

From the Window Menu and choose Mail & Newsgroups.

| | Window | Help | | |
|-----------------------|-------------------------|------|----|--|
| 1 | Navigator | | ₩1 | |
| 4 | Mail & Newsgroups 🏾 🏶 🏾 | | ж2 | |
| l | Instant Messenger | | Ж3 | |
| l | Composer | | Ж4 | |
| ł | Address Book %5 | | Ж5 | |
| ✓ 1 Google – Netscape | | | _ | |

Once Mail and Newsgroups loads click *Edit* and choose *Mail & Newsgroups Account Settings*.



<u>Choose Outgoing Server (SMTP)</u> from the list. Then enter in your outgoing mail server address followed by your username then click the *Add Account* button.

| Local Folders | Outgoing Server (SMTP) Settings |
|--|---|
| Outgoing Server (SMTP) | |
| Free Webmail ▼news.isp.net - Copies & Folders - Addressing - Offline & Disk Space - Server Settings | Only one outgoing server (SMTP) needs to be specified, even if you have several mail accounts. Enter the name of the server for outgoing messages. Server Name: smtp.isp.net Port: Vuse name and password User Name: username Use secure connection (SSL): O Never O When available O Always Advanced |
| Add Account |] |
| Set as Default |] |
| |] |
| Help | Cancel |

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The New Account Setup window appears. Choose E-mail account and click Next.

| New Account Setup | | | | |
|--|--|--|--|--|
| This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider. Select the type of account you would like to set up: | | | | |
| Email account | | | | |
| AOL account (For example, Jsmith@aol.com) Netscape Webmail (For example, ismith@netscape.net) | | | | |
| O Newsgroup account | | | | |
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| <pre></pre> | | | | |

The Identity window appears. Type in your name and E-mail address then click NEXT.

| dentity | | | | |
|---|--|--|--|--|
| Each account can have its own identity, which is the information that identifies you to others when they receive your messages. | | | | |
| Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith"). | | | | |
| Your Name: John Smith | | | | |
| Enter your email address. This is the address others will use to send email to you (for example, "user@example.net"). | | | | |
| Email Address: username@isp.net | | | | |
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| < Back Next > Cancel | | | | |

The Server Information screen appears. Choose *POP* and enter your *Incoming mail server* then click *NEXT*.

| Server Information | | | |
|--|--|--|--|
| Select the type of incoming server you are using. | | | |
| POP O IMAP | | | |
| Enter the name of your incoming server (for example, "mail.example.net"). Incoming Server: pop.isp.net | | | |
| Your existing outgoing server (SMTP), "smtp.isp.net", will be used. You can modify outgoing server settings by choosing Mail & Newsgroups Account Settings from the Edit menu. | | | |
| | | | |
| <pre>< Back Next > Cancel</pre> | | | |

The User Name screen appears. Input your username and click NEXT.

| User Name | | | |
|---|---------------------------------------|--|--|
| Enter the user name given to you by your email provider (for example, "jsmith"). | | | |
| User Name: | username | | |
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| | <pre>< Back Next > Cancel</pre> | | |

The Account Name screen appears. Enter in your *E-mail* address and click NEXT.



The Congratulations screen appears. Verify all information and click *Finish* to activate the account.

| Congratulations! | | | | |
|---|---|--|--|--|
| Please verify that the information below is correct. | | | | |
| Account Name: User Name: Email Address: Incoming Server Name: Incoming Server Type: Outgoing Server Name (SMTP): | username@isp.net username username@isp.net pop.isp.net POP3 smtp.isp.net | | | |
| Click Finish to save these settings and exit the Account Wizard. | | | | |
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| | | | | |
| | <pre>Gack Finish Cancel</pre> | | | |

To check for new messages, click on GET MSGs located on the main window.

