17 MANAGING NETSCAPE® E-MAIL

In this lesson, you learn how to manage your e-mail messages, attach files, and use Netscape's Address Book.

ORGANIZING E-MAIL MESSAGES

The more e-mail messages you send and receive with Netscape Messenger, the bigger your Mail folders become. Eventually, you will need to organize the messages, remove those you no longer want, and store those you want to keep. Netscape Messenger has several tools you can use to manage e-mail messages. You can delete, copy, group, and move messages around on your computer. You can even compress messages to take up less space on your computer.

ORGANIZING MESSAGES INTO FOLDERS

One way to organize your e-mail messages is to place them into folders. For example, if you receive many business-related messages, you can store them in a folder named Business. If you receive many messages from friends and family, you can store them in a folder named Personal.

By default, all new messages are added to the Inbox folder (a subfolder in Netscape's Mail folder). However, you don't have to keep your messages in the Inbox folder. It's easy to create a folder in Netscape Messenger. Follow these steps to create a new folder:

1. Open the **Communicator** menu and choose **Message Center** to display the Netscape Message Center and its folders (see Figure 17.1).

FIGURE 17.1 The Netscape Message Center default folders.

2. Highlight **Local Mail**, choose **File**, **New Folder** and then enter the name for your new folder in the **New Folder Name** text box (see Figure 17.2). Now select which folder your new folder becomes a subfolder to. Click **OK**.

FIGURE 17.2 Creating a new folder.

3. The new folder appears in the Netscape Messenger Center window. Now you can store old e-mail messages in the new folder. You learn how to copy and move messages in the next section.

> **TIP**
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> **Deleting Folders** If you no longer want a folder you created in Netscape Messenger, you can delete it. Make sure you remove all important messages you want to keep first. Select the folder name, open the **Edit** menu, and choose **Delete Folder**.

MOVING, COPYING, AND DELETING MESSAGES

When you check your e-mail with Netscape Mail, the new mes-
sages are added to the Inbox folder. All messages you send out are
saved in the Outbox folder. It will not take long for these folders
to fill up with e-mail messages. If you ever need to look for a spe-
cific message, you'll have to sort through all of them.

To help you keep your messages organized, place them into new
folders (see the previous section to learn how to make a new mail
folder). For example, move your business-related messages into a
Business folder. Follow these steps to move messages with
Netscape Messenger:

1. In your Inbox, select the message you want to move.

2. Select the **File** icon on the toolbar or open the **Message**
   menu, choose **File Message**, and select the folder where
   you want to move the message. This opens a submenu
   that lists the various mail folders that are available (see
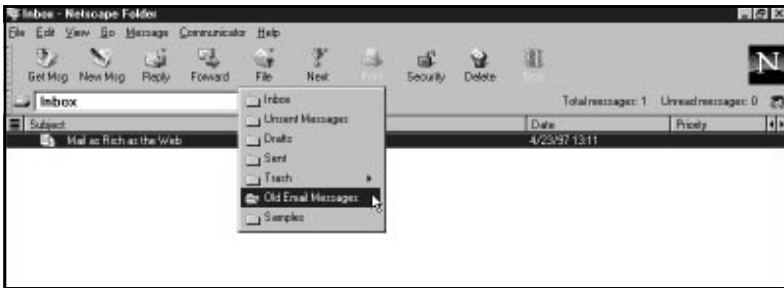   Figure 17.3).

FIGURE 17.3   Your available folders.

3. Select the folder where you want to keep the message.
   The message is now in its new folder.

You can select more than one message to move at a time. Hold
down the **Ctrl** key while you click the messages you want to
move. To select a group of neighboring messages, click the first

message, hold down the **Shift** key, and click the last message. This selects the whole group. You can also copy your messages. Select the message you want to copy, open the **Message** menu and choose **Copy Message**. This opens a submenu. Select the mail folder where you want the copy stored.

What about the messages you don't want to keep? You can re-move unwanted messages from your system. This helps to keep your folders from becoming too cluttered. To delete a single mes-sage, select the message and press the **Delete** key or click the **Delete** button on the toolbar.

