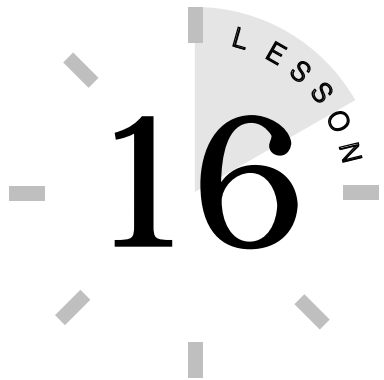


SENDING E-MAIL USING NETSCAPE®



In this lesson, you learn how to use the Netscape Messenger, Netscape's e-mail application, to send e-mail to other Internet users.

WORKING WITH NETSCAPE MESSENGER

E-mail, short for electronic mail, is one of the oldest uses of the Internet. It still remains one of the major reasons why people go online today. With e-mail, you can send a message from your computer to a colleague or friend on another computer, as long as he or she is connected to the Internet. You can send e-mail around the world in an instant. E-mail is fairly fast—faster than regular postal delivery. It usually arrives in less than a day, depending on the distance it must travel and whether it encounters any delays because of network trouble spots. In many cases, e-mail originating and delivered in the U.S. arrives in several minutes. Depending on your Internet Service Provider, it usually costs nothing beyond your normal monthly service fee.

In the past, you needed a special e-mail program to send and receive e-mail. The makers of Netscape Communicator 4 started including a built-in e-mail program with previous versions of Netscape. In Netscape Communicator 4, the e-mail application has been expanded and improved as Netscape Messenger.

USING E-MAIL ADDRESSES

Before you begin using Netscape's Mail feature, you need to understand a few things about e-mail addresses. Every Internet user has an e-mail address, which looks something like the following:

jsmith@que.mcp.com

To send someone e-mail, you have to know his or her address. An Internet address comprises several parts. The first part of the address is the person's user name. For example, in jsmith@que.mcp.com, jsmith is the user name. A user name can be a last name, a first name, a combination of the two, or even a nickname. The at symbol (@) separates the user name from the location. All Internet e-mail addresses use the @ sign.

The second part of the address is the location. The location consists of several parts as well. In the example, jsmith@que.mcp.com, que is the name of the publisher (technically speaking it is called the "network subnet"), mcp is the name of the company—Macmillan Computer Publishing (again, technically this is the domain name), and com stands for a commercial business category. There are many different location categories on the Internet, such as edu (education), net (Internet server), and gov (government). Each part of the location is separated with periods, referred to as *dots*. The combined parts of an e-mail address: User name, @ sign, and location, all signify a person's location on the Internet.

CONFIGURING NETSCAPE MESSENGER

The first step in using Netscape Messenger is setting up the program to work with your service provider's mail server. You can configure Netscape Messenger without opening the Mail feature. Follow these steps:

1. In Netscape Navigator, open the Edit menu, choose Preferences, Mail and Groups, and then select Mail Server (see Figure 16.1).

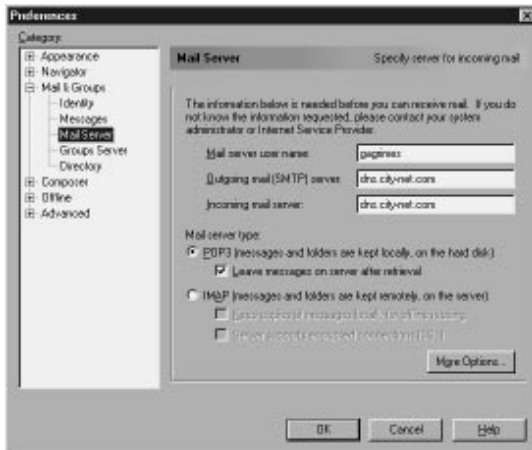


FIGURE 16.1 The Mail Server sheet of the Preferences dialog box.

2. In the Mail Server User Name text box, enter the name you use to access your e-mail account.
3. In the Outgoing Mail (SMTP) Server text box, enter the name of your local mail server. If you're not sure, contact your system administrator or Internet Service Provider.
4. In the Incoming Mail Server text box, enter the name of your service provider's POP (Post Office Protocol) server. The name sometimes, but not always, starts with POP.
5. Select the type of mail server your provider uses (POP3 or IMAP). Choose the More Options button to continue.
6. In the Mail Directory text box, you can specify the folder or directory where you want your incoming e-mail messages stored. Unless you have a good reason, you should leave this at the default folder.

