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ABOUT PINE (ELECTRONIC MAIL)

PINE was developed by the University of Washington specifically to provide user access to electronic mail without complication. PINE was originally based on ELM but has evolved into a completely different program ("PINE" is a recursive acronym that stands for "PINE Is Not ELM" as well as a take-off on the variety of trees). Although we describe many of PINE's functions below, PINE is quite easy to use and is used daily by thousands of users at the University of Washington and elsewhere around the world. You may find that exploring it on your own and reading PINE's built-in help messages is the most enjoyable way to learn its features (and the most comprehensive).

Please note that printer support is currently not available.

USING PINE

To access electronic mail, type

```
pegasus% pine
```

By pressing the <ENTER> key, you will enter into the main menu of the PINE mail program:

```
PINE 3.93  MAIN MENU                               Folder: INBOX  0 Messaaes

?  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.
j0 Help OTHER Q Quit C   L ListFldrs  I Index      S Setup      B Report Bug J
  CMOS          Compose  G GotoFldr  Journal    A AddrBook
```

Within PINE, each menu function is preceded by its one-letter command, usually shown highlighted in reverse video at the bottom of the screen. For example, entering a <?> will display help information, or entering a <Q> command will cause PINE to exit.

COMPOSING AND SENDING MAIL

To originate a message, choose COMPOSE MESSAGE (<c>) from the PINE main menu. The following screen will appear:

```
PINE 3.93  COMPOSE MESSAGE                               Folder: INBOX 0 Messages
To      :
Cc
Atchmnt:
Subject:
----- Message Text

~G Get Help      Send Del      Rich Hdr ^Y PrvPg/Top "K Cut Line "0 Postpone
^C Cancel        Char          Attach   ~V NxtPg/End ^U UnDel Line^T To AddrBk
```

At any time, you can use Get Help (<CONTROL>-<G>) for help on any portion of the screen that the cursor is located at.

First, you must enter the e-mail addresses of the recipients of the message. E-mail addresses must be typed exactly without mistakes or the message will not reach its recipient(s). Undeliverable mail will usually be "returned" to you, but that is not guaranteed. Here are some examples of valid e-

mail addresses:

```
anderson                for another user on the Pegasus mail server
anderson@ucflvm.cc.ucf.edu  for a user on another system
```

The To - line is where you specify the primary recipients of the message (you can specify more than one recipient if you separate the addresses with commas). On the Cc: or "carbon copy" line you can specify additional recipients (if any) who will receive a copy of the message.

The Atchmnt: or attachment line lets you specify files that can be "attached" to your message, such as a word processing document or spreadsheet. The attachment feature of PINE utilizes a new "multi-media" e-mail standard known as MIME.

You can also include a plain text file in your mail message by using the Read File command (<CONTROL>-<R>) after you have filled in the recipient information. You will be asked for the name of the text file to include. The file will be inserted after the cursor.

The word currently being checked is in reverse video (bold in the above example). A list of suggested replacements appears for you to choose from. Type the number of the word you would like to select or choose Repl (<R>) to type your own replacement word. If this word is spelled correctly, choose Accept (<A>) to accept the current spelling and move on to the next word, or choose Insert (<I>) to add this word to your dictionary. When you are finished spell checking your message, you will automatically be returned to the COMPOSE MESSAGE screen.

Sending the Message

When you have completed entering and editing your message, use the Send command (<CONTROL>-OO). PINE will ask you to confirm that you wish to send the message. If you answer yes, PINE sends the message, writes a copy of the message in your sent-mail folder (you will see a message indicating this), and displays the main menu. If you answer no, PINE returns you to the editor.

