

September 2008

Setting Up Netscape 7 to retrieve your myUMB Mail (IMAP)

Before you configure Netscape Mail, please decide whether you want to access your myUMB Mail email account using a POP3 or IMAP connection.

POP (POP3)	IMAP
Messages are downloaded to your computer.	Keeps your messages on the myUMB Mail server.
It's not necessary to stay connected while reading messages.	Must stay connected to the myUMB Mail 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 myUMB Mail 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 myUMB Mail server, which are then available from any location.
Once messages are downloaded to your computer, they are not longer accessible from other locations or myUMB Mail.	Since messages are stored on the myUMB Mail server, they are still accessible through other IMAP mail clients or myUMB Mail.

We recommend using an IMAP connection (on or off-campus) in order to ensure your mail is available from multiple locations. If you want to set up Netscape Mail using an POP3 connection, please use the document "Configuring Netscape 7 to retrieve myUMB Mail email (POP3)".

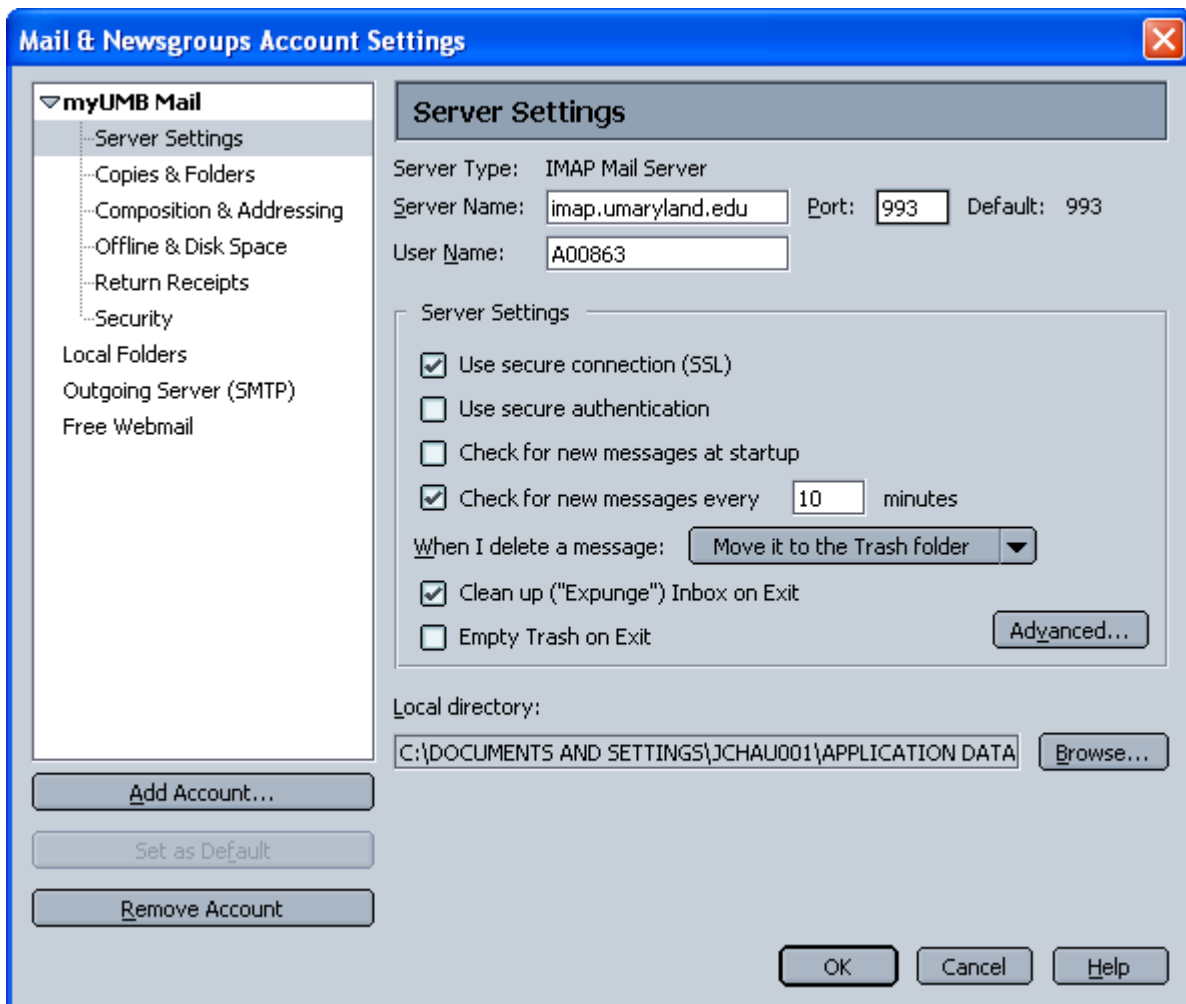
1. Open **Netscape 7** and click on the **Mail** icon on the toolbar.

