

# SuffolkWeb: Getting Started Guide

for



with



2nd Edition - May 2000

SuffolkWeb : A Cooperative Project of the Public Libraries of Suffolk County, NY

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## Introduction

Welcome to SuffolkWeb, your public library's gateway to the World Wide Web.

The fifty-four public libraries of Suffolk County have cooperatively developed this service to enhance SuffolkNet and to provide their patrons with basic access to the World Wide Web in a cost effective manner.

The SuffolkNet/SuffolkWeb service is intended to be "an extension of the local library's service program." As such, it should not be construed to be a full Internet Service Provider (ISP). The purpose of this service is to assist the patron's independent research by providing increased access to information. Other services of SuffolkNet are secondary to this purpose. This is clearly compatible with the traditional role of the public library.

In order to fulfill this role, SuffolkWeb provides a professionally developed research tool (SuffolkWeb Home Page) to help users find the information they seek in an efficient manner. We also recognize the growth of e-mail as an effective means of communication and information sharing and will continue to support it as an important outgrowth of our primary service as a research tool.

As with SuffolkNet, SuffolkWeb is intended to introduce you to the Internet. It is designed to be a basic research tool that complements your library's rich and varied resources.

As with SuffolkNet, SuffolkWeb is not intended to be a full service Internet provider. Its purpose is to provide access to research materials on the World Wide Web. *It is not intended to be used for chat, virtual games or to mount personal home pages.*

As with SuffolkNet, SuffolkWeb is shared by thousands of users. Your access to this system and its facilities is temporary - just like borrowing a book from the library. *All SuffolkWeb connections have a 90 minute time out.*

*SuffolkNet/Web is a great place for research and an easy way to get acquainted with the Internet. It is not intended to compete with commercial Internet Service Providers. Sophisticated users may well consider these other services.*

Your Windows98 computer and Internet Explorer software are Internet ready. Some users may find that other client software is needed for their Internet use. All users are free to purchase or download other software from the Internet and integrate it with their PC.

The SuffolkWeb Help Desk and FAQs (Frequently Asked Questions) file are available on the SuffolkWeb Home Page.

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## Acceptable Use Policy

The purpose of this system is to provide free open access to the Internet and to attendant electronic services such as e-mail and selected information sources. The following guidelines are presented in order to facilitate open access with as few limitations as possible.

1. Registered library patrons (in good standing) may apply for an Internet account through their public library. Patrons must comply with the policies of their home library.
2. Any use of this service for unlawful purposes is prohibited.
3. Copying commercial software is in violation of copyright law.
4. Using this service to harass other users or to interfere with their work is prohibited.
5. As this is a free service with limited capacity, please be courteous of other users and observe the following boundaries:
  - a. Limit your use during peak hours (8 am - midnight) to one hour.
  - b. Delete e-mail promptly.
  - c. Keep your directory clean. Download and delete files regularly.
  - d. Log off the system before editing and printing downloaded files.
  - e. Backup up of personal files and e-mail is the responsibility of the user.
6. The person in whose name the account and password was issued is responsible at all times for its proper use.
7. Deliberate attempts to degrade or disrupt system performance are prohibited.
8. Any user's traffic that crosses another network may be subject to that network's acceptable use policy.
9. The use of SuffolkNet/Web for commercial purposes is prohibited.
10. The distribution of unsolicited e-mail through SuffolkNet/Web is not permitted.

*Please be aware that with access to computers all over the world also comes the availability of material that may be considered 'inappropriate' for some users. Parents who are concerned about their children's use of electronic resources should provide guidance to their own children. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure information that is not consistent with the educational and research goals of this project.*

The system administrator reserves the right to:

1. Remove the account of any user who does not follow the acceptable use policy.
2. Remove any account which has not been used in six months.
3. Notify any user that they are using a disproportionate share of the disk space and that they need to download/delete files.
4. Delete files from any user's account if that user, once notified, has not cleaned their directory within one week.

*The public libraries in Suffolk County and the Suffolk Cooperative Library System exercise no control over the content of the information passing through this system or any responsibility for the content, accuracy or quality of information obtained. Use of any information obtained is at your own risk. The participants in this system will not be responsible for any damage you suffer, including loss of data resulting from delays, nondeliveries, misdeliveries or service interruptions.*

## System Requirements

[As described in <http://www.microsoft.com/Windows/IE/TechInfo/default.asp>]

To run Internet Explorer 5.x, your system must meet the following minimum requirements:

- A 486 with a 66 Mhz processor or faster (Pentium processor recommended)
- For Microsoft Windows 95/98 : 16 MB of RAM minimum
- For Microsoft Windows NT: 32 MB of RAM minimum
- For Microsoft Windows NT: You must be running Service Pack 3 (or higher)
- 45 to 111 MB of hard-disk space (depending upon installation type)
- Mouse
- Modem [28.8 or higher]
- CD-ROM drive (if installation is done from a CD-ROM)

It is recommended that SuffolkNet/Web users review Microsoft's Internet Explorer 5.x Frequently Asked Questions at <http://www.microsoft.com/windows/Ie/Support/default.asp>

To download Internet Explorer 5.x or to order it on CD, go to <http://www.microsoft.com/windows/ie/>

Your connection speed to SuffolkWeb will vary depending upon your location in Suffolk County, your computer, and your modem.

When connecting, SuffolkWeb provides true connect speeds. Any connect speed below 19,200 may result in an unreliable and unsustainable connection resulting in potential disconnects from SuffolkWeb.

## How to Use This Guide

This guide illustrates installation and usage of Internet Explorer 5.x on personal computers running Windows98. Internet Explorer 5.x is essentially identical for Windows 95 and Windows NT computers as well. However some of the window displays in this guide will vary for the 95 or NT user, and special attention should be taken by those users while going through this guide.

This guide provides, through pictures of actual windows and directive instruction boxes, a complete overview of setting up your computer to access SuffolkWeb and SuffolkNet.

Before actually configuring your computer, go through the guide to familiarize yourself with the windows, concepts and installation process you will be undertaking.

*For the best results, follow each section in order.* As you go through each section, compare the window on your PC to the screen picture in the guide. So that you do not get ahead of yourself, take your time. Be sure the windows match and the checked or dotted items are identical.

Every attempt has been made to match all the windows that you will go through. If some windows are different, try to match the concept. Each wizard allows you to go back to review your setting on previous windows. Use this feature if you get lost or realize you might not have entered a proper setting. Each wizard allows you to cancel the wizard. You may start over at any time.

Some information, such as your user name, password, modem, number to dial into SuffolkWeb, may be different than that illustrated in this guide. Allow your PC to configure it's own modem. Be sure to use your own personal information and requirements when necessary.

All letters are lowercase. Where applicable remember to use the number 0 (zero) not the letter O. Use the <Tab> key or your mouse to move from box to box within a window. Click on OK or Next or whatever is appropriate to move between windows. Do not use the [Enter] key unless directed.

### Key to using this guide:

- A diamond shaped bullet ◆ indicates an action item you must follow
- *Italics* indicate related information that is of interest
- **Bolded** and ***bolded italics*** items indicate important information

This guide is not intended to provide complete instructions on how to use Internet Explorer, Outlook Express, Windows or the Internet in general. Internet Explorer and Outlook Express provide a complete index for Help that should be used frequently to understand their features. There are many books that describe how to use the Internet and Internet Explorer available at your library.

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## Setting up SuffolkWeb with the Internet Explorer 5.x Connection Wizard

Start here to 'walk' through all the settings your computer and Internet Explorer will need to connect to SuffolkWeb.

The Internet Connection Wizard does a number of things on your computer:

1. It sets up or confirms the Network configuration in the Control Panel.
2. It creates a Dial Up Networking connection used to connect to SuffolkWeb.
3. It sets up (if you choose) your SuffolkWeb e-mail account for Outlook Express.

Every attempt has been made to show you the correct sequence of windows throughout the Wizard. Enter the information as displayed in each window and/or in our comment boxes attached to the window. Click on the *Next*> button at the bottom of each window to proceed to the next window. You can click <*Back* if you wish to review what you previously entered. You can click *Cancel* at any time to abort the setup.


**Please note:** Mickey Mouse is used as an example on the following pages. Please use your own name and your own SuffolkNet/Web user name and password.


### Start Here

The location of the Internet Explorer 5.x Connection Wizard will vary depending upon your version of Windows and how Internet Explorer was installed on your computer. Use one of the following methods to start the wizard and proceed to the next page.

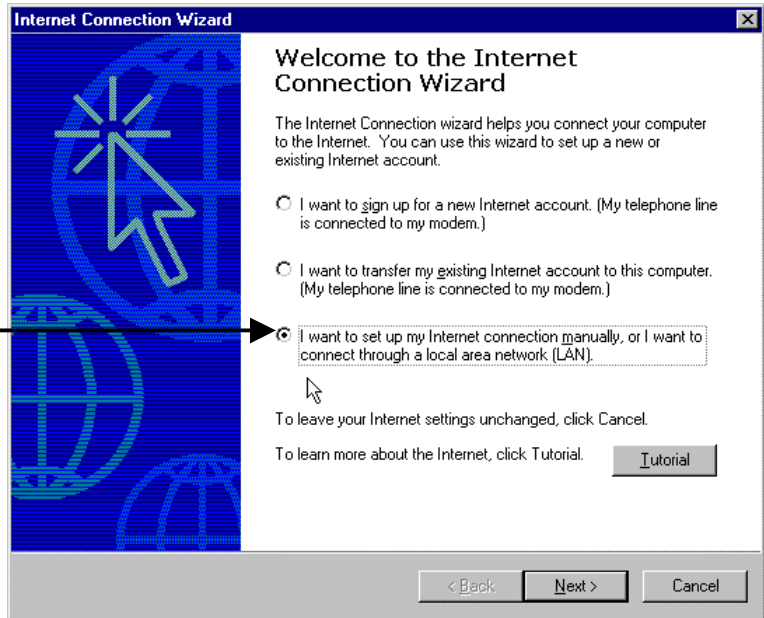
Look for the Internet Explorer 5.x Connection Wizard Shortcut on your Windows Desktop and double-click on it.



**OR** select the Connection Wizard by  Connection Wizard clicking the Start Button and then  
◆Programs and ◆Internet Explorer.

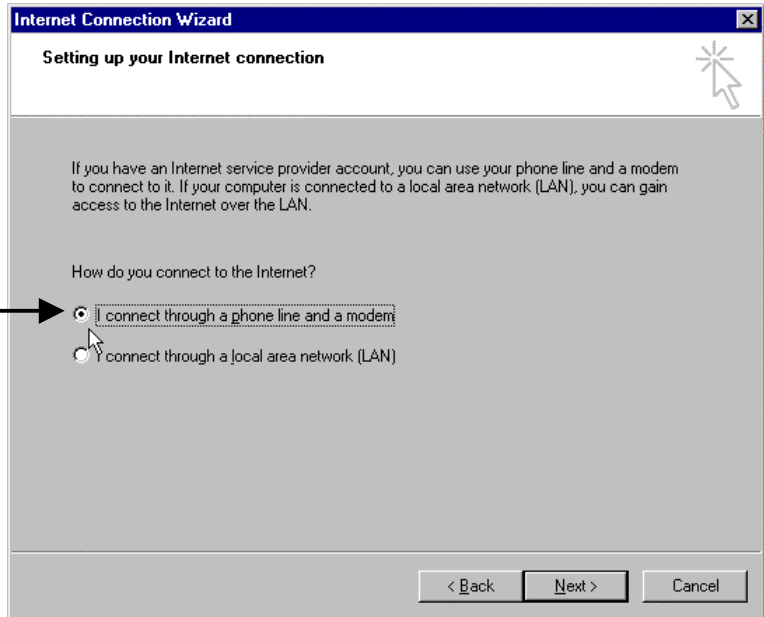
**OR** select the Connection Wizard  Connection Wizard by clicking the Start Button and then  
◆Programs ◆Accessories and ◆Communications.

◆ This item should be checked



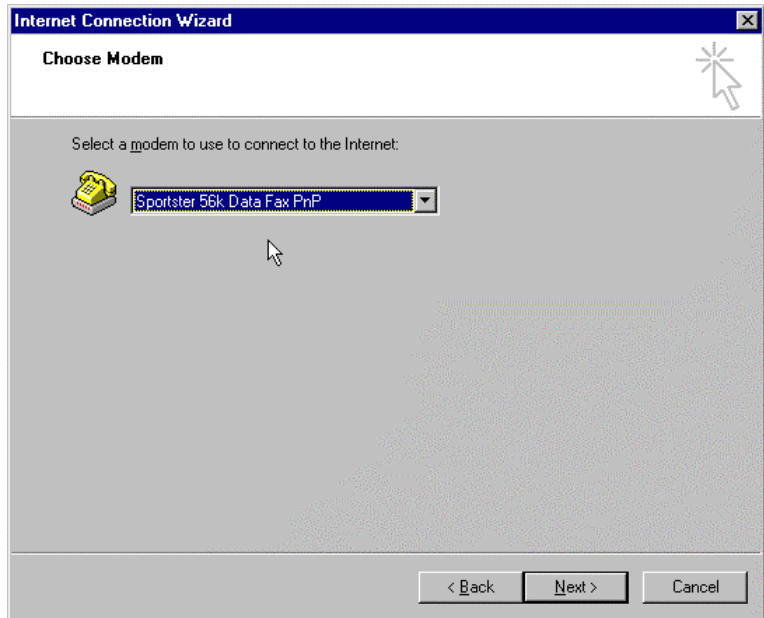
◆ Next >

◆ This item should be checked

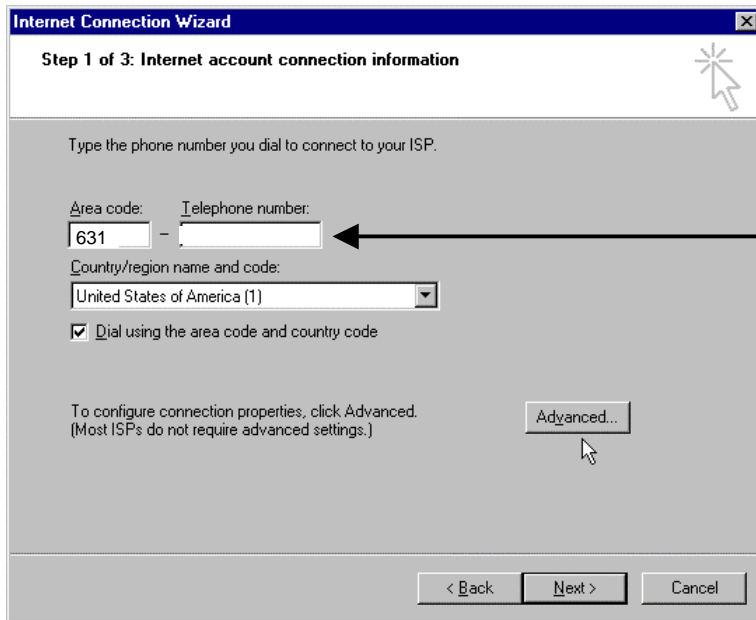


◆ Next >

*Your computer will correctly identify your modem. The modem to the right is only an example.*



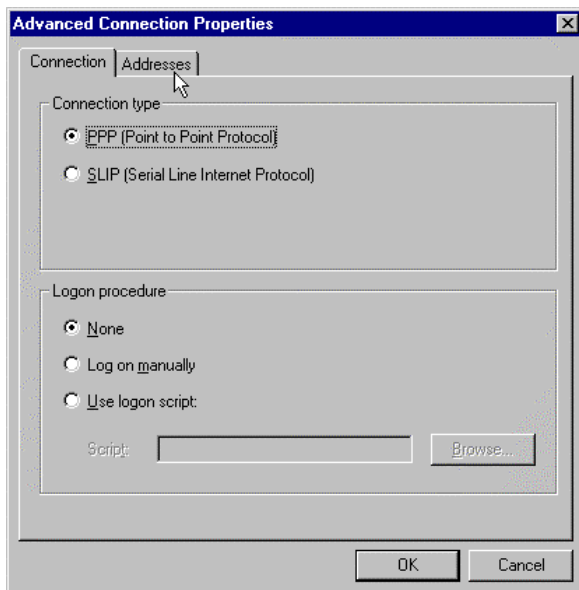
◆ Next >



◆ Enter one of the SuffolkWeb Dial-In numbers:

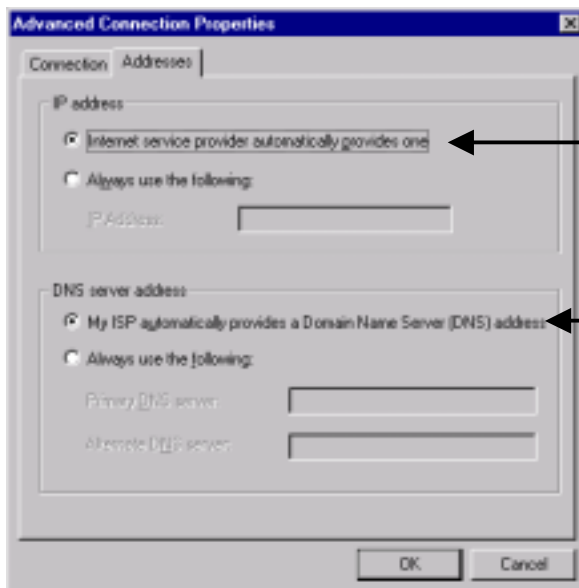
286-5000 - Western Suffolk  
282-0320 - Eastern Suffolk

◆ Click the "Advanced" button



◆ Confirm the settings for the Connection tab as displayed

◆ Click the Addresses tab



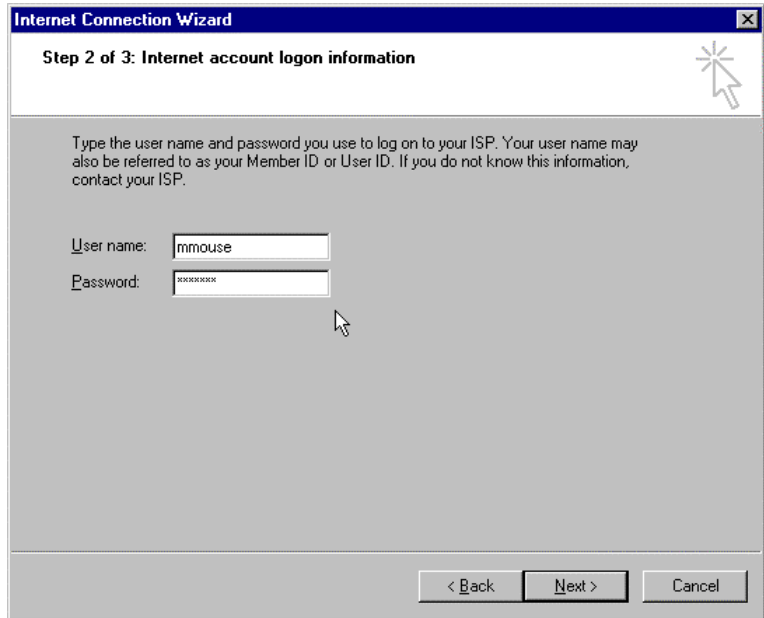
◆ Confirm the Addresses settings

◆ This item should be checked

◆ This item should be checked

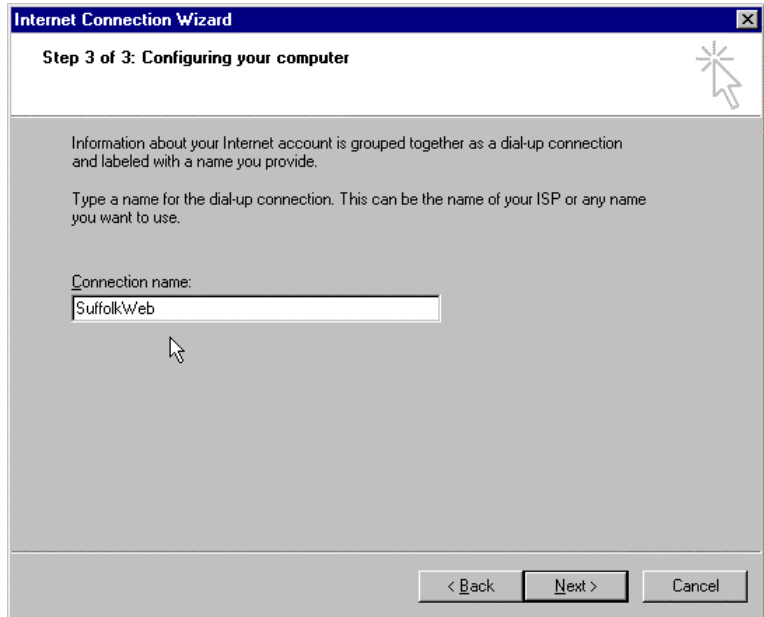
◆ OK

- ◆ Enter your SuffolkWeb user name
- ◆ <Tab>
- ◆ Enter your SuffolkWeb password



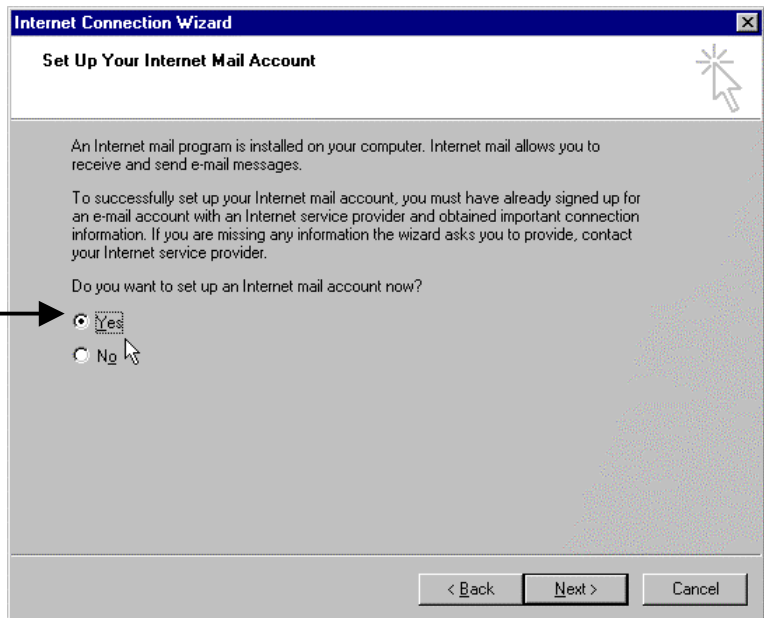
- ◆ Next>

- ◆ Name the connection  
SuffolkWeb



- ◆ Next>

- ◆ This item should be checked →



- ◆ Next>

**Internet Mail Account**

Your Internet mail account contains the settings you use to send and receive e-mail. You can either create a new Internet mail account, or, if one has already been created on your computer, you can choose to use it instead. If you choose to use an existing account, you can change its settings later in this wizard.