The deleted message is sent to the Trash folder. To empty the Trash folder after deleting several messages, open the **File** menu and choose **Empty Trash Folder**.

> **TIP**
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> **Sorting Messages**   Netscape Mail also features sorting commands that you can use to help sort through lists of e-mail messages. For example, you can sort your mes-sages by date or subject. Open the folder containing the messages you want to sort, pull down the **View** menu, choose **Sort**, and select a sorting option.

COMPRESSING MESSAGES

If you prefer to keep all your e-mail messages, you may want to compress them to take up less room on your computer system. For example, if you save your friends' e-mail messages in a mail folder called Personal, you may want to compress the files when the folder contains several dozen or several hundred messages.

Compressing a file doesn't change the message text in any way. You can still open a message in a folder and read it. The compress command reduces the amount of space the messages take up on your computer's hard drive.

To compress a folder, first, make sure the Message Center window is on-screen. Then select the folder name, open the **File** menu, and choose **Compress Folders**. To compress all your mail folders, select a folder name while holding down the **Ctrl** key, open the **File** menu, and choose **Compress Folders**.

USING THE ADDRESS BOOK

It's not easy keeping track of the many Internet e-mail addresses you may use. A solution is Netscape's Address Book. You can make an address book to store all the e-mail addresses you use.

To open Netscape's Address Book, pull down the **Communicator** menu and choose **Address Book**. This opens the Address Book window, as shown in Figure 17.4. The first time you use this feature, no addresses appear in the listing.
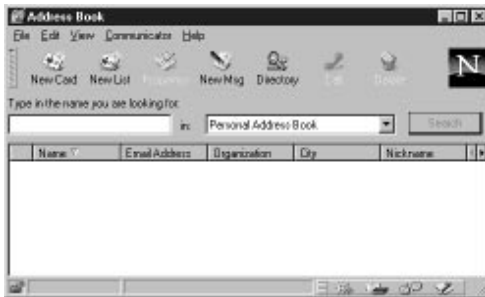

FIGURE 17.4   Netscape's Address Book window.

To begin adding e-mail addresses to the list, open the **File** menu and choose **New Card** or click the **New Card** button on the toolbar. This opens the New Card dialog box, as shown in Figure 17.5.

FIGURE 17.5 The New Card dialog box.

Fill in each text box as necessary. You don't have to fill in every text box; however, you must specify the person's name and e-mail address. The other text boxes are for optional information. For example, you may want to type in the person's phone number or mailing address in the **Notes** text box.

When you finish creating the entry, click **OK**. The address appears in the Address Book listing. The more people you add, the longer your address list. If you need to remove a person from the list, select their name and press the **Delete** key or click the **Delete** button.

To use the Address Book when sending a message, simply click the **Address** button on the toolbar in the Message Composition dialog box. This opens the Address Book. Select an e-mail address to use.

> **TIP**
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> **Existing Address Books** You can look into any existing e-mail address book you may have on your computer system. From the Address Book window, open the address list you want to use.

ATTACHING FILES TO MESSAGES

Attaching files to e-mail messages is similar to attaching files to newsgroup messages (see Lessons 13, "Accessing Netscape Collabra" and 14, "Managing Your Newsgroups," to learn more about newsgroups). For example, you may attach a spreadsheet file to send along to a colleague or attach a graphics file to send to a friend. You can send any type of file with an e-mail message. However, the receiving person must have a compatible program to view or read the file format you attach.

Attaching files is easy in Netscape Mail. You can use the Attach command from the Message Composition dialog box. After creating the e-mail message, click the **Attach** button to open the Attachments dialog box. Click the **Attach File** button, locate and select the file you want to send, and then click **Open**. Click **OK** to exit the dialog box.

> **TIP**
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> **You Can Attach Web Pages, Too!**   You can also send a copy of a Web page from the Attachments dialog box. Click the **Attach** button and verify the address of the Web page you want to send; then click OK. Likewise, you can also attach a Personal Card or an Address Book card.

After attaching a file, you can send your message (with the attachment) by clicking the **Send** button in the Message Composition dialog box.

In this lesson, you learned how to manage e-mail messages by using Netscape. In the next lesson, you learn how to get files off the Internet by using FTP.