A sample completed mail message is shown below:

```
PINE 3.93  COMPOSE MESSAGE                               Folder: INBOX 0 Messages
andersonducflvm.cc.ucf.edu
TO
Cc      :
Attchmnt:
Subject : The truth
----- Message Text

In guarded lanes we walk in line, a calm but steady flow. Accompanied by loud
commands, our strength is running low. Another hope feeds another dream,
another truth is thought by the machine. A secret wish, a myriad of lies,
today is true what common sense denies.

Rotating wheels of destiny, enflame the city lights. Machines call out for
followers, call out into the night (the calls of the machine, drowning in the
steam). Another hope feeds another dream, another truth is thought by the
machine. A secret wish, a myriad of lies, today they do what common sense
denies.

Eric C. Anderson Systems                                "For those who heed the call of
Support, (407) 823-5474                                the machine, we salute you..."
University of Central Florida                            -- Propaganda
Orlando, Florida USA

Get      "X Send *J   ~R Read File "Y Prev Pg   "K Cut Text ~0 Postpone
Help    Justify     "_ Alt Edit "V Next Pg     ^U UnCut Text~T To Spell
Cancel
```

The fact that PINE sends your message without presenting you with an error message does not mean your message was delivered or was addressed correctly. When PINE sends a message, it hands the message over to a mail delivery program that performs the actual transmission of the message. If the mail delivery program cannot deliver the message, it usually returns a copy of the message to you (often called a "bounced message") with a brief explanation as to the cause. Under

certain circumstances, it can take several days for a message to be bounced, although in most cases it is returned within a few minutes. If you cannot understand why a particular message has bounced, call the Help Desk (823-5117) and they will try to determine the cause. By far the most common cause is a faulty address.

Including a Signature

A signature is a group of 3-6 lines appended to the end of a mail message that says who you are, where you work, and maybe a favorite quote. You can create a signature file that will be automatically appended to every message that you send.

First you need to create the signature file. You can use the pico editor, which is the same editor used by PINE. To get started, type the following command: `pegasus% pico filename`

where *filename* is the name of the signature file to create or edit. A sample editing screen is shown below:

```
UW PICO(tm) 2.7
```

```
File: propag.sig
```

```
Eric C. Anderson Systems  
Support, (407) 823-5474  
University of Central Florida  
Orlando, Florida USA
```

```
"For those who heed the call of  
the machine, we salute you..."  
-- Propaganda
```

```
^G Get Help  "O WriteOut  ~R Read File  ~Y Prev Pg      "K Cut Text  ~C Cur Pos  
^X Exit      "J Justify    "W Where is  ~V Next Pg      ~U UnCut Text^T TO Spell
```

Simply type your signature, pressing the <ENTER> key at the end of each line. Use the backspace key to correct mistakes. When you are finished, use the exit command (<CONTROL>-<X>) to save your file and leave the editor.

Next you need to enable automatic signature file inclusion using the `setsig` command. The syntax of the command is

```
pegasus% etsig filename)show(off
```

where *filename* is the name of the file containing your signature. The `show` option will display the filename of the current signature file being appended to messages, and the `off` option will turn off automatic signature file inclusion. Typing the `setsig` command by itself will display a small help

screen. As an example, suppose we want to append the signature file `propag.sig` to every message. The following would be typed at the prompt: `pegasus% setsig propag.sig`

The `show` option of the `setsig` command would display the following:

Current signature file: `propag.sig`

Contents of `propag.sig`:

```
Eric C. Anderson Systems
Support, (407) 823-5474
University of Central Florida
Orlando, Florida USA
```

```
"For those who heed the call of
the machine, we salute you..."
-- Propaganda
```

VIEWING MAIL

To view e-mail messages you've received, choose the FOLDER INDEX command (<I>) from the main menu. A screen similar to the following will appear:

```
PINE 3.93  FOLDER INDEX                               Folder: INBOX Messaae 1 of 1 NEW
+ N 1  Jul 23 Eddie Biggs                               (833) Learning to Fly

? Help          M Main Menu P PrevMsg      - PrevPage    D Delete      R Reply 0
OTHER CMOS V [ViewMsg] N NextMsg    SPC NextPage  U Undelete    F Forward
```

The first line of the screen displays the name of the *mail folder* you are reading, how many messages are present in the folder, and the number of the *current message*.

A mail folder is the computer equivalent of a file folder where you store messages. You can sort and separate your mail into different folders by topic or however you choose to organize messages. The folder that PINE reads when it is started is the *inbox* folder and is where incoming messages are located.