Create a new Internet mail account

Use an existing Internet mail account

< Back   Next >   Cancel

◆ This item should be checked

◆ Next>

**Your Name**

When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back   Next >   Cancel

◆ Enter your personal name

◆ Next>

**Internet E-mail Address**

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back   Next >   Cancel

◆ Enter your SuffolkWeb e-mail address

◆ Next>

◆ Confirm this item is POP3

◆ Enter the SuffolkWeb POP mail server  
pophost.suffolk.lib.ny.us

◆ <Tab>

◆ Enter the SuffolkWeb SMTP server  
smtpghost.suffolk.lib.ny.us

◆ Next>

The screenshot shows the 'E-mail Server Names' step of the Internet Connection Wizard. At the top, it says 'My incoming mail server is a POP3 server.' Below this, there are two text input fields. The first is labeled 'Incoming mail (POP3, IMAP or HTTP) server:' and contains the text 'pophost.suffolk.lib.ny.us'. The second is labeled 'Outgoing mail (SMTP) server:' and contains the text 'smtpghost.suffolk.lib.ny.us'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

◆ Enter your SuffolkWeb user name

◆ <Tab>

◆ Enter your SuffolkWeb password

◆ Next>

The screenshot shows the 'Internet Mail Logon' step of the Internet Connection Wizard. It prompts the user to 'Type the account name and password your Internet service provider has given you.' There are two text input fields: 'Account name:' containing 'mmouse' and 'Password:' containing a masked password. Below these fields is a checked checkbox labeled 'Remember password'. At the bottom, there is a checkbox for 'Log on using Secure Password Authentication (SPA)' which is currently unchecked. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

◆ This item should be checked

◆ Finish

The screenshot shows the 'Completing the Internet Connection Wizard' step. It features a blue background with a globe and a mouse cursor icon. The text reads: 'You have successfully completed the Internet Connection wizard. Your computer is now configured to connect to your Internet account.' Below this, it says: 'After you close this wizard, you can connect to the Internet at any time by double-clicking the Internet Explorer icon on your desktop.' There is a checked checkbox with the text: 'To connect to the Internet immediately, select this box and then click Finish.' Below that, it says: 'To close the wizard, click Finish.' At the bottom right, there are three buttons: '< Back', 'Finish', and 'Cancel'.

**Proceed to the Next Section**

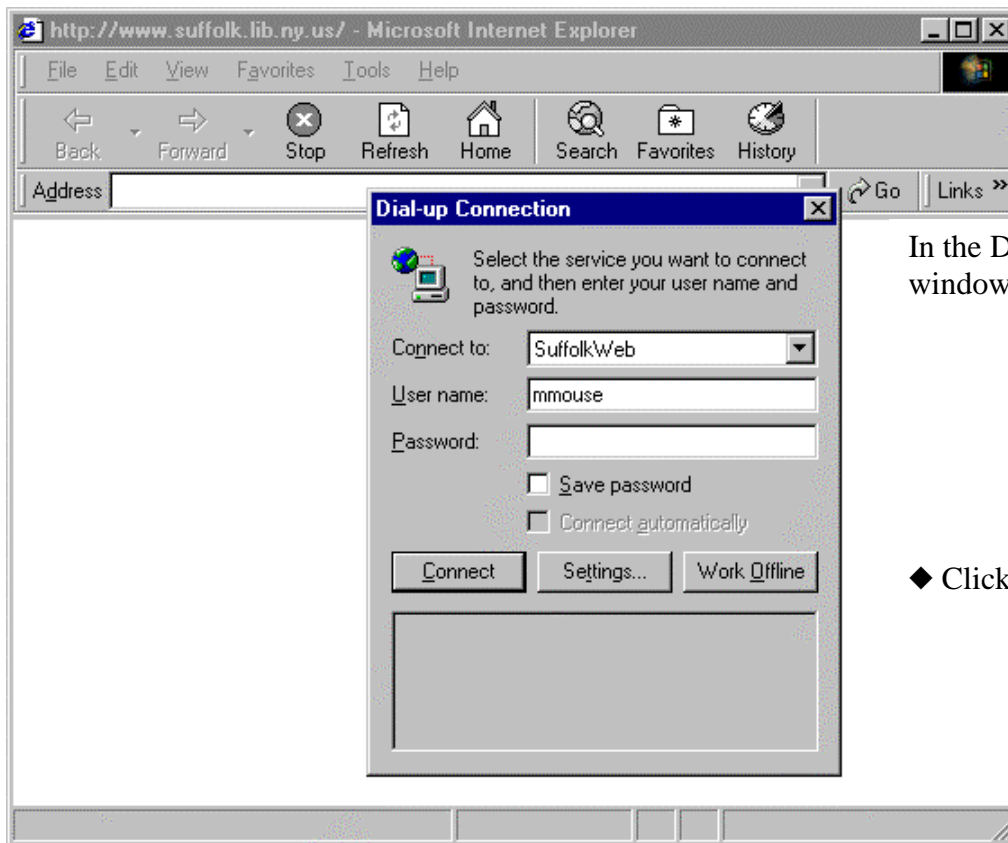
## Connecting to SuffolkWeb with Internet Explorer 5.x

The Connection Wizard will continue by automatically starting a connection to SuffolkWeb.

Proceed by setting up your home page (the first Internet site that Internet Explorer will go to when you log on to SuffolkWeb) and confirming that you will be using the SuffolkWeb connection.

Next, the log on procedure is illustrated. Again, please note that Mickey Mouse's user name has been used as an example. Use the user name and password for your SuffolkWeb account as provided by your public library.

The Wizard will launch Internet Explorer automatically.

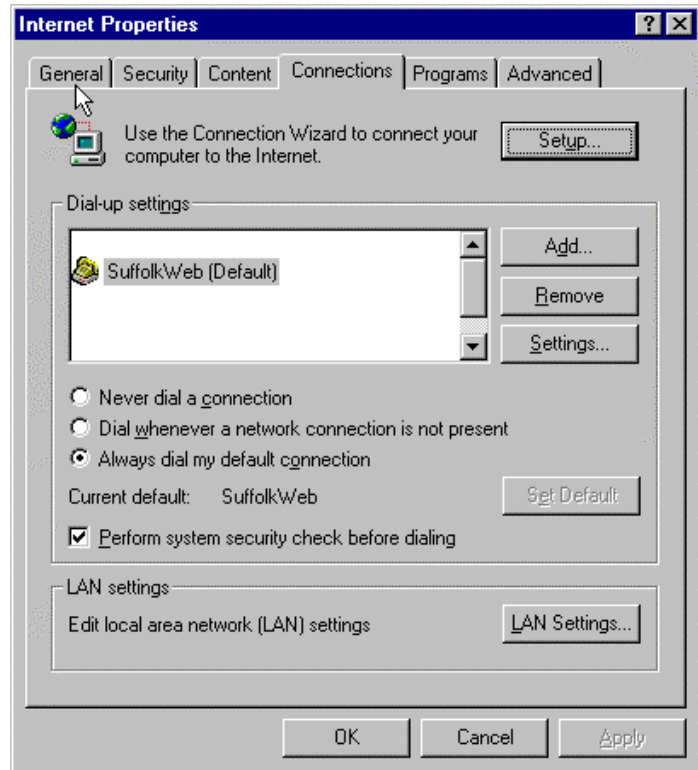


In the Dial-up Connection window

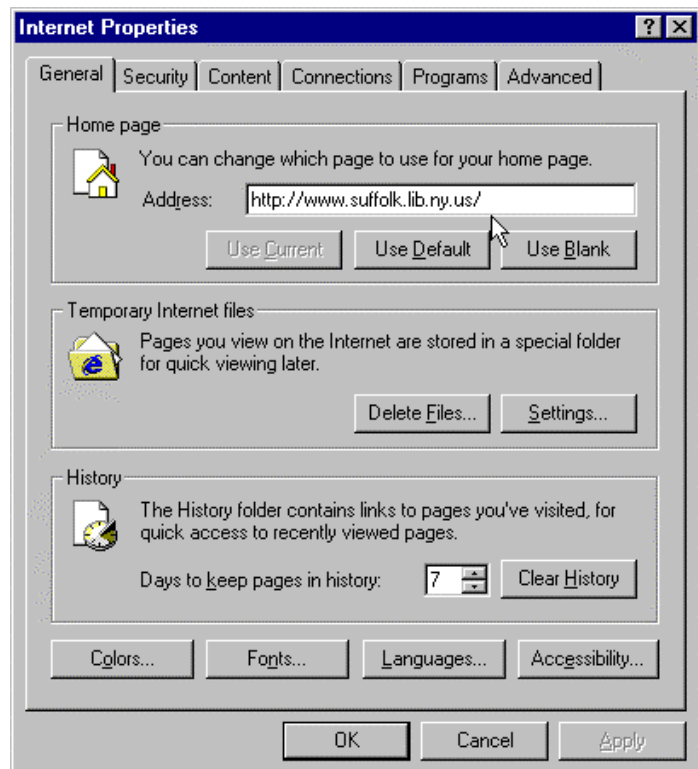
◆ Click Settings

In the Internet Properties window

- ◆ Click the General tab



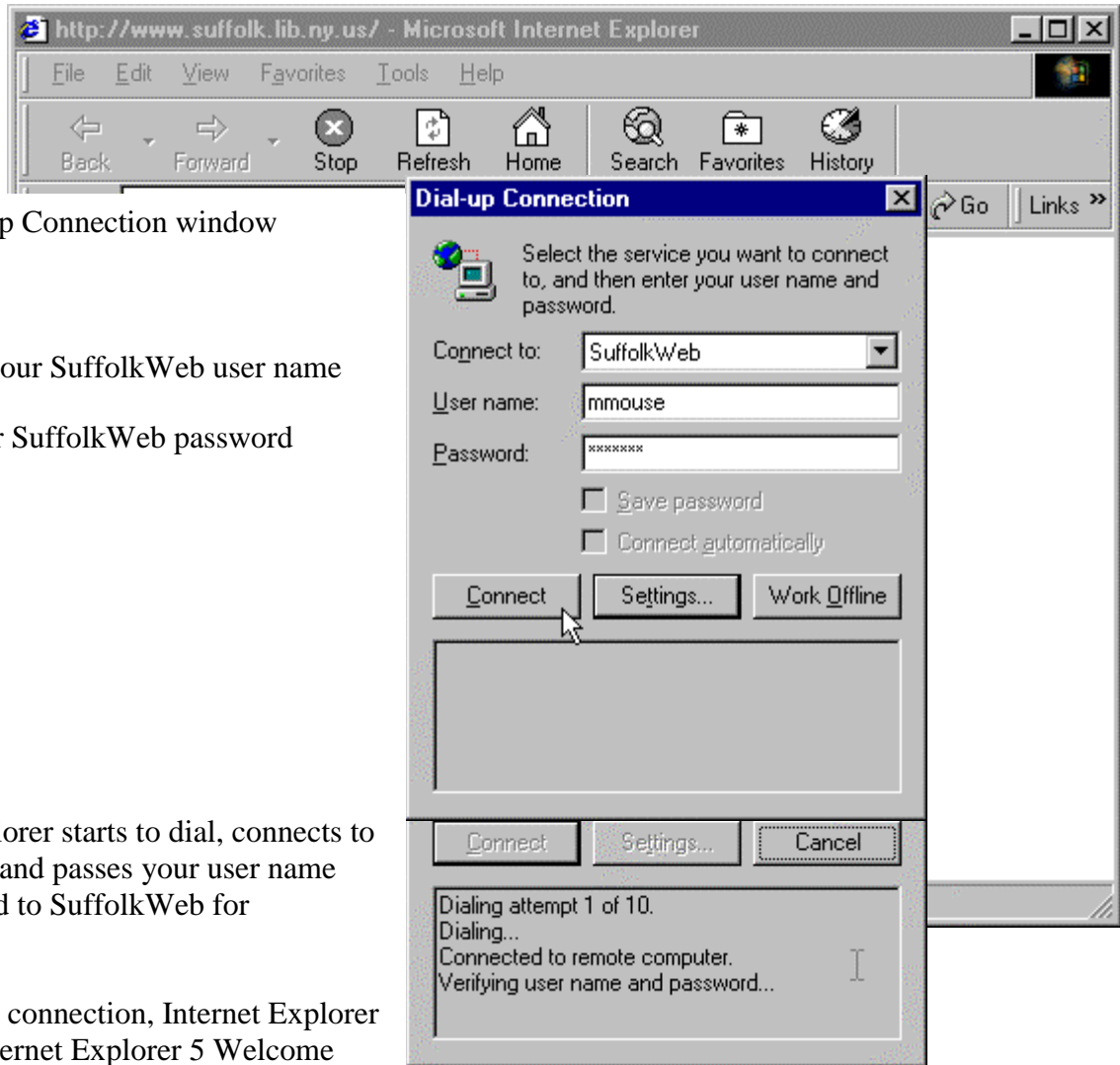
- ◆ Type in your library's home page  
*See the next page for a listing of library home pages.*



- ◆ OK

## Suffolk County Public Library Home Pages

<a href="http://www.suffolk.lib.ny.us/libraries/amag/">http://www.suffolk.lib.ny.us/libraries/amag/</a>	Amagansett
<a href="http://www.suffolk.lib.ny.us/libraries/amty/">http://www.suffolk.lib.ny.us/libraries/amty/</a>	Amityville
<a href="http://www.suffolk.lib.ny.us/libraries/babl/">http://www.suffolk.lib.ny.us/libraries/babl/</a>	Babylon
<a href="http://bsbw.suffolk.lib.ny.us">http://bsbw.suffolk.lib.ny.us</a>	Bay Shore-Brightwaters
<a href="http://www.suffolk.lib.ny.us/libraries/bprt/">http://www.suffolk.lib.ny.us/libraries/bprt/</a>	Bayport-Blue Point
<a href="http://www.suffolk.lib.ny.us/libraries/bren/">http://www.suffolk.lib.ny.us/libraries/bren/</a>	Brentwood
<a href="http://www.suffolk.lib.ny.us/libraries/broo/">http://www.suffolk.lib.ny.us/libraries/broo/</a>	Brookhaven
<a href="http://www.suffolk.lib.ny.us/libraries/cmor/">http://www.suffolk.lib.ny.us/libraries/cmor/</a>	Center Moriches
<a href="http://www.suffolk.lib.ny.us/libraries/cisp/">http://www.suffolk.lib.ny.us/libraries/cisp/</a>	Central Islip
<a href="http://www.suffolk.lib.ny.us/libraries/cshr/">http://www.suffolk.lib.ny.us/libraries/cshr/</a>	Cold Spring Harbor
<a href="http://www.suffolk.lib.ny.us/libraries/cmmk/">http://www.suffolk.lib.ny.us/libraries/cmmk/</a>	Commack
<a href="http://www.suffolk.lib.ny.us/libraries/coms/">http://www.suffolk.lib.ny.us/libraries/coms/</a>	Comsewogue
<a href="http://www.connetquot.lib.ny.us/">http://www.connetquot.lib.ny.us/</a>	Connetquot
<a href="http://copiaguelibrary.org">http://copiaguelibrary.org</a>	Copiague-New Suffolk
<a href="http://www.northfork.net/library/cutchogue/">http://www.northfork.net/library/cutchogue/</a>	Cutchogue
<a href="http://dprk.suffolk.lib.ny.us">http://dprk.suffolk.lib.ny.us</a>	Deer Park
<a href="http://www.suffolk.lib.ny.us/libraries/eham/">http://www.suffolk.lib.ny.us/libraries/eham/</a>	East Hampton
<a href="http://www.suffolk.lib.ny.us/libraries/eipl/">http://www.suffolk.lib.ny.us/libraries/eipl/</a>	East Islip
<a href="http://www.suffolk.lib.ny.us/libraries/netwalk">http://www.suffolk.lib.ny.us/libraries/netwalk</a>	East Northport
<a href="http://emma.suffolk.lib.ny.us/">http://emma.suffolk.lib.ny.us/</a>	Emma S. Clark
<a href="http://www.northfork.net/library/flyd/">http://www.northfork.net/library/flyd/</a>	Floyd
<a href="http://hhhl.suffolk.lib.ny.us">http://hhhl.suffolk.lib.ny.us</a>	Half Hollow Hills
<a href="http://www.suffolk.lib.ny.us/libraries/brid/">http://www.suffolk.lib.ny.us/libraries/brid/</a>	Hampton/Bridgehampton
<a href="http://www.suffolk.lib.ny.us/libraries/hbay/">http://www.suffolk.lib.ny.us/libraries/hbay/</a>	Hampton Bays
<a href="http://www.suffolk.lib.ny.us/libraries/harb/">http://www.suffolk.lib.ny.us/libraries/harb/</a>	Harborfields
<a href="http://www.suffolk.lib.ny.us/libraries/hunt/">http://www.suffolk.lib.ny.us/libraries/hunt/</a>	Huntington
<a href="http://www.suffolk.lib.ny.us/libraries/islip/">http://www.suffolk.lib.ny.us/libraries/islip/</a>	Islip
<a href="http://sagharbor.suffolk.lib.ny.us/">http://sagharbor.suffolk.lib.ny.us/</a>	John Jermain
<a href="http://www.suffolk.lib.ny.us/libraries/lind/">http://www.suffolk.lib.ny.us/libraries/lind/</a>	Lindenhurst
<a href="http://www.suffolk.lib.ny.us/libraries/long/lpl1.html">http://www.suffolk.lib.ny.us/libraries/long/lpl1.html</a>	Longwood
<a href="http://www.communitylibrary.org">http://www.communitylibrary.org</a>	Mastics-Moriches-Shirley
<a href="http://www.suffolk.lib.ny.us/libraries/matt/">http://www.suffolk.lib.ny.us/libraries/matt/</a>	Mattituck-Laurel
<a href="http://www.mcpl.lib.ny.us">http://www.mcpl.lib.ny.us</a>	Middle Country
<a href="http://www.suffolk.lib.ny.us/libraries/mntk/">http://www.suffolk.lib.ny.us/libraries/mntk/</a>	Montauk
<a href="http://www.suffolk.lib.ny.us/libraries/nbab/">http://www.suffolk.lib.ny.us/libraries/nbab/</a>	North Babylon
<a href="http://nspl.suffolk.lib.ny.us">http://nspl.suffolk.lib.ny.us</a>	North Shore
<a href="http://www.suffolk.lib.ny.us/libraries/netwalk">http://www.suffolk.lib.ny.us/libraries/netwalk</a>	Northport
<a href="http://pml.suffolk.lib.ny.us">http://pml.suffolk.lib.ny.us</a>	Patchogue-Medford
<a href="http://pjfl.suffolk.lib.ny.us">http://pjfl.suffolk.lib.ny.us</a>	Port Jefferson
<a href="http://www.suffolk.lib.ny.us/libraries/quog/">http://www.suffolk.lib.ny.us/libraries/quog/</a>	Quogue
<a href="http://river.suffolk.lib.ny.us">http://river.suffolk.lib.ny.us</a>	Riverhead
<a href="http://rogers.suffolk.lib.ny.us">http://rogers.suffolk.lib.ny.us</a>	Rogers
<a href="http://www.suffolk.lib.ny.us/libraries/sach/index.htm">http://www.suffolk.lib.ny.us/libraries/sach/index.htm</a>	Sachem
<a href="http://sayville.suffolk.lib.ny.us">http://sayville.suffolk.lib.ny.us</a>	Sayville
<a href="http://www.suffolk.lib.ny.us/libraries/shel/">http://www.suffolk.lib.ny.us/libraries/shel/</a>	Shelter Island
<a href="http://www.suffolk.lib.ny.us/libraries/smith/smith2.html">http://www.suffolk.lib.ny.us/libraries/smith/smith2.html</a>	Smithtown
<a href="http://sctylib.suffolk.lib.ny.us">http://sctylib.suffolk.lib.ny.us</a>	South Country
<a href="http://shpl.suffolk.lib.ny.us/">http://shpl.suffolk.lib.ny.us/</a>	South Huntington
<a href="http://sohd.suffolk.lib.ny.us">http://sohd.suffolk.lib.ny.us</a>	Southold
<a href="http://www.suffolk.lib.ny.us/tbp/">http://www.suffolk.lib.ny.us/tbp/</a>	Talking Books+
<a href="http://www.suffolk.lib.ny.us/libraries/wbab/index.html">http://www.suffolk.lib.ny.us/libraries/wbab/index.html</a>	West Babylon
<a href="http://lilrc1.lilrc.org/~wispagen/">http://lilrc1.lilrc.org/~wispagen/</a>	West Islip
<a href="http://www.suffolk.lib.ny.us/libraries/wham/index.html">http://www.suffolk.lib.ny.us/libraries/wham/index.html</a>	Westhampton
<a href="http://www.suffolk.lib.ny.us/libraries/wyan/">http://www.suffolk.lib.ny.us/libraries/wyan/</a>	Wyandanch



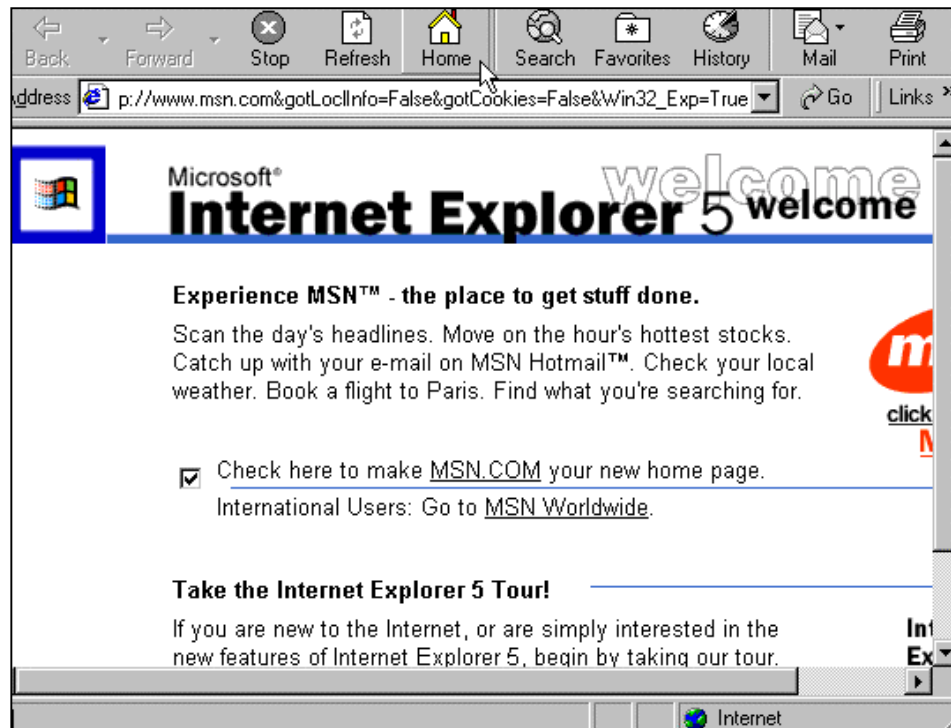
In the Dial-up Connection window

- ◆ Confirm your SuffolkWeb user name
- ◆ Enter your SuffolkWeb password
- ◆ Connect

Internet Explorer starts to dial, connects to SuffolkWeb and passes your user name and password to SuffolkWeb for verification.

