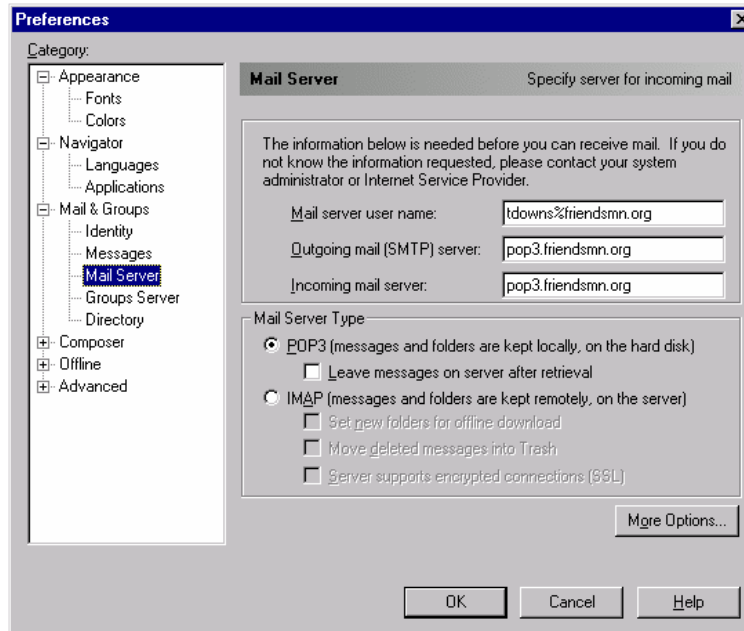


## Email Settings for Netscape

For Netscape 4.04 (Sponsorship computer):

1) In Netscape, click on **Edit** menu and select **Preferences**.

The Preferences window comes up:



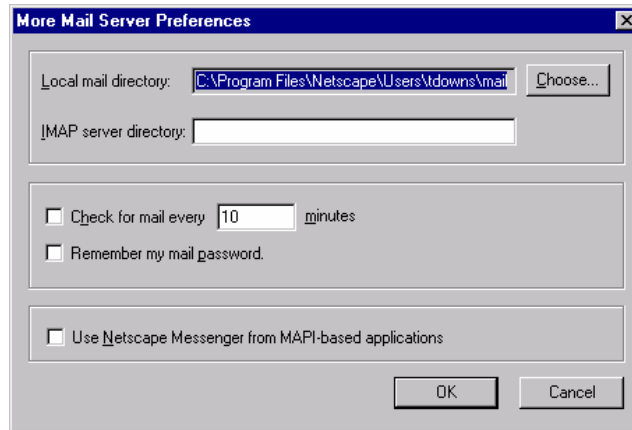
3) Select **Mail Servers** in the left pane.

In the Mail Server Type box select **POP3**.

In the **Mail Server** box above it, make sure the entry for **Mail server user name** (Note: You need the % **sign** in there. Most of the problems I encountered were because an @ sign was used in the User Name instead of the % sign), **Outgoing mail (SMTP) server** and **Incoming mail server** resemble the example above.

4) Click on the **More Options** button.

The More Mail Server Preferences window comes up:

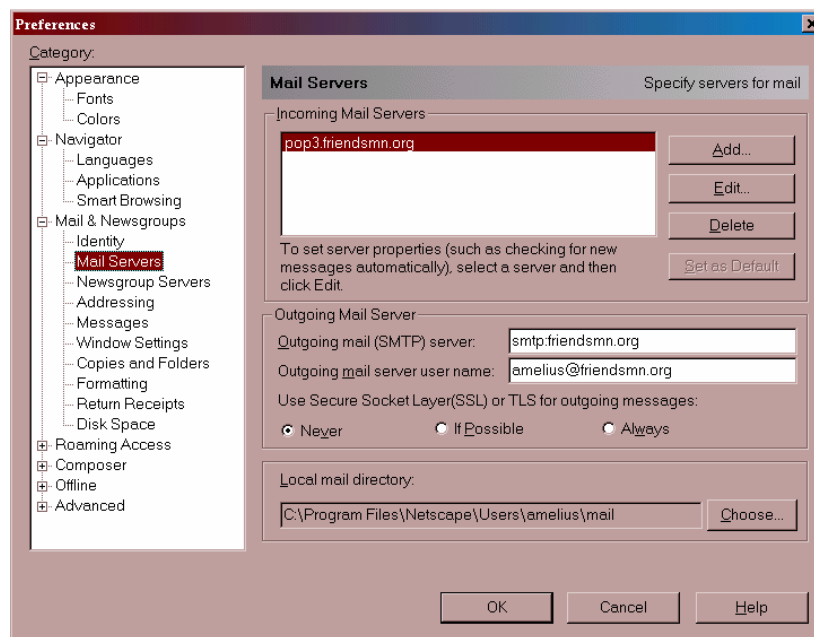


Make sure the **Local mail directory** resembles the example above (you can type it in directly or you can browse for the folder by clicking on the **Choose** button).

