

Netscape 6.x Setup

New Account Setup

The first time you open the Netscape 6.0 mail client under Tasks -> Mail and Newsgroups the below wizard will open. Select ISP or email provider and then click on "Next". If this wizard does not start you can skip to the section for [Checking Account Settings](#) and then change the settings to match or click on the [New Account](#) button.

Enter **your** name in the "Your Name" box. You can enter your name any way that you would like such as John Doe, John and Mary Doe or The Doe Family. In the "Email Address" box type the email address that we sent you.



The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The window has a blue header bar. Below the header, the title "Identity" is displayed. The main content area contains the following text: "Each account can have its own identity, which is the information that identifies you to others when they receive your messages." followed by "Enter the name you would like to appear in the 'From' field of your outgoing messages. (For example, 'John Smith')". Below this is a text input field labeled "Your Name:" containing the placeholder text "your name". The next section contains the text: "Enter your email address. This is the address others will use to send email to you. (For example, 'example@netscape.net')". Below this is a text input field labeled "Email Address:" containing the placeholder text "yourusername@carr.org". At the bottom of the window, there are four buttons: "Cancel", "Back", "Next", and "Finish".

The next screen is for entering your server information. Enter the information exactly as it is in the below box.



The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. Below the title bar is a header "Server Information". The main area contains two sections:

- Incoming Server**: A section with a title "Incoming Server" and a description "Select the type of incoming server you are using." It includes a "Server Type:" label and a dropdown menu currently set to "POP Mail Server". Below this is a text box labeled "Server Name:" containing the text "ccplmail.carr.org".
- Outgoing (SMTP) Server**: A section with a title "Outgoing (SMTP) Server" and a description "Enter the name of your outgoing (SMTP) server. (For example, 'smtp.netscape.net')". It includes a text box labeled "Server Name:" containing the text "ccplmail.carr.org".

At the bottom of the dialog are four buttons: "Cancel", "Back", "Next", and "Finish".

The next screen should already have your email address entered in the User Name box. If not, enter the email address/logon name that we sent you.

Account Wizard [Close]

User Name

Enter the user name given to you by your email provider. (For example, "jsmith")

User Name:

Cancel ◀ Back ▶ Next Finish

This screenshot shows the 'User Name' step of the 'Account Wizard' dialog box. The title bar is blue with the text 'Account Wizard' and a close button. Below the title bar is a dark grey header with the text 'User Name'. The main area is light blue and contains instructions: 'Enter the user name given to you by your email provider. (For example, "jsmith")'. Below this is a text input field labeled 'User Name:' containing the text 'yourusername@carr.org'. At the bottom, there are four buttons: 'Cancel', '◀ Back', '▶ Next', and 'Finish'.

The next screen will have your account name set to your email address. That is fine and can be left as is.

Account Wizard [Close]

Account Name

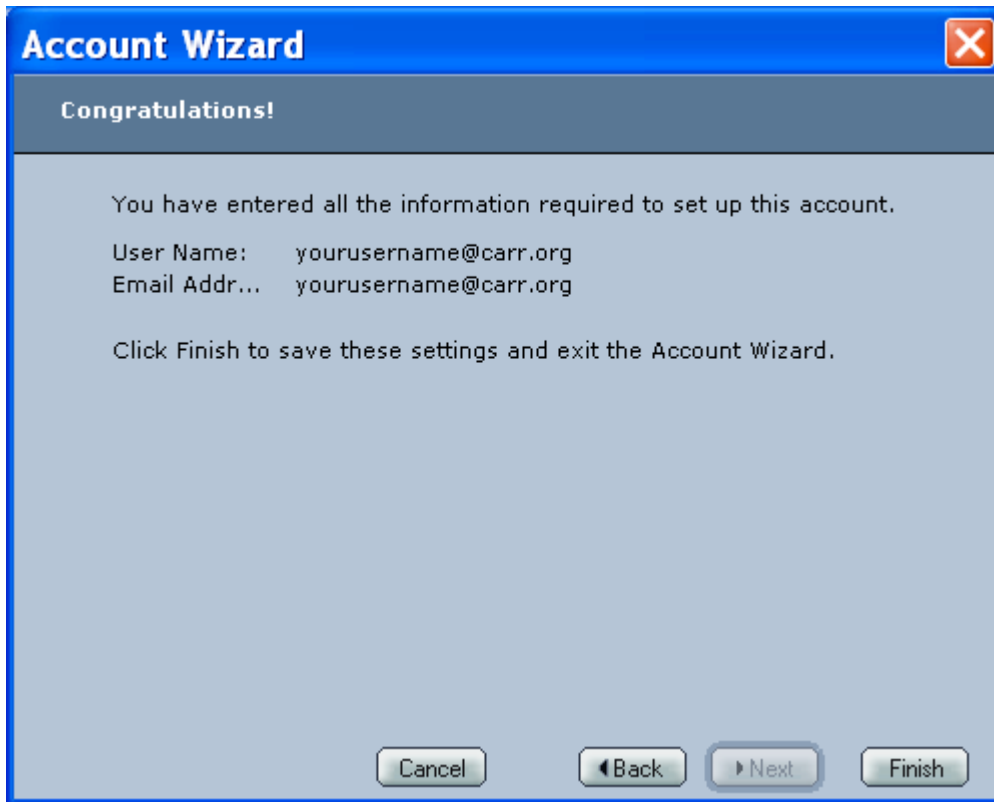
Enter the name by which you would like to refer to this account. (For example, "Work Account", "Home Account" or "News Account")

Account Name:

Cancel ◀ Back ▶ Next Finish

This screenshot shows the 'Account Name' step of the 'Account Wizard' dialog box. The title bar is blue with the text 'Account Wizard' and a close button. Below the title bar is a dark grey header with the text 'Account Name'. The main area is light blue and contains instructions: '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 'yourusername@carr.org'. At the bottom, there are four buttons: 'Cancel', '◀ Back', '▶ Next', and 'Finish'.