On your first connection, Internet Explorer opens the Internet Explorer 5 Welcome page.

- ◆ Click on the Home icon to go to your home page





SuffolkWeb's home page is illustrated at the left. Your home page may vary.

You are now on the Internet! You may select any of the links on a page or type the address of any website in the Address box at the top.

**Please Note the Following:**

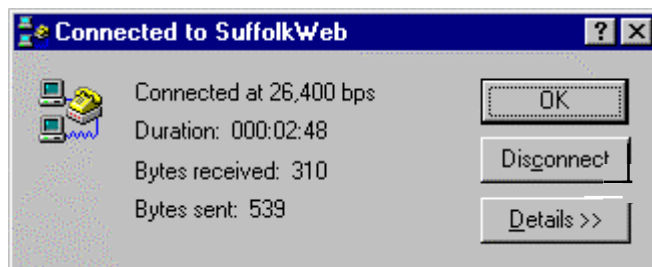


*When connected there will be a small Connected To icon in the Time box on your Task bar.*

*Placing your mouse on the icon will display basic information.*

*Right-clicking on the icon gives you two options.*

*Double-clicking on the icon gives you a complete status window.*



When you wish to end your Internet session

- ◆ Click on the X in the upper-right hand corner

OR

- ◆ Click on File and then Close



The Auto Disconnect window prompts to disconnect.

- ◆ Click Disconnect Now to close the connection



In the future, double click on the Internet Explorer icon on your Desktop to reconnect to SuffolkWeb and the Internet. Internet Explorer will launch and bring you to the Dial-Up Connection window. Enter your password and click Connect.



## Outlook Express Mail

Outlook Express is a mail and news program that handles Internet e-mail messages and newsgroup subscriptions. This section will describe various settings and then illustrate the principles of composing, sending and reading e-mail messages. Use the Outlook Express Help features to learn more about using Outlook Express.

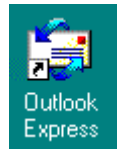
SuffolkNet/Web is your Post Office. You have a Post Office Box in your SuffolkNet account called the INBOX. All mail sent to you is delivered to this location. Outlook Express is used to transfer your mail from the INBOX to your computer.

Most of your mail activity can be accomplished offline. That is, you don't have to be connected to SuffolkWeb in order to read, compose or reply to mail messages. When you are actually ready to send your prepared mail and receive any new mail, then you connect to SuffolkWeb.

The Internet Connection Wizard illustrated in the first section of this manual set up the basic information for your Outlook Express mail account. Please remember that Mickey Mouse is used as an example. Use your own SuffolkNet/Web information where appropriate.

### Start Here

Double-click on the Outlook Express shortcut



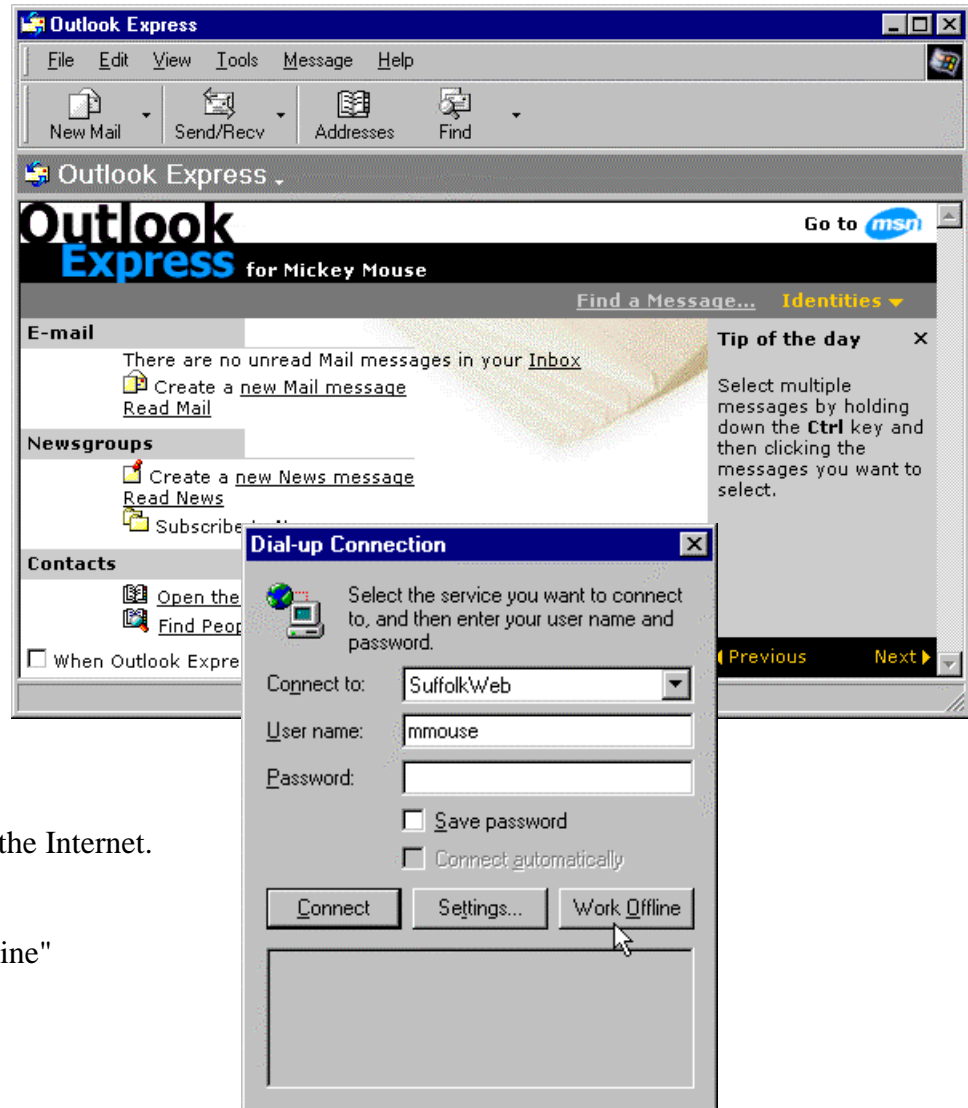
on your Desktop

OR select  Outlook Express by clicking on the Start button and then  Programs

OR click on the Outlook Express icon  on the Task bar



## The Outlook Express Desktop



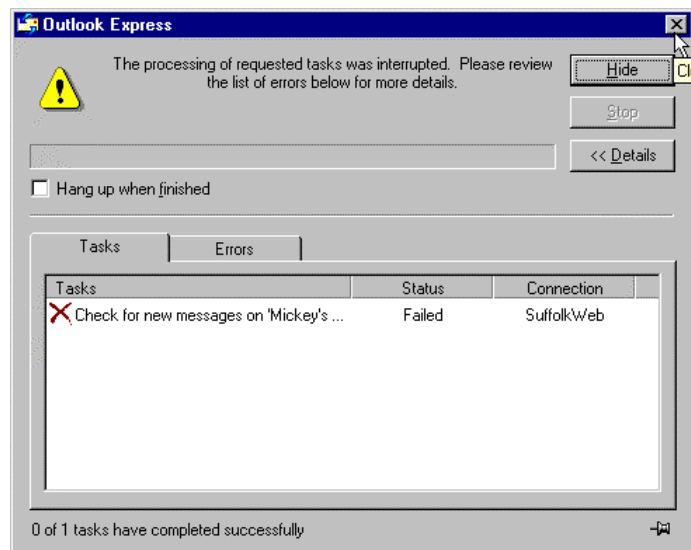
By default, Outlook Express wants to connect to the Internet.

- ◆ Click "Work Offline"

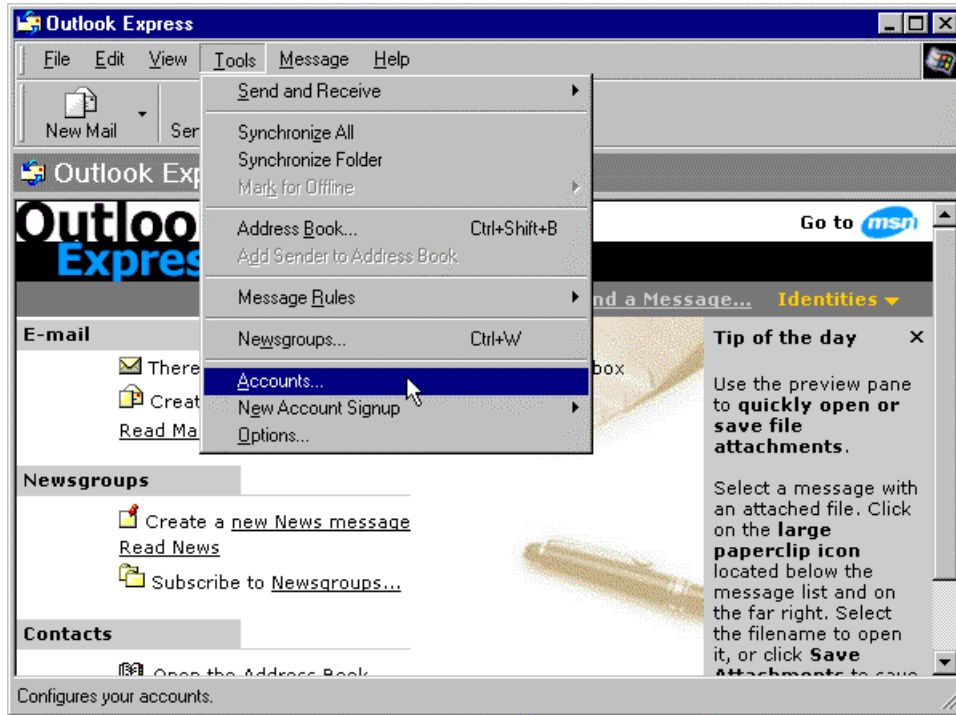
Outlook Express also wants to connect to the mail server and retrieve mail.

- ◆ Click on the X in the upper right corner to close this window

If you receive any other messages or windows about importing address books, accounts or messages, you can close those windows as well.



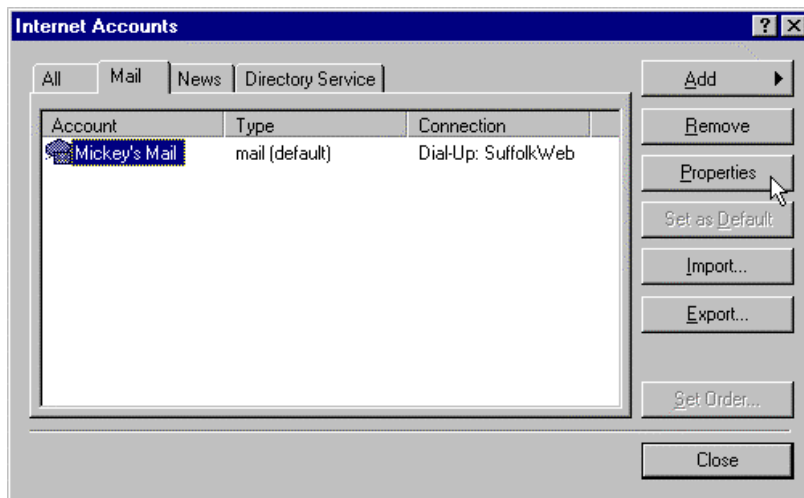
## Confirm Your SuffolkWeb E-Mail Account Information



◆ Click Tools

◆ Click Accounts

In the Internet Accounts window,



◆ Click the Mail tab

◆ Highlight your mail account

◆ Click Properties

*Mickey Mouse is used as an example. Use your information and the SuffolkNet/Web user name, password and e-mail address provided by your local public library.*

Confirm the settings as illustrated in the following windows. Pay special note to the items below.

*If you have any questions about what a setting does, drag the ? to that setting.*

◆ Confirm your Reply address is entered

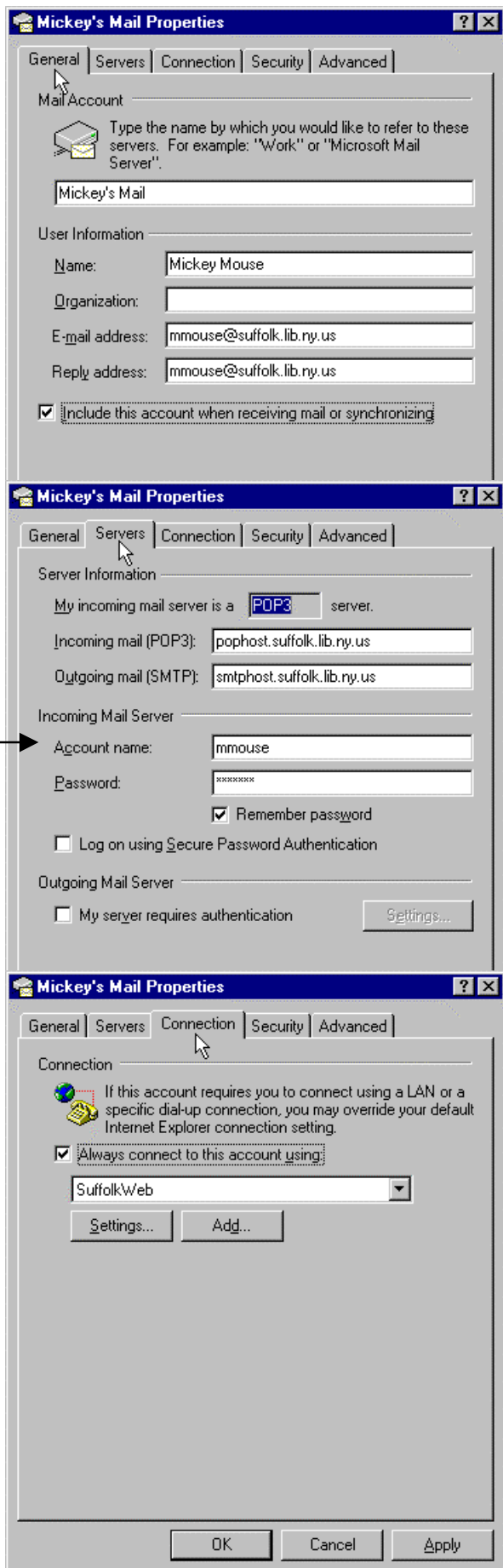
◆ Click the Servers tab

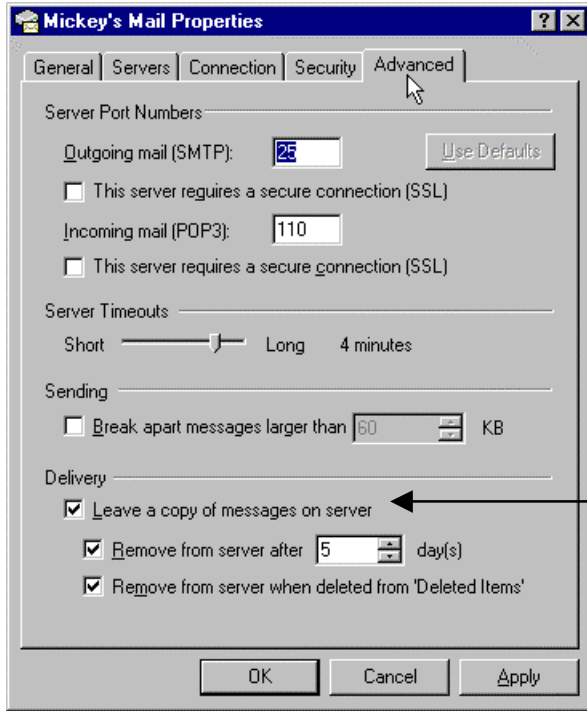
- ◆ Confirm your SuffolkWeb user name
- ◆ Enter your SuffolkWeb password
- ◆ Check the "Remember password" box

*If you ever change your SuffolkWeb password, you must remember to change it here as well.*

◆ Click the Connection tab

*SuffolkWeb, the connection you created in the Connection Wizard, should be in this box. The SuffolkWeb connection should be the same connection used for both Internet Explorer and Outlook Express.*



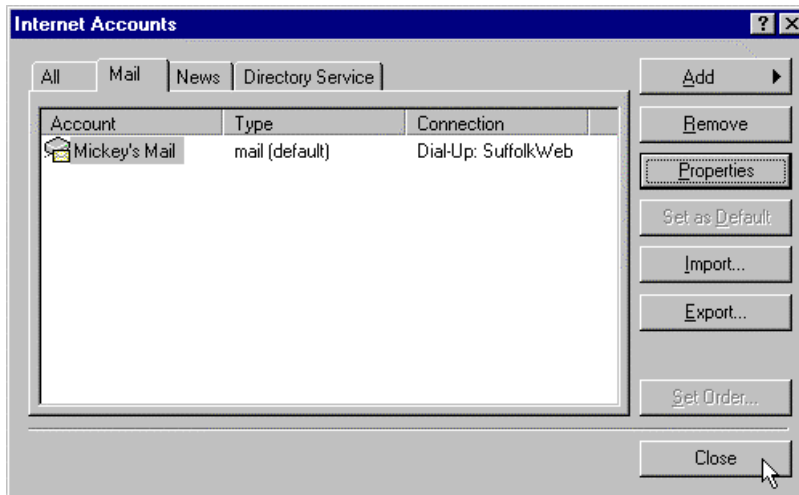


◆ Click the Advanced tab

◆ Drag the "Server Timeouts" bar to 4 minutes

◆ Check this item only if you access your e-mail from more than one computer. Then choose one or both options for removing stored mail in your SuffolkNet INBOX.

◆ OK



◆ Close

*You can create additional mail accounts for other members of your family. To do so, click on Add in the Internet Accounts window and select Mail. Insert their personal e-mail account information as asked and confirm the settings as you just did.*

## Review Outlook Express Options

At the Outlook Express Desktop

◆ Click Tools

◆ Click Options

Confirm the settings as illustrated in the following windows.