The *current message* is the message you are selecting to view, reply to, forward, save, or delete and is highlighted in reverse video in the index. You can change the current message selection by choosing the NextMsg or next message command (<N>) and the PrevMsg or previous message command (<P>). You can also use the up-arrow (<↑>) and down-arrow (<↓>) keys to move the selection.

For each message listed in the index, the following information appears:

1. A plus sign if this message was sent directly to you (as opposed to a distribution list).
2. The letter N if this is new, unread mail, the letter A if you replied to this message, the letter D if you have marked this message for deletion, or nothing if you have only read the message.
3. Message number
4. Date received
5. Sender
6. Number of bytes
7. Subject

Select the message you wish to read, then press the <ENTER> key or choose the view Mail command (<v>). The message is then displayed as shown below:

PINE 3.93

MESSAGE TEXT

Message 1 of 1 100%

Date: Tue, 23 Jul 96 11:30:35 EOT
From: "Eddie Biggs" <EPBIGGS@ucflvm.cc.ucf.edu>
To: "Eric C. Anderson" <ANDERSON@pegasus.cc.ucf.edu>
Subject: Learning to Fly

There's no sensation to compare with this
Suspended animation, a state of bliss
Can't keep my eyes from the circling sky
Tongue tied and twisted just an earthbound misfit, I.

? Help M Main Menu P PrevMsg - PrevPage D Delete U R Reply
O OTHER CMOS V ViewAttch N NextMsg SPC NextPage Undelete F Forward

At this point you can choose to reply to, forward, delete or save this message (see below).

Sending a Reply

If you choose the Reply (<R>) command, PINE asks whether you wish to include the text of the original message in the reply, and then places you in the composer where you can enter and edit your reply. If you choose to include the original message, it is appended to the end of your message with greater-than signs (>) at the beginning of each line. PINE tries its best to enter the proper return address in the To: field, but you should verify that the address lines are correct before sending the message.

Deleting a Message

To delete a message, choose the Delete command (<D>). If you subsequently change your mind, the message can be "undeleted" any time before you quit PINE using the undelete command (<u>). The message is not actually deleted from the inbox until you quit PINE and instruct PINE to "expunge" messages from the inbox when asked. If you delete a message and there are additional messages in the current mail folder, PINE automatically views the next message.

Saving a Message

If you choose to retain a message after viewing it, you should not leave it in your inbox. It is a good idea to save the message in a folder where the name signifies the topic or the sender. This makes it convenient to find the message again or download related messages to a personal computer for indefinite storage.

After choosing the Save command (<s>), PINE asks for the name of the folder into which to save the message:

```
SAVE to folder [saved-messages]
Help      ~T To Fldrs TAB Complete
Cancel    Ret Accept _____
```

You can choose the default folder, *saved-messages*, by pressing the <ENTER> key or specify any folder name you wish (alphanumeric characters only, no spaces or tabs). If the named folder doesn't exist, PINE will ask you to confirm that you wish to create it. If you choose To Folders (<CONTROL>-<T>), PINE presents you with a menu of your folder names from which you can select by moving the cursor.

FOLDERS

As was explained above, you can create mail folders and store messages in them. The FOLDER LIST command (<L>) from the main menu allows you to switch the current folder you are viewing to any of the mail folders that you have created:

```
PINE 3.93  FOLDER LIST                               Folder: INBOX 0 Messages
INBOX      sent-mail      saved-messages      epbiggs
sent-mail-aug-1995  sent-mail-jun-1996  sent-mail-sep-1995

? Help      M Main Menu P PrevFldr   - PrevPage      D Delete      R Rename
0 OTHER CMOS V [ViewFldr] N NextFldr  SPC NextPage   A Add
```

To view mail in a listed folder, highlight it so that it shows in reverse video by selecting the folder name with the cursor positioning keys (<T->, <4o>, <^>, <->). Then press <ENTER> or choose the Open command (<o>). PINE opens that folder and places you in the mail index.

ADVANCED MESSAGE SELECTION TECHNIQUES

One of the most powerful tools available in PINE is a set of commands for selecting and manipulating groups of notes. You can select notes based on several criteria, including dates and keywords within the header or body of a note. Once you have selected a group of notes to work with, you can use various commands to manipulate all of the notes at the same time.