**For Netscape 4.77** (Receptionist computer):

1) In Netscape, click on **Edit** menu and select **Preferences**.

The Preferences window comes up:

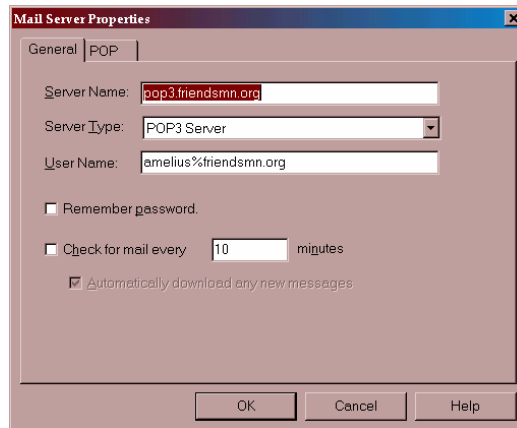


3) Select **Mail Servers** in the left pane.

In the **Outgoing Mail Server** box, make sure the entry for **Outgoing mail (SMTP) server** and **Outgoing mail server user name** resembles the example above.

4) In the **Incoming Mail Servers** box, select the entry and click on **Edit**.

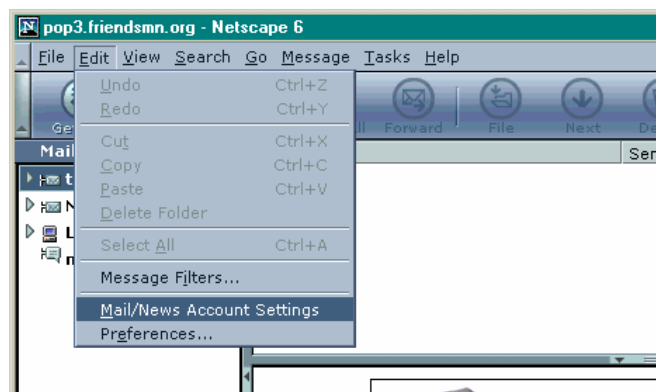
The Mail Server Properties window comes up:



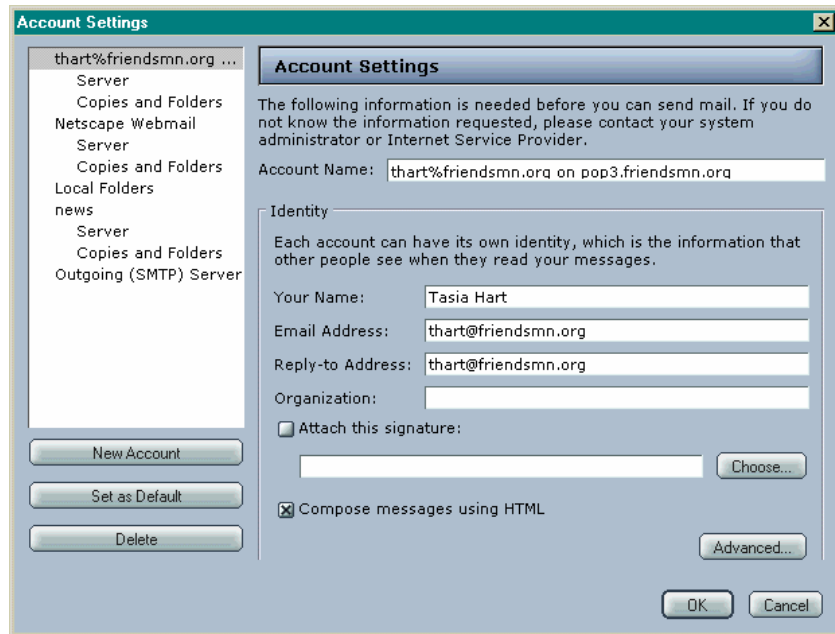
Make sure the entries for **Server Name**, **Server Type**, and **Username** resemble the example above (Note: There's that pesky % sign that needs to be in there).