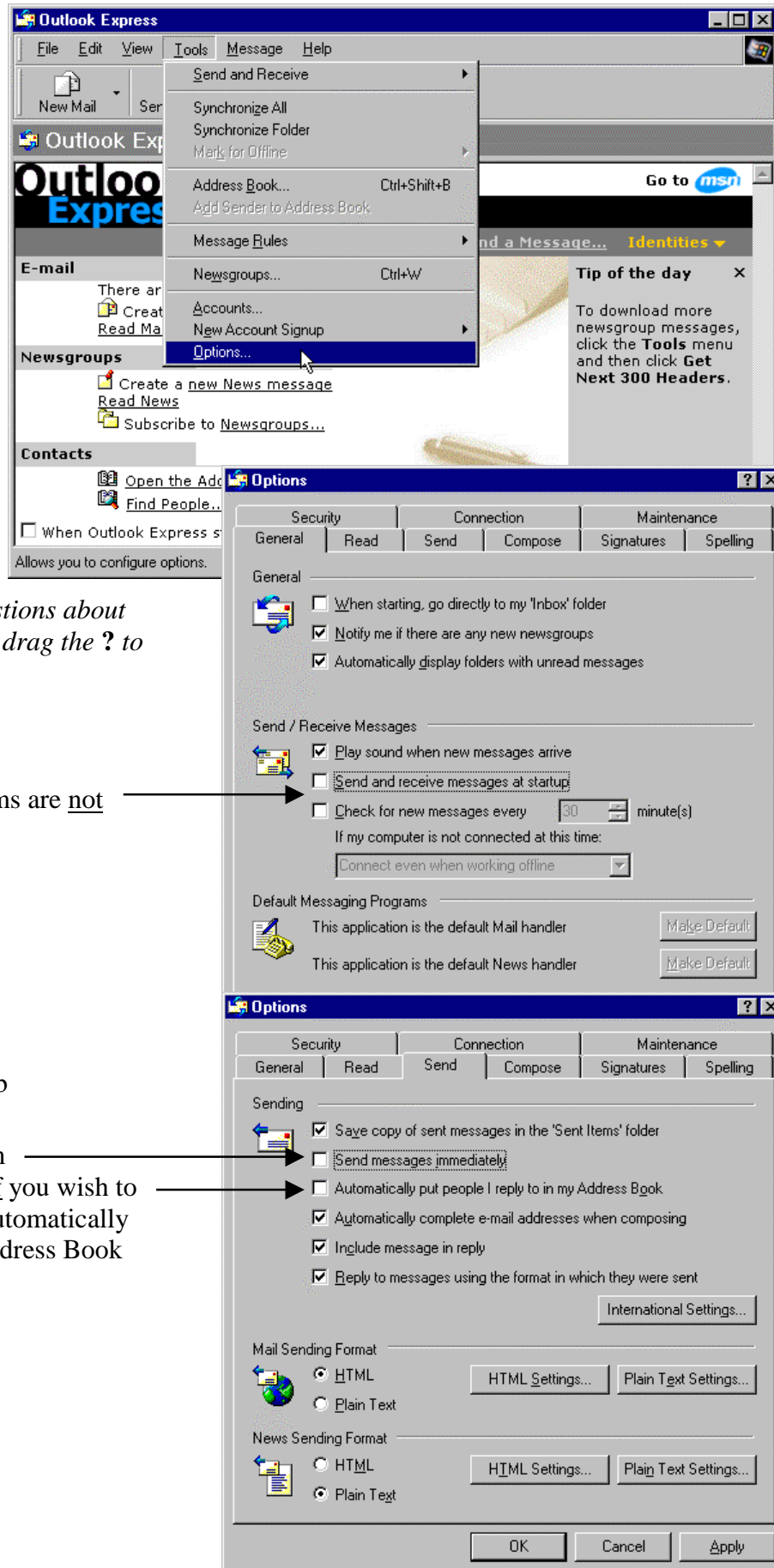
*If you have any questions about what a setting does, drag the ? to that setting.*

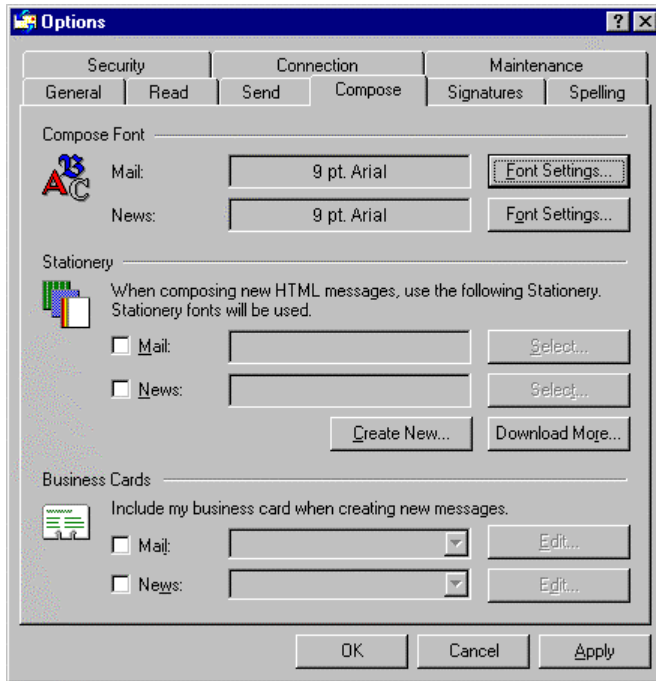
◆ Confirm both items are not checked

◆ Click the Send tab

◆ Uncheck this item

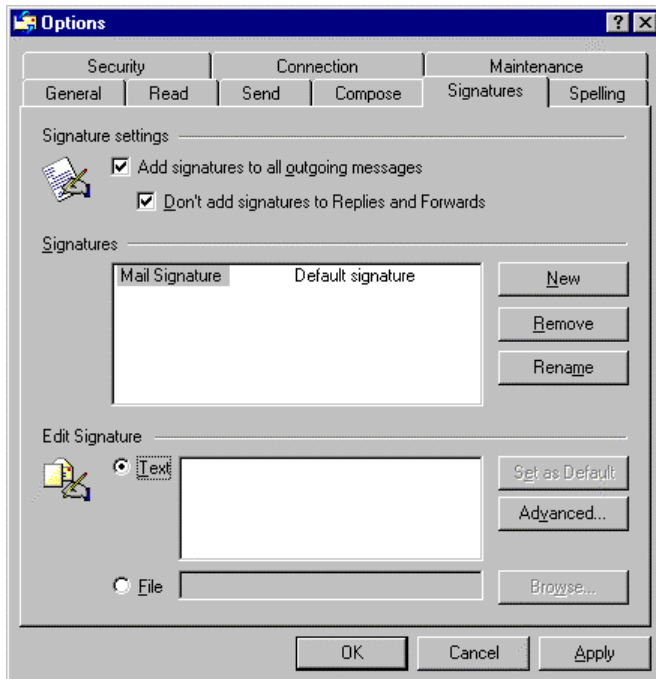
◆ Check this item if you wish to have addresses automatically added to your Address Book





◆ Click the Compose tab

*Outlook Express allows you to tailor how your messages will appear.*

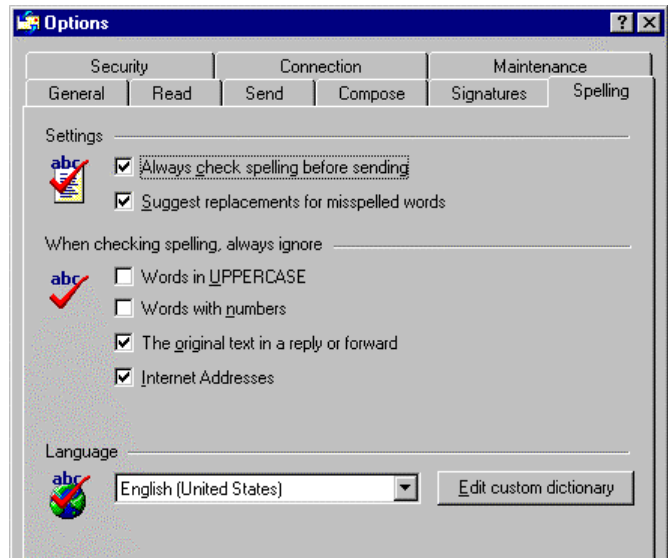


◆ Click the Signatures tab

*Outlook Express can automatically add a signature, such as your name and e-mail address, to the end of each message you compose.*

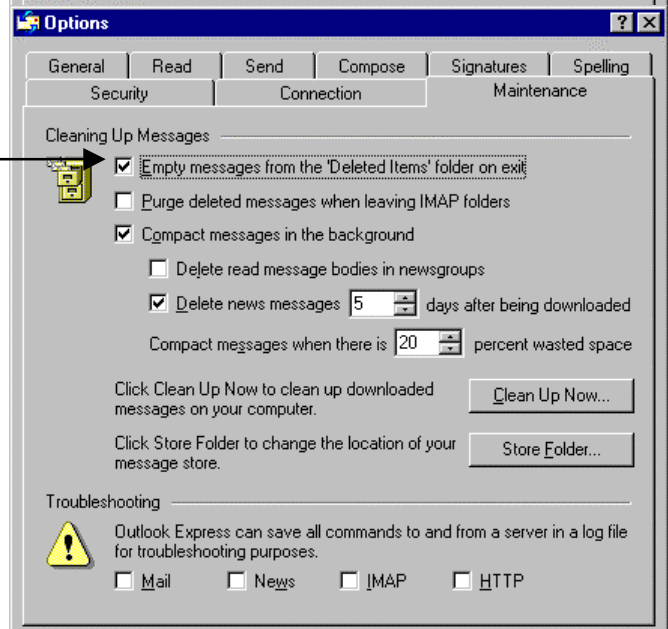
- ◆ Click the Spelling tab

*Outlook Express allows you to configure an automatic spell checker.*



- ◆ Click the Maintenance tab

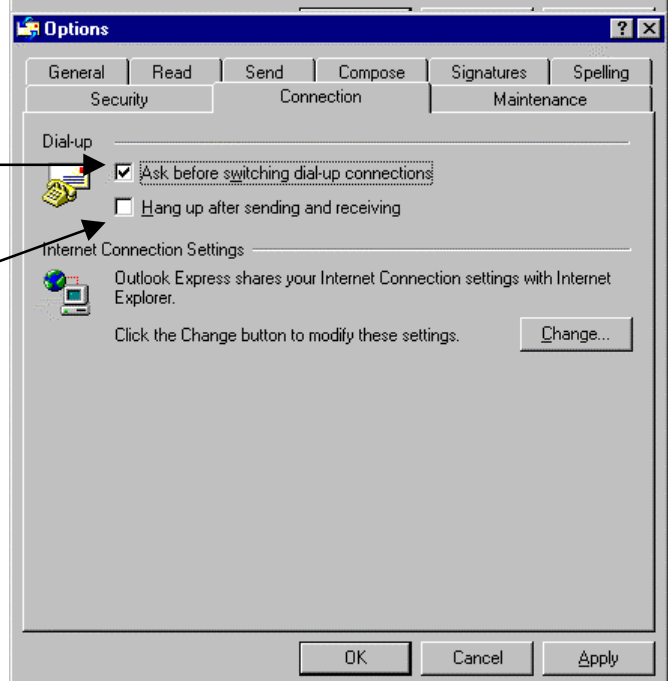
- ◆ Check this item if you wish to remove all deleted messages



- ◆ Click the Connection tab

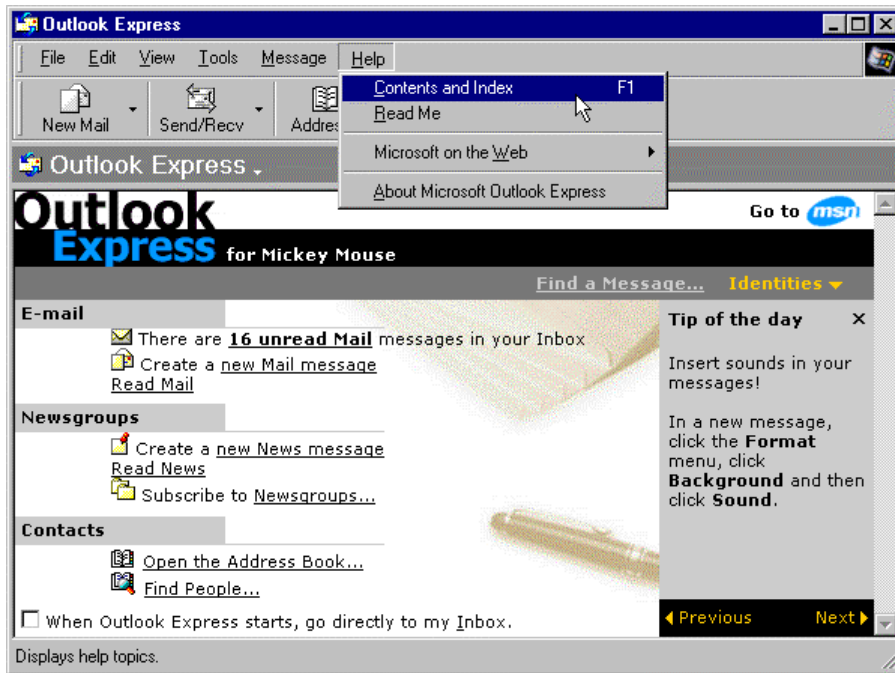
- ◆ Check this item if you have more than one mail account from different Internet Service Providers

- ◆ Check this item to disconnect from SuffolkWeb in order to read, compose, and reply to mail while offline (not connected to SuffolkWeb)



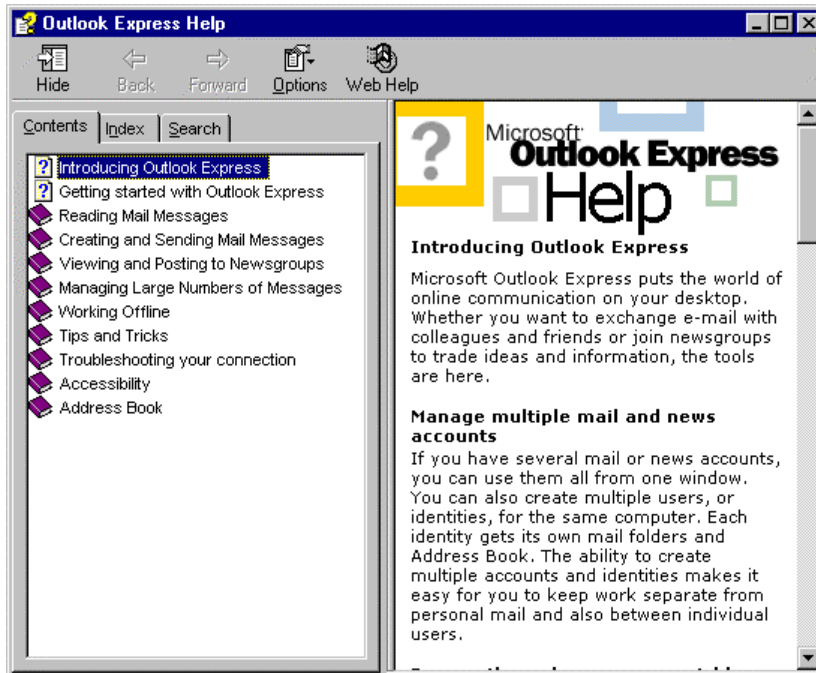
- ◆ OK

## Outlook Express Help



Use the Outlook Express Help feature to learn more about Outlook Express

- ◆ Click on Help
- ◆ Click on "Contents and Index"



- ◆ Select an item to learn more about that item

OR

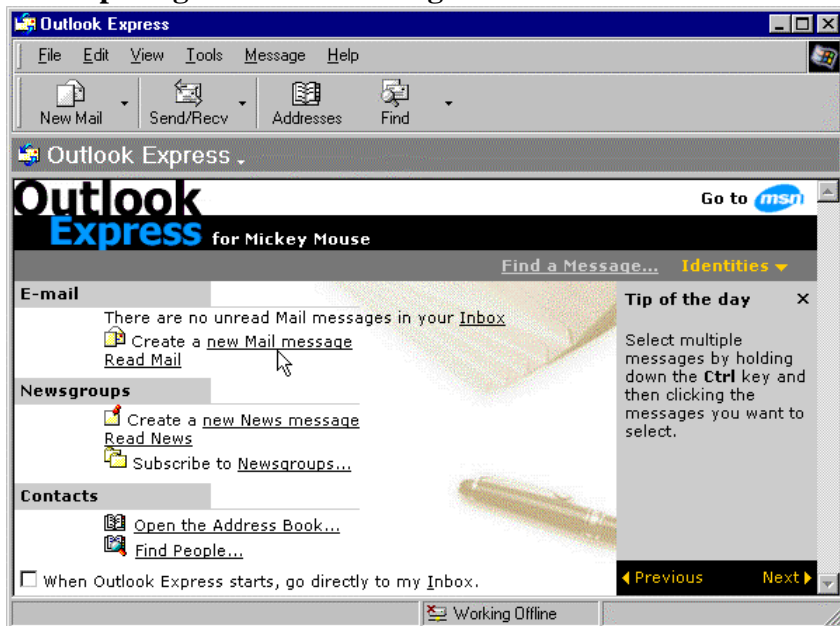
- ◆ Click the Index tab to search for specific items

- ◆ Click on the X to close the Help window

## Composing an E-Mail Message

At the Outlook Express Desktop

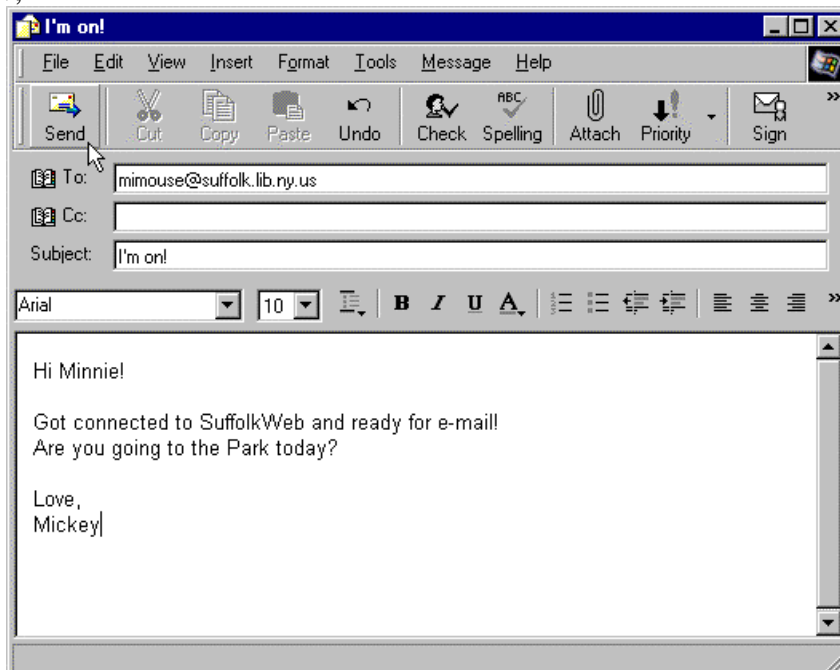
- ◆ Click on "Create a new Mail message"



In the New Message window,

- ◆ Enter the e-mail address of the person to whom you wish to send the message
- ◆ Enter a brief Subject line
- ◆ Enter the content of your message
- ◆ Click on the Send icon

*Use Help to learn about adding attachments and other composing features.*



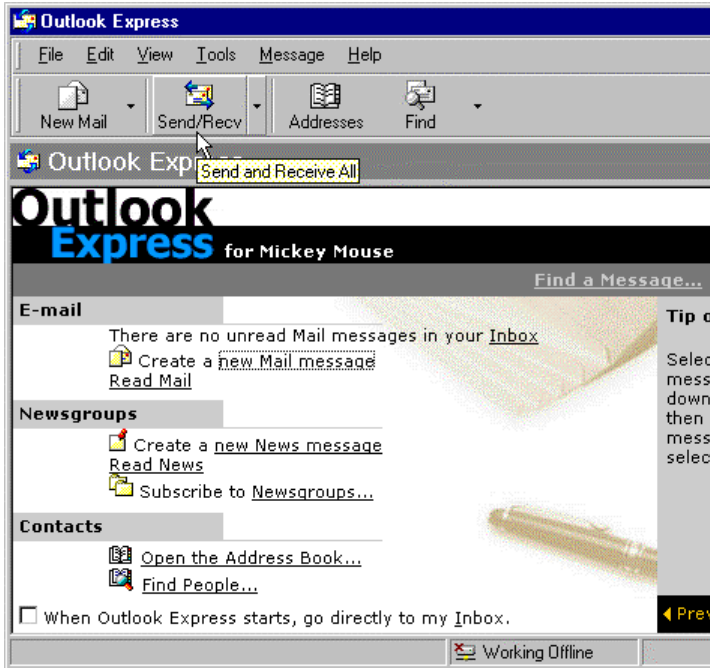
*Depending upon your Outlook Express configuration, you may have your message automatically spell checked, and be asked about adding the e-mail address to your Address Book.*

Outlook Express places the message into the Outbox folder so that you can send it later.

- ◆ Click OK



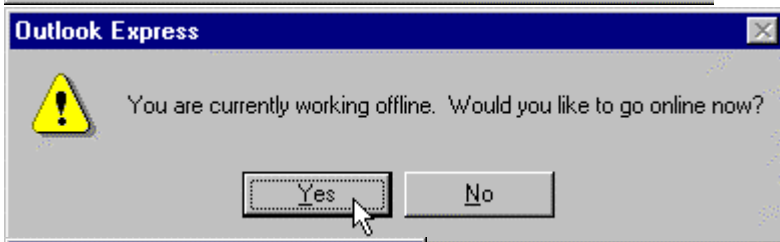
## Sending and Receiving E-Mail



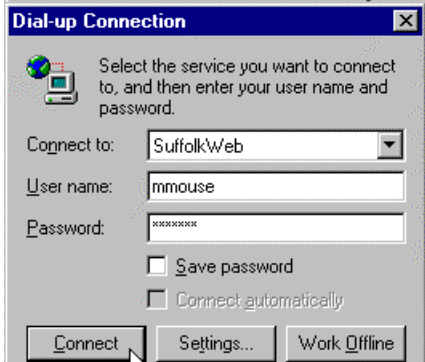
At the Outlook Express Desktop,

◆ Click on the Send/Recv icon

*If you have more than one e-mail account set up in Outlook Express, it is advisable to click on the down arrow at the end of the Send/Recv icon and select the specific account you actually want to use.*

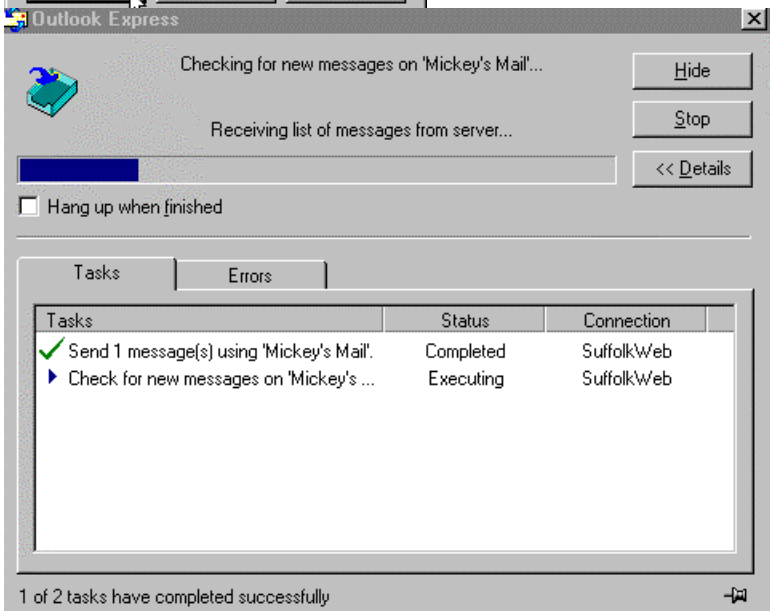


◆ Click Yes



◆ Connect to SuffolkWeb

*Once connected to SuffolkWeb, a status window displays each of the Tasks as it is accomplished*



First, the mail messages in the Outbox folder are sent to the SuffolkWeb outgoing mail server.