Accessing the Selection Menu

In order to access the selection menu, the aggregate command set must first be enabled. To check if it is enabled, press <;> within any folder index. If the command set is enabled, you will see the following at the bottom of the screen when you press <;>:

```
SELECT criteria .
^C Cancel      A select All  N Number      T Text
               C [select Cur] D Date          S Status
```

The following options are available:

- A select AH** Select all of your notes for processing
- C select Cur** Select the current note (equivalent to pressing <;> from the index).
- N Number** Select notes based on the message number.
- D Date** Select notes based on their dates.
- T Text** Select notes based on text strings found in the header or body of the note.
- S Status** Select notes based on their status (read, unread, etc.)

• After selecting an option and providing any search criteria, PINE will respond with [Select matched n messages!] where n is the number of notes selected. All notes selected will have an X in the leftmost column beside each message. If you see [Select failed! No messages selected.], none of the notes in the folder

matched your search criteria.

If the command set is not enabled, you will see the following message:

```
[Command ";" not defined for this screen. Use ? for help]
```

To enable the aggregate command set, do the following:

1. Press <m> to return to the main menu.
2. Press <s> for setup.
3. Press <c> for config.
4. Press <w> for whereis. When prompted, type aggre and press <ENTER>. You will see the following screen:

```
PINE 3.93  SETUP CONFIGURATION  Folder: sent-mail-dec-1995 3 Messages
[ ] allow-talk [ ] assume-slow-link ]
auto-move-read-msgs ] auto-open-next-unread Y prYnt
auto-zoom-after-select auto-unzoom-after- W Whereis
apply compose-cut-from-cursor [ compose-
maps-delete-key-to-ctrl-d [ compose-
rejects-unqualified-addr [ ] compose-
send-offers-first-filter [ ] compose-sets-
newsgroup-without-confirm [ ] delete-skips-
deleted [ ] disable-keymenu [ ] enable-
8bit-esmtp-negotiation [ ] enable-8bit-
nntp-posting [ ] enable-aggregate-command-
set [X] enable-alternate-editor-cmd [ ]
enable-alternate-editor-implicitly [X]
enable-bounce-cmd

[Word found]
E Exit Config P Prev - PrevPage
X [Set/Unset] N Next Spc NextPage_____
```

? Help

5. The line [] enable-aggregate-command-set will be highlighted. Press <ENTER> to place an X between the square brackets.

-
6. Press <e> to exit setup. You will see the following message:

```
Commit changes ("Yes" replaces settings, "No" abandons changes)?"
```

Press <y> to save your changes.

Selection Based On Dates

This will allow you to select notes based on the date they were sent. Note that this can be different from the date the notes were received due to network delays or time zone differences. When you press <d>, the following will be displayed at the bottom of the screen:

```
• Select messages arriving ON [04-Jun-1997]:
^G Help          "P Prev Day    */ C Cur Msg
*C Cancel      Ret Accept    ~N Next Day   "\ tf Toggle When
```

The initial date listed is the current date. You can increment or decrement the day using <CTRL>-<n> or <CTRL>-<P>. You can also use <CTRL>-<X> to enter a new date. By default, notes sent on the specified date are matched. You can change the type of date search by pressing <CTRL>-<W> to

toggle one of the following types:

- ON Select notes sent on the date specified.
- SINCE Select notes sent on or after the date specified.
- BEFORE Select notes sent before the date specified.

Selection Based On Text

This will allow you to select notes based on a text string found in either the header or the body of the note. When you press <t>, the following will be displayed at the bottom of the screen:

```
Select based on To, From, Cc, or Subject fields or All message text ?
      F From      T To      C Cc
Cancel
      S [Subject]  A All Text
```

The following options are available:

- F From Match text in the From field of each note.
- T To Match text in the To field of each note. Normally your userid would be here, however mail sent from a mailing list will have the list name here.
- C Cc Match text in the CC (Carbon Copy) field of each note.
- S [Subject] Match text in the Subject field of each note.
- A All Text Match text in the entire note.

After you select one of the above options, you will be prompted for the search string.