7. The Check for Mail option lets you specify how often Netscape checks for mail while you're logged on to the Internet. Select a time frequency to have Messenger check for new e-mail messages.
8. You can also select whether you want the Messenger to remember your e-mail account password, rather than prompt you each time to re-enter the password.
9. If you are concerned about Internet security, you might want to check with your service provider to see if its e-mail server supports encrypted passwords. If it does, you can select to encrypt your e-mail password before sending it to your provider's e-mail server. Click OK to save your configuration settings.
10. Now select Identity under Mail & Groups (see Figure 16.2). Here you can enter information about yourself. Type your real name into the Your Name text box.

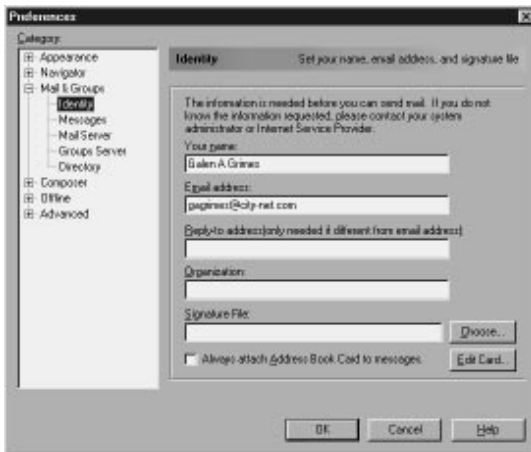


FIGURE 16.2 Use the Identity section to enter information about yourself.

11. In the E-Mail Address text box, type in your full e-mail address as assigned to you by the Internet Service Provider.
12. In the Reply-To Address text box, type in your full e-mail address again. This information will appear whenever you post newsgroup messages. For e-mail, fill in this text box only if you want replies sent to a different e-mail address.
13. The Your Organization and Signature File text boxes are optional. You can leave them blank for now.
14. Finally, you can select whether you want to include your personal address book card to each outgoing e-mail message you send. Your address book card contains personal and professional information you may want to attach to your e-mail messages. Choose the Edit Card button to see what information you can include in your personal address book card.



E-Mail Signature An e-mail signature is a short saying, phrase, or thought you want to convey. They are usually one line in length and may say something like, "Live Long and Prosper." The only firm rule for using a signature is to keep it short.

15. Click OK to exit the Preferences dialog box.

The other tabs in the Preferences dialog box, such as the Mail and Discussions tab, let you change the appearance and the composition of e-mail messages. As you begin working with Netscape Messenger, you may want to revisit the Preferences dialog box and adjust settings in the Appearance and Composition tab. For now, the default settings will work fine.

SENDING E-MAIL

Once Netscape is configured, you can send your first e-mail message by using the Mail and News window. Follow these steps to send a message:

1. If you already have Navigator started, open the Communicator menu and choose Messenger Mailbox, or click the Inbox icon on the floating Netscape toolbar. This opens the Netscape Inbox window, shown in Figure 16.3.

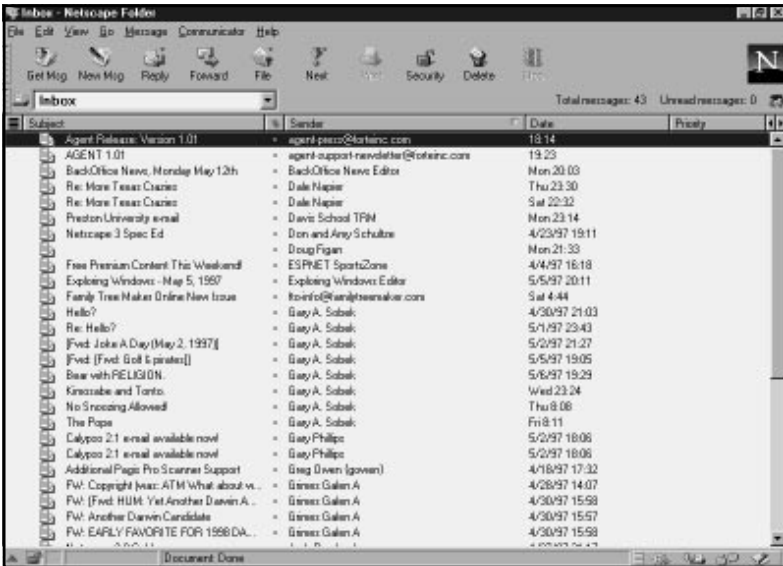


FIGURE 16.3 The Netscape Messenger mail interface.

