

Academic Computing Services

# Quick Study

◆ HELPFUL HINTS FOR THE RENSSELAER COMPUTING COMMUNITY ◆

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Quick Study #5

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## Using Netscape Mail on Your PC

These instructions are for using Netscape Messenger, the mail portion of the Netscape Communicator Web browser program, on your personal computer.

### Installing the Software on Your Personal Computer

If you're a PC user who's currently running another web browser, you can use your current browser to download the software. (Please refer to the webpage located at <http://www.netscape.com> for how-to information.) **Note:** If you are connected through an alternate ISP, you will not be able to send mail outside the rpi.edu domain using the mail.rpi.edu SMTP server. Please contact your ISP for the appropriate SMTP server information.

### Starting Netscape Messenger

To start up Netscape Messenger on your PC, first double-click the **Netscape Communicator** icon on your desktop to open the program, then click on the mailbox icon on the component bar, *or* select the **Messenger** option from the **Communicator** menu. Alternatively, you may start Messenger by opening the **Start** menu, and then selecting the **Programs, Netscape Communicator, and Netscape Messenger** menu options.

Regardless of how you start Messenger, you will be running the same application, and will end up in the same window.

### Setting Your Mail Options

Before you can send or receive mail, you will need to provide Netscape Messenger with the appropriate mail setup options. To do this, pull down the **Edit** menu and select the **Preferences...** menu option. A Preferences window will appear. Select the **Mail & Newsgroups** option in the Category: field, then select the **Identity** option. Enter your full name (for example, Mary Jones) in the Your name: field, then enter your e-mail address in the Email address: field (for example, [jonesm@rpi.edu](mailto:jonesm@rpi.edu)).

Next, click on the **Mail Servers** option listed in the Category field. Enter **mail.rpi.edu** in the Outgoing mail (SMTP) server field. Next, click on the **Edit...** button to edit the Incoming Mail Servers listed in the window. A separate Mail Server Properties window will appear. Click on the **General** tab, and enter **mail.rpi.edu** in the Server Name: field. Make sure that the Server Type is **POP3 Server**. Finally, enter your RCS userID (for example, jonesm) in the User Name: field.

Next, click on the **POP** tab. Select both the **Leave messages on server** and **When deleting a message locally, remove it from the server** options. (The **Leave messages on server** option allows you to pick up your e-mail from multiple computers.)

### Formatting Netscape to Send Mail as Plain Text

It is often a good idea to compose and send your mail messages in plain text because some users' mail programs cannot read files such as Word documents, HTML files, etc. To do this:

1. Start Netscape Messenger if you have not already done so. From the window that appears, open the **Edit** menu and select the **Preferences...** option.
2. In the Preferences window that appears, click on the **Mail & Newsgroups** option in the Category: field, then on the **Messages** option.
3. Click on the small drop-down arrow that appears to the right of the By default, forward messages: field and select the **Inline** option. (You should consider doing this simply because some users' mail programs are unable to open and read attachments.)
4. Next, click on the **Formatting** option in the Category: field of the Preferences window.
5. At the top of the resulting window, select the **Use the plain text editor to compose messages** option; at the bottom of the window, select the **Send the message in plain text and HTML (uses more disk space)** option.
6. When you have finished editing your Netscape mail preferences, click on the **OK** button.

### **Working with Messenger's Basic Functions**

**Retrieving New Mail.** To retrieve new mail from the server, left-click on the **Get Msg** icon. Messenger will ask you to authenticate your userID, if you have not done so already; use your RCS userID and password to authenticate your access.

**Reading Mail.** To read any mail (new or old), left-click on the header of the message you want to read. This will open the message in the text area below the message listing.

**Creating and Posting New Mail Messages.** To create and post new messages, left-click on the **New Msg** icon. This will activate the Composition window. Enter the e-mail address(es) of the desired recipient(s) in the **To:** field. (Please note that if you are sending mail in the RPI domain (rpi.edu), you do not need to enter the domain as part of the e-mail address. However, if you are sending mail outside of the RPI domain, you must enter the complete address, including the domain - e.g., doej@aol.com.) Click the **Send** icon to send the message. Messenger will save your outgoing mail in your Sent mailbox, which you can view by opening the pull-down menu next to Inbox and selecting the **Sent** option.

**Replying to Mail.** To reply to a message while reading it, left-click on the **Reply** icon. Messenger will give you an option to reply only to the original sender (**Reply to Sender**), or to everyone who received a copy of the message (**Reply to Sender and All Recipients**). Once you make a selection, the Composition window will appear. Messenger will complete the reply e-mail address(es) for you, as well as append the text of the original message. Messenger will also automatically save your replies in the Sent mailbox.

**Forwarding Mail.** After you read a message, you may forward it to other users by clicking on the **Forward** icon. A Composition window will open; enter the e-mail address(es) of the message's intended recipient(s). If you want to send a carbon copy (cc) or blind carbon copy (bcc) of the message to another e-mail address, you can click on the small drop-down arrow to the right of the **To:** field, and then select either the **Cc:** or **Bcc:** option. If you wish, you may add your own personal message to the mail you're forwarding; note that the original forwarded message will also appear in the text field.