# UM-St. Louis Instructional Computing Labs

## PINE HELP SHEET

### Getting Started with Pine

1. At the Admiral prompt, type `pine`.  
   Eg. `admiral% pine`

### Understanding the Pine Main Menu

- **?** = Takes you to the help section  
- **C** = Compose and send new message  
- **I** = View INBOX/New Messages  
- **L** = View Mail Folder Newsgroups  
- **A** = Allows to view Address Book  
- **S** = Setup/Configure Pine  
- **Q** = Quit Pine

### Reading Messages

1. Select the message you want to read.  
2. Hit **ENTER**.  
3. To Reply to the message -> Press **R**  
4. To Read Next Message -> Press **N**  
5. To Read Previous Message -> Press **P**  
6. To forward the message -> Press **F**  
7. To delete the message -> Press **D**  
8. To Undelete the message -> Press **U**  
9. To Quit Pine -> Press **Q**  
10. For other Pine commands -> Press **O**  
   To return to the main menu -> Press **M**

### Replying To Messages

While viewing or highlighting a message, type **R** to reply.  Two questions will appear:**Include Original Message in Reply?**  
**Reply to All Recipients?** (If your message was sent to you and other people)  
After you are done typing the message, Press `<Control>-<X>` to send your reply.
Sending a New Message

From the main menu, Select C for Compose. On the screen where you can fill the following:

To: Type the recipient’s e-mail address. You can type multiple addresses by separating them by a comma.

Cc: Type the email addresses of anyone you want to receive a carbon copy of the message.

Attachment: Type the name of any files you want to send as an attachment.

Subject: Type a brief description of your message.

Printing Email Messages


Printing Email Messages (cont.)

2. Choice (1) will allow you to print from any PC or Mac if you use QVT/Term for PC and Better Telnet for Mac.

Choice (2) will be a basic Unix command to print to the Unix printer in SSB
Choice (3) will print to any printer located on campus.

If you choose 3, you will have to type in the print command for each lab:

lpr -Ptxss103 → SSB Lab
lpr -Ptxbh232 → Benton Hall Lab
lpr -Ptxtj234 → TJ Library Lab
lpr -Ptsc200 → South Campus Lab

Press RETURN to accept.