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

| Category: | |
|---|--|
| E Appearance | Mail Servers Specify servers for mail |
| Fonts Colors Navigator Languages Applications | _ Incoming Mail Servers |
| | mail.worldspy.net Add |
| | Edit |
| - Smart Browsing | |
| 🖻 Mail & Newsgroups | <u>D</u> elete |
| 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: |
| | Never C If Possible C Always |
| Roaming Access Composer Offline | 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 : POP3
- User name: <your username>
- You may choose to have your password saved by checking remember password on.

| ail Server Pro | perties | 2 |
|----------------------|---|-----|
| General POP | 1 | |
| Server Name: | outlook.brooklyn.cuny.edu | |
| Server <u>T</u> ype: | POP3 Server | |
| <u>U</u> se Name: | guest | |
| Check for | r gassworc. mail every 15 mi <u>n</u> utes atically download any new messages | |
| | OK Cancel H: | əlp |

Click on the **POP** 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.

| Mail Server Properties | × |
|--|---|
| General POP | |
| Leave messages on server | |
| ₩hen deleting a message locally, remove it from the server | |
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| | |
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| | |
| OK Cancel Help | |

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 Colors Applications Smart Browsing Mail & Newsgroups Identity Mail Servers Newsgroup Serve Addressing Messages Window Settings Copies and Folder Formatting | Mail Servers Specify servers for mail |
| | Incoming Mail Servers |
| | <u>A</u> dd |
| | Edit |
| | |
| | Delete |
| | 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: YOUR ISP Mail Client |
| | Outgoing <u>m</u> ail server user name: guest |
| | Use Secure Socket Layer(SSL) or TLS for outgoing messages: |
| | Never O If Possible O Always |
| - Return Receipts - Disk Space | |
| Disk Space | Local mail directory: |
| E Composer | |
| in ∩ffline ↓ | C:\Program Files\Netscape\Users\default\mail |
| | |
| | |
| | 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.

| Category: | |
|--|--|
| Appearance Fonts Colors Navigator Languages Applications Smart Browsing Mail & Newsgroups Identity Mail Servers Newsgroup Serve Addressing Messages Window Settings Copies and Folder Formatting Return Receipts Disk Space Composer Offline | Mail Servers Specify servers for r |
| | _ Incoming Mail Servers |
| | mail.worldspy.net Add |
| | <u>E</u> dit |
| | Delete |
| | 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 C 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.