

# E-Mail Use

## Tutorial Netscape Messenger

Netscape Messenger is a free e-mail client that allows you to check your Popmail accounts. Messenger is included free with the Netscape Communicator suite of software. Not only is Messenger free, but it is easy to use in both Windows and Mac environments. The screen shots included with this tutorial were taken in a Windows environment. If the tasks or commands are different in a Mac environment, this is noted.

In this tutorial, you will learn to:

[Open Netscape Messenger](#)

[Set up Netscape Messenger with your e-mail preferences](#)

[Read an e-mail](#)

[Compose an e-mail](#)

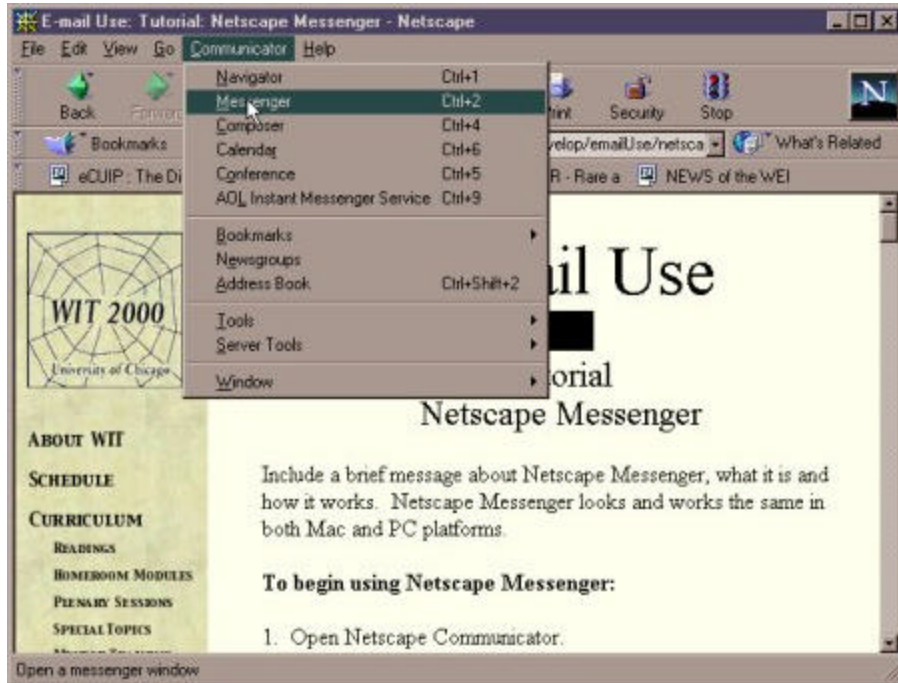
[Reply to an e-mail](#)

[Forward an e-mail](#)

[Print, delete, or attach a document to an e-mail](#)

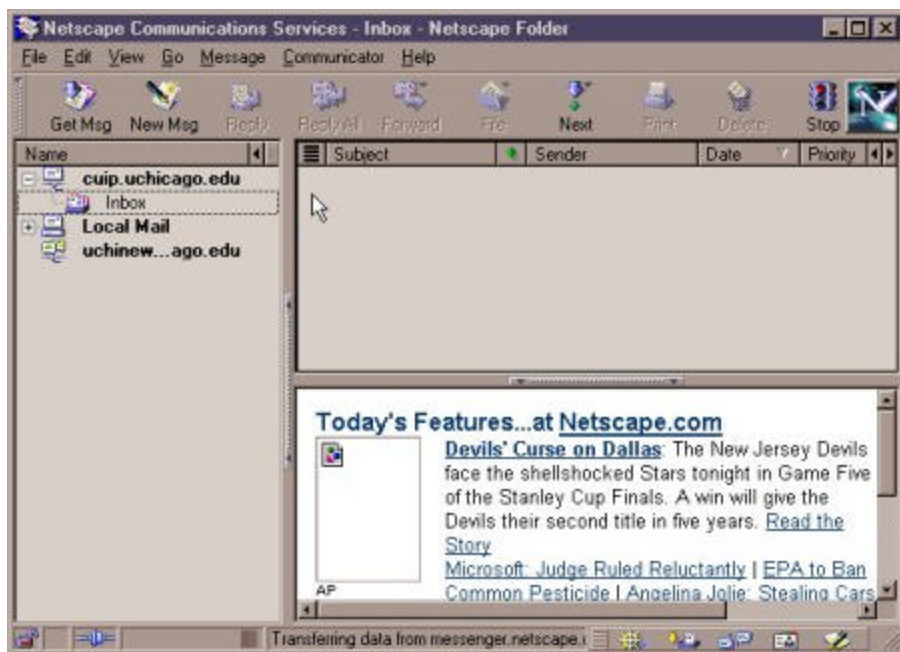
### **To begin using Netscape Messenger:**

