



For more info, contact the Computing Help Desk • 401 Rasmuson Library • 474-6564 • email: fxhelp@uaf.edu

E-mail clients provide an easy graphical interface for you to access your e-mail over the internet. This documentation provides the basics of how to set up the Netscape 7.x e-mail client to work with the UAF mail server.

E-mail clients communicate with the UAF mail server through protocols. There are two different protocols that you can choose when setting up an e-mail client.

Post Office Protocol (POP)

POP copies all of your messages to your local computer. By default POP clients will delete your messages off of the UAF mail server. If you only use a single computer to read e-mail, or you reside in a rural area with a slow internet connection, you will want to use POP.

Internet Message Access Protocol (IMAP)

IMAP leaves your mail messages on the mail server. Since the mail messages are stored on the server, you can read your e-mail from multiple computers or e-mail clients which use IMAP. If you use the Pine mail system or Web Mail you will want to use IMAP.

If you are unsure about which choice of e-mail protocol to choose, you may contact the UAF Help Desk for assistance. (See the black banner above for contact information. Rural areas may dial 1-800-478-4667.)

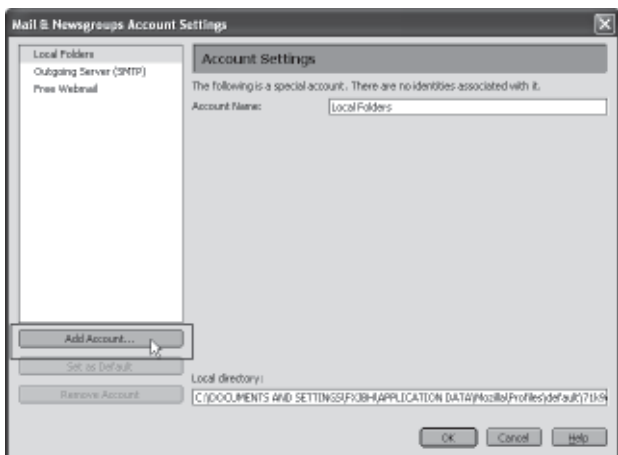
Setting up your Netscape 7.x account.

Setting up your Netscape mail account will vary slightly depending upon whether or not you have downloaded the program from the UAF Download site or not. (You may download the UAF site version from: http://www.uaf.edu/dcc/ftp/index.html.) The steps below will cover both the UAF site version set-up, and a non-UAF version set-up.

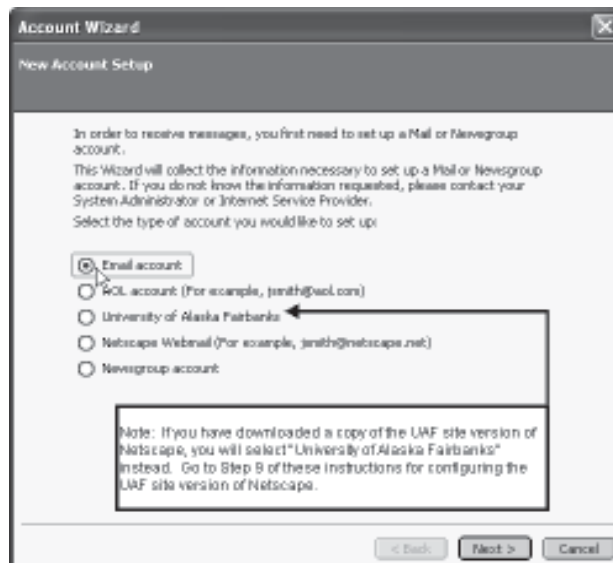
1. Open Netscape. Go to the Window menu and select Mail and Newsgroups.

A wizard will pop up if you have downloaded the UAF site version. If this is the case, go to Step 9 under the UAF site version heading on page 2. If this is not the case, go to Step 2 below.

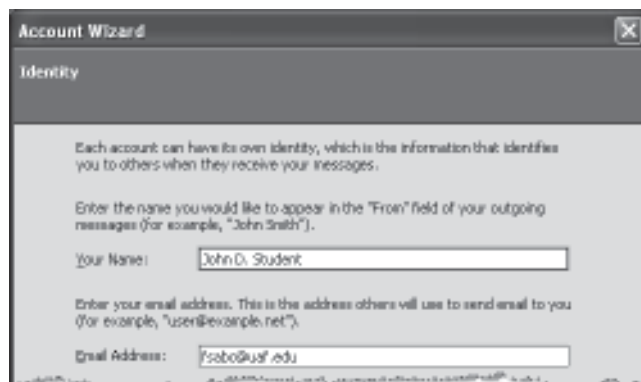
2. Next, in the Mail & Newsgroups Account Setup window, go to the Edit menu and select Mail and Newsgroups Account Settings. If a wizard has not already prompted you to do so, click on the Add Account button.



