ADVANCED COMPUTER & COMMUNICATION SYSTEMS, INC.

Setting up <u>Netscape 7.x</u> for e-mail

Step 1
    Inside of Netscape, click on '**Windows**' and then on '**Mail & Newsgroups**'.
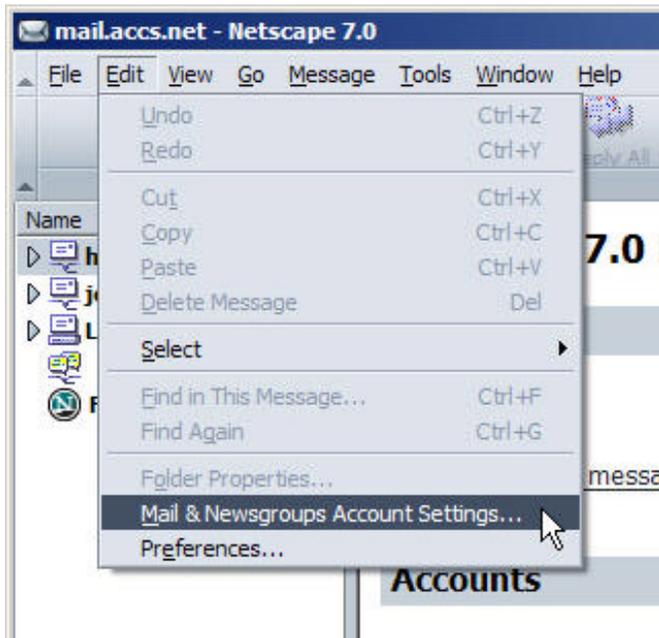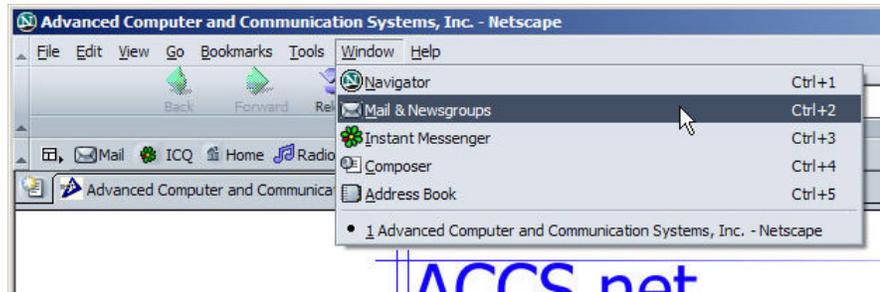
Step 2
    Inside of the Netscape Mail program, **click** on '**Edit**' and then on '**Mail & Newsgroup Account Settings**'.
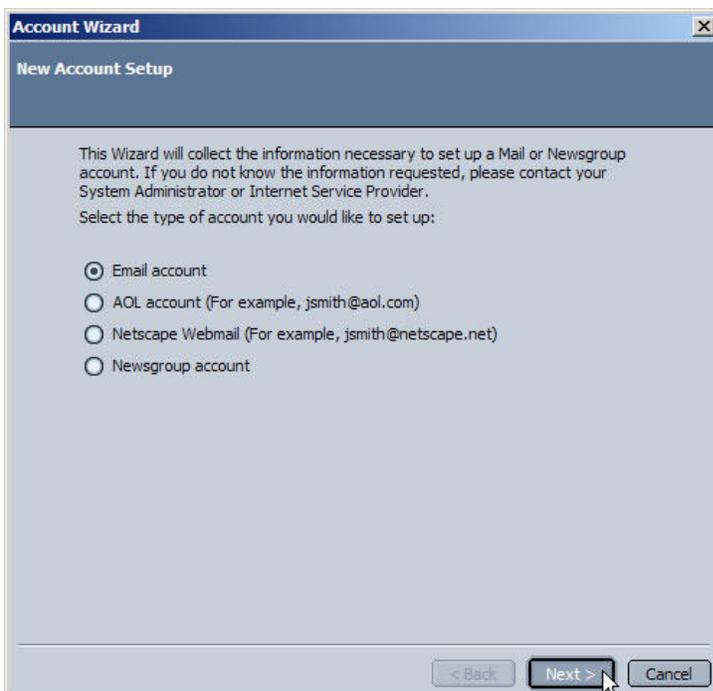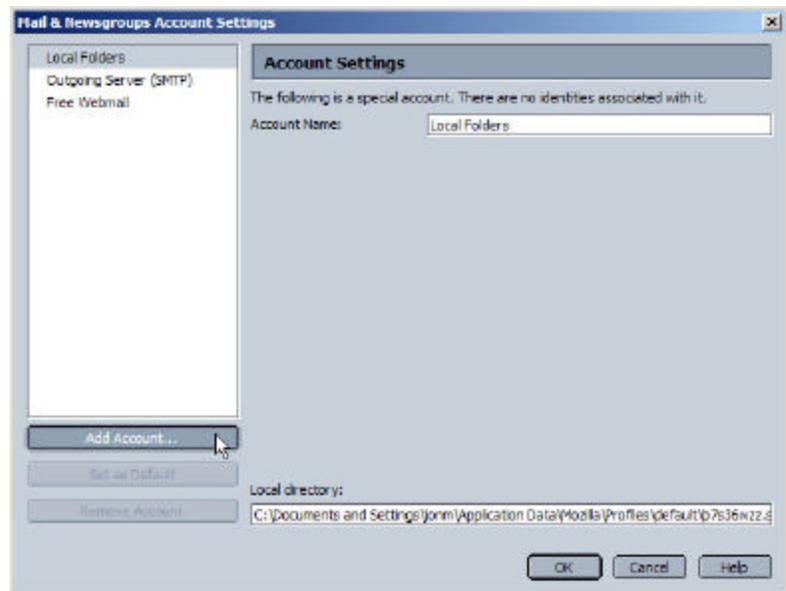
47 North Jackson Street
Frankfort, IN 46041
Phone: (765) 659-4671
Fax: (765) 654-7106
Support: internet@accs.net
Web Site: www.accs.net