If you get the **Account Wizard** pop up box, select **Email account**, click on the **Next** button and go to step 5 below.

2. Click on **Edit** and go to **Mail & Newsgroups Account Settings**.
3. Click on **Add Account** button.
4. Select **Email account** and click on the **Next** button.
5. Enter **Your Name** in the Name field.
6. Enter **Email Address** (example – auser001@umaryland.edu).
7. Click on the **Next** button.
8. Select the **IMAP** as the as the type of incoming server you are using (POP or IMAP).
9. Enter **imap.umaryland.edu** as your Incoming Server and click on the **Next** button.
10. For the "Incoming User Name" enter your **myUMB ID** and click on the **Next** button.
11. For the "Account Name" enter **myUMB Mail** and click on the **Next** button.
12. Verify the information that appears to ensure that your account information is correct. Click on the **Finish** button.

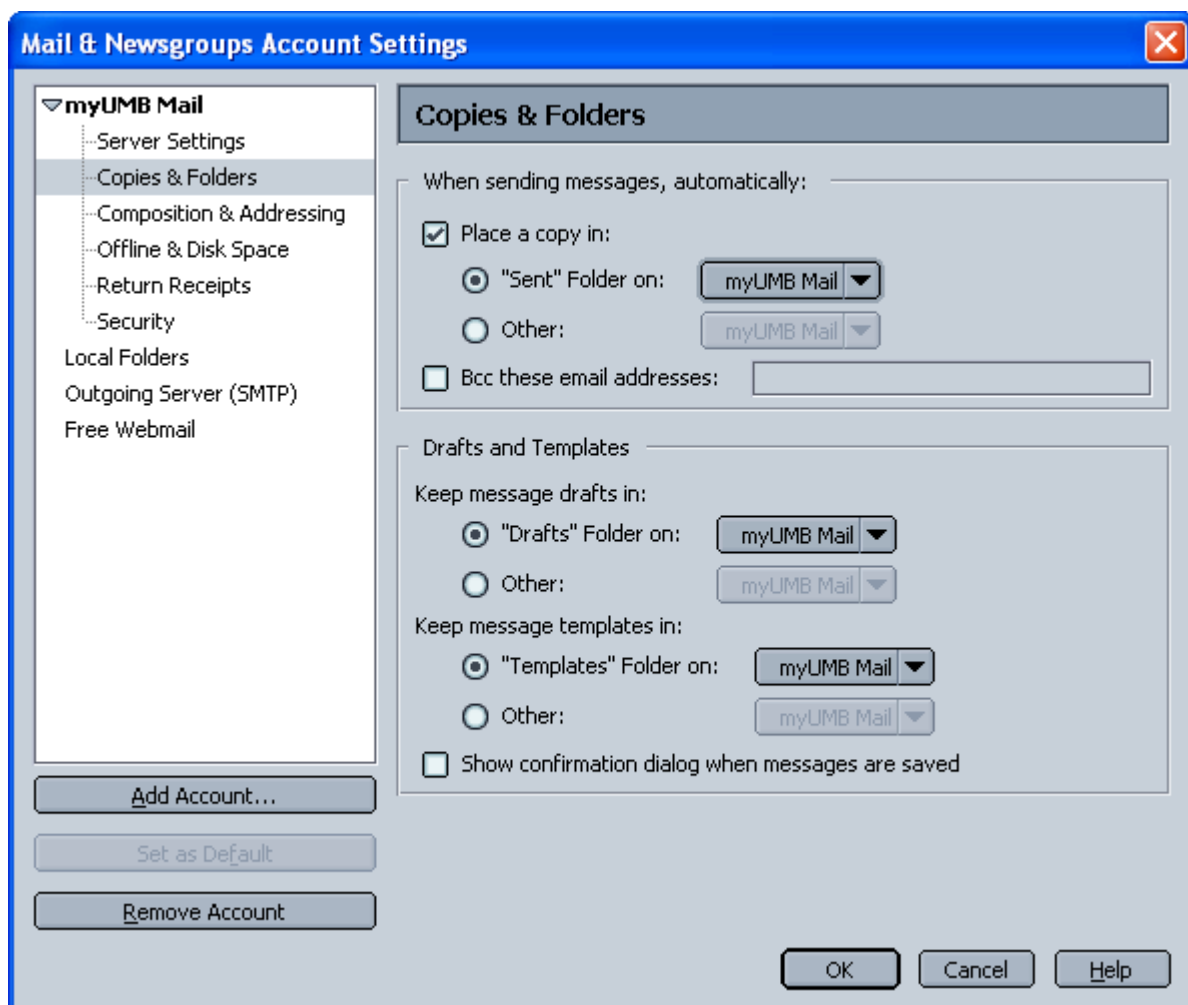
13. In the “Mail & Newsgroups Account Settings” window, select **Server Settings** and enter the following information

