

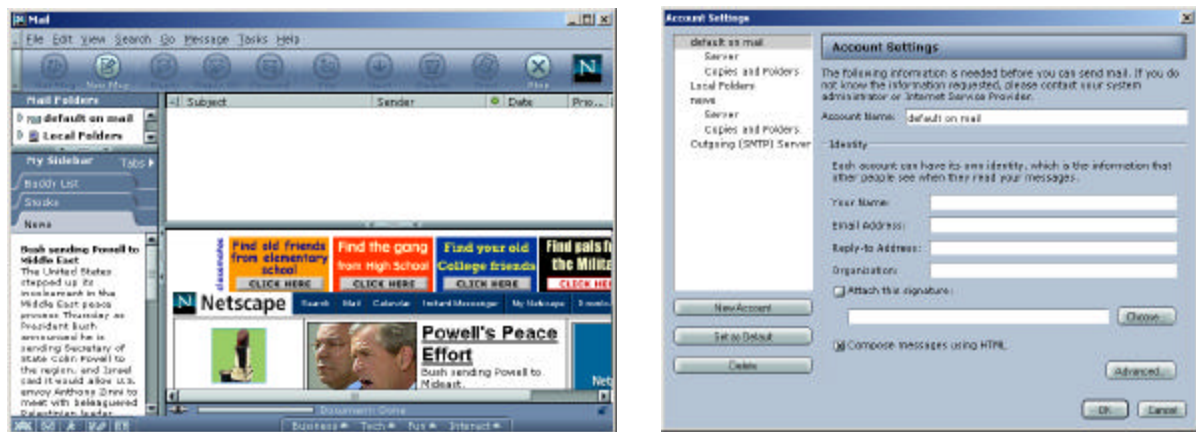
EMAIL SETUP INSTRUCTIONS – NETSCAPE 6

Requirements Before Setup

- ❑ Netscape version 6
- ❑ Account address, username and password as provided by IIMS
- ❑ SMTP (Outgoing Server) Address of your Internet Service Provider (ISP)
- ❑ Internet connectivity through your Internet Service Provider (ISP). *Double check that you are connected by browsing a few Web pages (e.g., www.yahoo.com, www.disney.com)*

Setup Instructions

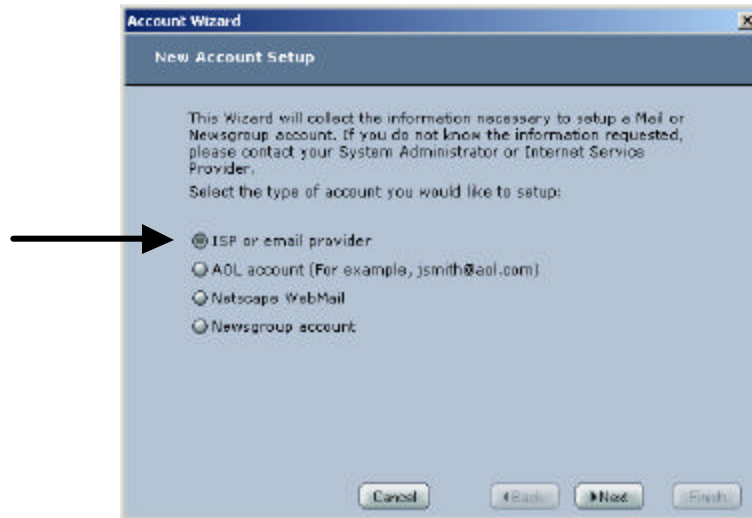
1) Using your mouse, open Netscape. On the main menu at the top of the Netscape screen select **Tasks> Mail**. A new window called “Mail” will open. Select **Edit** from the text menu, and then select **Mail/News Account Settings**.