1. Open Netscape Communicator.
2. Once Communicator is open, select **Communicator** from the options menu at the top of the screen. (To select an option, highlight the desired by option by pointing to it with the mouse pointer. Once it is highlighted, click once.)
3. Select **Messenger** from the drop down menu.



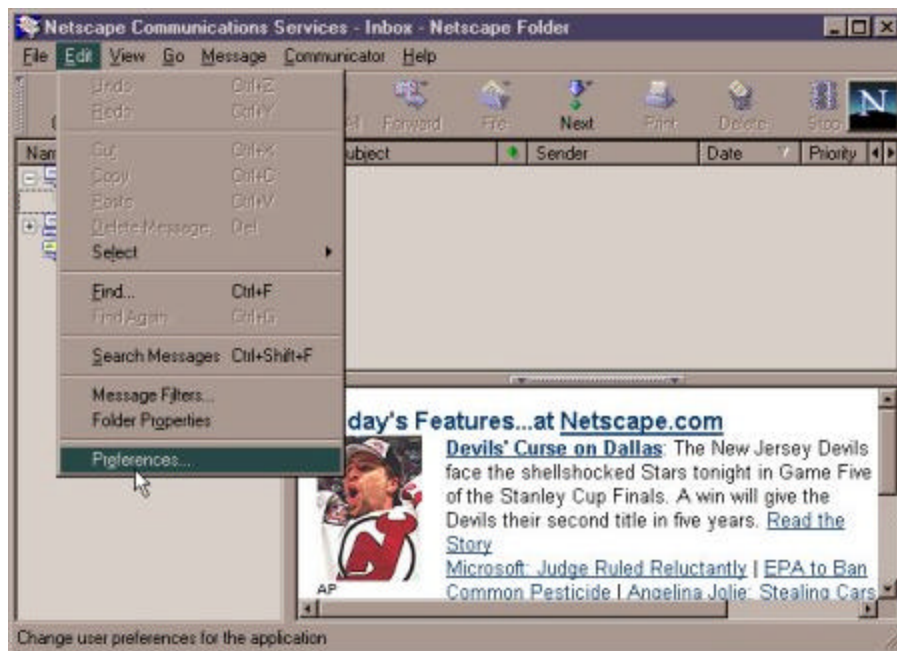
**Shortcuts:** On a PC, pressing the <Ctrl> button on your keyboard and 2 at the same time will open Messenger once Communicator is open. Similarly, <Open Apple 2> will open Messenger on a Mac.

