

Configuring Netscape 7.x for Windows

This document details configuration specific to accessing mail stored on `sumail.suffolk.edu` in Netscape 7.2 for Windows.

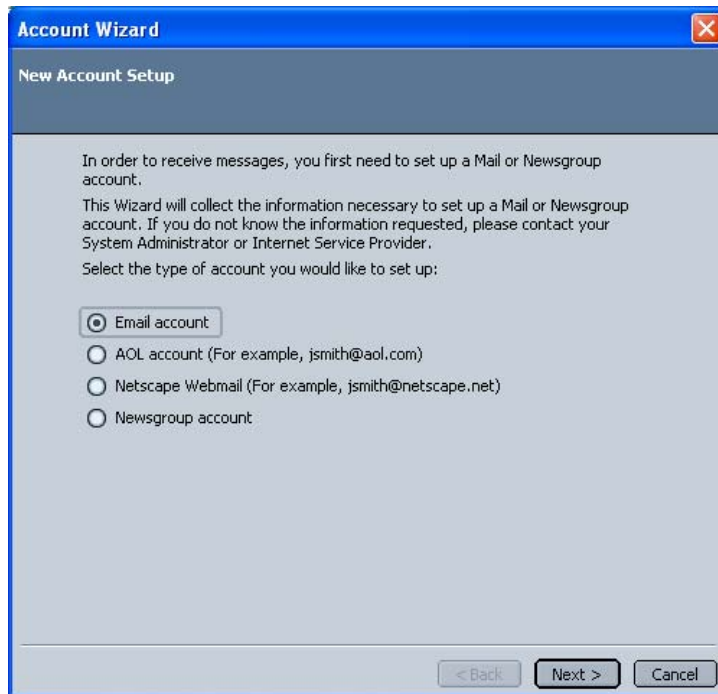
Setting Up a New Account

Before you can use Netscape, you must configure it to access your Suffolk University email account. The steps below will help you to configure Netscape:

- Double-click on the Netscape icon. Netscape will start.
- From the **Window** menu, select **Mail & Newsgroups**.

If Netscape 7 was never installed or used, the Account Wizard will start. If an account has been created before, please read the section Adding an Account to create a new account.

The Account Wizard Setup



- In the **New Account Setup** window, select **Email Account or ISP or email** provider depending on your version of Netscape and click on Next.

The screenshot shows the 'Account Wizard' window with the 'Identity' tab selected. The window title is 'Account Wizard'. Below the title bar, the text reads: 'Each account has an identity, which is the information that identifies you to others when they receive your messages.' Below this, it says: 'Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").' There is a text input field labeled 'Your Name:' containing the text 'Suffolk Employee'. Below that, it says: 'Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").' There is a text input field labeled 'Email Address:' containing the text 'sempl@ Suffolk.edu'. At the bottom right of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

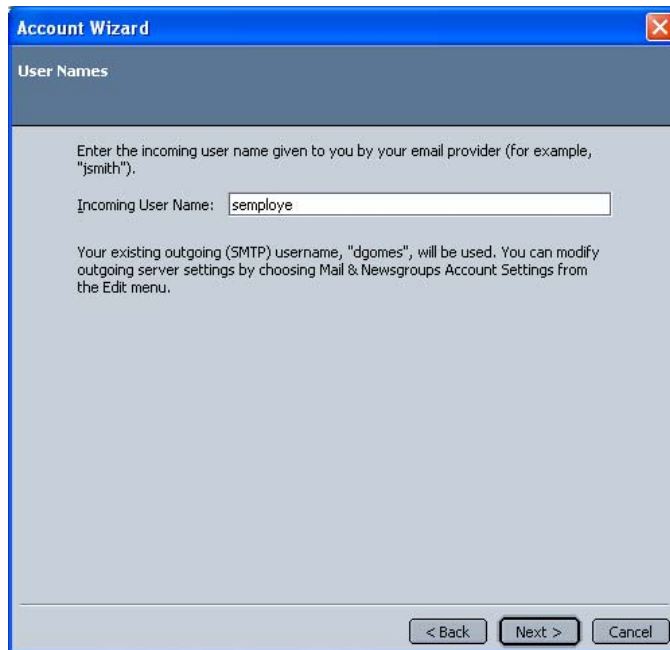
- For Your Name, enter **your full name**.
- In the Email Address field, enter your **e-mail address**.

Your e-mail address should be in the format: username@suffolk.edu

- **Click** on the **Next** button.

The screenshot shows the 'Account Wizard' window with the 'Server Information' tab selected. The window title is 'Account Wizard'. Below the title bar, the text reads: 'Select the type of incoming server you are using.' There are two radio buttons: 'POP' (unselected) and 'IMAP' (selected). Below this, it says: 'Enter the name of your incoming server (for example, "mail.example.net").' There is a text input field labeled 'Incoming Server:' containing the text 'sumail.suffolk.edu'. Below that, it says: 'Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").' There is a text input field labeled 'Outgoing Server:' containing the text 'sumail.suffolk.edu'. At the bottom right of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

- For the **Server Type**, select **IMAP**.
- For the **Incoming Server**, enter the following server for the Server Name: **sumail.suffolk.edu**
- For the **Outgoing Server**, enter the following server the Server Name: **sumail.suffolk.edu**.



- For your **User Name**, enter your UNIX username. This should be the same as your e-mail address, **without the "@suffolk.edu" suffix**.

