ELECTRONIC MAIL: PEGASUS MAIL
FOR DOS AND WINDOWS™

Introduction

Electronic Mail allows you to send and receive all sorts of messages, traditionally composed of written words. Like postal mail, e-mail can be sent to recipients at any correct address around the world. The person receiving your message can read it at their convenience: you can write it at 2am, when you do your best work; they can read it at 7am, when they might prefer to be working. Unlike traditional ‘snail mail,’ e-mail with an accurate address arrives in a matter of seconds, anywhere in the world. There is cost associated with sending, receiving, and storing electronic mail messages, but you won’t be licking stamps or weighing packages. E-mail software allows you to integrate many resources: addresses, mailing lists, folders filled with previous correspondence, a mail box, and a 24-hour post office, all in one place! Electronic mail messages can be effortlessly duplicated. You can easily keep a copy of all correspondence for yourself, or send identical messages to groups of recipients with one simple instruction.

Pegasus Mail is an excellent, easy to use e-mail program available for IBM and Macintosh computers. It offers all of the features mentioned above plus more. Best of all, this software is free! This GSEIS Lab User Note will help you learn how to send, receive, read, and reply to electronic mail using the Pegasus Mail package.

Outline:

1. Start the Pegasus Mail program
2. Send a message to yourself or a friend
3. Check for new mail
4. Read a message
5. Reply to a message
6. Exit the Pegasus Mail program

Step-by-step Instructions:

1. Start the Pegasus Mail program

To Begin using Pegasus Mail for Windows, locate its icon in the Windows Program Manager and double-click on it. The icon will be similar to this:  

To begin using Pegasus Mail for DOS, type pmail or mail at the DOS prompt and press <enter>, like this:
F:\>
F:\>pmail

In both operating environments, the Pegasus Mail program will start, and you can begin corresponding at once!

2. Send a message to yourself or a friend

From The Mail Options Menu of DOS Pegasus Mail, choose S: Send A Message

From the File menu of Windows Pegasus Mail, choose New Message.

In both versions of the mail program, Pegasus Mail will present you with a fill-in-the-blank form for sending electronic mail. In most electronic mail programs, you’ll provide an electronic address, a subject line, and additional addresses to carbon copy or “CC:” your message to.

After you’ve entered a correct e-mail address and a brief subject of your message you can compose your message in the lower half of the window or screen presented by Pegasus Mail. When you are finished, and ready to send the message, press <ctrl>+<enter>. Windows users can also click once on the Send button: . The DOS version of Pegasus Mail will ask you to confirm your decision by pressing Y for ‘Yes.’ Here is a bit more information about e-mail addresses:

An electronic mail address is the machine-readable version of a street address. A traditional e-mail address begins with a users ‘username,’ ‘loginname,’ or ‘mailname.’ In many computer networks, this username will resemble the person’s name in real life. John Houser’s e-mail address begins with jhouser. Bill Gates e-mail address begins with billg. President Clinton’s e-mail address begins with president. Other networks may choose cryptic or numeric usernames that have little to do with the person’s real name. Virginia Walter’s e-mail address begins with iys0vaw. Students in this school have addresses like izzype2, etc. If you’d like to send mail to a user of the same local computer network, this username is all that is needed to send them a message. If you’d like to send a message to another computer network, somewhere across the Internet, you’ll need a little more information. This usually consists of a computer name, a domain name, and an organizational category. We’ll label those parts in the diagram, but a full explanation is beyond the scope of this note.

3. Check for new mail
From The Mail Options Menu of DOS *Pegasus Mail*, choose **N: CHECK FOR NEW MAIL**. *Pegasus Mail* will present you with a list of messages you can read by highlighting the one you want and pressing `<enter>`.

Windows *Pegasus Mail* will probably start with a **NEW MAIL FOLDER** on the screen, as either a small icon in the corner of the application window, or as a child window, listing new messages for you to read. Use the mouse to open the **NEW MAIL FOLDER** (if necessary), highlight the message you’d like to read, and open the message you’d like to read. Each action will require **double-clicking** the mouse.

