
Configuring Netscape/Mozilla Mail for Your PhD E-Mail

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This tutorial explains how to use Netscape/Mozilla Mail to connect to your e-mail account at PhD Computing.

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1. Configuring Netscape/Mozilla Mail for E-Mail

1.1. Adding a New Mail Account to Mozilla Mail

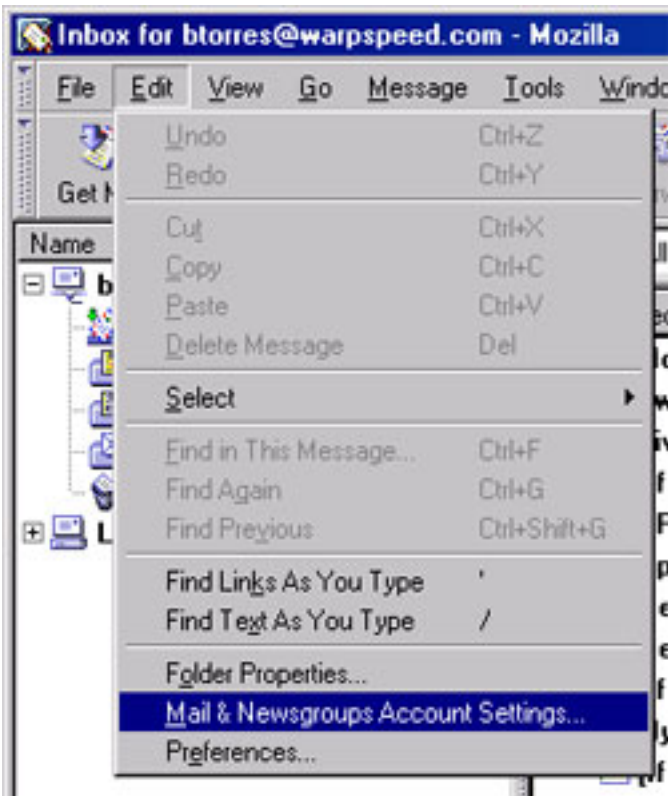


Important

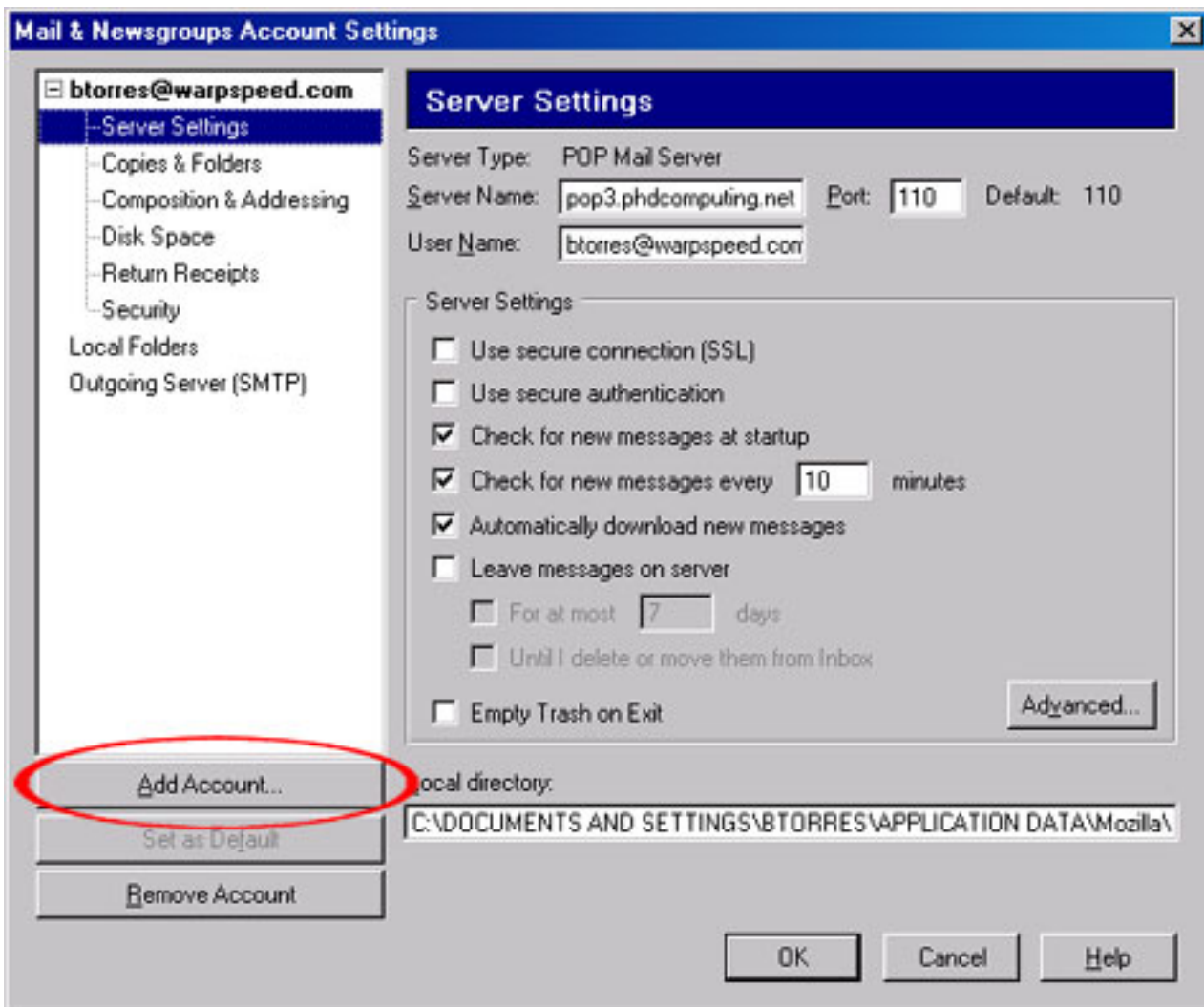
This tutorial was written using Mozilla Mail 1.6. This is the same program as the Mail program included in Netscape 6 and 7. Any references to "Mozilla Mail" in the text also apply to Netscape Mail. The Mail application included in Netscape 4 is different, and is not covered in this document.