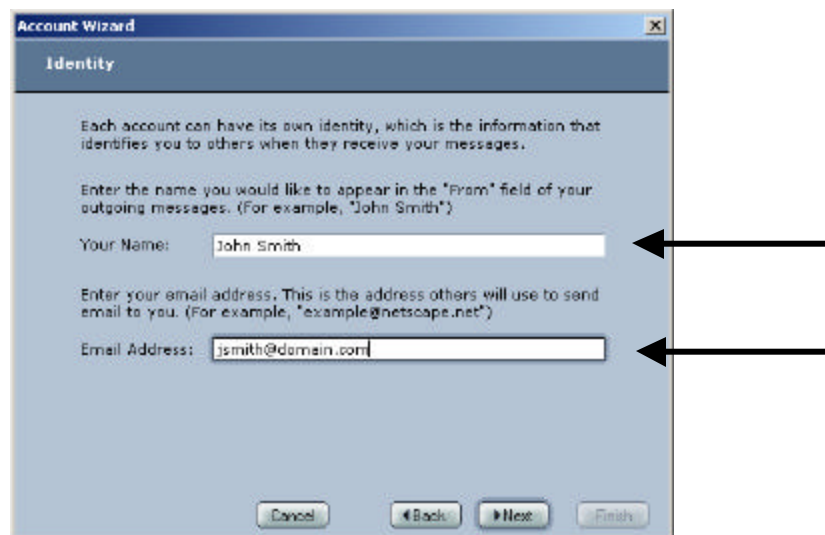
2) A new window will open called **Account Settings**. Click on the **Outgoing (SMTP) Server** choice on the left. In the **Server Name** field enter your ISP’s outgoing server information. Now click on the **New Account** button on the bottom left of this screen.



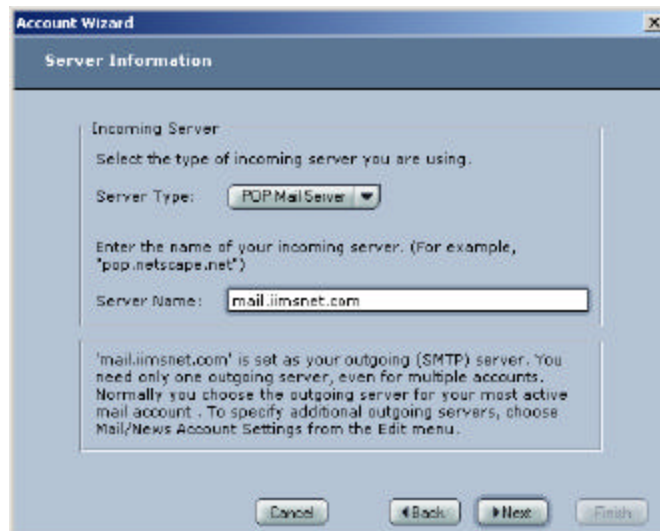
3) A new window will open called **Account Wizard**. On the first screen, select **ISP or email provider**, then click on the **Next** button.



4) Now you will need to fill in **Your Name** (as you want it to appear in the "From" field of all emails sent by you) and fill in your **Email Address** (e.g., jsmith@domain.com). Click on the **Next** button.



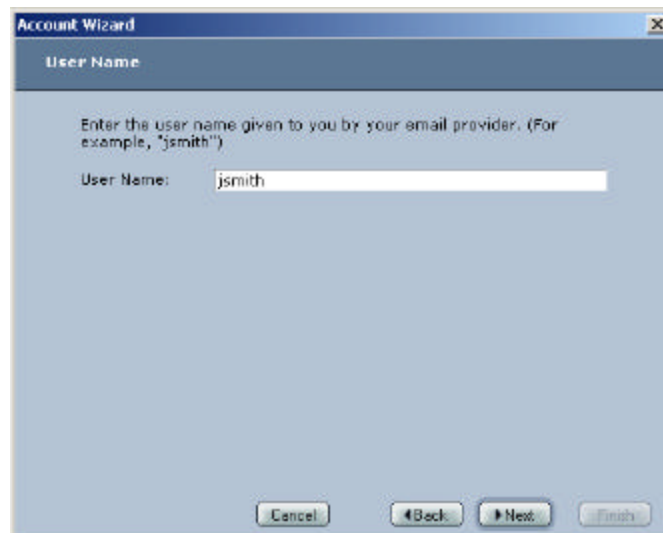
5) Select **POP Mail Server** from the Server Type pull down options, and enter **mail.iimsnet.com** in the Server Name field. Click on the **Next** button.



The screenshot shows a dialog box titled "Account Wizard" with a sub-header "Server Information". It contains the following text and controls:

- Incoming Server**
Select the type of incoming server you are using.
- Server Type:** A dropdown menu with "POP Mail Server" selected.
- Enter the name of your incoming server. (For example, "pop.netscape.net")
- Server Name:** A text input field containing "mail.iimsnet.com".
- A note: "'mail.iimsnet.com' is set as your outgoing (SMTP) server. You need only one outgoing server, even for multiple accounts. Normally you choose the outgoing server for your most active mail account. To specify additional outgoing servers, choose Mail/News Account Settings from the Edit menu.
- Buttons at the bottom: "Cancel", "Back", "Next", and "Finish".