### 4. Read a message

As mentioned above, almost all electronic mail programs allow you to view a list of incoming messages, highlight one, and press `<enter>` to read it. Remember that e-mail will often contain confusing information at the top, called a “header.” Depending on whether the message has been forwarded from other friends, or addressed to a long list of people, you may have to press the `<page down>` key several times to get down to the start of the actual message. Here is a sample e-mail header:

```
From <@uccvma.ucop.edu:MELVYL@UCCMVSA.UCOP.EDU> Wed Aug 17 03:34:23 1994
Return-Path: <<@uccvma.ucop.edu:MELVYL@UCCMVSA.UCOP.EDU>>
Received: from uccvma.ucop.edu by mail.netcom.com (8.6.8.1/Netcom) id DAA01124; Wed, 17 Aug 1994 03:34:17 -0700
Message-Id: <199408171034.DAA01124@mail.netcom.com>
Received: from UCCVMA.UCOP.EDU by uccvma.ucop.edu (IBM VM SMTP V2R2) with BSMTP id 9476; Wed, 17 Aug 94 03:31:38 PDT
Received: from UCCMVSA.UCOP.EDU (NJE origin MELMAIL@UCCMVSA) by UCCVMA.UCOP.EDU (LMail V1.2a/1.8a) with BSMTP id 9846; Wed, 17 Aug 94 03:31:26 -0700
Received: by UCCMVSA.UCOP.EDU Wed, 17 Aug 94 03:31:26 PDT
Date: Wed, 17 Aug 94 03:31:26 PDT
From: “Melvyl System” <MELVYL@UCCMVSA.UCOP.EDU>
To: sed@netcom.com
Subject: It’s all over!
Status: RO

Dear John:

At the bottom of e-mail messages, the person writing often attaches a ‘signature,’ that might include their name, phone number, job title, and a witty quote. Other people attach a cryptographic ‘key’ at the bottom of their messages, which can be used to verify that they wrote the message, and that it has arrived un-altered. Here is an example of someone’s signature:

```
-------------------------------------------------------------
| Jen B. Chu * Yosemite Institute * Merced, CA * 481-5908 |
| “Go Light”  -- John Muir                                 |
-------------------------------------------------------------
```

### 5. Reply to a message

If you are reading a message that you would like to respond to, press **R**, for Reply, on the keyboard. This will work for both DOS and Windows versions. Windows users can also click the mouse pointer once on the **REPLY** button: ![Reply Button](image). *Pegasus Mail* will show you a dialog box giving you some options for your response. There are many options, most of which you can leave alone. Here are two you might like to know about from the start: Copying the “CC” field will send your response to **everyone** who received a copy of the original message, not just the author. Answer **N**
for ‘No,’ or leave this check-box ☑ blank, to compose a private reply to the author only.
Including the “original message” in your reply will allow you to easily quote from it, without
having to type anything over again. It will even prefix the original author’s message with some
special characters to set it apart from your own words.

Next, you can compose your reply in the window or screen presented by Pegasus Mail.
When you are finished, and ready to send the message, press <ctrl>+<enter>. Windows users
can also click once on the Send button: . The DOS version of Pegasus Mail will ask you to
confirm your decision by pressing Y for ‘Yes.’

6. Exit the Pegasus Mail program

When you’ve finished using Pegasus Mail for DOS, you can exit the program by pressing
the <esc> key several times. At the final press of the <esc> key, you will be asked to confirm
your decision by pressing Y for ‘Yes.’

When you’ve finished using Pegasus Mail for Windows, you can choose to exit the
program entirely, or just minimize it until you’re ready to work with e-mail again. To exit the
program entirely, Choose Exit from the File menu. To minimize Pegasus Mail, click once on the
minimize button in the top right corner of the application window: (it’s the point-down
triangle).