If you have never configured Mozilla Mail for an e-mail account before, you can skip to the next section.

Once Mozilla Mail has started, and you are at the main screen, Choose the option Mail & Newsgroups Account Settings from the Edit menu.

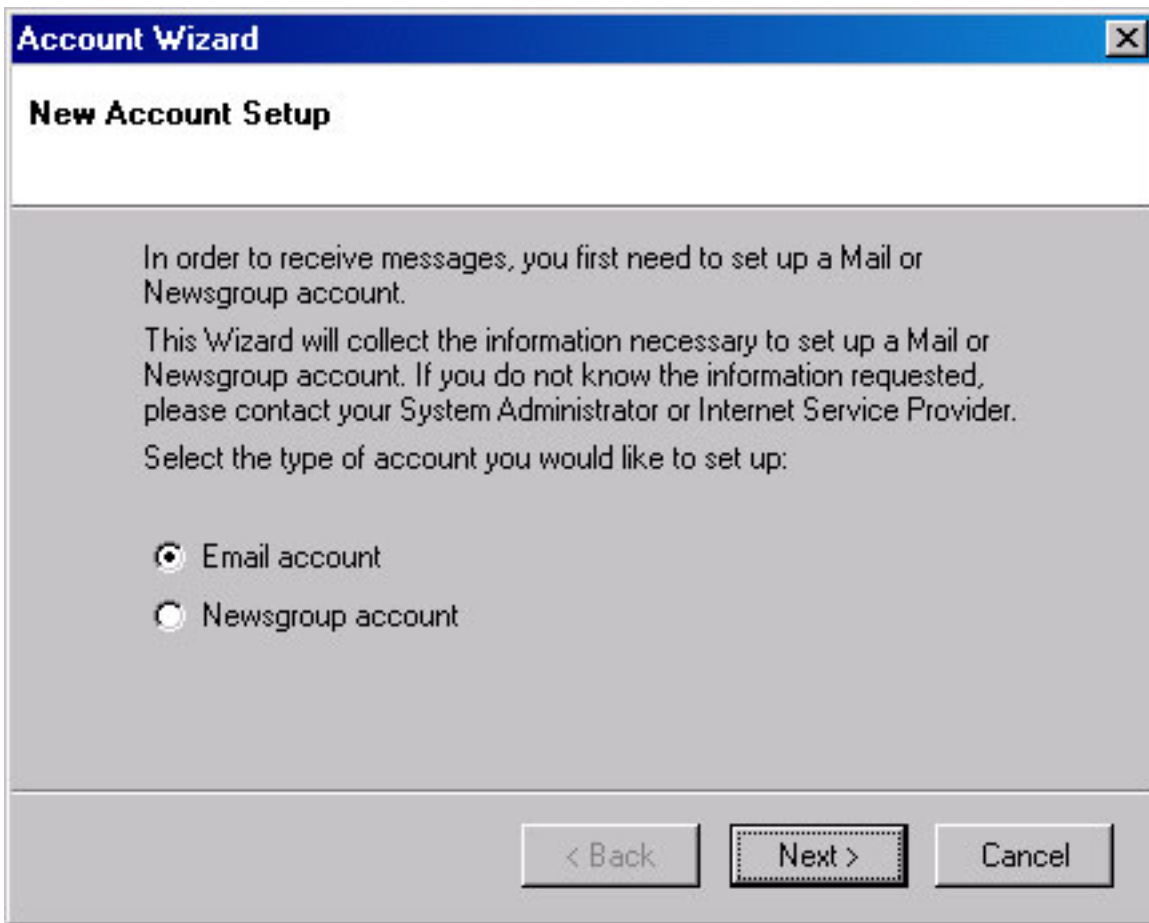


At the Window that appears, you will want to click the Add Account button at the bottom of the left side.



1.2. Adding Your E-Mail Account

The first screen you will see will ask if you want to add an e-mail or a newsgroup account. You will want to choose e-mail.



The next screen will ask for your name and e-mail address. To help avoid detection as spam, it is recommended that you do not use symbols such as "@" in your name.