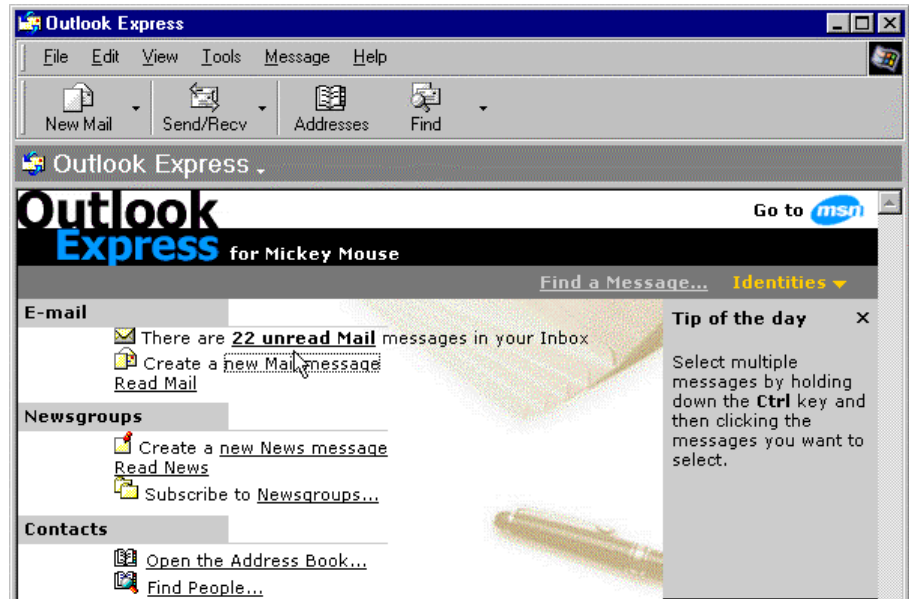
Next, the new mail in your SuffolkNet INBOX is transferred to the Outlook Express Inbox folder.

After the mail has been sent and received, you are disconnected from SuffolkWeb and returned to the Outlook Express desktop.

## Reading Messages

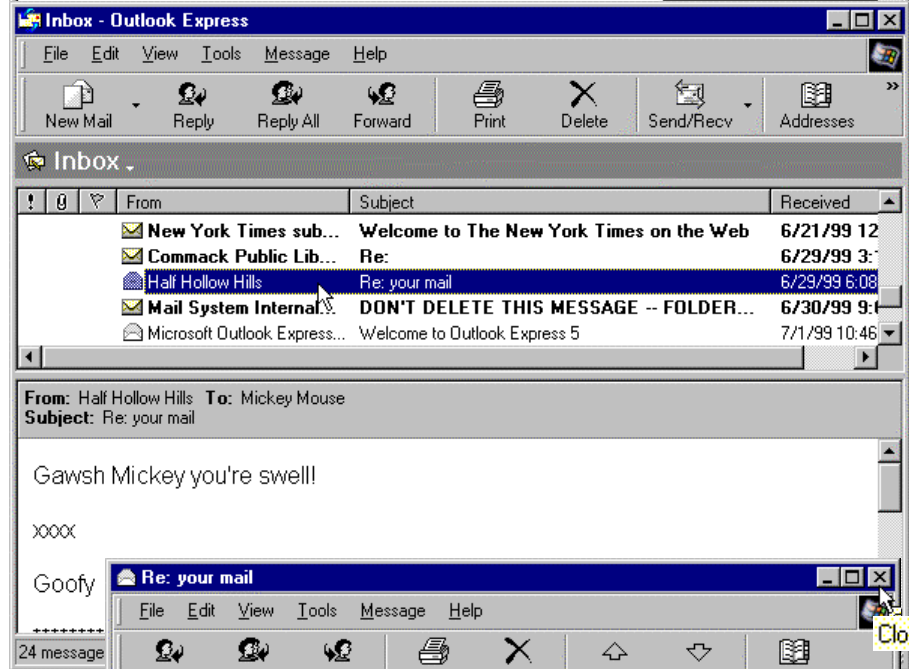
At the Outlook Express desktop,

- ◆ Click the unread mail messages link



In the Inbox folder,

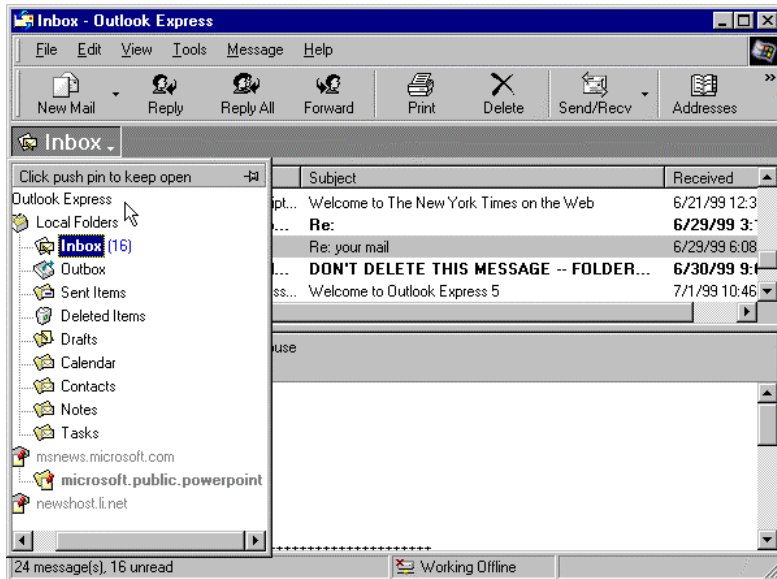
- ◆ Double-click on the mail message



A separate window will display the entire mail message.

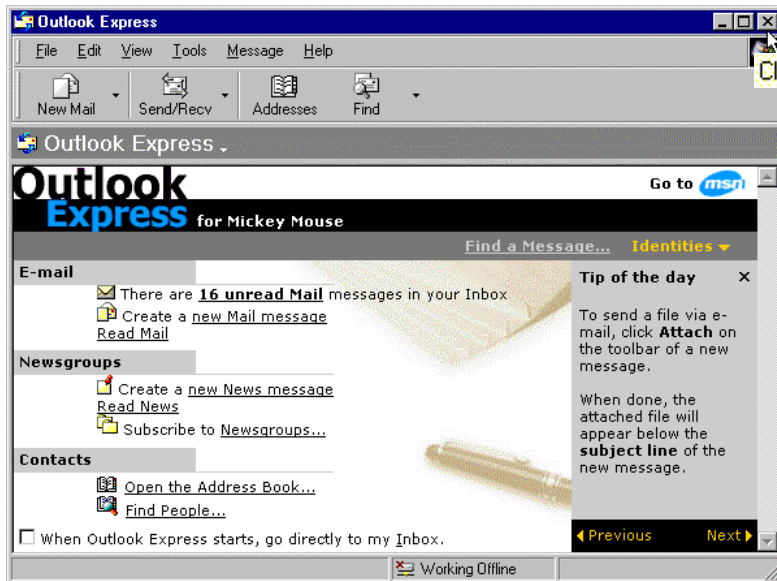
Use Help to learn about replying to e-mail messages, viewing attachments, using links, etc.

- ◆ Click on the X to close the message window and return to the Inbox



You can continue to read and compose mail in the Inbox folder or you can return to the Outlook Express Desktop.

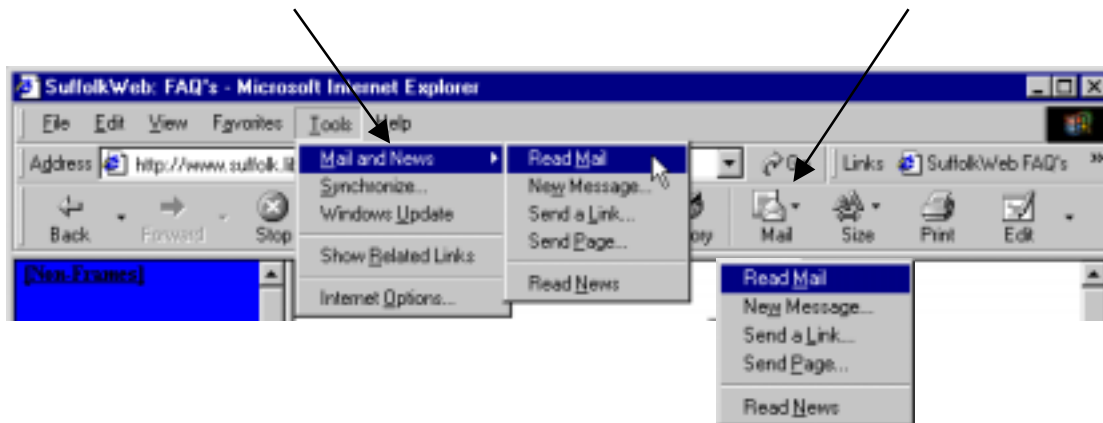
- ◆ Click on the Inbox folder icon
- ◆ Click on Outlook Express



- ◆ Click on the X to close Outlook Express and return to the Windows Desktop

*To return to Outlook Express in the future, click on the Outlook Express icon on the Desktop or Taskbar, or select Outlook Express from the Start button.*

*You can also open Outlook Express while in an Internet Explorer session by clicking on Tools then "Mail and News" and then "Read Mail" or clicking on the Mail icon and then "Read Mail."*



*This page is intentionally blank*

## Outlook Express News

This section will help you set up the basic requirements for using newsgroups from SuffolkWeb.

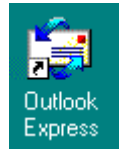
We cannot go into every aspect relating to newsgroups or using Outlook Express for newsgroups. We have provided a brief overview for setting up and accessing newsgroups. Use Outlook Express Help to learn more about its features and capabilities.

Outlook Express should not be confused with Microsoft Outlook, Outlook 2000, Windows Messaging, Microsoft Exchange or the Inbox icon on your Windows98 desktop. Outlook Express was designed for Internet Newsgroups and comes with Internet Explorer 5.x

This section starts with the Outlook Express Newsgroup Wizard. If you have already set up News during the basic installation, go to "Confirming News Account Properties." Once again we use Mickey Mouse as our example. Please use your SuffolkNet/Web user name and password where appropriate.

### Start Here

Double-click on the Outlook Express shortcut



on your Desktop

OR select  Outlook Express by clicking on the Start button and then ♦Programs

OR click on the Outlook Express icon



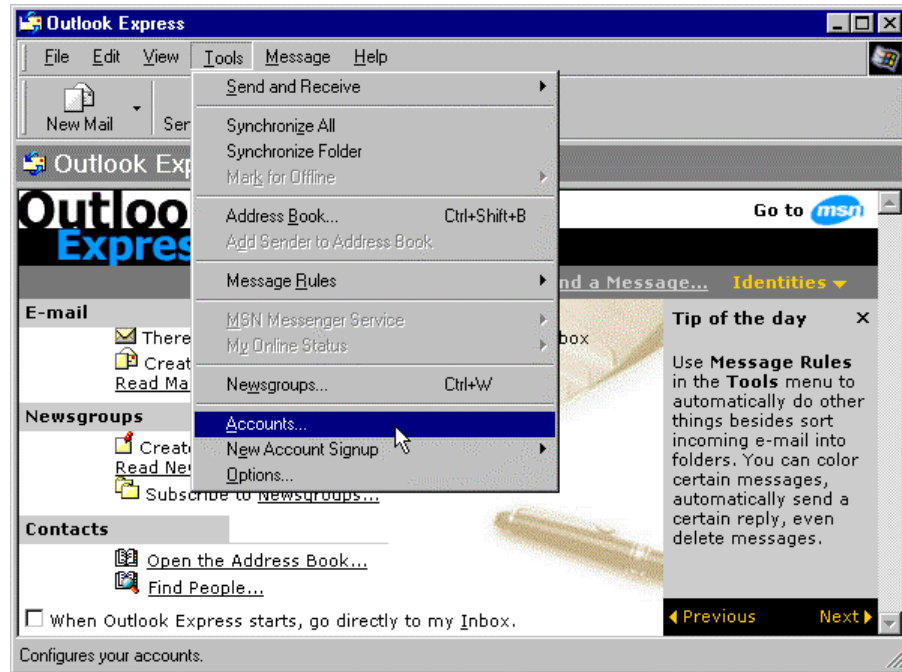
on the Task bar



## Creating a News Account

At the Outlook Express Desktop,

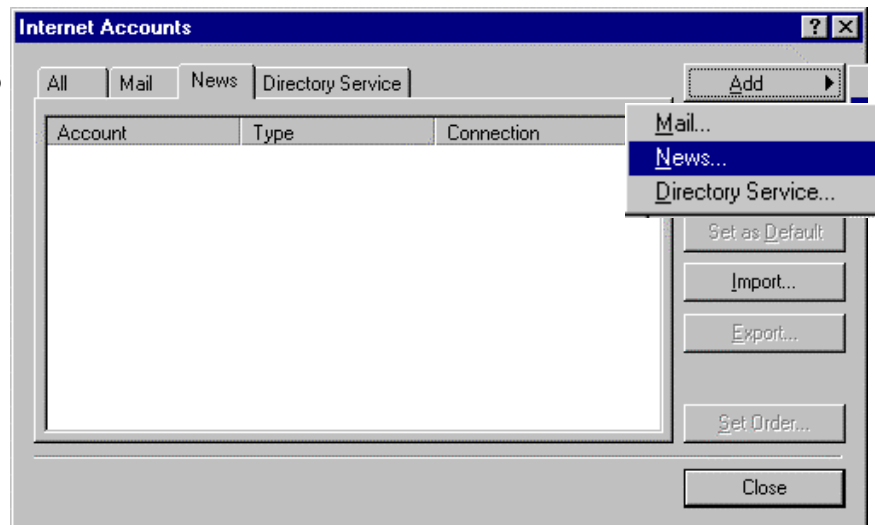
- ◆ Click on Tools



- ◆ Click on Accounts

At the Internet Accounts window,

- ◆ Click on the News tab
- ◆ Click on Add
- ◆ Click on News



The News Wizard begins.

- ◆ Enter your personal name

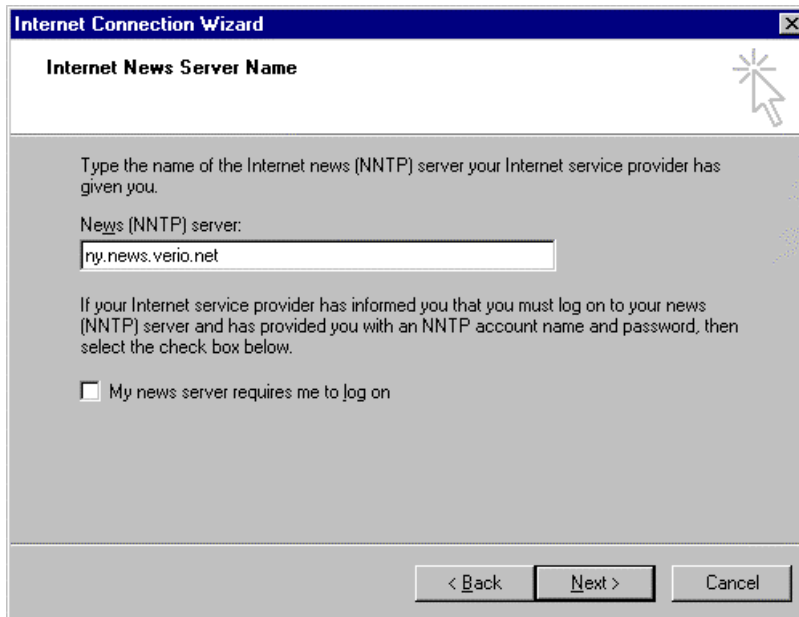


- ◆ Next>



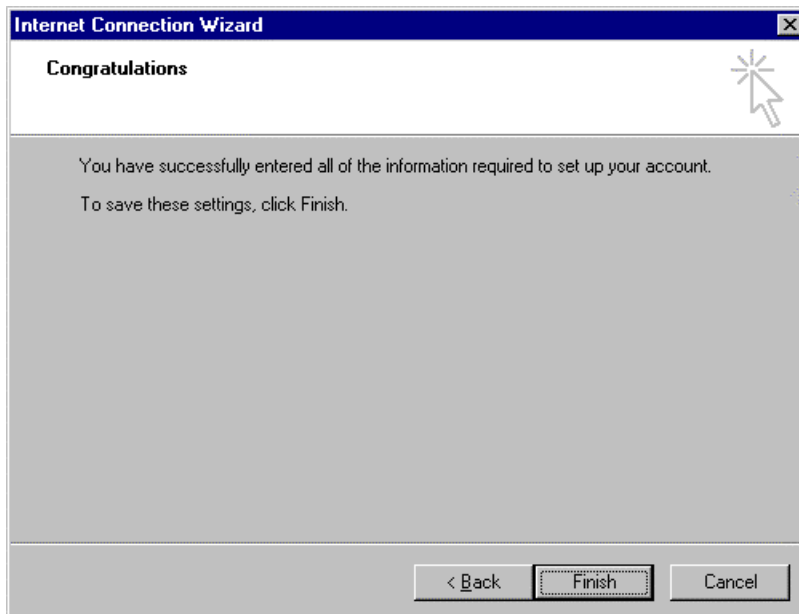
◆ Enter your SuffolkWeb e-mail address

◆ Next>



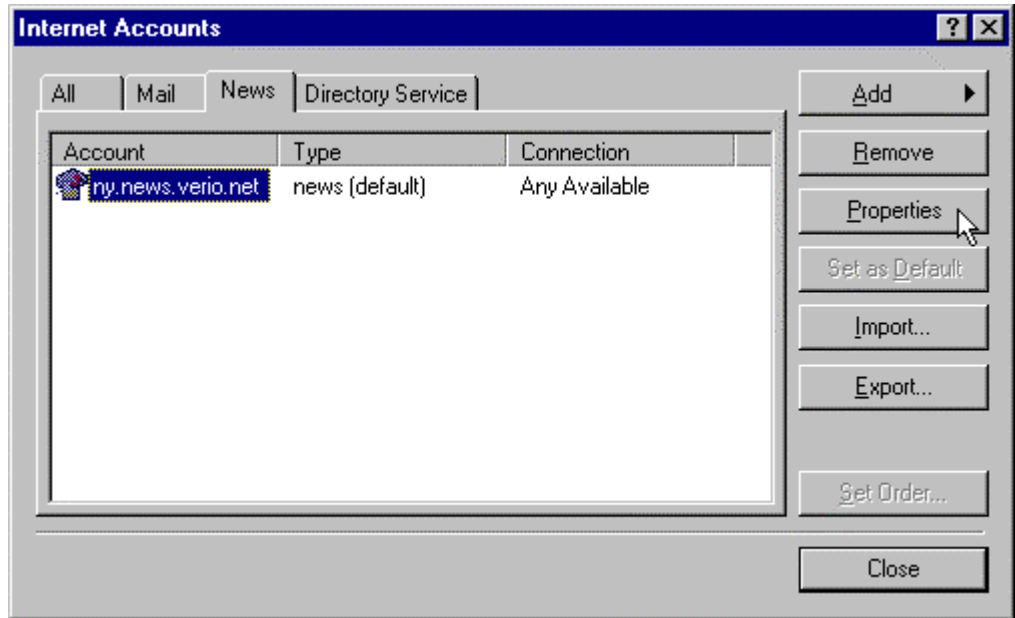
◆ Enter the SuffolkWeb news server:  
**ny.news.verio.net**

