Sending E-Mail

Now that you have a computer account, you can do a multitude of interesting things. One is to send e-mail to your instructor or to fellow students who are working on a project with you.

Log on to the computer using the procedures described on page iv. When you get the system prompt do the following:

1. Type the word Pine and press return key.

2. You should get the following screen:

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

3. Enter the letter C for compose and press return.

4. You get the following screen:

5. To :
   Cc :
   Attchmnt:
   Subject :
   ----- Message Text -----

6. Type in your instructor’s e-mail address. For example:
   smith@oswego.edu and press enter a couple of times till cursor moves to Subject

7. Type in your message. For example:
   Dear Dr. Smith, My dog got run over, my 4th grandmother died, my car broke down and I will be unable
to make today’s exam on time. I will contact you during your office hours to see if you will solve all of my
problems. Sincerely, John

8. Press control x to send the message. When you do this you will get a prompt that says Send Message? (Y):
   enter y for yes and press return.

9. A message will come across screen indicating mail is being sent and you will be returned to the mail menu
   above.

10. Enter Q to quit Pine. You will now get the main computer system prompt.

11. When in Pine press ? To get detailed help at any time. Look at the menu at the bottom of screen for getting
    out of help.