

## 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 4<sup>th</sup> 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.