3. Select Email account, then click on the Next button. (As shown in the picture in the next column.)



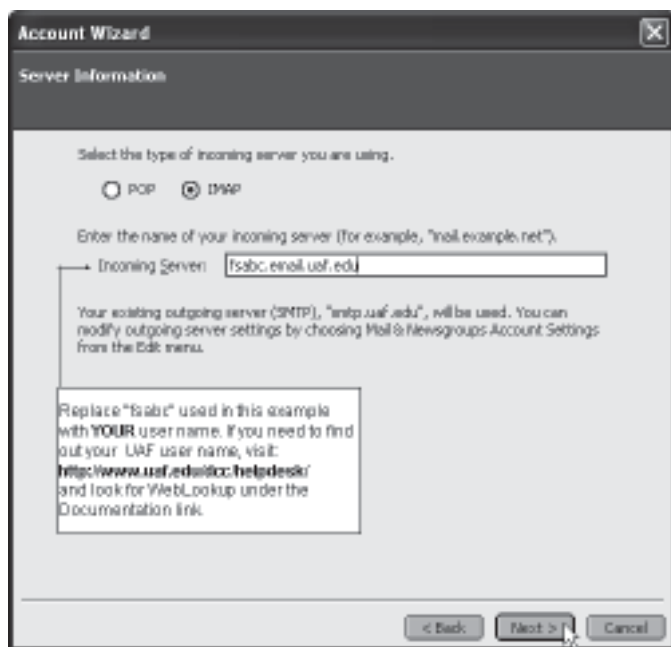
4. In the Identity window that appears, type your name in the Your Name field. In the Email Address field, put in your full email address, i.e., fsabc@uaf.edu. If you have an alias account, i.e., john.smith@uaf.edu, you may type that in here. Click Next.



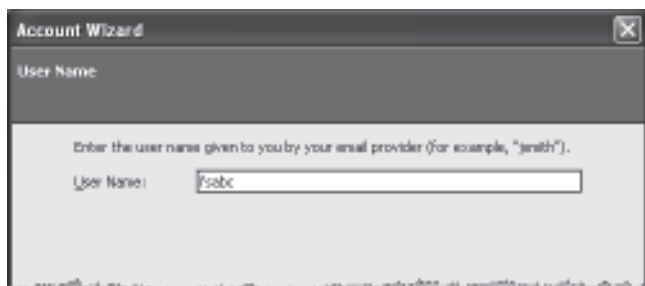
Setting up Netscape, continued-

5. In the Server Information window, select IMAP if you are on the main UAF campus. Rural areas with slow internet connections may select POP. The incoming server information to enter is: **fsabc.email.uaf.edu** (put in **your** user name - “fsabc” is an example). If you don’t see any more fields to fill in, click **Next** and go on to step 6.

You may see a Server Information window that also asks for you to specify an *outgoing* mail server. The outgoing mail server is: **smtp.uaf.edu**. Fill this in, if necessary, and click **Next**.



6. In the **User Name** window, if not automatically filled in, put your university user name (**fsabc**, without “@uaf.edu”). Do not use your alias account name here. (Note “fsabc” is used as an example.) Then, click **Next**.



7. In the **Account Name** window, enter your full email address, i.e., **fsabc@uaf.edu**. (It’s OK to enter your alias account name, if you wish.) Then, click **Next**.



8. You will now see the **Congratulations!** window. Look over your entries, and then click **Finish**. You are now ready to configure Netscape -- go to the section titled **Configuring Netscape** on the next page.



UAF’s download site version of Netscape--

9. If you have downloaded the UAF site version of Netscape, then you will see “University of Alaska Fairbanks” listed in the **New Account Setup** window. Select it, and then click **Next**.



10. The **Identity** window will appear. Type in your name at the **Your Name** field; and type in your user name, i.e., “fsabc” without the “@uaf.edu” at the **User Name** field. Then, click **Next**.

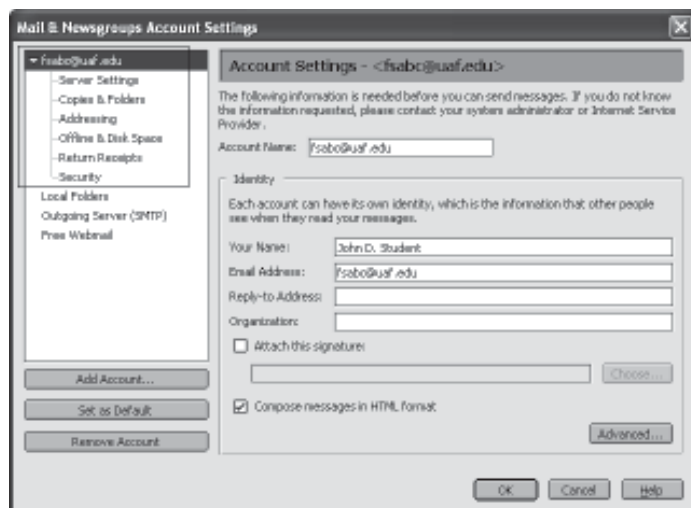


11. At the **Congratulations!** window, review your entries and click **Finish**. Continue with the next section, **Configuring Netscape**.

