.
4. Select the message you want to read and press **Enter** or **I** to display that message.
5. To return to the folder index screen, press **I**.
6. To return to the list of bboards, press **L**.

Creating a Personal Mail Folder

Follow these steps to create a personal mail folder in your Inbox.

1. From the Main Menu, press **L** to display the Folder List.
2. Verify that **INBOX** is selected in the **Folder-Collection <Personal>** area at the top of the screen.
3. Press **S** to subscribe to a folder.
4. At the **Folder name to add prompt**, type the name of the folder you want to add (e.g., SentMail).
5. Press **Enter**.
The Folder List redisplay and the new folder name appears under Folder-Collection <Personal>.

Note: You should now subscribe to the newly created personal mail folder using the instructions in the following section.

Subscribing and Unsubscribing for Personal Mail Folders and BBoards

Subscribing to a Personal Mail Folder or BBoard

Follow these steps to subscribe to a personal mail folder or bboard.

1. From the Main Menu, press **L** to display the Folder List.
2. Move your cursor to the **News-Collection <BBoards>** area of the screen.
Note: When your cursor is within the Folder-Collection <Personal> area of the screen, the Subscribe option is used to add personal folders. You must be within the News-Collection <BBoards> area of the display to subscribe to folders and bboards.
3. Press **S** to subscribe to a folder or bboard.
4. You are prompted to **Enter Newsgroup name (or partial name to get a list)**, type the name of the folder or bboard you want to subscribe to (e.g., INBOX.SentMail, official.computing-news) and press **Enter**.

If you do not know the complete folder or bboard name:

- Press **Ctrl-T** for a list of ALL personal folders and bboards to select from; **OR** type a partial name and press **Enter**.
 - A list of folder names and bboards displays. Use the arrow keys to select the folder you want and press **Enter**.
 - The Enter Newsgroup prompt redisplay with the selected folder or bboard name, press **Enter** again to subscribe to the folder.
5. The Folder List redisplay and the new folder name appears under News-Collection <BBoards>.

Unsubscribing From a Personal Mail Folder or BBoard

Follow these steps to unsubscribe from a mail folder or bboard.

1. Press **L** from the Main Menu.
The folder index screen is displayed.
2. Move your cursor to the **News-Collection <BBoards>** area of the screen.
Note: When your cursor is within the Folder-Collection <Personal> area of the screen, the Unsubscribe option is used to delete personal folders. You must be within the News-Collection <BBoards> area of the display to unsubscribe to folders and bboards.
3. Select the bboard or folder you want to unsubscribe from.
4. With the bboard or folder highlighted, press **U**.
You are asked if you really want to unsubscribe from that bboard.
5. Press **Y** to unsubscribe. Press **Ctrl-C** or **N** to cancel.
That bboard or folder is removed from News-Collection <BBoards>.

Address Books

Opening the Address Book

Follow these steps to open your address book.

1. From the Main Menu, press **A** to display the address book.

Adding, Editing, and Deleting Address Books

There are two ways you can add addresses to your address book. You can add them manually, or you can add them from a message you are reading. In addition to adding new addresses, you can also edit or delete addresses already in your address book.

Adding an Address Manually

Follow these steps to add an address manually.

1. From the Main Menu, press **A** to invoke the Address Book screen.
2. Select the Personal Address Book (.addressbook) and press **Enter**.
3. Press **@** to add a new entry. The Address Book Add screen displays.
4. Complete the the address book fields.
 - o Nicknames are used to recall address information when you compose a new mail message.
 - o To add an entry of several addresses, type the address list in the "addresses" field with a comma between each address.
5. Press **Ctrl-X** to save the address book entry.

Adding an Address From a Message

Follow these steps to add an address from a message.

1. From the Main Menu, press **I** to display the Message Index.
2. Highlight the message whose address you want to add to the address book.
3. Press **T** to display the Take Address screen.
 - o If there is only one address in the message, it is highlighted. Type the nickname for this address

and press **Enter**.

- o If you have more than one address in the message, a screen appears asking to verify the address you want to add. Highlight the address you want and press **T**. Type the nickname for this address and press **Enter** .
The ADDRESS BOOK (EDIT) screen appears with the Nickname and Addresses fields filled in with the information you just specified.
4. Type any other information that you would like to include in the address book entry.
 5. Press **Ctrl-X** to save the entry in your address book.

Editing an Address Book Entry

Follow these steps to edit an address book entry.

1. Open the address book.
2. Highlight the entry you want to edit and press **Enter**.
The Address Book (View) screen appears with the address book entry you selected.
3. Press **U** to edit the entry.
4. Press **Ctrl-X** to save the changes.

Deleting an Address Book Entry

Follow these steps to delete an address book entry.

1. Open the address book and highlight the entry you want to delete.
2. Press **D** with the entry highlighted.
You are asked if you really want to delete the entry.
3. Press **Y** to delete the entry or press **N** to cancel.

Using Address Book Entries

Follow these steps to use an address book entry when composing a new message.

1. While composing a message, type the nickname (specified in the address book entry) in the To: field and press **Enter** .
The nickname expands to the complete address. Continue composing the message as you normally would.

Archiving Email Messages

Follow the steps below to archive email messages to a text archive using Pine.

Note: This process does not save MIME attachments, only the text of the message is saved.

1. Turn on the Aggregate command set.
 - o From the **Main** menu, type **S** (setup) then **C** (config).
 - o Scroll down the list to the section entitled **Advanced Command Preferences**.
 - o Select **enable-aggregate-command** set and press **Enter** to "check" the option.
 - o Type **E** (exit setup), then **Y** (yes to save/commit changes).
2. Select the messages you want to archive.
 - o Open the folder that contains the messages to be archived.
 - o Type **;** (semi-colon). The **SELECT Criteria** prompt displays at the bottom of the screen.
 - o Choose the selection criteria you want (options include all, by message number, status, date or text).

- Follow the instructions displayed at the bottom of the screen for the selection criteria you selected.
3. Create the archive.
 - Type **A** (apply) to apply some set of commands to your selected messages. The **APPLY** command prompt displays at the bottom of the screen.
 - Type **E** (export) and type a name for your archive file. This file will be stored in your Home directory.
 4. Repeat steps 1 through 3 for each mail folder you want to archive.

Note: If you want to store messages from multiple folders into the same file, then use the same file name when prompted. Because the file name already exists, you will be asked to Overwrite or Append the original file. Choose append to add the additional messages to the file.
 5. You can now ftp the saved file(s) from your Andrew account to another computer.

Quitting

Follow these steps to quit the Pine program.

1. Press **Q**. You are asked if you really want to quit Pine.
2. Press **Y** or press **Enter** to quit. This exits Pine.