Selection Based On Message Number

This will allow you to select notes based on the message number. This selection can be more confusing as you must know the message numbers of the notes you wish to work with. Message numbers are entered either as a range, as a comma delimited list, or both. For example, if you wish to select the first ten notes and the 24th note, you would enter 1-10,24. Note that if you delete a note, the message numbers of all notes below will change.

Selection Based On Status Flags

This will allow you to select notes based on their status (read, unread, etc.). This option is not commonly used.

Subsequent Selections

After your first selection, you can refine your search by pressing <;> again. You will see the following at the bottom of the screen:

```
ALTER message selection
      A unselect All B Broaden selctn F Flip selected C
Cancel [select Cur] N Narrow selctn
```

The following options are available:

- | | |
|------------------|--|
| A unselect All | Unselect all notes currently selected. |
| C [select Cur] | Toggle the selection of the current note. If it is selected, it will be unselected; if it is unselected, it will be selected. This is equivalent to pressing <;> in the index. |
| B Broaden selctn | This will broaden your selection by testing those notes not currently selected. If any notes match your search criteria, they will be added to the select list. |
| N Narrow selctn | This will narrow your selection by testing only the selected notes. |
| F Flip selected | This will reverse the selected and unselected notes. All selected notes are unselected, and all unselected notes are selected. |

After choosing options B, N, or F, you will see the SELECT Criteria menu.

Working With Your Selected Notes

Once you have selected notes to work with, there are additional options you can use. The first option is <a> which allows you to apply a PINE command to ALL of the selected notes. For example, pressing <a><d> will delete all selected notes, and <a><s> will move them to another folder.

Another useful options is <z> for zoom. This will toggle between displaying only selected notes and displaying all selected and unselected notes. For example, you can press <;><txf> (select, text, from) to select notes from a specific user, and then press <z> to display only those notes. This allows easy scanning of the selected notes to find the one you want. To return to the full listing, press <z> again.

ADDRESS BOOK

PINE allows you to maintain an address book of recipients to whom you frequently send e-mail.

To use it, choose the ADDRESSES command (<A>) from the main menu:

```
PINE 3.93 ADDRESS BOOK                               Folder: INBOX 0 Messages
Eric C. Anderson                                     anderson@ucflvm.cc.ucf.edu

? Help          M Main Menu  p PrevEntry  - PrevPage  D          C ComposeTo
Delete O OTHER CMOS V [View/Edit] N NextEntry Spc NextPage      W WhereIs
A AddNew
```

For each recipient listed in the address book, there are three pieces of information stored:

1. A short, memorable nickname by which you refer to the recipient. This could be the recipient's first name, initials, login name, etc.
2. The recipient's full name in English.
3. The recipient's complete e-mail address.

To create a new entry, select the Add (<A>) option. You will see the following screen:

```
PINE 3.93 ADDRESS BOOK (Edit)                         Folder: INBOX 0 Messages
Nickname       : eric
Fullname       : Eric C. Anderson
Fee            :
Comment        :
Addresses      : anderson@ucflvm.cc.ucf.edu
```

Fill in the fields just like you would in the composer.
To form a list, just enter multiple comma-separated addresses.
To add to a list, use the View/Edit cmd instead of the AddNew cmd.
It is ok to leave fields blank. Press ~X to save the new entry.

```
NG Get Help  ^X exit/Save  "R RichView  ~Y PrvPg/Top
SC Cancel    _____  "V NxtPg/End          To AddrBk
```

Fill in the fields in the top half of the screen, as shown in the above example screen. You can also add a new entry by pressing <T> from the folder index and following the prompts.

To delete an entry, position the cursor on the entry you wish to delete and select the Delete (<D>) option.

Creating and Maintaining a Distribution List

You can set up a distribution list of several userids and send them all mail at the same time by just referring to a nickname you assign to the list. Creating a distribution list is just like creating an address book entry for one person. The difference between a single person entry and a distribution list is that you can list multiple addresses (separated by comma's) in the Addresses field.