4. A window titled "Inbox" will open.



## Setting your preferences:

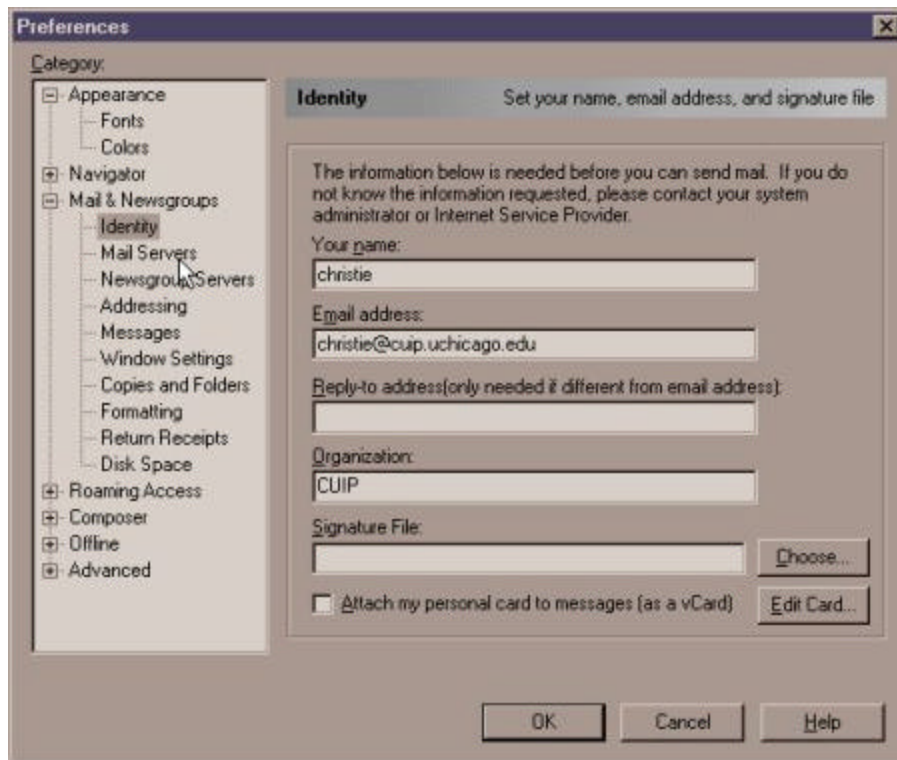
1. Before you can send and receive e-mail, you must set your preferences. Select **Edit** from the options menu.
2. Select **Preferences** from the drop down menu.



Preferences is where you customize all aspects of Netscape Communicator. If Messenger is your active window, then "Mail and Newsgroup Preferences" will automatically be selected. If it is not, then select "Mail and Newsgroup Preferences" from the category menu on the left side of the window.

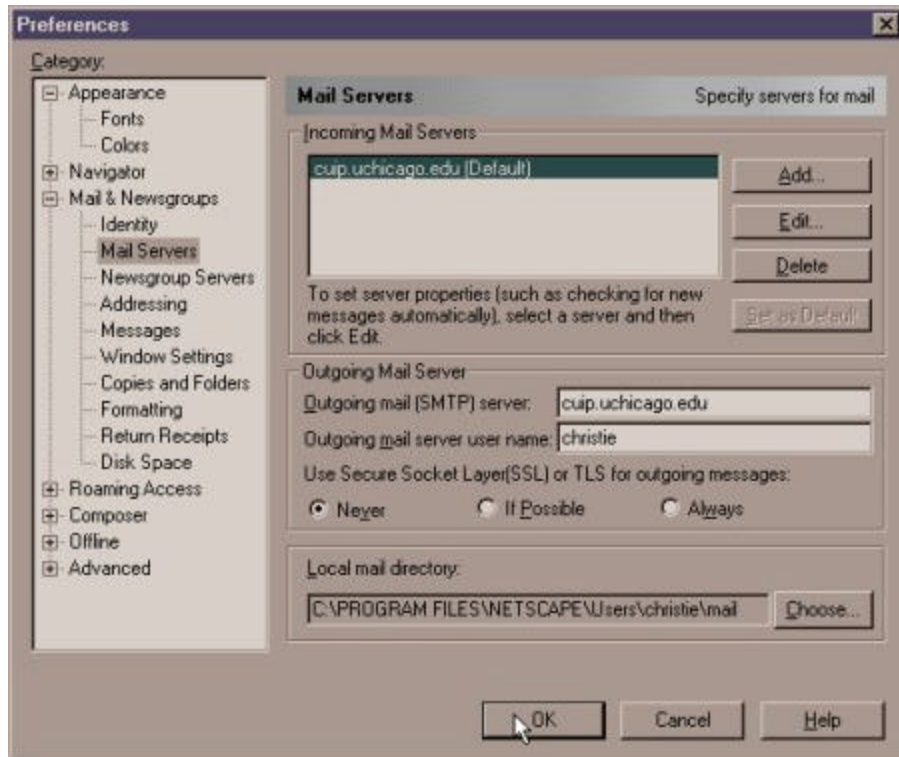
3. Select **Identity** from the **Mail and Newsgroups** category menu. The correlating information fields will appear in the window on the right.
4. Enter your first and last name, or how you would like your name to appear on your e-mails, in the **Your Name** field.
5. Enter your e-mail address in the **E-mail Address** field. Your e-mail address is \_\_\_\_\_@cuip.uchicago.edu.
6. Enter your e-mail address again in the **Reply-to address** field. This is necessary only if the reply-to address is different from the e-mail address in the above field.