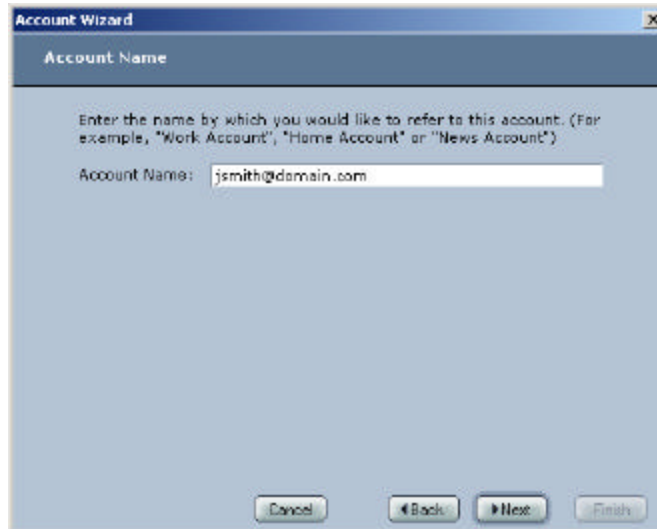
6) Complete the **User Name** field with the portion of your email address prior to the "@" symbol (e.g., jsmith). Click on the **Next** button.



The screenshot shows a dialog box titled "Account Wizard" with a sub-header "User Name". It contains the following text and controls:

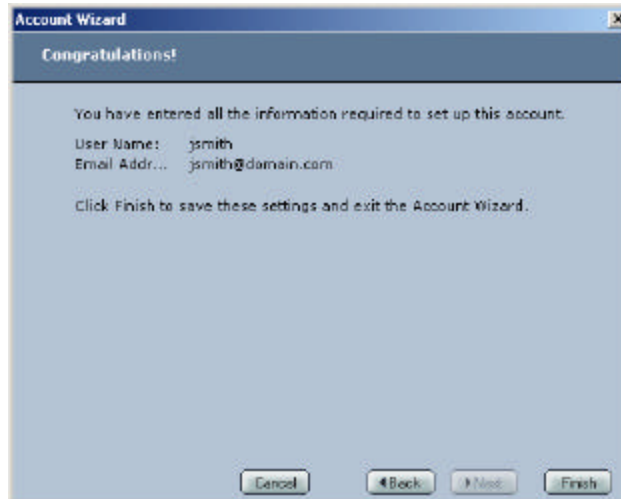
- Enter the user name given to you by your email provider. (For example, "jsmith")
- User Name:** A text input field containing "jsmith".
- Buttons at the bottom: "Cancel", "Back", "Next", and "Finish".

7) Complete the **Account Name** field with **IIMSNET Email**. Click on the **Next** button.



The screenshot shows a window titled "Account Wizard" with a sub-header "Account Name". The main text reads: "Enter the name by which you would like to refer to this account. (For example, 'Work Account', 'Home Account' or 'News Account')". Below this is a text input field labeled "Account Name:" containing the text "jsmith@domain.com". At the bottom of the window are four buttons: "Cancel", "Back", "Next", and "Finish".

8) Your account setup is now complete. Click the **Finish** button.



The screenshot shows a window titled "Account Wizard" with a sub-header "Congratulations!". The main text reads: "You have entered all the information required to set up this account." Below this, it lists the entered information: "User Name: jsmith" and "Email Addr... jsmith@domain.com". It then says: "Click Finish to save these settings and exit the Account Wizard." At the bottom of the window are four buttons: "Cancel", "Back", "Next", and "Finish".

Testing Mail Setup

Now that you've setup your email account, you will need to run a few tests to make sure everything is configured properly.

- 1) For best results, restart your computer to ensure that all of your new settings are saved.
- 2) Make sure you are connected to the Internet. Browse some Web pages (e.g., www.yahoo.com; www.disney.com) to make sure you're connected.
- 3) Once your computer is restarted and you are connected to the Internet, open **Netscape 6** to open this program.
- 4) From the Netscape 6 window click on the **New Message** button. A new message window will appear.
- 5) Under the **To:** area of the email enter your own email address (e.g., jsmith@domain.com). If you'd like enter a subject and write a short message to yourself. Click the **Send** button to send this message.
- 6) To check your mail return to the Netscape window and click on the **Get Msg** button. Your Inbox should open and you should now receive the message you just sent yourself. If you do not receive your message within a few minutes, check your email settings and refer to IIMS's email troubleshooting document on our Web site. If you still cannot correct these problems, contact your IIMS Account Manager (203.265.2424) for further assistance.