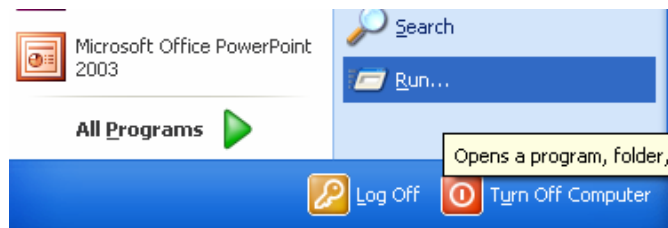


DELETING MAIL MESSAGES WITH PINE

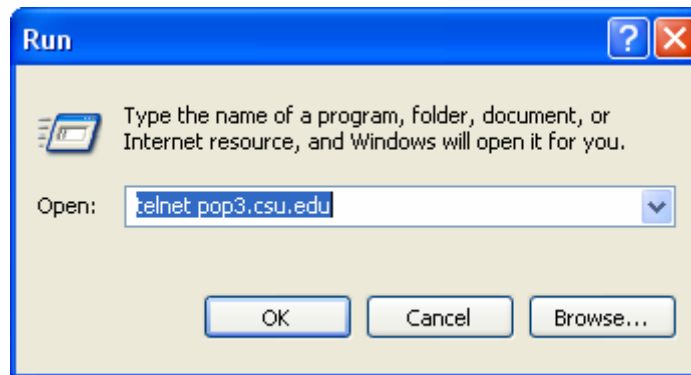
When you have exceeded your mail quota (getting software error message in CSU Webmail), you will need to use the mail program PINE to delete the messages.

Logging In and Starting Pine

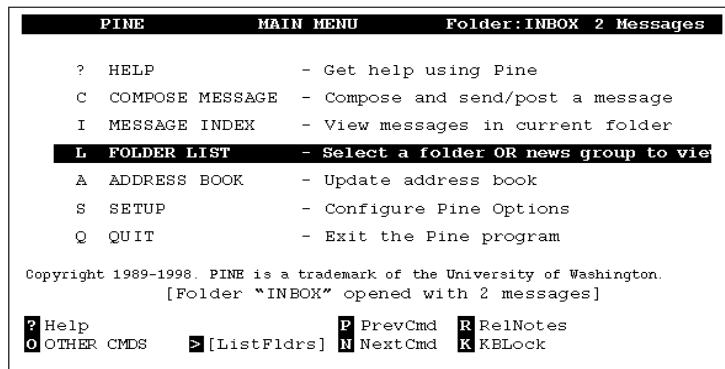
- On any computer click on START → go to RUN



- In the RUN box type in telnet pop3.csu.edu



- When prompted, enter your email username and password.
- Then at the academic1.csu.edu% type **pine** and press **Enter**
- Then at the MAIN MENU screen, press **I** to go to Message Index



- You will see a list of messages received in your INBOX folder.
- Select the message you want to mark for deletion and press **D** (Delete)
 - Repeat this process to mark additional messages for Deletion
- Once you have marked messages for deletion, you need to expunge them.
 - To expunge a message: At the Message Index Screen press **X**
 - You are asked: **expunge # message from "foldername" ?**
 - Press **y** (yes). Messages marked for deletion will disappear
- You will need to check and empty your TRASH & SENT folders
 - At the MAIN MENU screen, press **L**, go into the TRASH & SENT folder
 - Follow the steps above to delete messages from the folders

TO QUIT PINE

Press **Q** (Quit) You are asked: really quit pine? Press **Y** (Yes) to quit.