

## How can I be notified when mail is delivered in Netscape 7?

### For Windows:

1. With Netscape Messenger open, click once on “**Edit**”.
2. Click once on “**Preferences**”.
3. Click once on “**Mail and Newsgroups**”.
4. About half way down the window there is a box that reads “**When a new mail message arrives, play a sound**”. Click in the box to place a check mark in it.
5. If have speakers, your computer you will hear a sound when a new message arrives.
6. Half way down the window there is a box that reads “**When a new mail message arrives, show an alert**”. Click in the box to place a check mark in it.
7. When you receive a new message a little box will pop up at the bottom right of your computer screen that reads “**...(username) has 1 new message**”.

### For Macintosh:

1. Click once on the “**Apple**” located in the upper left hand corner of the menu bar.
2. Click once on “**Control Panel**”.
3. Click once on “**Internet**”. If you do not see Internet, please call the Help Desk at x 3030.
4. In the Internet window, click the “**E-mail**” tab at the top.
5. Near the bottom of the resulting window you will see a line that reads “**Email Notification**”.
6. Click in the box next to “**Display Dialog**”.
7. Click in the box next to “**Play Sound**”. In the drop down list next to the box select the sound you wish to hear when getting new mail.
8. Close the window.
9. You may see a message that asks you “**Do you want to save changes to the Internet Set “Untitled” before closing it?**” Click on “**Save**”.
8. When you receive a new message a little box will pop up at the bottom right of your computer screen that reads “**(username) has 1 new message**”. You will also hear a sound, if you have speakers.

