

Welcome to DANA

August 18, 1994

The purpose of the machine named "DANA" is to provide students with access to electronic mail and other electronic information services. Services range from campus wide information to global discussion groups. Accounts on this machine are restricted to NAU students¹ who have signed an ethics statement in which they agree to abide by proper ethical behavior on the network. Any currently enrolled student who is willing to use these resources responsibly is permitted an account on the DANA machine. Account forms are available from Computing Technology Services.

DANA can be accessed from the two Computer Technology Services (CTS) labs or via a modem. The labs are located on North Campus in Art & Design, Building 16, Rooms 301-303 and on South Campus in the Learning Resource Center, Building 61. If you are using a modem, the modem numbers are 523-4966, 523-0967, 523-0968 and 523-0969 (all 14.4Kbs modems), and 523-5550 (2400 bps).

A student help desk has been established in the Learning Resource Center, building 61. You may ask for assistance in person at the student help desk or by calling 523-9294. Normal hours for the student help desk are available via the gopher services located directly on DANA or on the NAU gopher server, info.nau.edu. Consult the appropriate gopher entry for exact helpdesk hours, or call the help desk.

Ethics and Acceptable Use

Since DANA is a communication tool, all users are responsible for any information they create and/or send, as well as for their actions on the system. Some activities, in fact, are illegal and will be prosecuted to the full extent of the law. Some examples include sexual harassment, attempting to break into other people's computer accounts (or other computers), and using the computer in schemes to make money illegally.

In addition to outright illegal behavior, there are ethical considerations, as well. It is unethical, for example, to send chain mail on the computer--especially if you include people whom you don't know in the distribution list. It is also unethical to harass other people or to try to obtain their passwords. Finally, it's unethical and very unwise to share your account with another individual, or to ask another individual to share their account with you.

When accounts are built, the passwords are "pre-expired". This means you have to select a new password the first time you log in. Passwords must be longer than 6 characters and must contain at least one digit or special character. It is also best if the root of the password is not found in any dictionary. Remember, you are responsible for the activities that take place in your computer account! Protect your password and change it frequently!

¹ Most faculty and staff will use the NAUVAX machine. Faculty teaching students about Internet services, however, are encouraged to get accounts on DANA.

Northern Arizona University
DANA Main Menu

=====< Services >=====

- [c] Communications menu -- Usenet News, mail, chat, etc.
- [i] Information menu -- NAU Gopher, NAU Phone book, Web, Libs, etc.

-----< Personal >-----

- | | |
|---------------------------------------|----------------------------|
| [cd] Change current working directory | [m] Miscellaneous commands |
| [f] Manage local files | [a] About DANA |
| [d] Upload-download files | |
| [o] Turn off/on this menu system | [p] Change passwords |
| [h] Help | |

Select choice [or help, x, top, bye]: c

Using DANA's menus

By default, DANA starts up with an easy-to-use menu system. These menus should relieve novices from spending a great deal of time learning an operating system. Over time, of course, many people will turn off the menu system and work directly with the commands of the operating system.

A typical menu is divided into three sections that consist of a command letter (or sometimes, more than one letter), a description of the service, and the actual UNIX command being invoked. Here is an example:

<u>Command:</u>	<u>Description:</u>	<u>Unix command:</u>
[m]	Mail	(pine)

A selection prompt is displayed at the bottom of each menu. To select a specific service, or sub-menu, simply enter the command letter and press enter. Any additional information needed by the service, such as a username or search string, will be prompted for after the service is selected.

You may also enter 'help', 'x', 'top', or 'bye' at the menu selection prompt. These four commands are common to all menus, and will accomplish the following:

- help - Prompts for a menu item, and then invokes the UNIX command, man, to display the system manual pages for that item.
- x - Exits the current menu, and returns the user to the menu screen that was displayed just prior to the current menu.
- top - Returns the user to the Main Menu screen.
- bye - Ends the current DANA session and logs off the user.

ELECTRONIC MAIL

Guidelines for Responsible Use

Electronic mail (email) is a unique medium of communication. The following are some basic guidelines in the responsible use of email, to help you avoid some of the more common mistakes while enjoying the full benefits of this exciting communication technology.

Email — A Useful New Tool

The following characteristics of email make it a valuable and attractive tool.

- ◆ Messages can be forwarded or replied to easily and quickly.
- ◆ Electronic mail has the potential for reaching a wide audience.

These features can also easily be misused.

Privacy Not Guaranteed

For example, once you send an email message:

- ◆ It may be forwarded, reforwarded, printed, or permanently stored by any recipient.