2. To compose a message to send, click the New Msg button. This opens the Message Composition dialog box, shown in Figure 16.4.

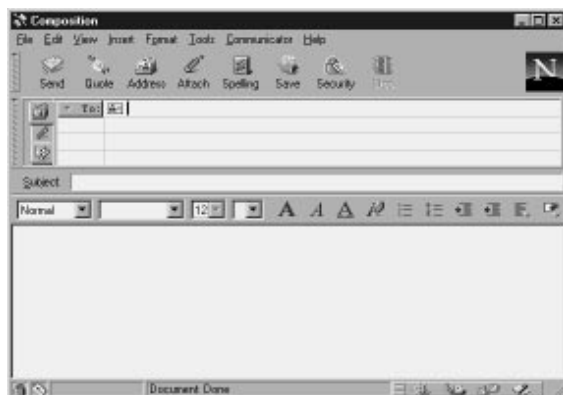


FIGURE 16.4 Use the Message Composition dialog box to create an e-mail message.

3. In the To: text box, type the e-mail address of the person you want to send the message to. (If the person's address is stored in an electronic Address Book, click the Address button and select the name from the Address Book.) If you want to send a message to several recipients, just enter the e-mail addresses in the To: text box, separated by commas.



Can I CC Someone? If you want to send the e-mail message to more than one address, use the **CC** text box to add additional e-mail addresses.

4. In the Subject text box, enter an optional subject reference. It's a good idea to enter something in the Subject text box to give the recipient an idea of what your e-mail is about before he reads it.
5. In the large open text box, type in your message.

6. Finally, when you have completed your message, click the **Send** button. This is the electronic equivalent of placing a stamp on a letter and handing it to the mailman.



E-Mail Offline To save time and money, it's a good idea to create e-mail messages while you're offline (disconnected from your Internet account). When you're ready to send the mail, click the **Send** button and Netscape will open a dialog box that you can use to connect to your account and send the messages.

RECEIVING AND READING E-MAIL

To find out if anyone has sent you mail, click the **Get Msg** button in the **Inbox** window. Messenger checks your service provider's mail server for any new messages. If you have new mail, you'll see your new messages being retrieved (see Figure 16.5).



FIGURE 16.5 Netscape Messenger retrieving new messages.

Your new messages are automatically placed in your **Inbox** along with any previously received messages.

To read a message, double-click it. This opens another window displaying the message text, as shown in Figure 16.6.

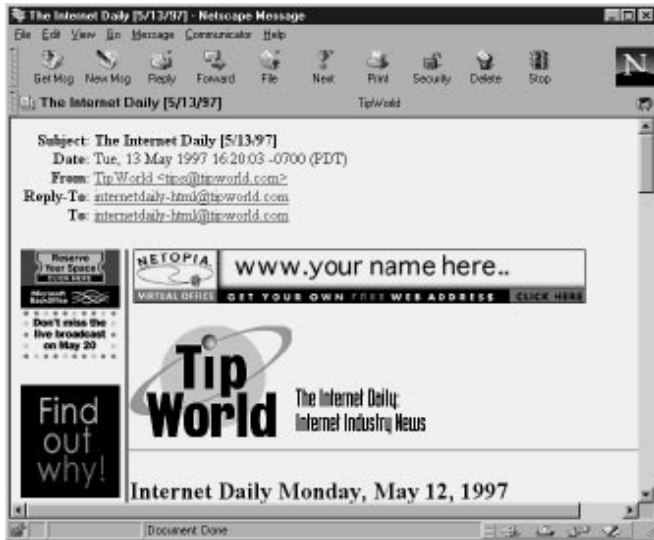


FIGURE 16.6 The Netscape Message window displays the text of the e-mail message.

To reply to the message, open the Message menu and choose Reply to Sender or click the Reply button. This opens the Message Composition dialog box where you can type a reply and use the Send button to mail.

In this lesson, you learned how to use Netscape Mail to e-mail other Internet users. In the next lesson, you learn how to manage e-mail messages.