◆ Next>

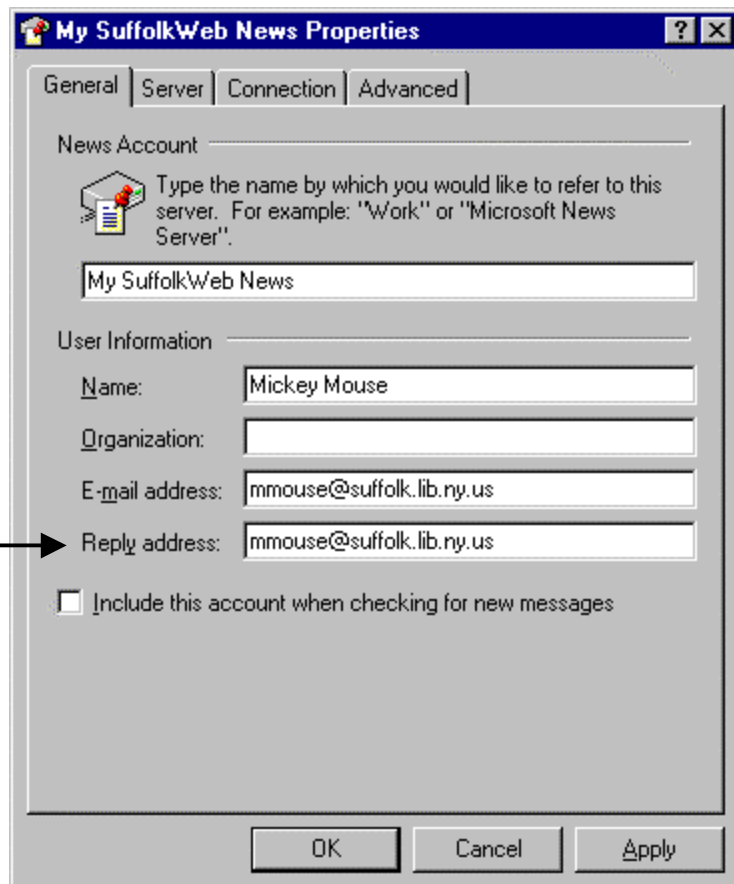


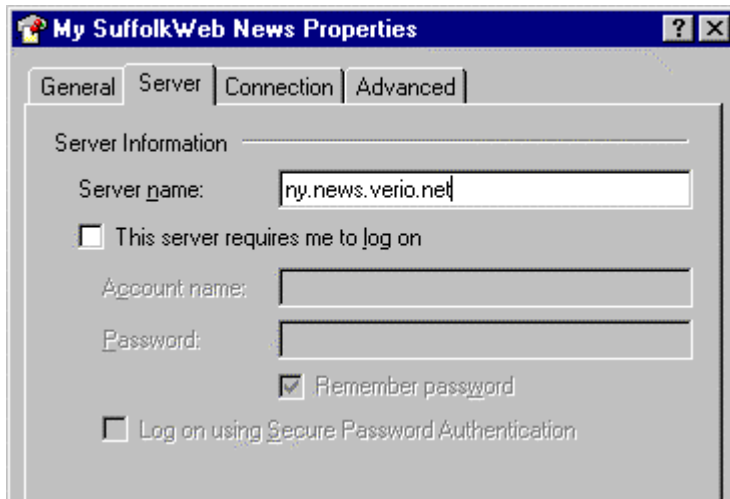
◆ Finish

- ◆ Highlight the News account just created
- ◆ Click on Properties

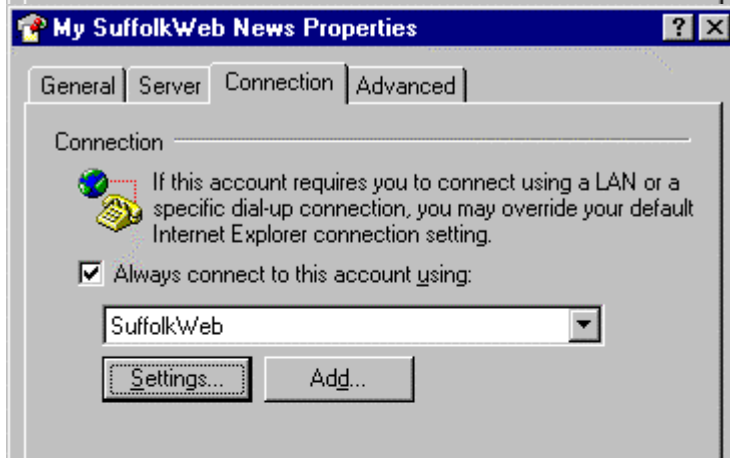


- ◆ Rename the News Account to something more familiar
- ◆ Enter your SuffolkWeb e-mail address in the "Reply address" box
- ◆ Click on the Server tab





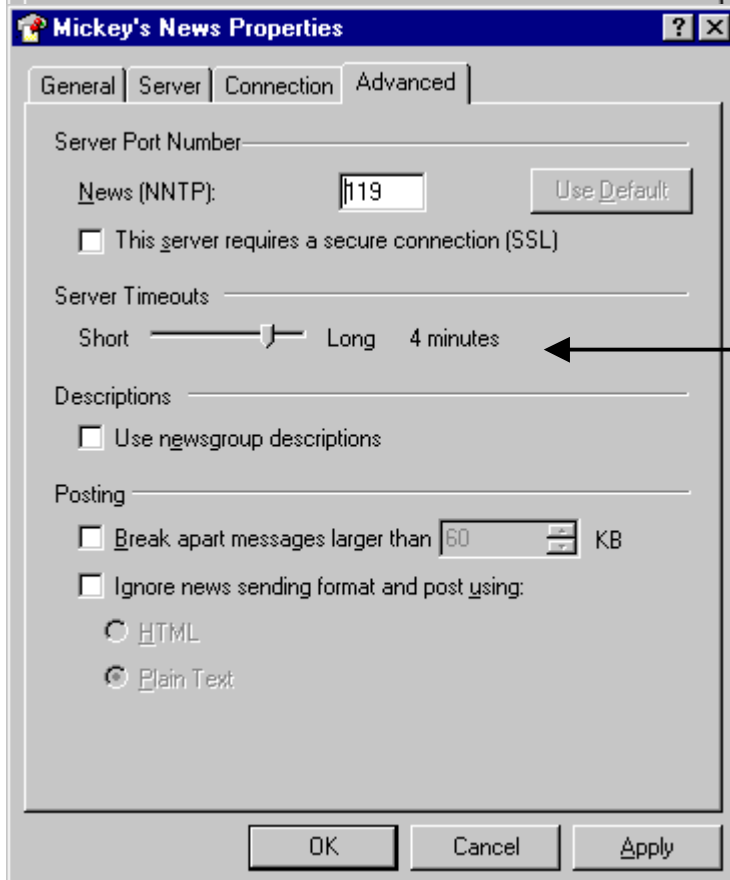
- ◆ Confirm the SuffolkWeb news server is correctly entered:  
**ny.news.verio.net**



- ◆ Click on the Connection tab

*You must be dialed into the SuffolkWeb network in order to use the news server. You cannot use this server from a different Internet Service Provider.*

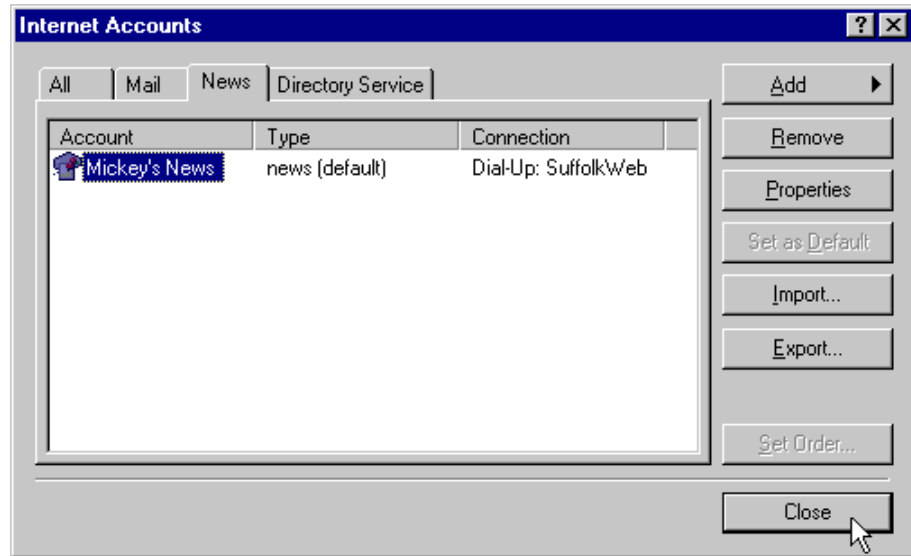
- ◆ Confirm that you are using the same connection for both Internet Explorer and Outlook Express



- ◆ Click on the Advanced tab

- ◆ Increase the Server Timeouts to 4 minutes

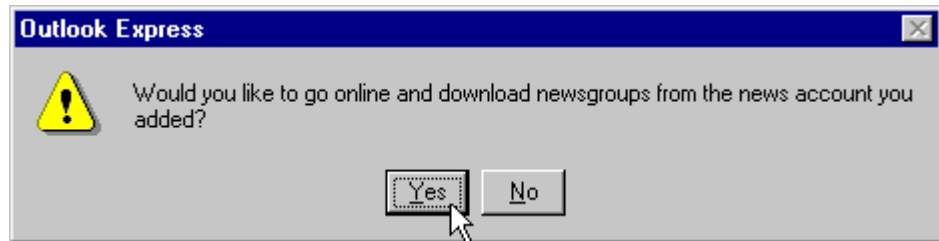
- ◆ Click OK



◆ Close

*Since you have never connected to the news server before, you will be asked if you wish to obtain a list of all the newsgroups.*

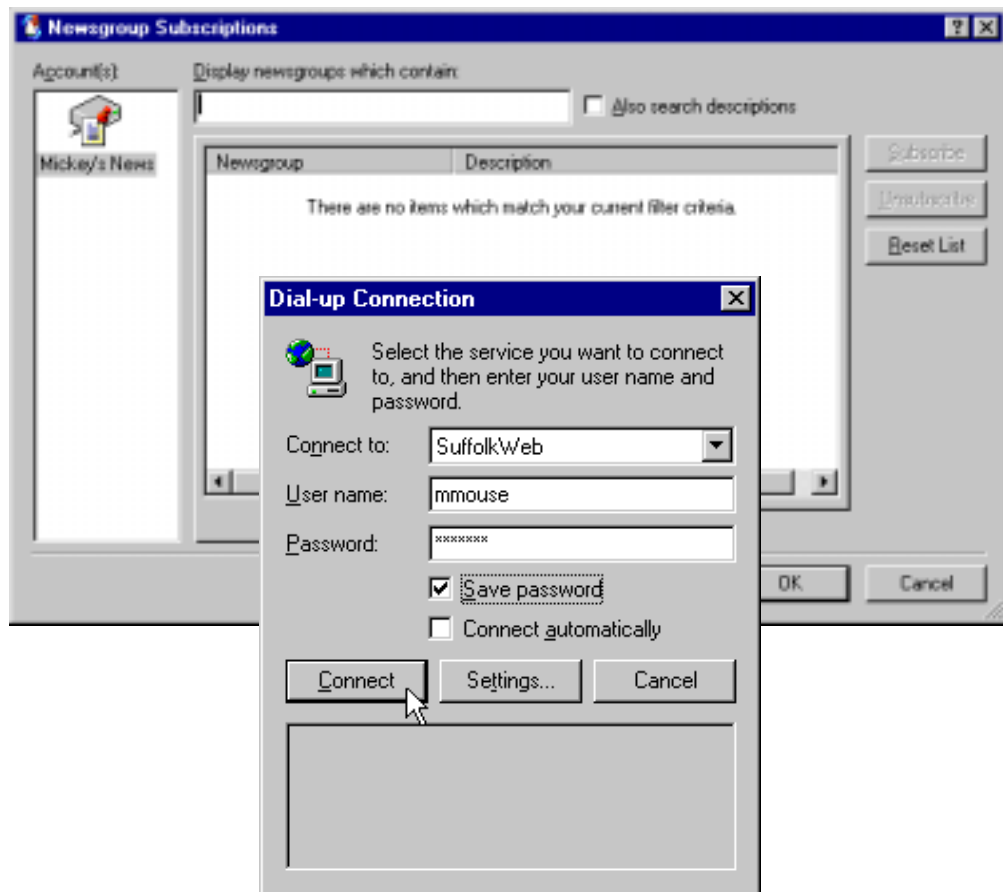
### Subscribing to Newsgroups

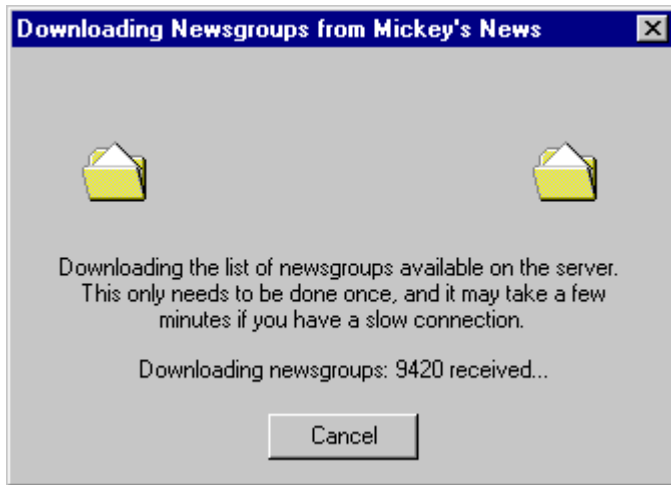


◆ Click Yes

There will be no items in the Newsgroup Subscriptions window.

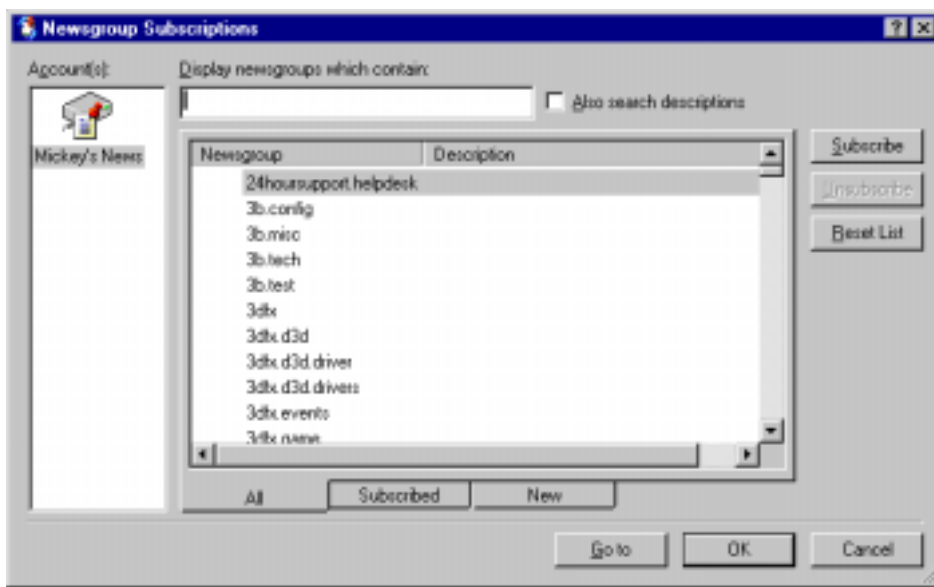
*If you are not already connected to SuffolkWeb, connect to SuffolkWeb as you normally do.*





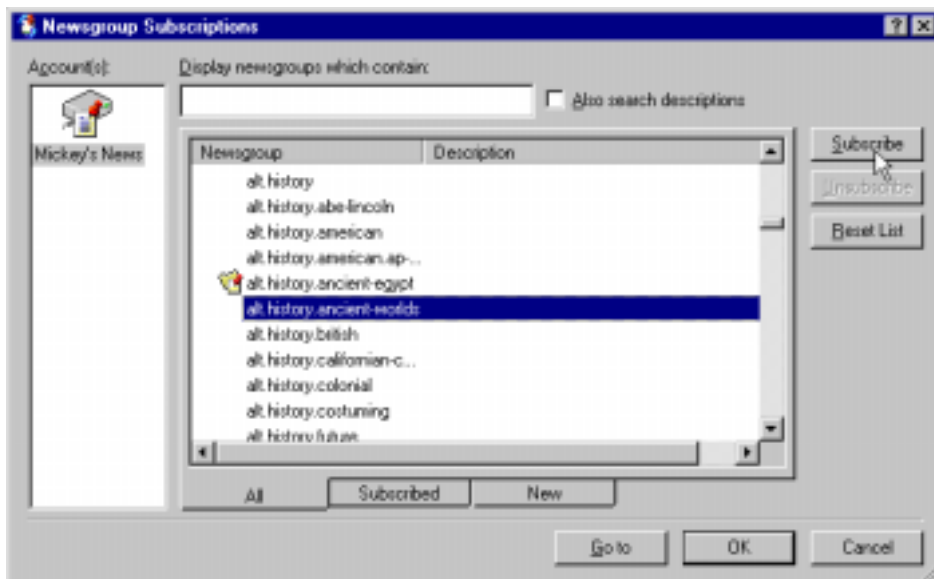
Once connected to SuffolkWeb, Outlook Express begins to download a copy (approximately 5 minutes) of all the newsgroups that are posted on the server (over 30,000 as of October 1999)

These are not messages, just the names and locations of the groups.



Once downloaded, the list of newsgroups is displayed so that you may search and/or scroll through the list and subscribe to the groups you want.

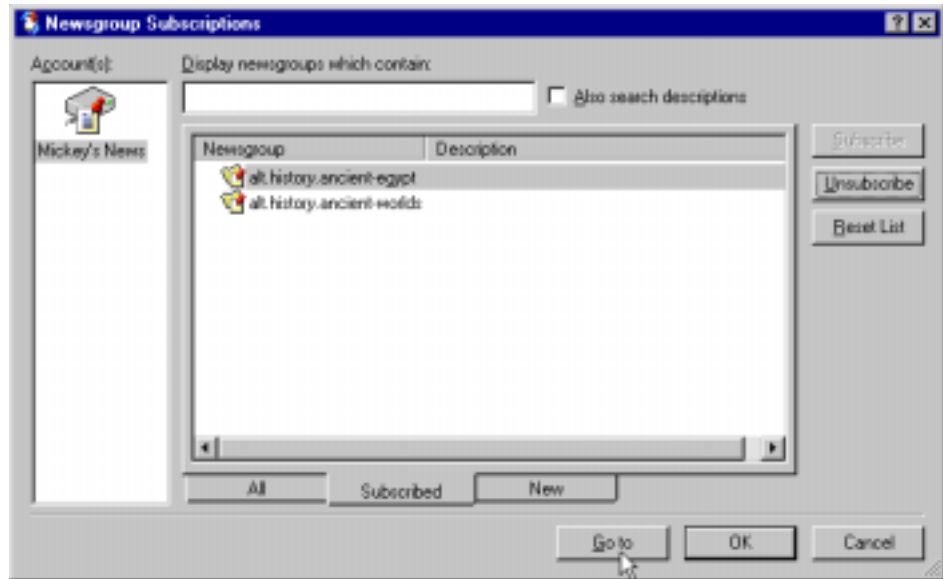
Please note that you are still connected to SuffolkWeb and the news server.



- ◆ Highlight the group you want
- ◆ Click on Subscribe
- ◆ Repeat for all the groups you desire

You have now created your own subscription list of newsgroups.

- ◆ Click on the Subscribed tab to see your selected list
- ◆ Highlight the newsgroup(s) you want to retrieve message headers for
- ◆ Click Go to

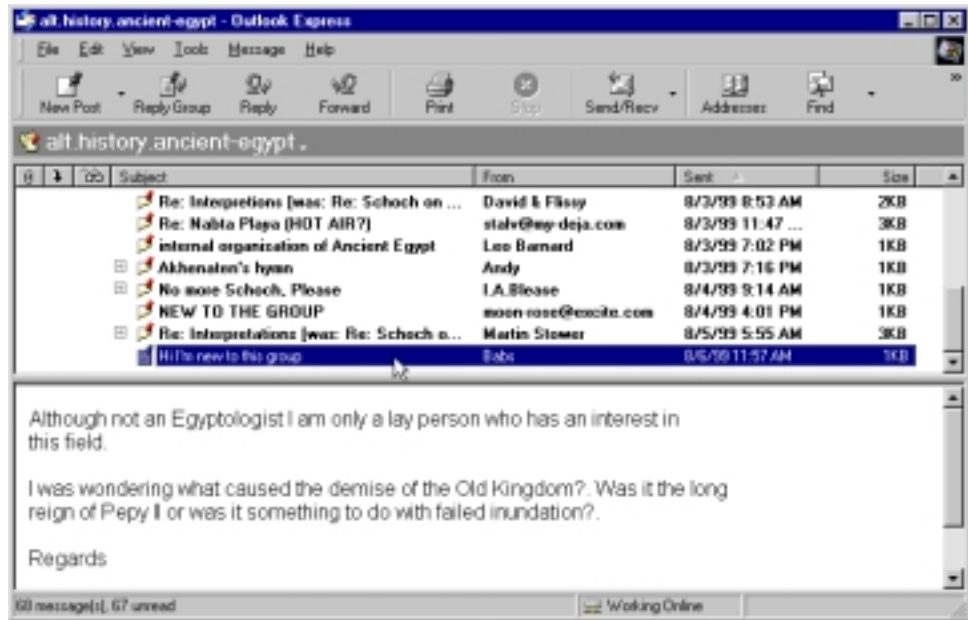


### Reading Newsgroup Messages

While online, the subscribed newsgroups messages are available for viewing. When offline, only messages headers and downloaded messages are available.

The Outlook Express Title bar indicates which newsgroup you are in.