For example, suppose we want to create a distribution list of all the Help Desk operators. For the long name we say Help Desk operators, and for the nickname we say helpdesk. Then the list of addresses is given in the Addresses field. A completed entry is shown below:

```
PINE 3.93 ADDRESS BOOK (Edit) Folder: INBOX 0 Messages
Nickname      helpdesk
Fullname      Help Desk operators
Fee
Comment
Addresses     kdean, rnarko, pfenton
```

Fill in the fields just like you would in the composer.
To form a list, just enter multiple comma-separated addresses.
To add to a list, use the View/Edit cmd instead of the AddNew cmd.
It is ok to leave fields blank. Press ~X to save the new entry.

```
"G Get Help      exit/Save ~R RichView ~Y PrvPg/Top
"C Cancel        _____ "V To AddrBk
                  NxtPg/End
```

It will appear in your address book as:

```
PINE 3.93 ADDRESS BOOK Folder: INBOX 0 Messages
helpdesk Help Desk operators DISTRIBUTION LIST:
                                kdean
                                marko
                                pfenton

? Help          M Main Menu  P PrevEntry  - PrevPage  D Delete    C ComposeTo
0 OTHER CMOS V [View/Edit] N NextEntry  Spc NextPage A AddNew    W WhereIs
```

Now when we want to send mail to everyone on the Help Desk distribution list, all we need to do is specify a userid of helpdesk when we are in the Compose Message screen.

To add someone to a distribution list, position the cursor until the nickname of the list is

highlighted and select the [View/Edit] (<V>) option. When the address book editor appears, add the new address to the list of addresses in the Addresses field.

MAIL FORWARDING

You can have your mail forwarded to another address by using the forward command. The syntax of the command is:

```
forward address]show|off
```

where *address* is the electronic address of the account to forward mail to. The show option will display your current forwarding address and the off option will turn off mail forwarding. Typing the forward command by itself will display a small help screen. As an example, suppose we want to forward mail to epbiggs@ucflvm.cc.ucf.edu. The following would be typed at the prompt: pegasus% forward epbiggs@ucflvm.cc.ucf.edu

GOING ON VACATION

If you are going away for a while, you can have the mail server send automatic replies to people who send you mail. To enable this feature, use the vacation command as follows:

1. Issue the vacation command:

```
pegasus% vacation
```

- 2a. If this is the first time you have used the vacation command, you will be placed into the pico editor (the same editor used by PINE), with a generic vacation message shown.
- 2b. If this is not the first time you have used the vacation command, then after a few introductory messages, you will be asked if you want to see your vacation message. Respond yes <y> if you wish to see it or no <n> otherwise. You will then be asked if you wish to edit your vacation message. If you respond yes <y> you will be placed into the pico editor (the same editor used by PINE).
3. If you are editing your vacation message, make any changes you wish and exit (<CONTROL>-<x>) when you are finished. A sample message is shown below:

```
TJW PlCO(tm) 2.7 File: . , ./pegasus/staff/anderson/.vacation.msg
```

```
From: anderson (via the vacation program)
Subject: away from my mail
```

```
I will not be reading my mail for a while.
Your mail regarding "$SUBJECT" will be read when I return.
```

```
~G Get Help    "O WriteOut    Read File ~Y Prev Pg    ~K Cut Text    "C Cur Pos
^X Exit        *J Justify     Where is  ~V Next Pg    ~U UnCut Text ^T To Spell
```

When the mail server receives mail for you, the above message will be sent, with \$ SUBJECT automatically replaced with the subject of the mail sent to you.

4. You will be asked about viewing and editing your vacation message again. Respond no <n>. You will then be asked if you wish to enable the vacation feature. Respond yes <y>. When you get back and you wish to disable the vacation feature, do the following:

1. Issue the vacation command:

```
pegasus% vacation
```

2. Respond no <n> when you are asked about viewing and editing your vacation message.
3. When you are asked if you wish to enable the vacation feature, respond no <n>.

STORAGE LIMITS

The mail server is not designed as a long-term file archive and there are no provisions for recovery of lost mail or files due to system failure. After viewing a message in the inbox, you should either delete it immediately or save it to another folder. If you need to store a message folder for an indefinite period of time, you should transfer the folder to your own computer. All Pegasus accounts are set by default to a maximum size of 20MB.