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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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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.

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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.
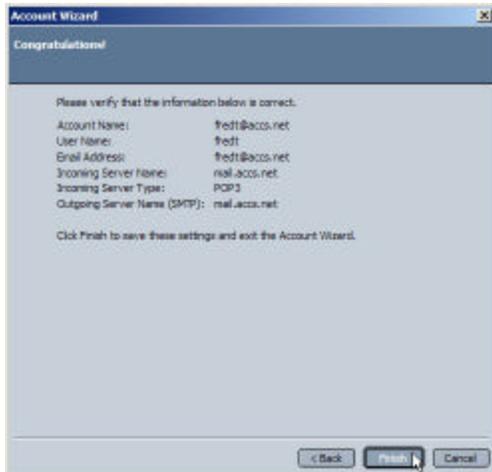
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Step 9
Your email setup is nearly complete. **Click** on the '**Finish**' button and move on to the next step.

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.
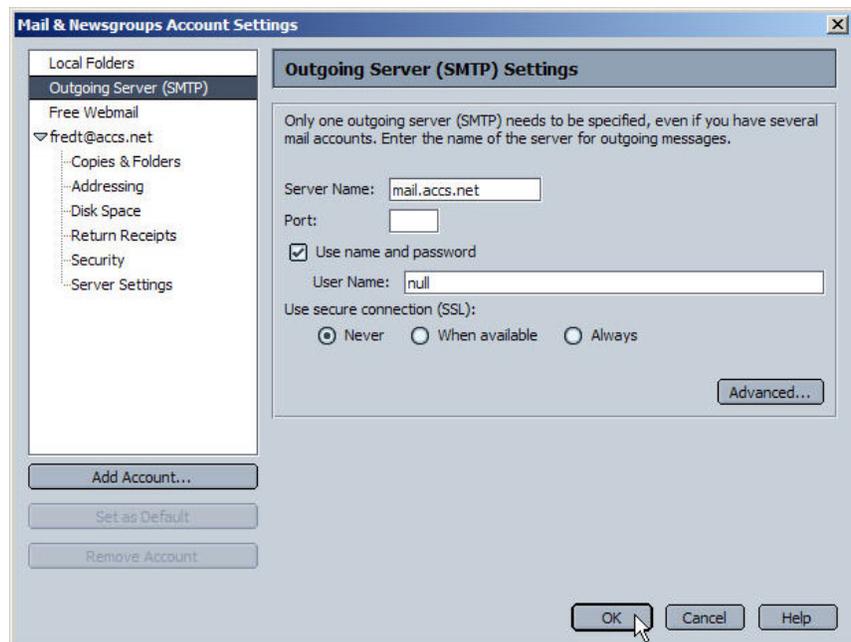
Free Internet Technical Support

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!