**For Netscape 6.0** (Special Events computer- the trickiest one to setup):

- 1) In Netscape, click on the **Mail** icon at the bottom to open the **Inbox**.
- 2) Go to the **Edit** menu and select **Mail/News Account Settings**.



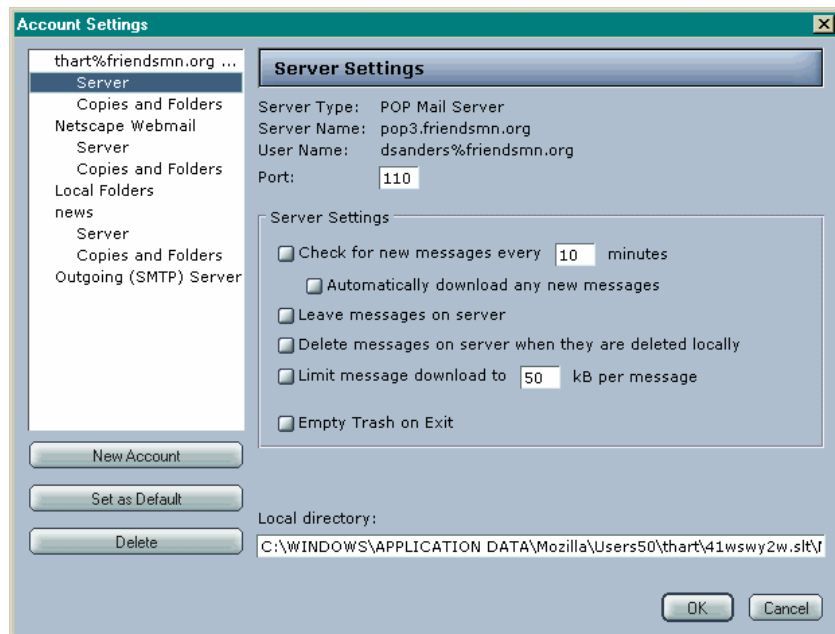
The Account Settings window comes up:



Make sure the entries for **Account Name** (Note: There's that pesky **% sign** that needs to be in there), **Your Name**, **Email Address**, and **Reply-to Address** resemble the example above.

3) In the left pane, click on **Server**.

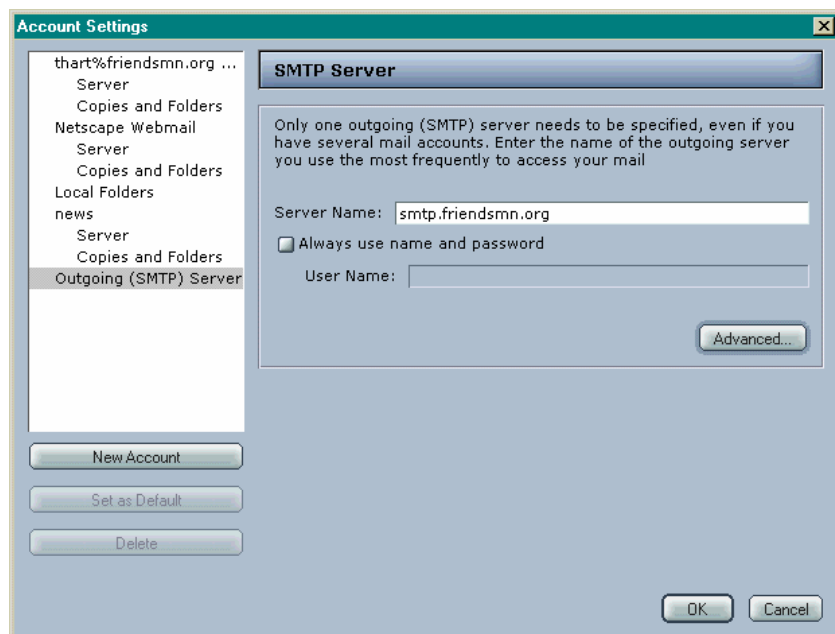
The Server Settings window comes up:



Make sure the **Server Type**, **Server Name**, and **User Name** resemble the example above. Unfortunately if it doesn't, Communicator will have to be reinstalled. This (stupid) version of Netscape doesn't allow you to make changes directly here. These settings are created when you set up the account.

4) In the left pane, click on **Outgoing (SMTP) Server**.

The SMTP Server window comes up:



Make sure the **Server Name** resembles the example above.

That's it! You should be good to go...