

Setting up Netscape 6 to retrieve your email

(To modify your settings for the new email system, go to page 3 for [POP](#) or [IMAP](#)).

To set up Netscape 6 as a client for the first time, use the following instructions:

1. Open **Netscape 6**.
2. If you get the **Account Wizard** pop up box, go to step 5 below.
3. From the toolbar, select **Tasks**, choose **Mail & Newsgroups**.
4. Under **Accounts**, click on **Create a new account**. This will start the Account Wizard.
5. On the **New Account Setup** screen, choose **ISP or email provider**.
6. Click the **Next** button.
7. On the **Identity** screen, in the **Your Name** text box, enter your name as you would like it to appear on email messages sent from you.
8. In the **Email Address** text box, enter your e-mail address. (For example: auser001@umaryland.edu).
9. Click the **Next** button.
10. On the **Server Information** screen, select an **Incoming Server** (POP or IMAP). You can choose either a POP or an IMAP connection to check your email. We recommend using an IMAP connection (on or off-campus) in order to ensure your mail is available from multiple locations.

POP (POP3)	IMAP
Messages are downloaded to your computer.	Keeps your messages on the Open WebMail server.
It's not necessary to stay connected while reading messages.	Must stay connected to the Open WebMail server while reading/sending messages.
Since messages are stored on your computer, they do not count against your quota.	Since messages are stored on the Open WebMail server, they count against your quota.
You cannot read mail from any folder in your account other than your Inbox folder.	You can read and manipulate mail in any folders in your account.
You can manipulate messages and folders on your computer at any time (even when disconnected). However, those folders are not available elsewhere.	Messages can be arranged in folders on the Open WebMail server, which are then available from any location.
Once messages are downloaded to your	Since messages are stored on the Open

computer, they are not longer accessible from other locations or Open WebMail.	WebMail server, they are still accessible through other IMAP mail clients or Open WebMail.
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11. In the **Server Name** text box, enter **umnet.umaryland.edu**
12. Click the **Next** button.
13. On the User Name screen, enter your UMnet User ID (For example: auser001).
14. Click the **Next** button.
15. On the **Account Name** screen, enter the name that you would like for the account to be known as (For example: auser001).
16. Click the **Next** button.
17. On the **Congratulations!** Screen, verify the information and click on **Finish**.
18. This will bring you back to the **Netscape 6 Mail** screen where you should see your new account (the name you chose in step 13) listed in the left hand column.
19. Click on the arrow to the left of your newly created and configured account. This will show your **Account Settings** on the right hand side of the screen.
20. Under Accounts, click **View settings for this account**.
21. In the **Reply-to Address** text box, enter your email address (auser001@umaryland.edu).
22. On the left side of the window, click on **Server Settings** under the name of your account (do not click on Server Settings under news).
23. In the **Server Settings** section of the screen, place a check mark next to **Use secure connection (SSL)**.
24. Verify that the number in the **Port** text box:
 - If you had selected **POP** (in step 10), the value should be **995**
 - If you had selected **IMAP** (in step 10), the value should be **993**.
25. On the left side of the window, click on **Outgoing Server (SMTP)**.
26. The contents of the Server Name depends on how you connect to the Internet:
 - If you are on-campus, you should enter **umnet.umaryland.edu**
 - If you are using another Internet Service Provider (ISP), you will need to use their outgoing (or SMTP) mail server; you can obtain the information by contacting the ISP. For example, Comcast High Speed Internet outgoing server would be **smtp.comcast.net**
27. Click **OK**.
28. You should now be back to the main **Netscape 6 Mail** page. Click on the arrow to the left of your newly created and configured account name.
29. Click on Inbox under your new account name. This will take you to your Inbox.
30. A popup box will appear with a text box to **Enter your password**. Enter your password in the box.
31. It is recommended that you leave the **Remember Password** box unchecked. If you check the box, anyone with access to your PC can access your mail.
32. Click **OK**.
33. From the toolbar, click on the **Get Msg** icon to get your new messages.

Congratulations! You have completed your setup for Netscape 6.

Modify your settings for the new email system (POP)

1. Open **Netscape 6**.
2. From the toolbar, select **Tasks**, choose **Mail & Newsgroups**.
3. Click **on your account name**. This will show your **Account Settings** on the right hand side of the screen.
4. Under Accounts, click **View settings for this account**.
5. On the left side of the window, click on **Server Settings** under the name of your account.
6. In the **Server Settings** section of the screen, place a check mark next to **Use secure connection (SSL)**.
7. Verify that the number in the **Port** text box is 995 (for POP).
8. Click **OK**.

Congratulations! You have completed updating your setup for POP using Netscape 6.

Modify your settings for the new email system (IMAP)

1. Open **Netscape 6**.
2. From the toolbar, select **Tasks**, choose **Mail & Newsgroups**.
3. Click **on your account name**. This will show your **Account Settings** on the right hand side of the screen.
4. Under Accounts, click **View settings for this account**.
5. On the left side of the window, click on **Server Settings** under the name of your account.
6. In the **Server Settings** section of the screen, place a check mark next to **Use secure connection (SSL)**.
7. Verify that the number in the **Port** text box is **993** (for IMAP).
8. Click **OK**.

Congratulations! You have completed updating your setup for IMAP using Netscape 6.

QUESTIONS?

For questions on setting up Netscape 6 to retrieve your email, call the Assistance and Service Center (ASC) Help Desk at 410-706-HELP (4357) (weekdays, 8:00 a.m. - 5:00 p.m.) or send an e-mail to: help@umaryland.edu