Accessing BC e-mail via Netscape Messenger (mail program included with Netscape Communicator) using IMAP mail client.

If you dial Brooklyn College Access Numbers:

BEFORE you begin to follow these instructions, you should know 4 things:

- Your Username
- Your Mailserver: Outlook
- Your Internet service Provider's SMTP server address.
 - o If you are using BCExchange dial-up, you may use your ISP

• If you don't know it, call your Internet Service Provider and ask for their SMTP address

• Your password

You can access your exchange account through Netscape by setting up the **IMAP** server info under the **Edit menu** on the Menu bar and choosing **Preferences**. Under **Category** choose **Mail & Newsgroups**.

First choose the **Identity** subheading, and enter your name and e-mail address in the appropriate fields.

Next choose the **Mail Servers** subheading. At the top of the window, where it says Incoming Mail Servers, you should already see a default server name in the box. Choose Edit. If you don't see a default server name, choose Add.

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 ⇒ Mail & Newsgroups ⇒ Identity Mail Servers ⇒ Newsgroup Serve ⇒ Addressing ⇒ Messages ⇒ Window Settings ⇒ Copies and Folder ⇒ Formatting ⇒ Return Receipts ⇒ Disk Space 	
	To set server properties (such as checking for new messages automatically), select a server and then click Edit.
	Outgoing Mail Server
	Outgoing mail (SMTP) server:
	Outgoing mail server user name:
	Use Secure Socket Layer(SSL) or TLS for outgoing messages:
	Local mail directory:
	C:\Program Files\Netscape\Users\default\mail

Now fill out the information as follows:

- Server name : outlook.brooklyn.cuny.edu
- Server type : IMAP
- User name: <your username>
- You may choose to have your password saved by checking remember password on.

ieneral IMAP	Advanced
Server Name:	outlook.brooklyn.cuny.edu
Server <u>T</u> ype:	IMAP Server
<u>U</u> se Name:	guest
Check for	mail every 15 mi <u>n</u> utes

Click on the IMAP tab at the top of the Mail Server Properties window

• Select "Move it to the Trash folder" under "When I delete a message" paragraph if you want to manually empty the "Empty Trash" folder later or select a more suitable option.

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aeneral IMAP Advanced	
Mark new folders for offline download	
Use secure connection (SSL)	
When I delete a message :	
Move it to the Trash folder	
(It will be removed when I select 'Empty Trash')	
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(it will be removed when it select compact it his Polder)	
(It can be restored by selecting Undo)	
Clean up ("Expunge") Inbox on exit	
Empty Trash on exit	
OK Cancel H	lelp
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If you would like to use secure connection to the mail server select "Use Secure Connection (SSL)" setting.

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	e secure connection (SSL)
When	I delete a message :
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	(It will be removed when I select 'Empty Trash')
	Mark it as deleted (It will be removed when I select 'Compact This Folder')
1	Bemove it immediately
	(It can be restored by selecting Undo)
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	an up (Expunge) moox on exit

Now hit the OK button.

You should now be back in the Mail preferences window.

In the **Outgoing Mail (SMTP) server** field, enter your SMTP server address. (Remember to use your Internet Service Provider's (ISP) mail client)

In the Outgoing Mail server user name, enter your username.

eferences	
Category:	
 Appearance Fonts Colors Navigator Languages Applications Smart Browsing Mail & Newsgroups Identity Mail Servers Newsgroup Serve Addressing Messages Window Settings Copies and Folder 	Mail Servers Specify servers for mail
	Incoming Mail Servers
	<u>A</u> dd
	Edit
	messages automatically), select a server and then <u>Set as Default</u> click Edit.
	Outgoing Mail Server
	Outgoing mail (SMTP) server: YOUR ISP Mail Client
	Outgoing mail server user name: guest
	Use Secure Socket Laver(SSL) or TLS for outgoing messages:
Formatting	Never Clif Possible C Always
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Disk Space D	Local mail directory:
	Concernent File William and Ministry Channel
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	OK Cancel <u>H</u> elp

You may change the local mail directory if you would like to store your message in a different folder.

If you would like to use Secure Connection to the mail server you should click on **Always** in the **"Use Secure Socket layer (SSL) or TLS for outgoing messages"** section of the screen.

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Appearance Fonts Colors Avigator Languages Applications	Mail Servers Specify servers for r
	Incoming Mail Servers
	mail.worldspy.net Add
	<u>E</u> dit
Smart Browsing	Delete
Mail & Newsgroups Identity Mail Servers Newsgroup Serve Addressing Messages Window Settings Copies and Folder Formatting Return Receipts Disk Space Composer Composer Offline Offline	To set server properties (such as checking for new messages automatically), select a server and then <u>Set as Defau</u> click Edit.
	Outgoing Mail Server Outgoing mail (SMTP) server: Outgoing mail server user name: Use Secure Socket Layer(SSL) or TLS for outgoing messages: C Never If Possible
	Local mail directory: C:\Program Files\Netscape\Users\default\mail

Your configuration should now be complete. Hit OK to close the Preferences window.

Once you have setup your preferences:

On the Menu Bar choose **Communicator** and then choose **Messenger**. Once this is opened you can choose the mail option **Get Msg** to retrieve mail. A text box will appear requesting the password. After you type the password and choose OK a copy of your inbox will be made and placed on your computer's hard drive or floppy drive, which ever applies. You will need to choose **Get Msg** every time you want to see if there are new messages in your mailbox.

If you dial your own ISP provider:

(see pictures above)

The instructions are the same as above, except in the **Outgoing Mail (SMTP) server** field, enter the SMTP server address of your ISP. For example, if your ISP is Erols, your SMTP server would be smtp.erols.com, or if it were Freei.net, it would be mail.freei.net.