Field	Information Entered
Server Name	imap.umaryland.edu
Port	993
User Name	Your myUMB ID
Server Settings	Select “Use secure connection(SSL)” Optional: <ul style="list-style-type: none"> • Select “Check for new messages every 10 minutes” • Clean up (“Expunge”) Inbox on Exit • Empty Trash on Exit



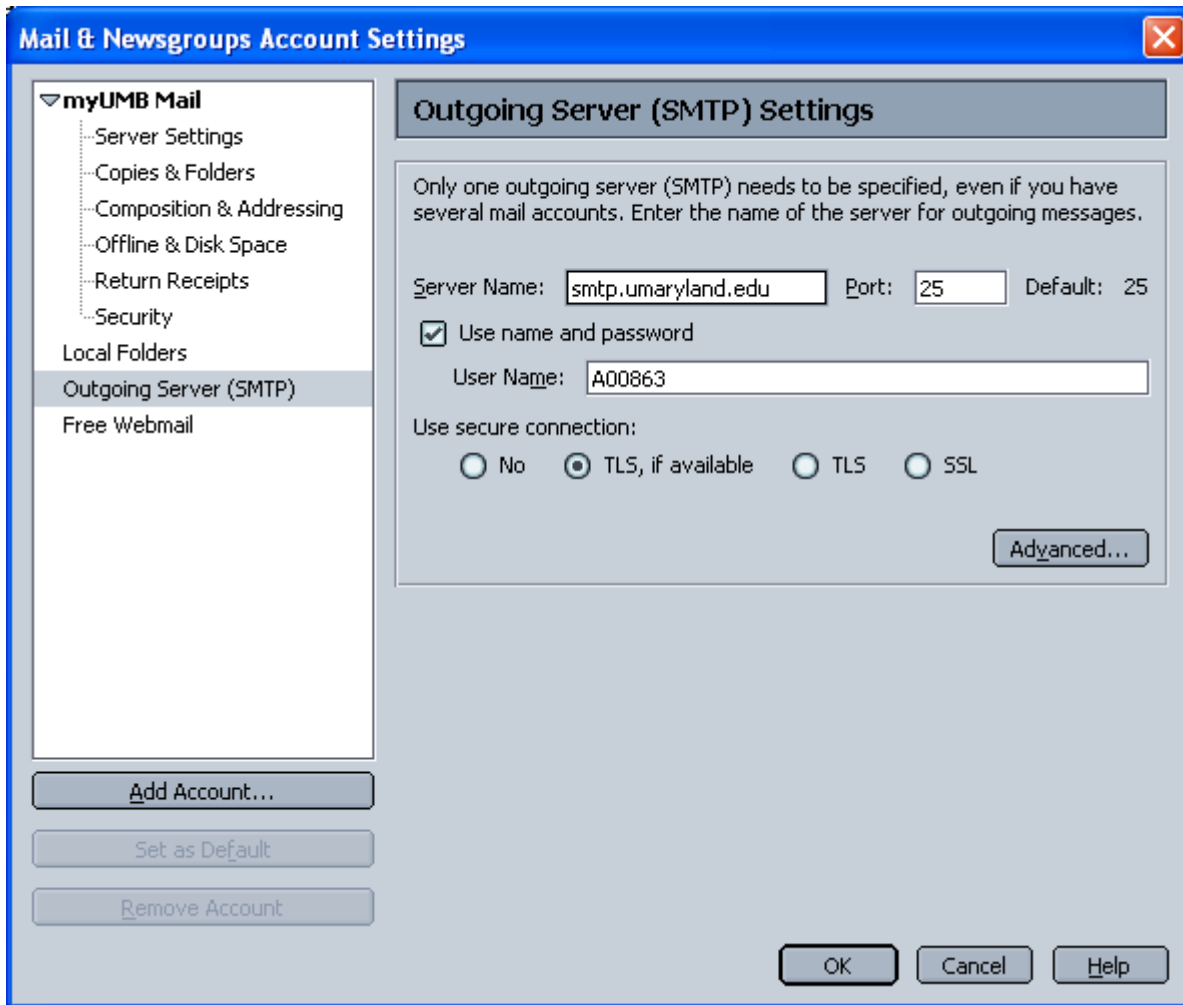
14. Select “Copies & Folders” and configure how your account will manage your sent and draft email messages:

Option	
“When sending messages, automatically”	<p>By default Netscape Mail saves sent messages on the myUMB Mail server.</p> <p>If you wish to save your sent items locally on your computer, use the drop-down menu to select that option</p>
“Drafts and Templates”	<p>By default Netscape Mail saves drafts and templates on the myUMB Mail server.</p> <p>If you wish to save your drafts and templates locally on your computer, use the drop-down menus to change where these messages are kept.</p>



15. Select “Outgoing Server (SMTP)” and enter the following information:

Field	Information Entered
Server Name	smtp.umaryland.edu
Port	25
User Name	Your myUMB ID
Use secure connection	TLS, if available



16. Click **OK** to close the account settings window.

17. Click on the **Get Msgs** button to retrieve your email from the myUMB Mail server.

18. When prompted, enter your myUMB password.

Congratulations! You have completed your setup for IMAP using Netscape 7.

Additional Information

Purging Email messages

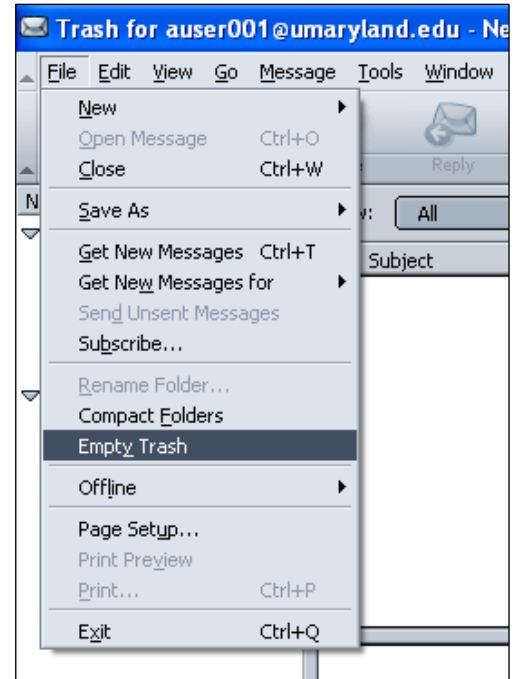
There are 2 steps to deleting email messages from Netscape Mail when using an IMAP connection: sending items to the trash folder in Netscape and then purging the deleted messages from the MyUMB Mail server.

After you delete messages in Netscape Mail remember to also empty your Trash Folder. To do this:

1. Click on **File**.
2. Select the option **Empty Trash**.

If you would like, in Step 13 you can also set the system to automatically empty the Trash folder when you exit Netscape Mail.

If you do not purge deleted items, your account may exceed the allotted amount of storage space for your account. You may lose the ability to send messages, receive new messages, or access your email account through myUMB Mail.



Questions?

For questions on setting up Netscape 7 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