7. You may also enter the organization with which you are affiliated in the **Organization** field. For instance, Chicago Public Schools.

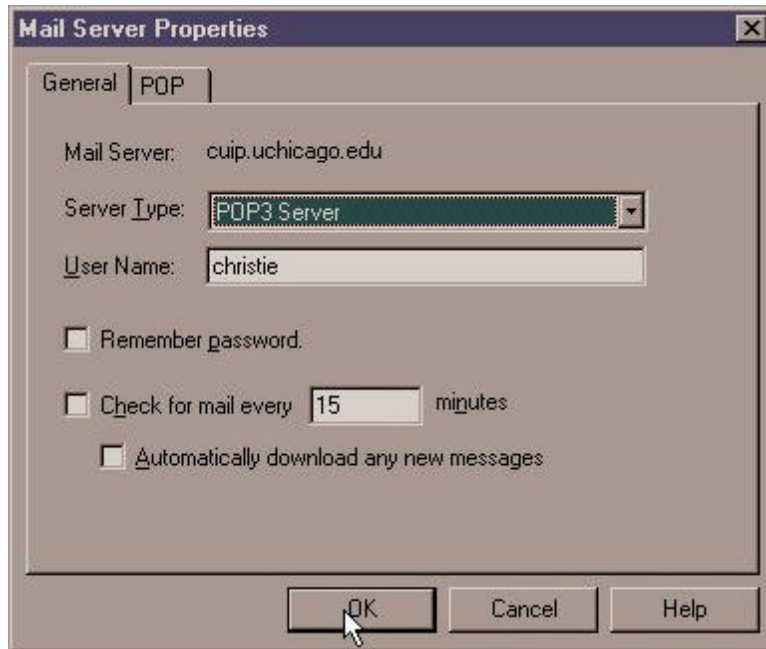


8. Select **Mail Servers** from the **Mail and Newsgroups** category menu.

9. Add your **Incoming Mail Server** by clicking on the **Add** button to the right of the window.



(A box may appear that reads: "You can have multiple mail servers if they are IMAP servers. You are currently using a pop server." If this happens, click on **OK**. You must first delete the existing mail server before adding a new one. To do this, click on the mail server currently listed in the **Incoming Mail Servers** dialog box. Once it is highlighted, click on the **Delete** button to the right of the window. Then click again on the **Add** button.)



A new window titled **Mail Server Properties**.

10. Enter "cuip.uchicago.edu" in the **Server Name** field.
11. If it is not already input for you, enter "POP" in the **Server Type** field.
12. Enter the part of your e-mail address before "@cuip.uchicago.edu" in the **User Name** field.
13. As a precaution, you should not select (check) **Remember password** on a computer that is being used by people other than yourself. If you do this, others may be able to access your e-mail.
14. Select the **Pop** tab in the **Mail Servers Properties** window.
15. Select **Leave messages on server** by clicking once in the box to the left.
16. Click on the **OK** button in the bottom of the **Mail Server Properties** window.
17. Enter "cuip.uchicago.edu" as the **Outgoing Mail Server**.
18. Enter the part of your e-mail address before "@cuip.uchicago.edu" in the **User Name** field.
19. Select **Copies and Folders** from the **Mail and Newsgroups** category menu.