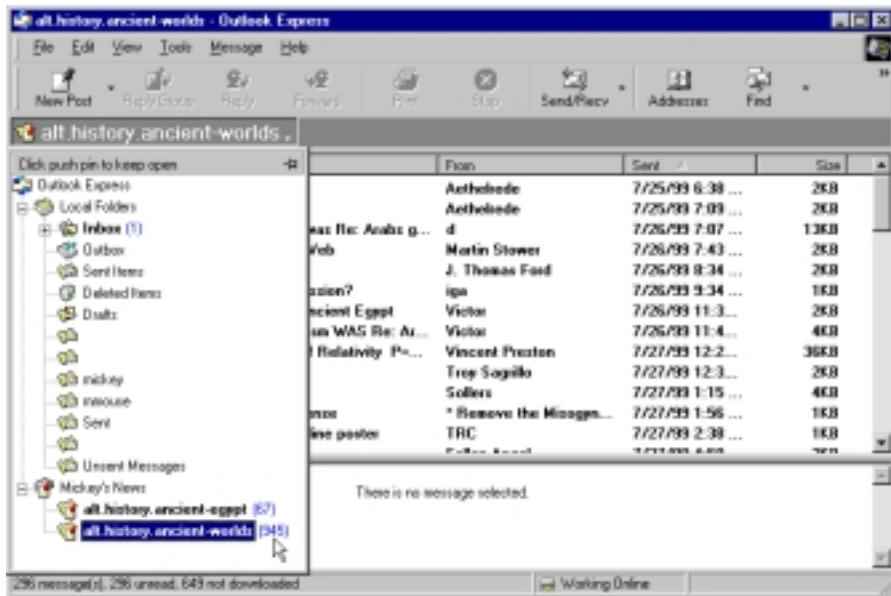
- ◆ Highlight a message header to view the message
- or
- ◆ Double-click on a header to view the message in a separate window



Use the Tool bar for various functions, such as:

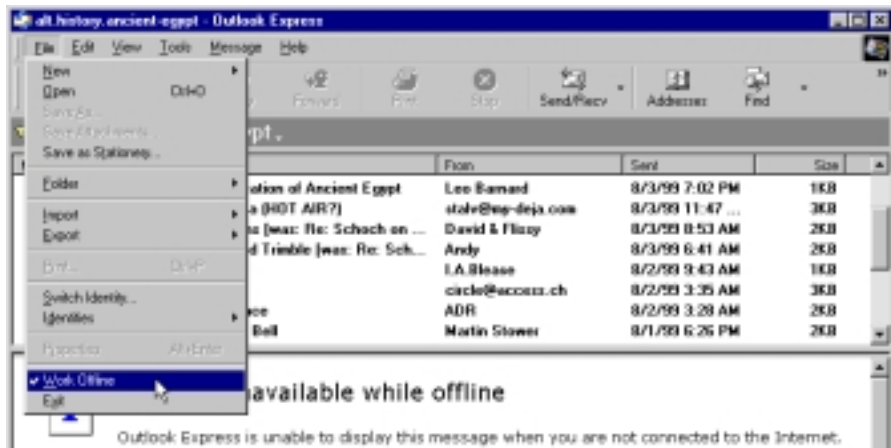


- New Post - to create a new message to the group
- Reply Group - to reply with the currently viewed message to the group
- Reply - to reply to the creator of the currently viewed message rather than the group
- Forward - to forward the currently viewed message to any e-mail address

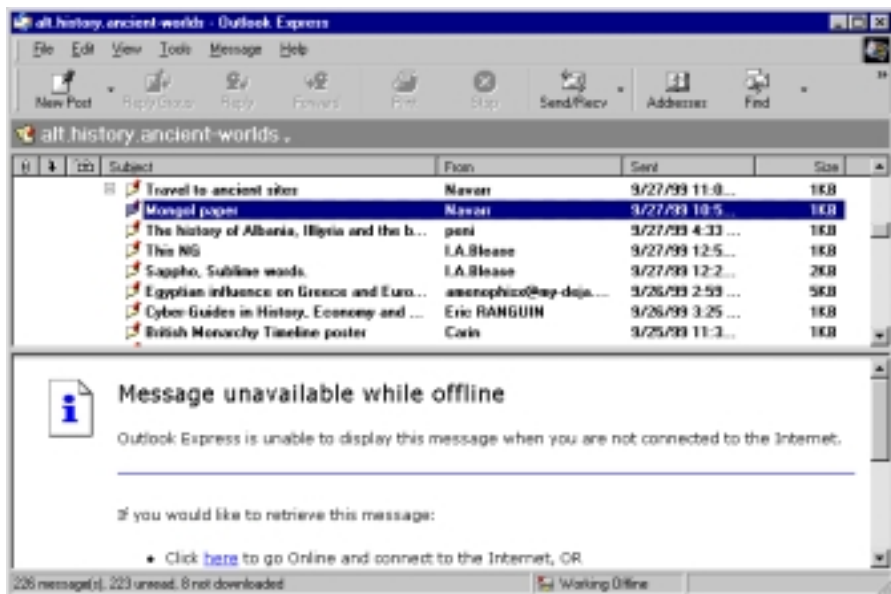


◆ Click on the Outlook Express Folder list to choose a different newsgroup subscription.

◆ Double-click on the newsgroup to display it's message headers.



*If you choose to end your SuffolkWeb connection, messages that were not downloaded are not available for viewing.*



To retrieve messages when offline,

Click the Download column for highlighted messages

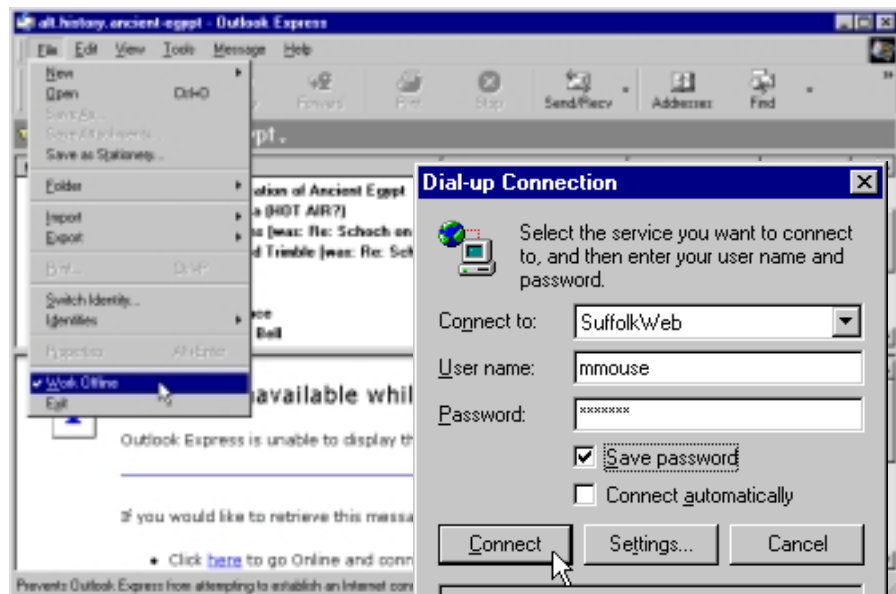
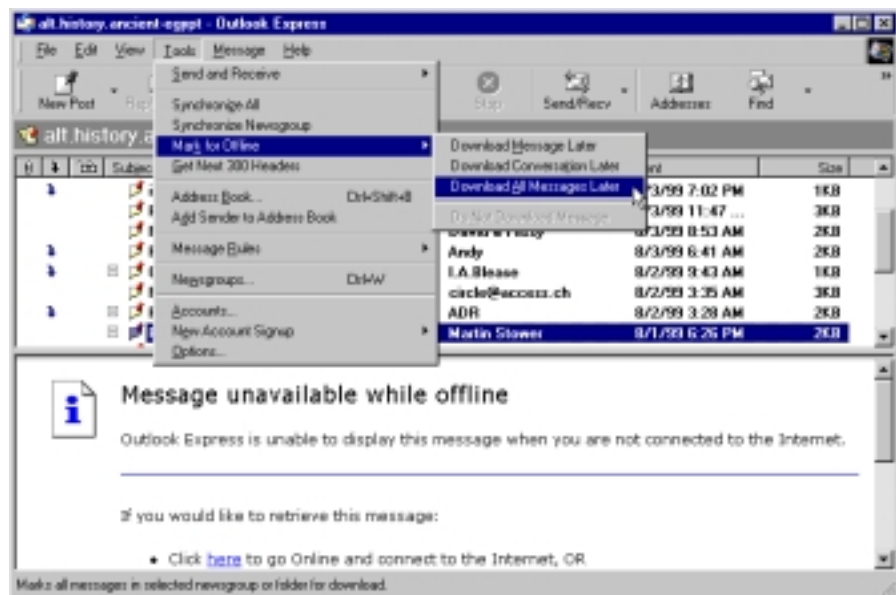
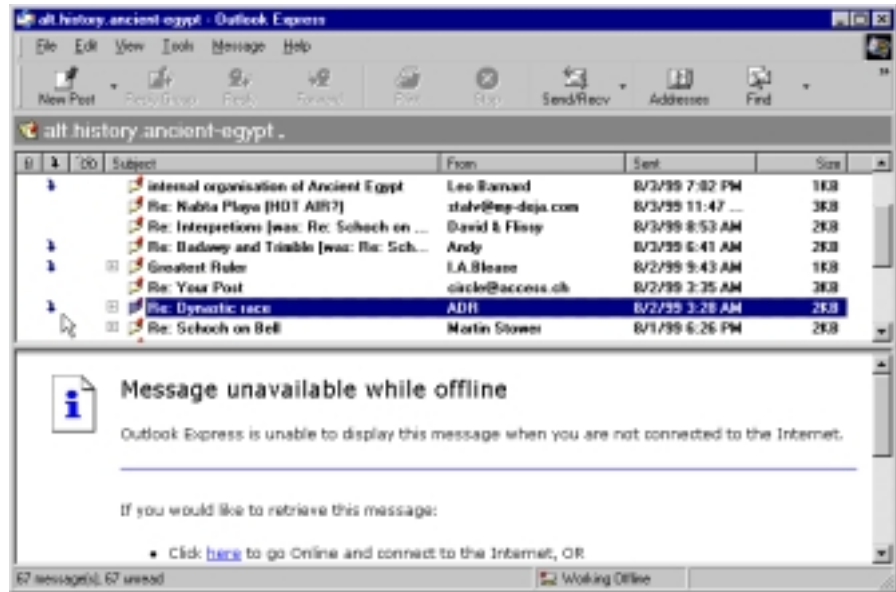
Or

Select all messages for downloading,

then reconnect to SuffolkWeb.

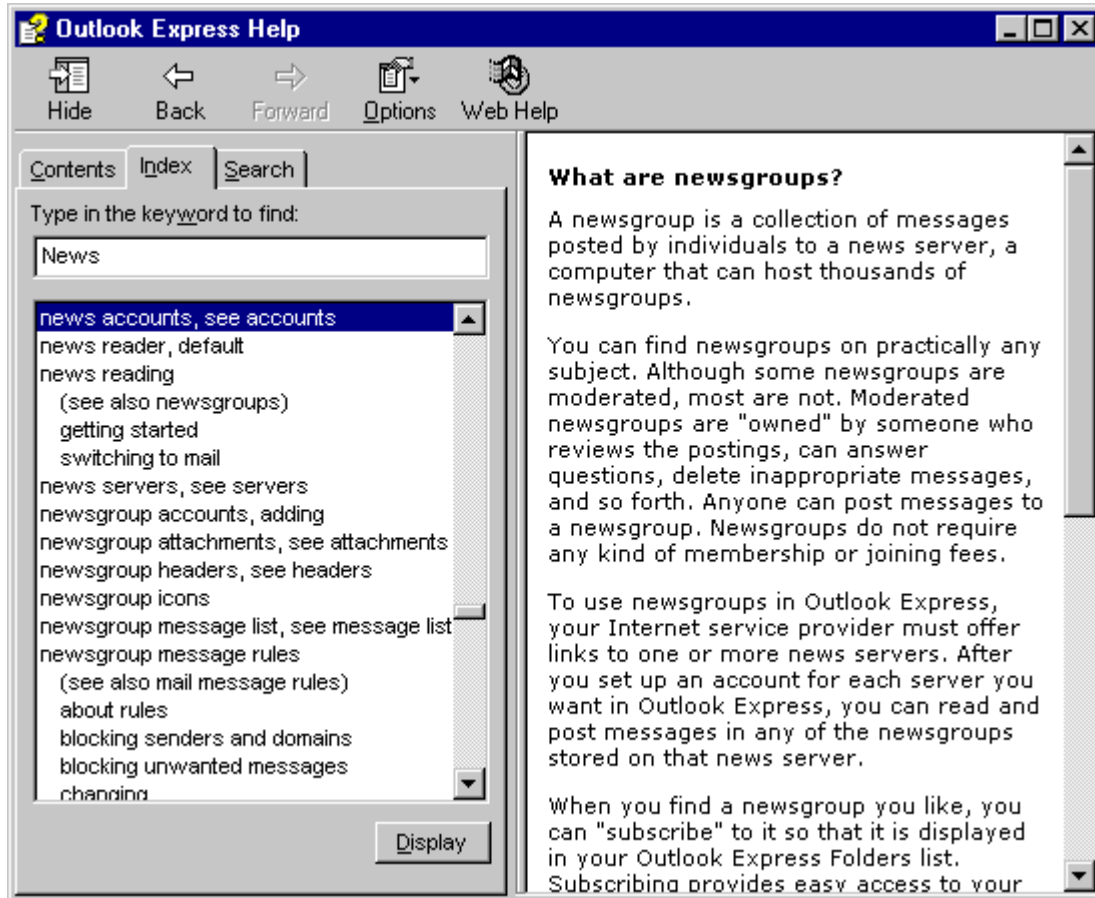
*All the marked messages will be downloaded and will be available for viewing after you have disconnected.*

*You will also be notified of new messages for your subscribed groups and the existence of any new news groups at the news server.*



## Outlook Express Help

*That's as far as we can take you. Use Outlook Express Help to learn more information on participating in newsgroups.*



*This page is intentionally blank*

## SuffolkWeb User's Guide to SuffolkNet

This guide is intended for SuffolkWeb users who wish to access the text only SuffolkNet Patron Menu in order to change their SuffolkNet/Web password, access their e-mail in the text-only Pine mail program, or use their Personal Files area for uploading and downloading files in their SuffolkNet account.

### Sections:

	<u>Page</u>
46	What is Telnet?
47	Logging in to and out of SuffolkNet from SuffolkWeb
49	Changing your SuffolkNet/Web Password
51	Pine E-Mail
52	An Overview of Pine E-Mail
60	Personal Files

## What is Telnet?

Telnet is an Internet connection protocol that allows you to log into a remote text-only computer on the Internet. Unlike most of the Internet, there is no graphical display during a telnet session. Establishing a telnet session to SuffolkNet while connected to SuffolkWeb is almost the same as dialing directly into SuffolkNet. However, when you disconnect from SuffolkNet, you still remain connected to SuffolkWeb and the Internet.

### **Why can't I print my Pine e-mail messages or transfer files in my Personal Files area when I telnet into SuffolkNet?**

Some telnet applications do not recognize the print command in the SuffolkNet Pine INBOX. These same applications also generally don't permit uploading to and downloading from SuffolkNet.

Users who upgraded from Windows95 to Windows98, or users with earlier releases of Windows98, have this type of telnet application. It is recommended that SuffolkWeb users who wish to telnet into SuffolkNet and who do not have HyperTerminal version 4.x upgrade their current Windows HyperTerminal program to Private Edition. Both HyperTerminal version 4.x and Private Edition support telnet functions such as printing, uploading and downloading protocols, and crash recovery if a file transfer is disconnected.

Private Edition is free and available for download at <http://www.hilgraeve.com>. When installing Private Edition, it is recommended that you let it overwrite the previous version of HyperTerminal (all your previous HyperTerminal connections will be retained) and let it become your Windows default telnet application.

## Logging in to and out of SuffolkNet from SuffolkWeb

Connect to SuffolkNet via SuffolkWeb by either

Selecting the E-mail link on your public library's homepage (please note that not all library homepages have such a link)

OR

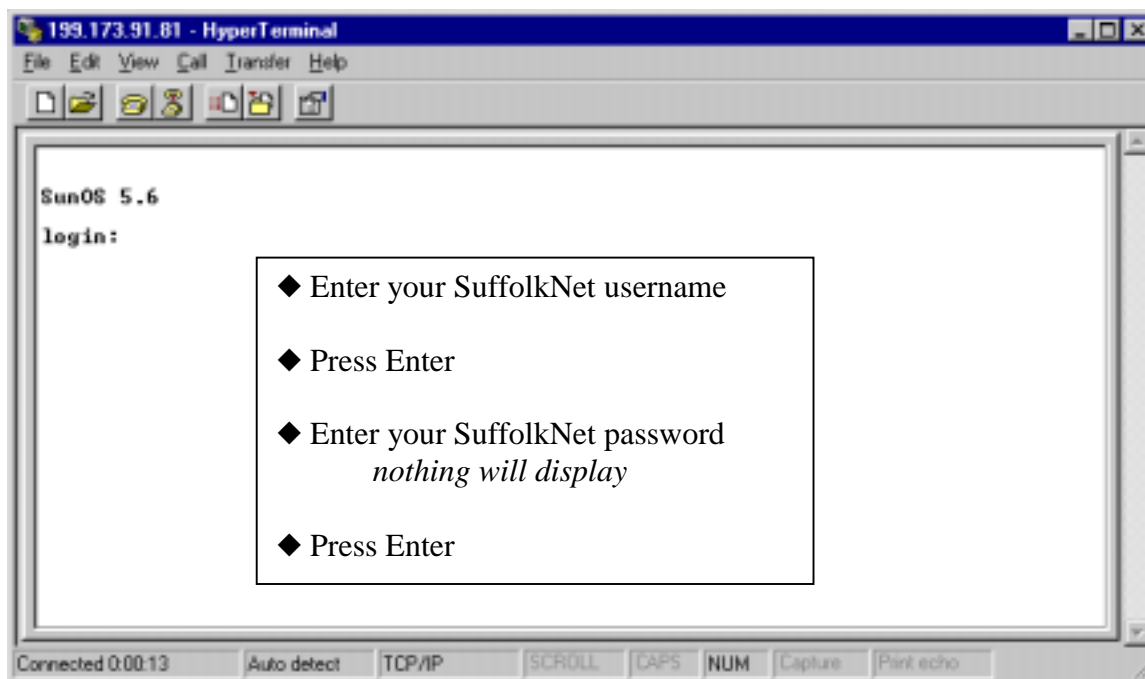
Selecting the Access Your E-Mail link on the SuffolkWeb Homepage  
<http://www.suffolk.lib.ny.us> (SuffolkWeb home page)

OR

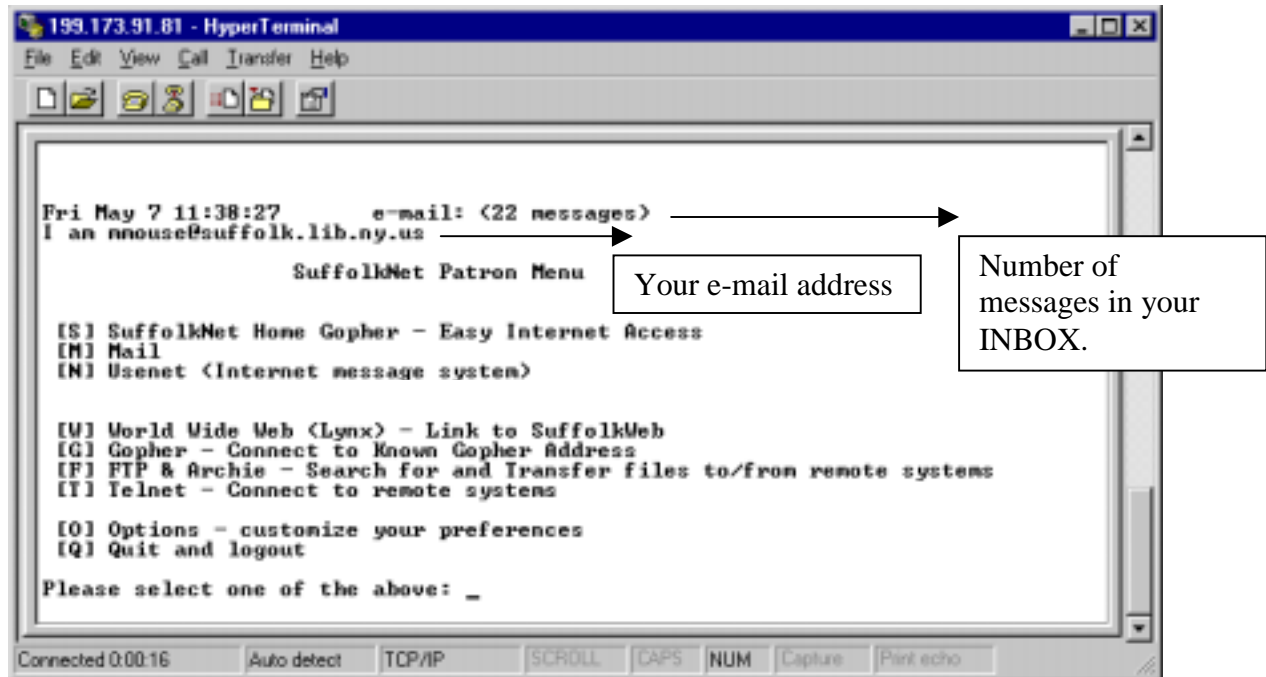
Typing the following URL in your browser's Address or Location field: <telnet://209.139.6.81>

In all cases a telnet window will open. Log into your SuffolkNet account.

Note: The telnet window is a separate window that Internet Explorer does not monitor. If you have Internet Explorer set to "Disconnect if Idle for x Minutes" you might receive a Disconnect message if your telnet session exceeds the number of idle minutes. You can increase or disable the idle time in Internet Explorer's properties in the Settings window under the Connection tab.



At the SuffolkNet Patron Menu you can select any of the options as explained on the following pages. If you wish to learn more about SuffolkNet, ask your librarian for the *SuffolkNet: Getting Started Guide*.



- [M] Mail - the Pine mail program for sending and receiving mail
- [P] Personal Files - area for temporarily storing files
- [O] Options - changing your Password
- [Q] Quit - to exit your SuffolkNet account

**When finished with your SuffolkNet session, press Q and enter at the SuffolkNet Patron Menu. This will close your SuffolkNet account but not your SuffolkWeb connection.**

Note: Your telnet window may or may not remain on your display. If it does, click on the X to close the window to return to Internet Explorer.

## Changing your SuffolkNet/Web Password

**Your password can now be changed on both SuffolkNet and SuffolkWeb.** Use either method described below.

The following procedures and the ability to change your password are only available for users that are a) dialed directly into SuffolkNet or SuffolkWeb, or b) in a telnet session to SuffolkNet, or c) at a computer in their local public library.

