Configuring Netscape 7.x for Windows

This document details configuration specific to accessing mail stored on sumail.suffolk.edu in Netscape 7.2 for Windows.

Setting Up a New Account

Before you can use Netscape, you must configure it to access your Suffolk University email account. The steps below will help you to configure Netscape:

- Double-click on the Netscape icon. Netscape will start.
- From the Window menu, select Mail & Newsgroups.

If Netscape 7 was never installed or used, the Account Wizard will start. If an account has been created before, please read the section Adding an Account to create a new account.

The Account Wizard Setup

- In the New Account Setup window, select Email Account or ISP or email provider depending on your version of Netscape and click on Next.
• For Your Name, enter your **full name**.
• In the Email Address field, enter your **e-mail address**.

**Your e-mail address should be in the format:** username@suffolk.edu

• Click on the Next button.

• For the **Server Type**, select **IMAP**.
• For the **Incoming Server**, enter the following server for the Server Name: sumail.suffolk.edu
• For the **Outgoing Server**, enter the following server the Server Name: sumail.suffolk.edu.
• For your **User Name**, enter your UNIX username. This should be the same as your e-mail address, **without the "@suffolk.edu" suffix.**

  (For example, if your e-mail address is semploye@suffolk.edu, your username is semploye)

• **Click** on the **Next** button.

• In the **Account Name** field, enter a name for this account Example: semploye@suffolk.edu, and click on Next.
• **Click** on **Finish**. The Mail window will open.

• From the **Edit menu**, select **Mail & News groups Account Settings**.

• On the left side of the window, select **Server Settings** under the account name you provided earlier (e.g. Suffolk E-mail).

  - **Under** When I delete a message, select **Move it to the Trash folder**.
  - Select Clean up ("Expunge") Inbox on Exit.
  - Select Empty Trash on Exit.
  - **Click** on the Advanced... button.
Uncheck the option to Show only subscribed folders. This will allow you to use any folders which you have previously established.

Click on the OK button.

Click OK again to Exit the options window.

You must now quit Netscape and start the program again for the changes to take effect.

Adding an Account

If you already have an e-mail account on Netscape or have created an account before, follow these instructions to add an account:

1. From the Edit menu, select Mail & Newsgroups Account Settings.
2. Click on the New Account button.

The New Account Wizard will pop up. Follow the instructions under the section "The Account Wizard Setup" to set up a new account.