(For example, if your e-mail address is `semploye@suffolk.edu`, your username is `semploye`)

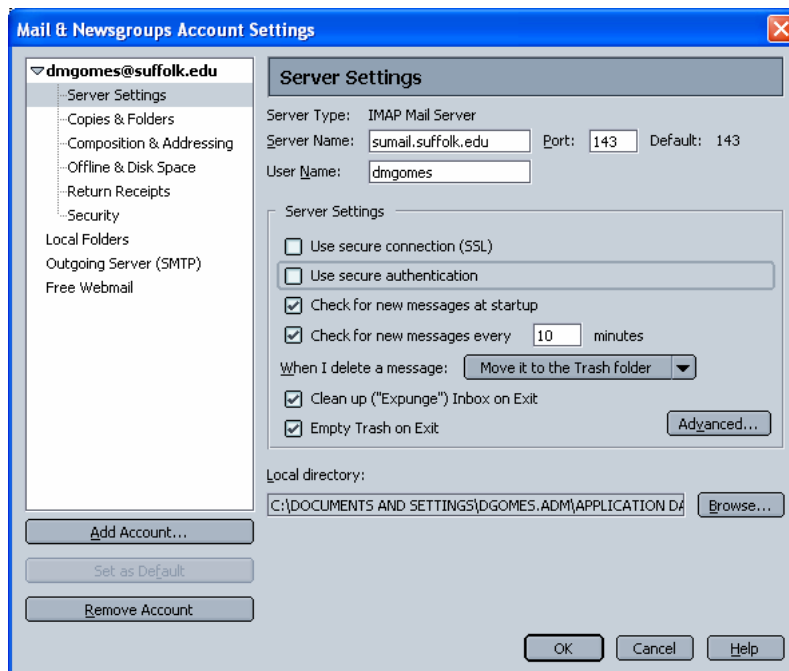
- **Click on the Next button.**



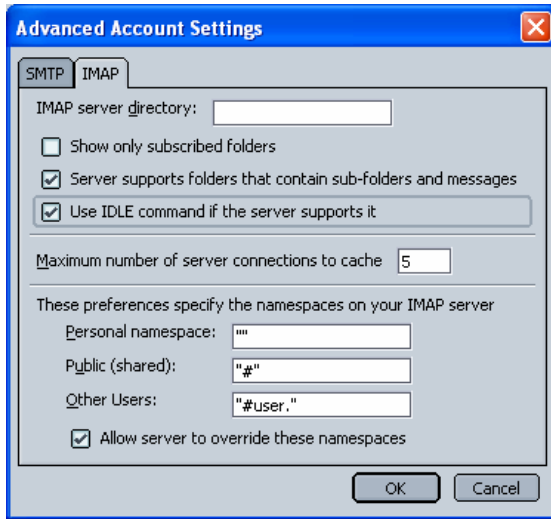
- In the **Account Name** field, enter a name for this account Example: `semploye@suffolk.edu`, and click on Next.



- **Click on Finish.** The Mail window will open.
- From the **Edit** menu, select **Mail & Newsgroups Account Settings....**
- On the left side of the window, **select Server Settings** under the account name you provided earlier (e.g. Suffolk E-mail).



- Under **When I delete a message**, select **Move it to the Trash folder.**
- **Select Clean up ("Expunge") Inbox on Exit.**
- **Select Empty Trash on Exit.**
- **Click on the Advanced... button.**



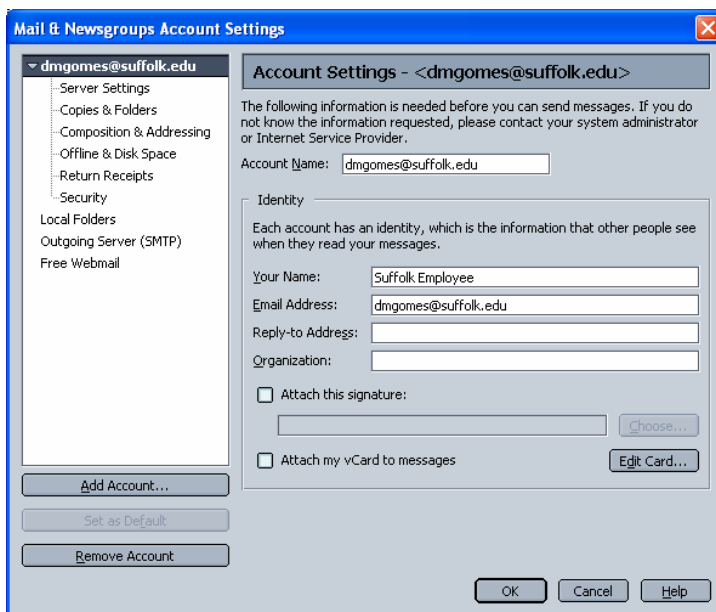
- **Uncheck** the option to **Show only subscribed folders**. This will allow you to use any folders which you have previously established.
- **Click** on the **OK** button.
- **Click OK again** to **Exit** the options window.

You must now **quit** Netscape and start the program again for the changes to take effect.

Adding an Account

If you already have an e-mail account on Netscape or have created an account before, follow these instructions to add an account:

- From the **Edit** menu, select **Mail & Newsgroups Account Settings....**



- **Click** on the **New Account** button.

The **New Account Wizard** will pop up. Follow the instructions under the section "The Account Wizard Setup" to set up a new account.