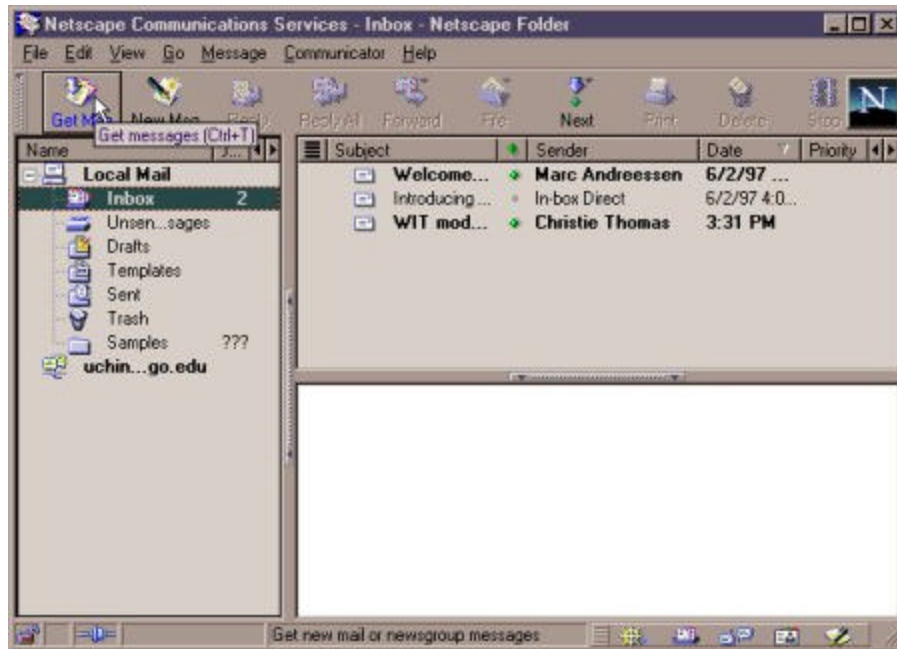


20. Uncheck "Place a copy in folder: 'sent' on Local Mail." This will prevent your messages from remaining on the computer for future users to read.

21. Click the **OK** button.

### **Check and Read Incoming Messages:**

1. Click on the **Get MSG** icon in the top left corner of the tool bar.



2. Your messages will be listed in the **Inbox**. If they are not, click on the **Inbox** text in the left window.
3. Double click on the subject text of the message you would like to read.

### Compose a new message:

1. Click on the **New Msg** icon on the tool bar. A new window will open.
2. Click in the field to the right of **To:**. A blinking insertion point will appear signaling that you can enter text.
3. Enter the e-mail address of the person to whom you are writing. Double check the address. If there is a mistake, it will not reach the person to whom you are writing.
4. Click in the field to the right of **Subject:**. The blinking insertion point will move to this field.
5. Enter a short description of the subject matter of the e-mail. You do not have to enter a subject, but it is very helpful to the recipient if you enter a concise description of the contents.
6. Click in the large blank space at the bottom of the window. This is where you can

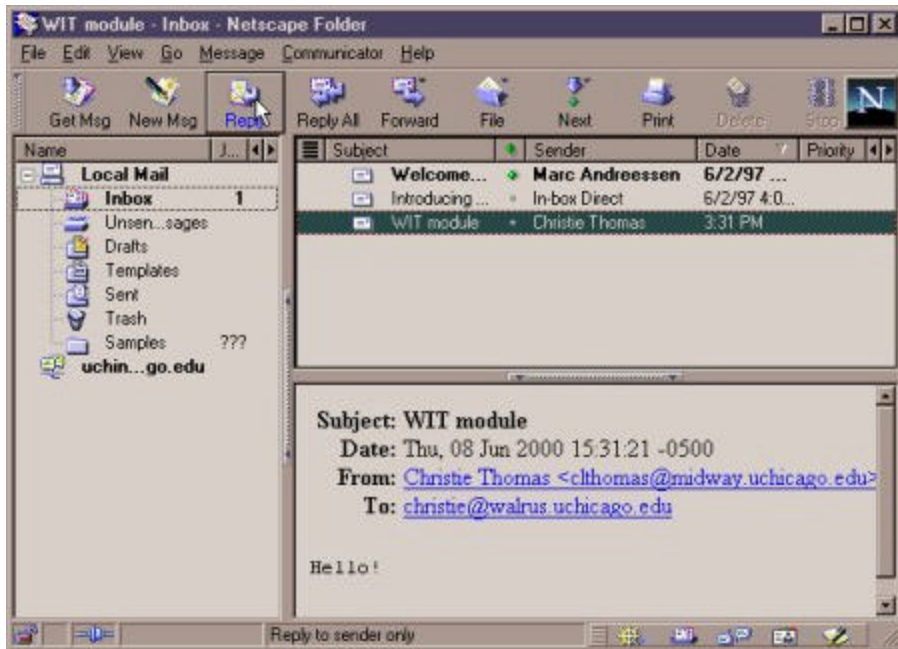
enter the body of the message.