Review the account information and if everything is correct hit finish.



The first time you check your email the below password box will open. Enter the password that we sent you. **The password and usernames are case sensitive.** If you check the box that says use password manager to remember this password you will not be prompted for the password again.

Check Settings

To check your existing settings or to setup a new account go to Edit -> Mail and Newsgroups account settings.

The first box that opens will have your user information entered. It should match the screen below with the information that we sent you.

Account Settings

yourusername@carr.org
Server
Copies and Folders
Local Folders
Outgoing (SMTP) Server

Account Settings

The following information is needed before you can send mail. If you do not know the information requested, please contact your system administrator or Internet Service Provider.

Account Name: yourusername@carr.org

Identity

Each account can have its own identity, which is the information that other people see when they read your messages.

Your Name: Your Name

Email Address: yourusername@carr.org

Reply-to Address:

Organization:

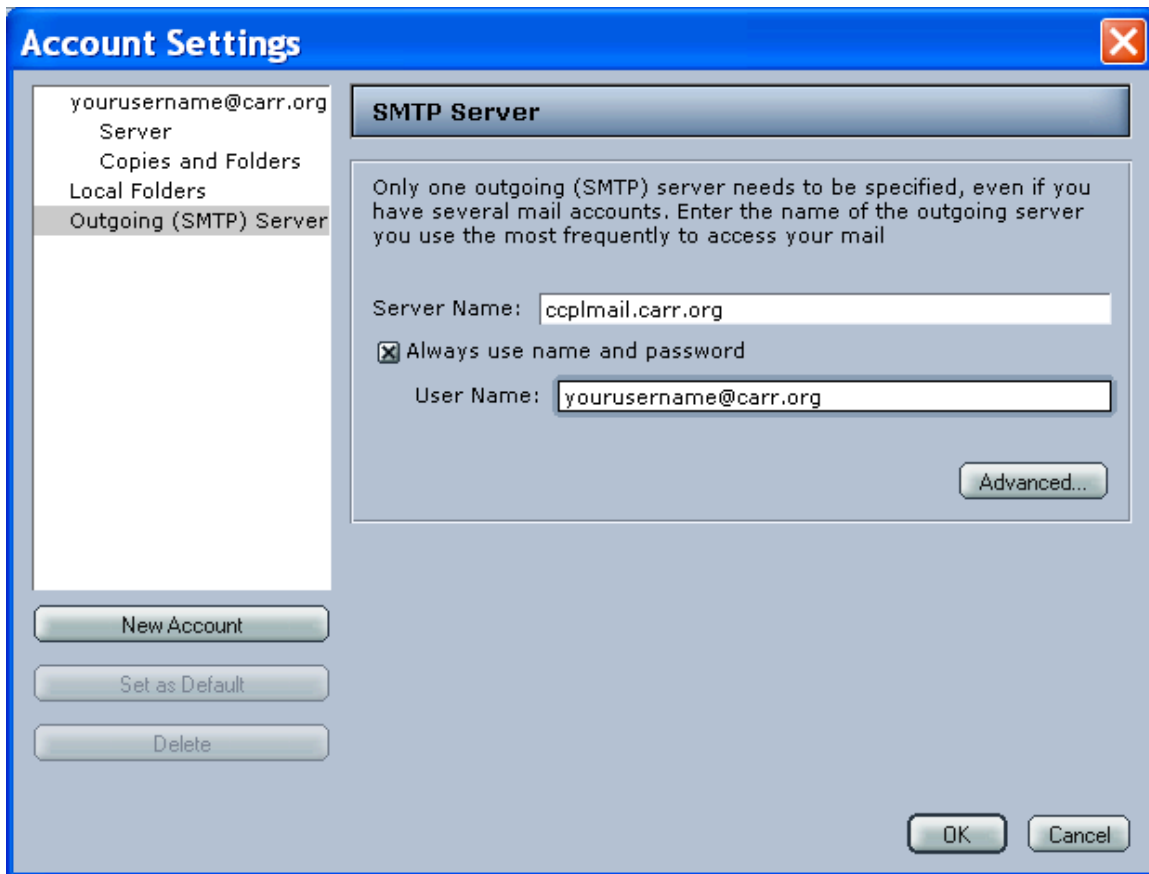
Attach this signature:

Choose...

Compose messages using HTML

OK Cancel

Click on the Server Settings entry on the left and then compare it to the below screen. The server name should be **ccplmail.carr.org** and the Username should be the email address (yourusername@carr.org)



The other settings can be set to suit your preferences except for Use secure connection (SSL), which should NOT be checked.