Account Wizard [X]

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back **Next >** Cancel

You will now be asked to select the server type and enter the server names. You will want to select the POP3 type. Set the Incoming mail server as **pop3.phdcomputing.net** and the Outgoing mail server as **smtp.phdcomputing.net**.

Account Wizard

Server Information

Select the type of incoming server you are using.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

< Back Next > Cancel

Mozilla Mail will now ask you for your usernames for the servers. Enter your full e-mail address as the username.



Note

Your login name must be your full e-mail address or you will get login errors

The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The main heading is "User Names". Below this, there are two text input fields. The first field is labeled "Incoming User Name:" and contains the text "btorres@warpspeed.com". Above this field is a line of text: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." The second field is labeled "Outgoing User Name:" and also contains "btorres@warpspeed.com". Above this field is a line of text: "Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name)." At the bottom of the window, there are three buttons: "< Back", "Next >" (which is highlighted with a dashed border), and "Cancel".

The next screen allows you to set a friendly name for your account. By default, the account name is the same as your e-mail address, but you can change it to be more descriptive or appropriate.

Account Wizard

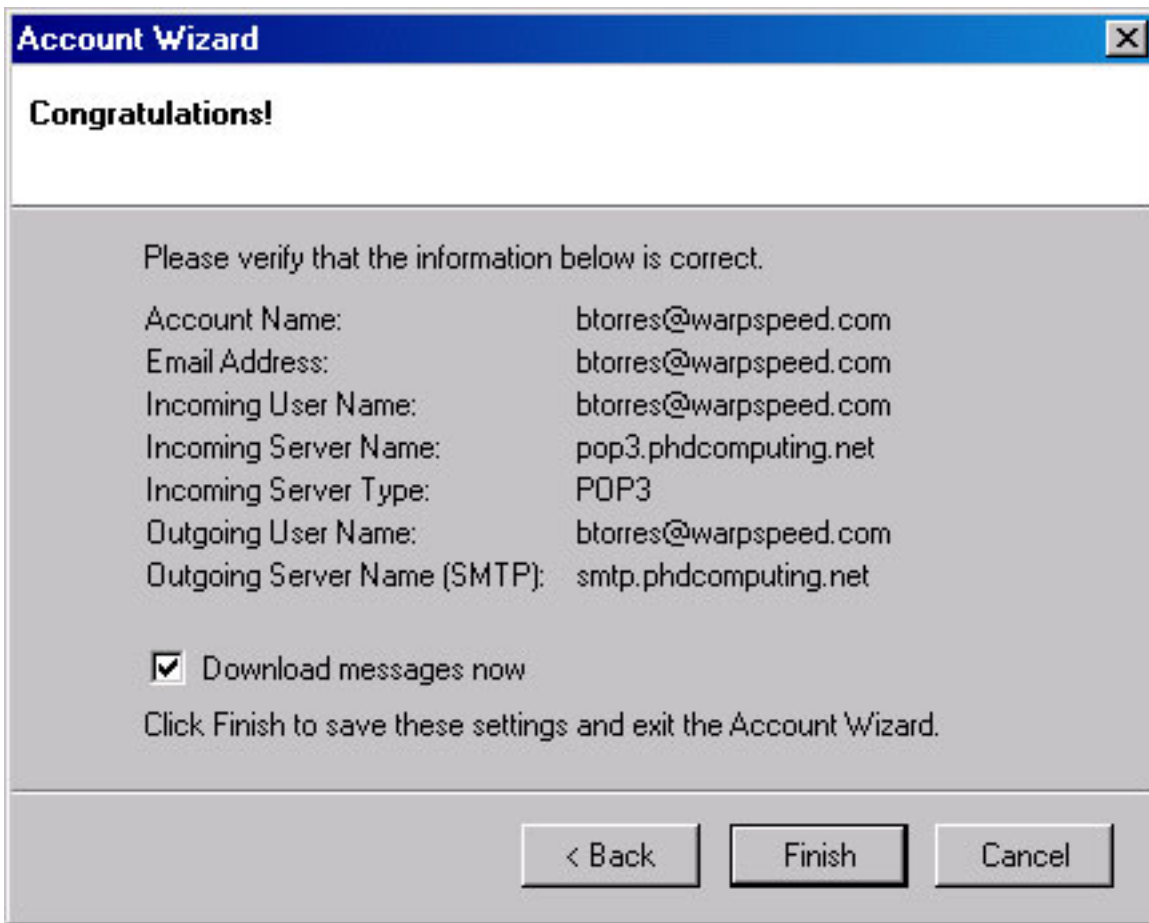
Account Name

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:

< Back Next > Cancel

The last screen shows you a summary of what you entered. Be sure to review it to ensure that you entered all the information correctly.



2. Connecting to the E-Mail Server

Every time you start Mozilla Mail, it connects to the mail server, and you will need to provide your password. The username you entered when you set up your account will automatically be entered in the username field.



Note

It is recommended that you do not check the box to use Password Manager to remember the password. This is an extra security precaution. If you are not concerned about your e-mail security, you can check the box, be aware that it allows anyone who sits at your computer to access your e-mail.