### **SUFFOLKNET : text-only**

From the SuffolkNet Patron Menu, enter O for Options and press enter.

At the Options Menu, enter the word PASSWORD and press enter.

A Password form will appear (see example below) that will ask for the following information:

- 1) User name
- 2) Current password
- 3) New password (two times)

-----  
SuffolkWeb: Change your login password

When changing your password keep the following rules in mind: your new password should be at least six characters, all in lowercase and must include at least two numerals.

#### EXAMPLE

Enter your username: \_\_\_\_\_ mmouse [down arrow or TAB]

Enter your current password: \_\_\_\_\_ \*\*\*\*\* [down arrow or TAB]

New password must be entered twice to avoid typos.

Enter the new password: \_\_\_\_\_ \*\*\*\*\* [down arrow or TAB]

Re-enter the new password: \_\_\_\_\_ \*\*\*\*\* [down arrow or TAB]

Change password [Enter]

Back to SuffolkWeb  
-----

When the password is successfully changed, a new screen will offer helpful advice on how to protect your password. Press Q to return to the SuffolkNet Patron Menu - OR - Press [Enter] to return to the Lynx, text-only version of SuffolkWeb.

If the password change is unsuccessful, a new screen will offer a link to try again. - OR - Press Q to return to the SuffolkNet Patron Menu - OR - Press [Enter] to return to the Lynx, text-only version of SuffolkWeb.

## **SUFFOLKWEB : graphics**

Connect to the SuffolkWeb network and point to

`http://vrcgate.suffolk.lib.ny.us:88`

A Password form will ask for the following information:

- 1) User name
- 2) Old password
- 3) New password (two times)

Enter in each piece of information. Use the <TAB> key to move between boxes. Click on the [Change password] button to submit the form.

When the password is successfully changed, a new screen will offer helpful advice on how to protect your password. Click on the SuffolkWeb link or the Home icon to continue using the Internet.

If the password change is unsuccessful, a new screen will offer an explanation:

Sorry, the password change failed.

[Error message indicating cause of failure]

If you continue to experience problems, please contact your local library.

Click on the [Try Again] button for an opportunity to try again.

---

### **I've forgotten my password, what can I do?**

Go to your local public library where you received your account and request a password change. Bring proper identification including your user name.

A library staff member will attempt to log in with you to confirm that the password is invalid.

If the password is indeed invalid, the library staff member will request a password change. You will be notified by the library when the change takes place and what the new password is.

---

## **Pine E-Mail**

SuffolkNet is your Post Office. All your mail is delivered to your SuffolkNet account and placed in a folder called the INBOX. You can access your mail by using the mail utility that came with your browser or by going directly into your SuffolkNet account.

Your SuffolkNet account has a simple, text-only mail program called Pine. Pine allows you to send and receive e-mail but cannot display any graphical attachments such as photographs or application files.

Mail programs such as Internet Mail, Outlook Express or Netscape Mail (called popmail programs) transfer your mail from your SuffolkNet INBOX down to your personal computer. From there you can view attachments.

### **Why use Pine?**

Sometimes you may just want to send a short, unformatted message to someone, or perhaps just want to quickly check your mail. Some users don't like using the popmail programs on their computer. In addition, you can access your mail from various computers and keep copies of your messages in one central location.

### **Important Notes on your INBOX and using Pine:**

You must keep your INBOX clean. Promptly delete your messages. If your INBOX exceeds 2MB, all your messages will be moved to a folder called CLEANUP and removed from the INBOX. If the INBOX fills up again, the CLEANUP folder will be deleted and your INBOX messages will be moved to a new CLEANUP folder.

SuffolkNet/Web does not backup your mail messages, address book, folders or personal files. You are responsible for copying them to your computer for backup purposes.

### **To learn more about Pine....**

1. Read the following pages for a basic overview
2. Use Pine's ? HELP feature at the Pine Main Menu
3. Review the following Frequently Asked Questions (FAQs) on the SuffolkWeb Help Desk page - <http://www.suffolk.lib.ny.us/faqs/faqs.html>

"Pine's INBOX folder and You"

- <http://www.suffolk.lib.ny.us/faqs/faq39.html>

"How can I Backup and Restore my Pine Addressbook"

- <http://www.suffolk.lib.ny.us/faqs/faq43.html>

## An Overview of Pine E-Mail

### E-Mail

E-mail will be one of your most frequently used utilities. E-mail is short for electronic mail and, as the name implies, it is a method of sending and receiving messages.

Just like regular paper mail, an electronic mail message requires an address. Therefore, you must be assigned an address in order to receive e-mail. This unique address belongs exclusively to you and it is based on your account information.

### A typical e-mail address is

jones@AnotherInternetProvider.com **or** mmouse@suffolk.lib.ny.us  
*[username@domain name]*

The part before the @ symbol (in this example, jones) is the account that is assigned specifically to you. This account is the same as the username you use at login.

The part following the @ is called the domain name. This name is unique among all Internet computers. It serves as the address of the account. Like a street address and zip code, the domain name directs the mail to the proper computer.

### Do I have mail?

The top line of the SuffolkNet Patron Menu will always indicate if you have mail messages.

Fri May 5 14:39:03 3 mail messages (2 new)  
I am mmouse@suffolk.lib.ny.us

SuffolkNet Patron Menu

### Pine

To use Pine, at the SuffolkNet Patron Menu, select [M] Mail

## Pine Main Menu

```
PINE 3.95  MAIN MENU                               Folder: INBOX  24 Messages

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

Copyright 1989-1996.  PINE is a trademark of the University of Washington.

? Help
O OTHER CMDS [L [ListFldrs] [P PrevCmd
[K KBlock
```

Press just the letter (you do not have to press enter) of the Pine function you wish to use.

The bottom two lines of each screen are always used to list the commands for that screen. These commands change according to the screen you are in. The top line of the screen is Pine's status line. It will always convey information about the status of the program. This is where you look to find out what folder is active and how many messages it contains.

- |          |                        |  |
|----------|------------------------|--|
| <b>?</b> | <b>HELP</b>            | Online Help.   |
| <b>C</b> | <b>COMPOSE MESSAGE</b> | Send an e-mail message.  |
| <b>I</b> | <b>FOLDER INDEX</b>    | This command allows you to view, read, and delete mail messages stored in a folder.  |
| <b>L</b> | <b>FOLDER LIST</b>     | It is possible to create file folders in Pine for storing your e-mail in logical order. This command will list and allow you to access, create and delete the folders. |
| <b>A</b> | <b>ADDRESS BOOK</b>    | This command takes you to the e-mail addresses you have created or saved.  |
| <b>S</b> | <b>SETUP</b>           | This command allows you to configure Pine.   |
| <b>Q</b> | <b>QUIT</b>            | Leave e-mail and return to the SuffolkNet Patron Menu.   |

## Pine Commands

When using Pine you often have to use the Control key. This means pressing the Control key and the letter indicated at the same time. The Control key is usually shown as a ^ in front of the letter. For example, ^C means to press the Control key and the letter "c" at the same time.

Some Pine commands require a Control key combination, others don't. The two command lines on the bottom of each Pine screen will identify the commands for that screen/function.

### Compose Message Commands

^	= Control (Ctrl) Key	
^A		Beginning of line
^B	or (Left Arrow)	Back character
^C		Cancel message
^D		Delete current character
^E		End of line
^F	or (Right Arrow)	Forward character
^G		Get help
^H		Delete previous character
^J		Attach file
^K		Cut marked text or delete current line
^L		Redraw screen
^O		Postpone
^P	or (Up Arrow)	Previous line
^N	or (Down Arrow)	Next line
^R		Rich headers
^T		To address book/browser
^U		Undelete line(s)
^V		Next page
^X		Send message
^Y		Previous page
^Z		Suspend
^@	or Spacebar	Next word

	Folder Index	Folder List	Address Book
<b>A</b>	Apply	Add a folder	Add and entry
<b>B</b>	Bounce		
<b>C</b>	COMPOSE a message	COMPOSE a message	COMPOSE message
<b>D</b>	Mark message for deletion	Delete a folder	Delete selected entry
<b>E</b>	Export as text file		Edit an entry
<b>F</b>	Forward		
<b>G</b>	Go to specified folder	Specify a folder	Specify a folder
<b>H</b>	Full header mode		
<b>I</b>		Show index of current folder	FOLDER INDEX screen
<b>J</b>	Jump to specific message		
<b>L</b>	FOLDER LIST screen		FOLDER LIST screen
<b>M</b>	Main Menu	Main Menu	Main Menu
<b>N</b>	Move to next message	Move to next folder	Next address
<b>O</b>	Other commands	Other commands	Other commands
<b>P</b>	Move to previous message	Move to previous folder	Previous address
<b>Q</b>	Quit Pine	Quit Pine	Quit Pine
<b>R</b>	Reply to message	Rename a folder	
<b>S</b>	Save in folder		Create entry for a list
<b>Spc</b>	Show next screen of messages	Show next page of listing	Next page of address book
<b>T</b>	Take address into address book		
<b>U</b>	Undelete		
<b>V</b>	View message	View index of selected folder	
<b>W</b>	Search for specific message	Search for folder names	Search for name or word
<b>Y</b>	Print message	Print folder listing	Print address book
<b>Z</b>	Zoom		Add to a list entry
<b>?</b>	Help	Help	Help
<b>-</b>	Show previous screen of messages	Show previous page of listing	Previous page of address book
<b>\$</b>	Sort order of index		
<b>*</b>	Flag		
<b>:</b>	Select		
<b>TAB</b>	Next-New		

## Composing a Message

At the Pine Main Menu, select C to compose and send an e-mail message.

*When writing your message, please remember that the recipient can not see or hear you when reading your message. Therefore, it is better to be careful when using humor and sarcasm since they are not easily understood without body language. Another piece of E-Mail*



*Netiquette: typing a message all in capitals is considered shouting.*

The header is the first four lines of the message screen. This is where you provide the address and other information about your message. The To: and Subject: lines are required. Press the [Enter] key to move between lines.

**To:** Type in the electronic mail address. You may type a full name and address, just the address or the nickname of someone in your address book. If you are sending e-mail to another SuffolkNet user it is only necessary to enter that person's user name, e.g. jdoe. Since you and the other SuffolkNet user are in the same domain (suffolk.lib.ny.us) you do not have to enter the domain name.

Full name and address: **Jacky <jdoe@suffolk.lib.ny.us>**

If you use this form be sure to use the < and > around the actual address.

Address: **jdoe@suffolk.lib.ny.us**                    or just                    **jdoe**

Nickname: **Jacky**

Use this form only if the name is in your address book. The computer will fill in the address when you go to the message text section of the screen.

**Cc:** The Carbon Copy field is just like the To: field, except it is used for an address that you wish to send a carbon copy, not an original.

**Attchmnt:** The most common use for this field is to attach a file to your mail message. You can just type in the file name here and, if the file is resident in your directory, it will be attached. You can attach any type of file, but it must be in your SuffolkNet directory.

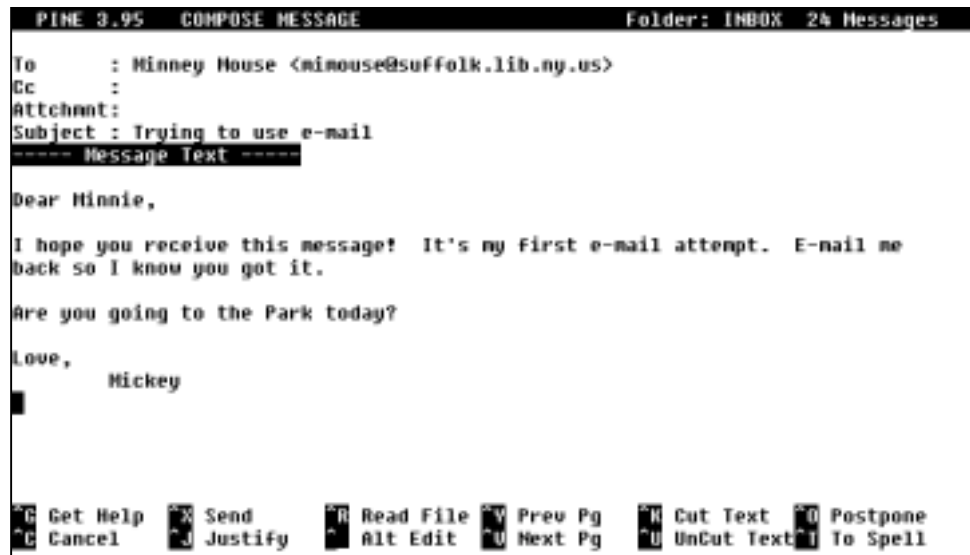
**Subject:** What you enter here should quickly describe the content of your message and have meaning to the person you are sending it to.

**Message Text:** You may now type your message at the cursor. Notice that the command lines at the bottom have changed to allow you to move through your message easily.

### Sending a Message

When you have finished writing and editing your message, press **^X** (that is, Control-X) to send it.

You may cancel or postpone it by using the command listed on the bottom two lines of the message window.



```
PINE 3.95 COMPOSE MESSAGE Folder: INBOX 24 Messages
To : Minney House <minouse@suffolk.lib.ny.us>
Cc :
Attchamt:
Subject : Trying to use e-mail
----- Message Text -----
Dear Hinnie,
I hope you receive this message! It's my first e-mail attempt. E-mail me
back so I know you got it.
Are you going to the Park today?
Love,
Mickey
G Get Help C Cancel X Send J Justify R Read File Alt Edit V Prev Pg U Next Pg N Cut Text U UnCut Text O Postpone To Spell
```

When sending, Pine will respond with "**Send Message? [Y]**" appearing just above the command lines.

Press [Enter] to send the message or press N (for no) to cancel.

You will then see "**Sending mail**" on the screen momentarily, after which you can return to the Pine Main Menu by pressing M.

At the bottom of the Pine Main Menu screen, "**message sent and copied to sent-mail**" will flash when the message has finished transmission.

Pine maintains a copy of all e-mail you send in a folder called *sent-mail*. *The copies of your sent mail are deleted by SuffolkNet at the beginning of each month.*

### Folders

Pine can be set up to organize your incoming and outgoing mail. It provides folders for this use. Just as manila folders can make your paperwork manageable, these electronic folders can do the same for your electronic mail.

PINE automatically sets up and maintains some folders for your convenience. These include the *INBOX* where all your new mail is delivered, and *sent-mail*, where copies of the mail you send are kept.

You can also create your own folders to sort your mail in the way that makes the most sense to you. Each month PINE will ask if you wish to create a folder for the previous month's sent mail. It is very easy to transfer messages between folders, add new folders, and remove folders.

Although a method is provided for organizing mail, this should only be reserved for a few select items. Most mail should be deleted as soon as it is read or messages should be downloaded to your computer.

**Folder List** and **Folder Index** are the choices from the Pine Main Menu that are responsible for folder activities:

**Folder List** allows you to switch between Folders.

**Folder Index** allows you to view the contents of the currently selected folder.

### **Folder Index**

The Folder Index lists all e-mail in that folder. The e-mail messages are listed by date received with the oldest at the top of the list and the most current at the bottom. You can change the order of the display by using the sort command. Each entry includes the sender, the size of the file, and the subject.

The first two columns of the entry are reserved for the status of the message. If + appears, you were the direct recipient of the message and not part of a cc: or a mailing list. The next character may be N, D, A, or blank.

```
PINE 3.95  FOLDER INDEX                               Folder: INBOX  Message 8 of 8 NEW
  1 Feb 17 Mail System Intern      (496) DON'T DELETE THIS MESSAGE -- FOLDER I
+  2 Feb  2 Tech Supp              (9,163) Flinders University Dial-up Access
  3 Feb 22 Smithtown Library      (1,653) dl07.htm
+  4 Mar 17 dan                    (1,221) Re: yukky kissssis
+  5 Mar 20 Simpson                (636) okay i'n on
  6 Feb 17 Announcements          (954) New Modems
+ N  7 May 13 SuffolkWeb Technic  (607) SuffolkWeb Help Desk Frequently Asked
+ N  8 May 13 House                (552) Got your e-mail!!

? Help      M Main Menu  P PrevMsg    Spc PrevPage  D Delete    R Reply
O OTHER CHDS [ViewMsg] L NextMsg   NextPage  U Undelete  F Forward
```

N indicates that the message is new. After you read a message for the first time, it is no longer new. The status will change to either a blank, A or D.

A indicates you have answered by replying to the message.

D indicates that you marked the message for deletion. When a message is so marked, the system will erase it when you exit Pine. If you have marked a message in error you can unmark (the undelete command) it in the same session.

The list of messages always has one message highlighted as the current message. It may be the newest addition to the folder or the message last read. The current message is highlighted to distinguish it from the others. You can change the current message by using the arrow keys or the commands shown at the bottom of the screen. Besides moving to the previous and next

messages or flipping through the screens of messages, you can jump to a specific message or search for a message. In addition, you can go to a different folder or change the sort order of the messages.

In the folder index utility, you can view the current message, reply to it, forward it to another person, or print it. You can mark it for deletion (D) or remove the deletion mark (U). The address can be stored into the address book, the message can be saved into a different e-mail folder, or the message can be exported as a text file from the mail utility to your Personal Files directory.

### Viewing Messages

At the Folder Index screen, use your arrow keys to highlight the message you wish to read and press [Enter] or V to view it.

If it is a long message, the top line displays where you are within the message and by following the commands at the bottom of the screen, you can move backward and forward through the message.

Press I to return to the Folder Index.

### Replying to Messages

When you are reading your e-mail and want to respond to a message, press R to reply.

Pine asks if you wish to include a copy of the message in the reply. Your answer to this is a matter of personal preference, although the person usually has a copy in his E-mail files. Next the compose message screen comes up with the To: field and Subject: field already filled in and you can start typing your reply. You can add or change the information in the header fields. When you are done, you press Control X to send it.

### Folder List

This option from Pine's Main Menu allows you to choose a folder. It also allows you to create a new folder or delete an old folder.

All new mail is added automatically

to the folder named INBOX. When you start Pine, the INBOX folder is automatically the first folder opened for easy access to your new mail.



To change folders, type L at the Pine Main Menu to display the list of folders. Use the arrow keys to highlight a folder and press [Enter] to view that folder's index list of mail messages.

### **Address Book**

An address book stores frequently used addresses. Rather than having to remember a long or complicated e-mail address, you can use the address book to store and find any e-mail address.

An entry in the address book has three components: the nickname, the user name, and the address.

**Nickname** This is any short name that you give to a specific person and address. You can enter the nickname in the To: field of a message to be sent, and the address will be selected from the address book. In our example of jdoe@suffolk.lib.ny.us, the nickname is jess.

**Name** This is a where you can put the full name of the person and other information to identify clearly the address. Usually the full names are put in last name first so they sort nicely in alphabetical order.

**Address** This is where you enter the exact Internet address for the person. Accuracy is very important in this field.

The address book is readily available from several places in Pine. When you are composing a message, you have the ability to enter the address book and choose the recipient. When you are reading a message, you can add the address into the address book.

## Personal Files

From the Personal Files menu you can perform a variety of functions related to downloading, uploading and maintaining your own files.

From the SuffolkNet Menu, select: [P] - Personal Files

The Personal Files screen will display

```
Browse personal files:      current directory= /users2/disk2/mmouse
-----
Brain.exe                  mail/
lynx_bookmarks.html       pine.doc
-----
< Note: /=directory, *=executable, / and * are NOT part of name>
[U] view file              [R] remove file [C] change directory
[D] download file to PC  [U] upload file [Q] quit to main menu

[+] convert DOS text file to Unix, [-] convert Unix text file to DOS

Enter choice: _
```

### [V] View file

The function will let you view a file in one of your directories.

After entering V, the system will respond: Enter filename:

Type the name of the file you want to view and press [Enter].

### [R] Remove file

Use remove file to delete files from your directory. This is the proper place to delete a file that you have received via FTP. This is not the appropriate place to delete files from your e-mail directories. It will be much simpler to delete e-mail through the Pine software.

After typing R, the system will respond:

Enter filename:

Type the name of the file you want to remove and press [Enter].

### [C] Change directory

There will be several subdirectories in your directory. These are indicated by a slash (/) at the end of the name.

After entering C, the system will respond by changing the screen

Choose directory (Press [RETURN] to return to menu):

Type the the name of the directory you want to be in followed by the slash (/) and press [Enter].

Type "period period" (..) to move up a directory.

## [D] Downloading Files

Use download to copy a file from your Personal Files area to your computer.

Enter filename to download: Enter the name of the file for downloading. You must use the filename's exact punctuation and case.

Press X for Xmodem or Z for the Zmodem protocol: Enter **Z** [Enter] for the Zmodem protocol.

If necessary, prepare your communications package for downloading:

- Use the program's Help screens or manual for additional information
- Confirm that the protocol is also Zmodem
- Confirm what the name and location of the file will be on your PC

When the download is complete:

- Confirm the file exists on your PC
- Enter **[R]** remove file to delete the file from Personal Files
- Enter the filename
- Press **[enter]** to confirm the deletion and return to Personal Files
- Enter **Q** to return to the SuffolkNet Main Menu

## [U] Uploading Files

Use upload to copy a file from your computer to your Personal Files area.

Enter filename to upload: Enter the name of the file for uploading.

Press X for Xmodem or Z for the Zmodem protocol: Enter **Z** for the Zmodem protocol.

Personal Files is now ready to receive.

Use your communications program to begin the transfer. You must know the name and location of the file you wish to transfer. Confirm the program is using the zmodem protocol.

The file will upload and be displayed in your Personal Files directory.

Don't forget to delete the uploaded file after you have finished with it in order to conserve space in your Personal Files directory.

## [Q] Quit to main menu

Returns you to the SuffolkNet Patron Menu.

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