

## Configuring Netscape 7.0 Mail Client at home

Open Netscape. Choose the menu *Window/Mail & Newsgroups*.

If this is the first time you have opened Mail, the “Account Wizard” will launch. If it doesn’t launch, choose *Edit/Mail & Newsgroup Account Settings* and click on the *Add Account...* button at the bottom of the left pane of the window.

In the “*Account Wizard*”:

At the first window (*New Account Setup*), select “*Email account*”. Click on *Next*>

At the next window (*Identity*), in the *Your Name:* field, type in your full name. Type your Bowdoin email address in the *Email Address:* field. Click on *Next*>

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At the next window, (*Server Information*), select **IMAP**. **Do NOT select POP!!!!** Next to the *Incoming Server:* field, type: *imap.bowdoin.edu*. Click on *Next*>  
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At the next window, (*User Name*), type in your Bowdoin username. Click on *Next*>

At the next window, (*Account Name*), type in “Bowdoin Mail Account” or something similar. Click on *Next*>

At the next window, double check that you have followed the directions above carefully. Be sure that the “*Incoming Server Type*” is **IMAP**. If any of the information is wrong, please click on the <*Back* button until you reach the screen that allows you to make changes. When all the information is correct, click on *Finish*.

You may be asked “*Do you want to use Netscape 7.0 as the default Mail Application?*”. Answer “*Yes*”.

At this point, you may be asked to log in. Use your regular Bowdoin email password. Once you have logged in, you will see your Bowdoin Inbox and other folders.

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***To further configure your account***, choose *Edit/Mail & Newsgroup Account Settings*.

You can click on your account name in the left pane of the window and customize your email in a variety of ways. Most of the options depend on your personal preference and are fairly intuitive to configure. Ideally, you should set these the same way you have them at your office desktop computer.

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The following configuration is essential or you won’t be able to send mail:  
On the left pane of the “*Mail & Newsgroups Account Settings*”, select “*Outgoing Server (SMTP)*”.

On the right pane, next to *Server Name:* type in the Outgoing Server Address of your Internet Service Provider (ISP), e.g. *smtp.gwi.net*

Type in your username next to the “*User Name:*” field if it is not already there.

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### **Directions for setting up your account so that you can use the Bowdoin College Address Book:**

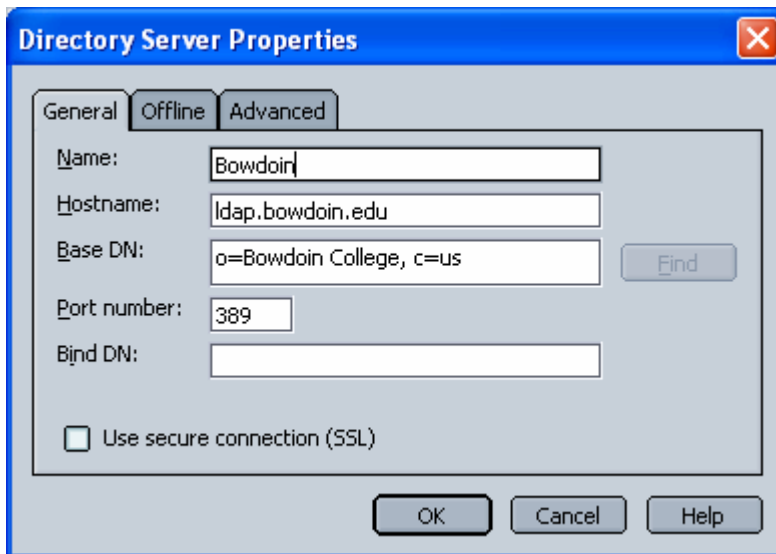
In the *Mail & Newsgroup Account Settings* window, click on *Addressing*.

Select “Use a different LDAP server:”, then select *Edit Directories...*

Click on the *Add* button

At the “*Directory Server Properties*” window, type in the following information.

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The screenshot shows a dialog box titled "Directory Server Properties" with three tabs: "General", "Offline", and "Advanced". The "General" tab is active. It contains several input fields: "Name:" with "Bowdoin", "Hostname:" with "ldap.bowdoin.edu", "Base DN:" with "o=Bowdoin College, c=us", "Port number:" with "389", and "Bind DN:" which is empty. A "Find" button is located to the right of the "Base DN:" field. Below these fields is a checkbox labeled "Use secure connection (SSL)" which is unchecked. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Click on *OK*. At the next window, click on *OK* again.

Back at the *Addressing* window, you can now select “Bowdoin” from the pull down menu next to “*Use a different LDAP server*”.

Click on *OK* to close the settings window.

Next, choose *Edit/Preferences*.

In the left pane of the *Preferences* window, select *Mail & Newsgroups/Addressing*.

In the right pane, bottom section (*Address Autocompletion*), select “Local Address Books” and “Directory Server:”. You may have to select “Bowdoin” in the pull-down menu to the right of the option.

Click on *OK* to close the *Preferences* window.

Now you should be able to access all your Bowdoin mail, send out new messages and have access to the Bowdoin College directory. Please check each of these functions to make sure all configurations worked.