Email — A Not-So-Subtle Medium

Email does not convey the subtleties of body language, voice intonation, or other cues with which we express meaning.

- ◆ Avoid attempts at irony or sarcasm.
- ◆ The most effective email is *short, clear, and relevant.*

Inflammatory Mail

If a message makes you angry or upset, allow time to pass before responding.

- ◆ You may better understand the sender's meaning.
- ◆ Your reply will be more moderate when your anger has subsided.

Misdirected Mail

Sometimes email is incorrectly addressed. If you receive a message intended for someone else:

- ◆ Return it and *let the sender know it was sent incorrectly.*

Replying And Forwarding

Most email systems allow responses to be sent to all recipients of a message. Consider whether this is appropriate before using this feature. It may be better to reply to only the sender.

- ◆ Avoid indiscriminate forwarding of messages.
- ◆ If you have doubts about forwarding a message, *ask permission from the sender first.*

Junk Mail

Information useful to one person may be unnecessary to another.

- ◆ Consider your distribution list carefully.
- ◆ Avoid unnecessary proliferation of messages.

Maintaining Email Files

Email messages are files, and take up computer space, just like any other data.

- ◆ Check your mailbox periodically.
- ◆ Delete saved mail which is no longer needed.

Just remember :

*The proper use of electronic mail comes down to . . .
common sense and good citizenship!*

An Overview of the Pine Mail System

August 20, 1994

About Pine

Pine is an electronic mail system designed at the University of Washington for use by administrative staff. The goal was to provide an email system that users could use without fear of making mistakes. Since its inception in 1989, it has become well established at many sites throughout the world. Pine was derived from the Elm mail program and stands for "Pine Is Not Elm".

Pine offers extensive on-screen menus, messages and online help. It's quite possible to use Pine without training or even manuals if you are persistent enough. This document, however, is intended to make the introduction to Pine a little smoother.

Please remember that you will learn Pine best by using Pine. Keep a notepad nearby and write down things you learn as you go along. Use the online help and try the available options from the on-screen menus, the whole experience should be explorative and fun.

Starting Pine

Normally, pine is a menu choice off our master communication menu. However, pine is also a command which can be typed in on the command line. When it starts you should see the following Main Menu.

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PINE 3.89  MAIN MENU                               Folder: INBOX  5 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 1989-1993.  PINE is a trademark of the University of Washington.
                        [Folder "INBOX" opened with 5 messages]
? Help                 P PrevCmd           R RelNotes
OTHER CMDS L [ListFldrs] N NextCmd         K KBlock
-----+-----
```

Electronic Mail Addresses

One of the things that confuses most people, at least initially, is how electronic mail addresses are formed. A problem is that there are a number of electronic mail systems in use around the world: Bitnet, CompuServ, Uucp, and the Internet. This machine is directly on the Internet and so most of your addresses will be Internet style addresses. It's possible to reach other mail systems, but you'll probably need some assistance when you run across a "different" looking mail address.

Internet addresses are formed in two parts: *user_name* "@*machine_name*" Here at NAU many faculty and staff have two electronic mail addresses: (i.e. *spm@dana.ucc.nau.edu* or *Susan.Mitchell@nau.edu*). Both show up in the online phone book and both will generally work. It is better, however, to use the *Full.Name@nau.edu* style address if it's available.

Your email address is simply your username combined with your machine name combined with your machine "address" on the Internet. Internet machine "addresses" are given in what is called a "domain style" addresses. The machine DANA, for instance, has the Internet address *dana.ucc.nau.edu* (meaning the machine *dana*, the department *ucc*, the school *nau* in the education part of the Internet).

If you are sending mail to someone on the same machine, you don't need to put the full address on the To: line, just the username (i.e. *spm*) works fine.

Checking Your Mail

When you start pine, the first menu will show a status line something like the following:

"Folder INBOX opened with 5 messages"

This lets you know that you have some new mail, stored in the INBOX folder. To read this mail, just type I (for Index). This will bring up a new menu with each mail item listed on a line. Use the arrow keys to move up and down this list and hit the Enter or Return key to read a message.

When you're done reading a message you can choose to delete it or to save it in another folder. Often it helps to save mail in a folder with the name of the person who sent it to you. Deleting a message can be done by typing "D", and saving a message can be done by typing "S" and then giving pine a folder name.

To move to the next message use "N" or type "I" to get an index of the current folder again. Type "M" to get back to the main menu.

Using Folders

If you get a lot of mail you probably want to store it in different folders. When reading mail, you can choose to save the current message in a folder by using the "S" menu option. To see a list of