



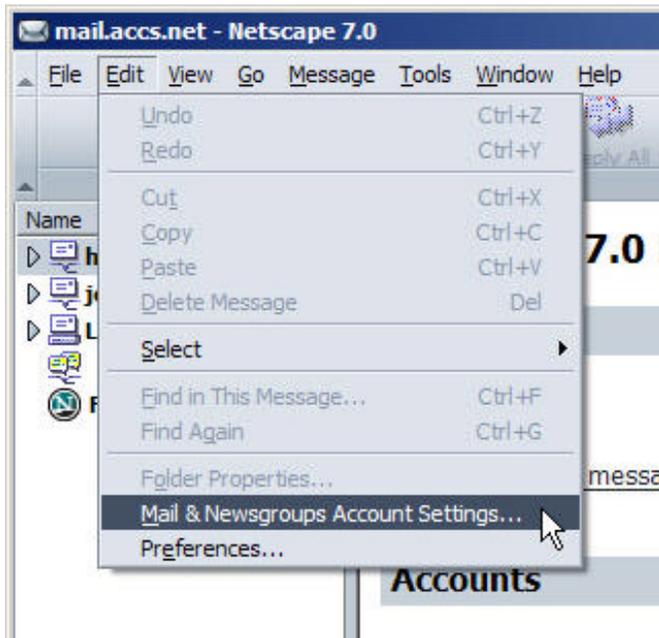
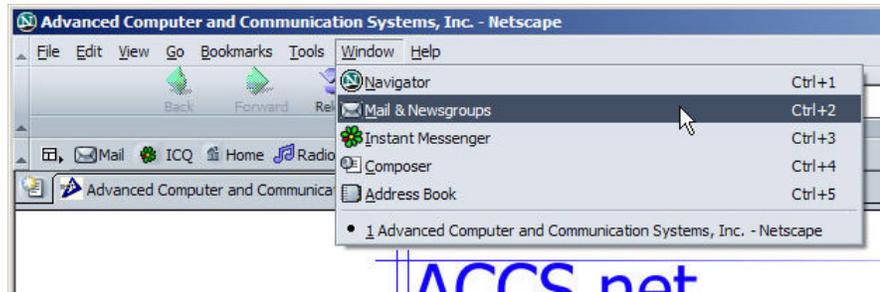
ADVANCED COMPUTER &  
COMMUNICATION  
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## Setting up Netscape 7.x for e-mail

### Step 1

Inside of Netscape, click on 'Windows' and then on 'Mail & News-groups'.



### Step 2

Inside of the Netscape Mail program, click on 'Edit' and then on 'Mail & Newsgroup Account Settings'.



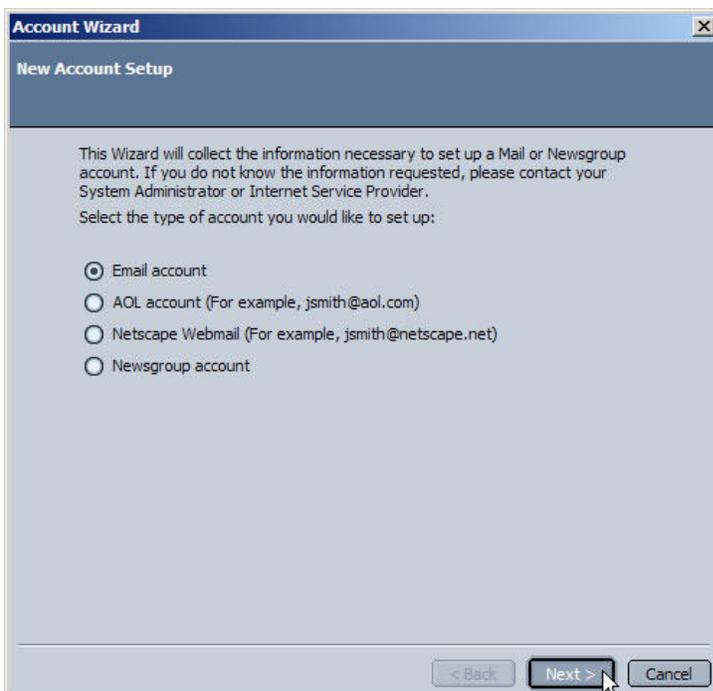
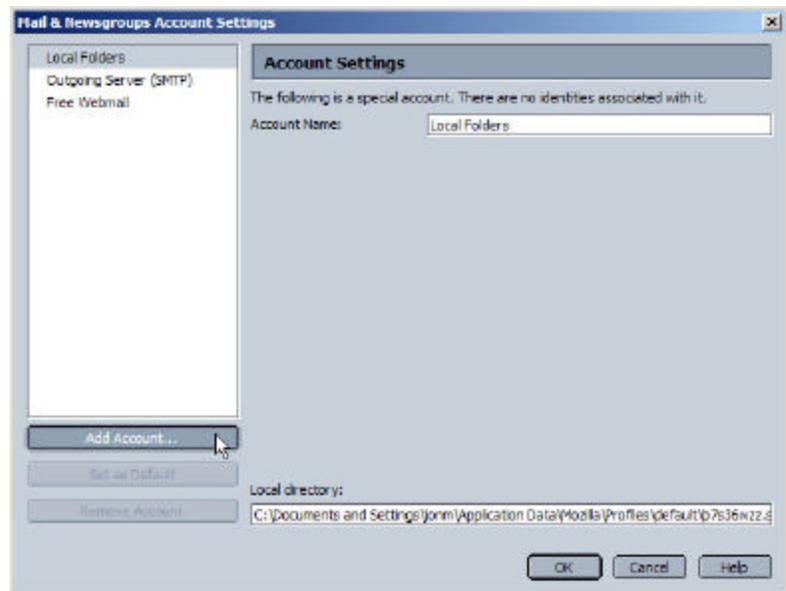
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### Step 3

Now we need to add a new email account, **click** on the 'Add Account' button at the bottom.