7. Once you have finished the message, click on the **Send** button on the tool bar.



### **Reply to a message:**

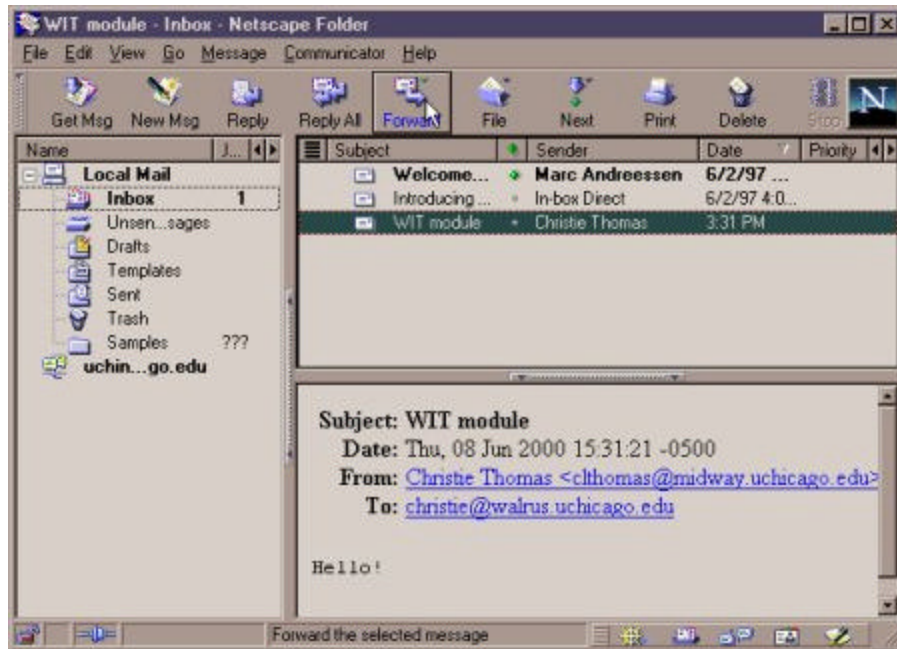
1. Click on the **Reply** button on the tool bar.
2. A new message window will appear. Enter the message text in the message field.
3. Click on the **Send** button on the tool bar.
4. If the message was sent to more than one person, you can click on the **Reply All** button on the tool bar to send your reply to everyone who received the initial message.



Be careful. If you click on the **Reply All** button, make sure you really want to reply to all.

### Forward a message:

1. Click on the **Forward** button on the tool bar.
2. A new message window will appear with the message text already entered. Enter the e-mail address of the person to whom you would like to send the e-mail in the **To:** field.
3. Edit the text if you wish. You might want to edit the text, for instance, if the message has numerous e-mail addresses and computer-generated text at the top of the message.
4. Click on the **Send** button on the tool bar.



### Print a message:

1. Click on the **Print** button on the tool bar while the message is open.

### Delete a message:

1. Select the message by highlighting it in the **Inbox**.
2. Click on the **Delete** button on the tool bar. Unless you are on a machine used by no one but yourself, you should always delete your e-mail to prevent future users from reading your e-mail.

### Send an Attachment:

1. While the composed message is open, click on the **Attach** icon on the tool bar. (The icon is shaped like a paperclip.)
2. A pop-up window will appear similar to an **Open File** window. Select the file you wish to send by double-clicking on it, much in the same way you would open a file. The window will disappear and the file pathway should appear in the **Attach** field just below the **To** field.

**Spellcheck your document:**

1. While the composed message is open, click on the **Spelling** icon on the tool bar.