### Step 4

Select 'Email Account', then **click** on the 'Next' button.



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## Setting up Netscape 7.x for e-mail

**Account Wizard**

**Identity**

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:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back   **Next >**   Cancel

### Step 5

Type in your full name in the blank labeled '**Your Name**'. Then type in your full ACCS email address into the '**Email Address**' blank. Finally, **click** on the '**Next**' button to continue.

### Step 6

Make sure that '**POP**' is selected. Then type in '**mail.accs.net**' in the blank labeled '**Incoming Server**'. Then, **click** on the '**Next**' button to continue.

**Account Wizard**

**Server Information**

Select the type of incoming server you are using.

POP    IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Your existing outgoing server (SMTP), "mail.accs.net", will be used. You can modify outgoing server settings by choosing Mail & Newsgroups Account Settings from the Edit menu.

< Back   **Next >**   Cancel



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## Setting up Netscape 7.x for e-mail

A screenshot of the 'Account Wizard' dialog box in Netscape 7.x. The window title is 'Account Wizard'. The main heading is 'User Name'. Below the heading, there is a text box with the instruction: 'Enter the user name given to you by your email provider (for example, "smith").'. The text box contains the name 'fredt'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a mouse cursor.

### Step 7

Type in your username in the blank labeled 'User Name :'. Then **click** on the 'Next' button to continue.

**Remember**, for most ACCS users the username is the first half of the email address, before the @ sign.

### Step 8

Type in the Account Name for this email account. It is probably best to set the account name to your email address for later reference. Once this is done, **click** on the 'Next' button to continue.

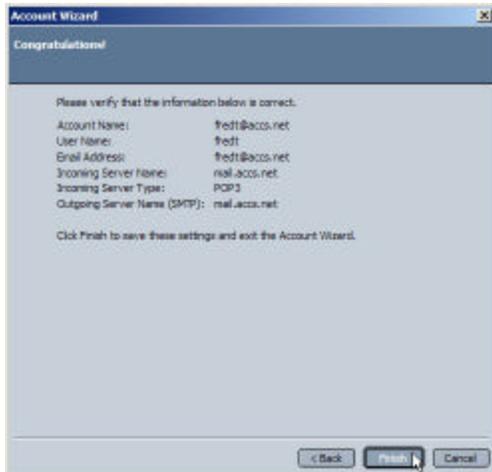
A screenshot of the 'Account Wizard' dialog box in Netscape 7.x. The window title is 'Account Wizard'. The main heading is 'Account Name'. Below the heading, there is a text box with the instruction: 'Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").'. The text box contains the email address 'fredt@accs.net'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a mouse cursor.



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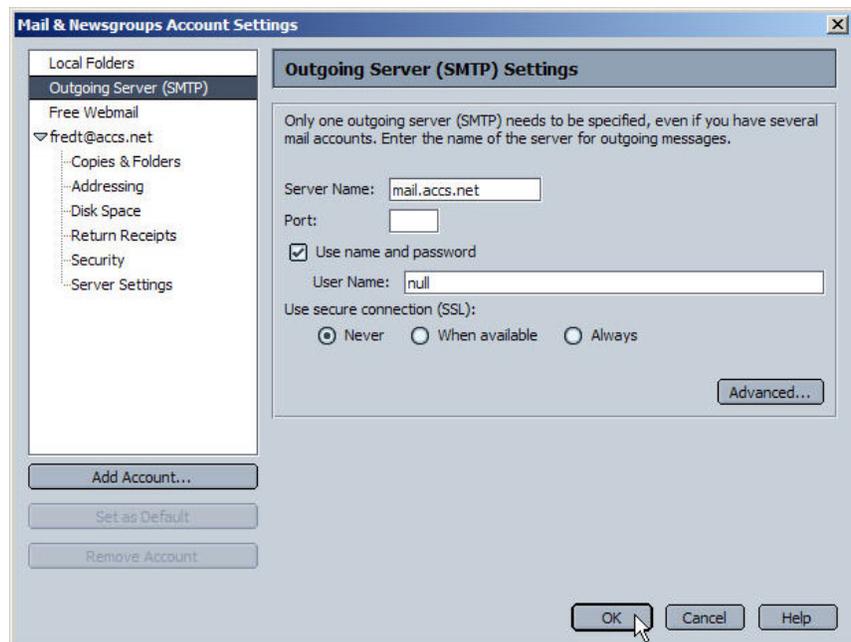


### Step 9

Your email setup is nearly complete. **Click** on the **'Finish'** button and move on to the next step.

### Step 10

Finally, on left side, click on **'Outgoing Server (SMTP)'** so that it is highlighted as shown. Next, type in **'mail.accs.net'** into the **'Server Name'** blank. Make sure the rest of the settings match the picture. Once this is complete, **click 'OK'** at the bottom. Your email setup is complete.



### Free Internet Technical Support

**Phone:** (765) 659-4671  
**Email:** internet@accs.net  
**Hours:** Mon-Fri 8a-5p

Remember if you have any trouble please give us a call. We have professionals on staff that have experience troubleshooting/fixing all sorts of networking and computer problems. ACCS has been building/maintaining business networks and computers for over 20 years!