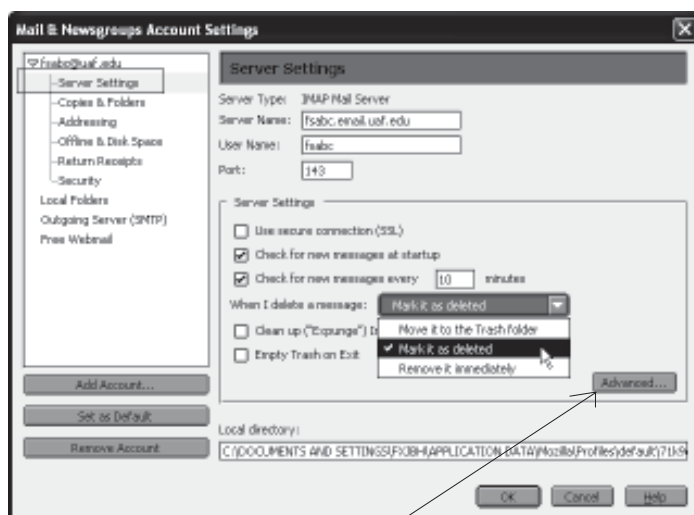
Configuring Netscape Mail

1. In the Netscape browser window under the **Mail** tab, go to the **Edit** menu. Select the **Mail & Newsgroups Account Settings**.

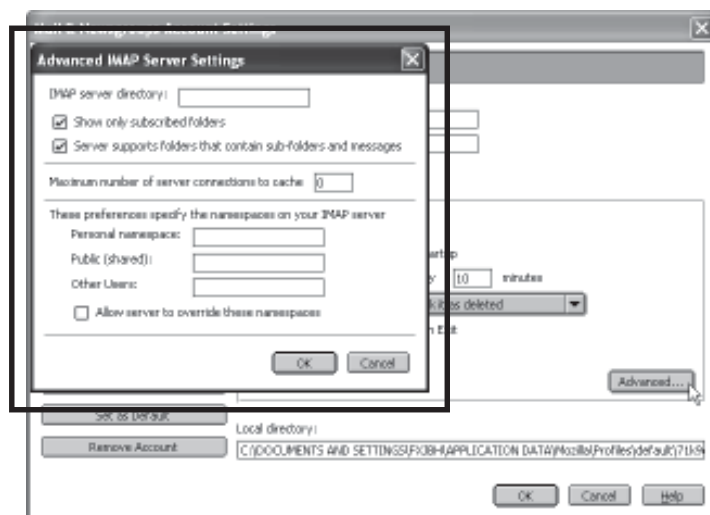
2. In the **Mail & Newsgroups Account Settings** window, fill in the fields with your individual account information, as shown below. (If you are using **POP** server settings, you may skip Step 3 and go on to Step 4, next column.)



3. **IMAP (not POP) Server Users:** In the left section of the window, click on **Server Settings**. Make sure this page looks like the one below (with your info, of course). Be sure you have “**Mark it as deleted**” selected in the box.

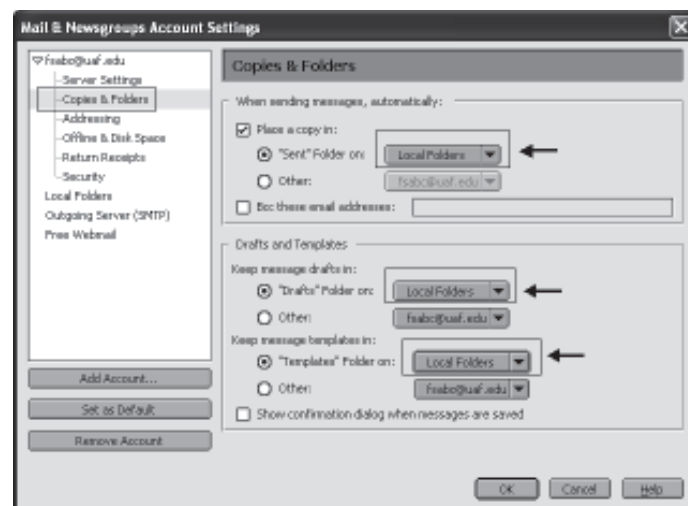


Then, click on the **Advanced...** button in the lower right corner of the window. The **Advanced IMAP Server Settings** window opens. Make sure it looks the same as the picture at the top of the next column. **Uncheck** “Allow server to override these namespaces” if it appears checked. Then, click **OK**. (If you have specified the POP server, you will not

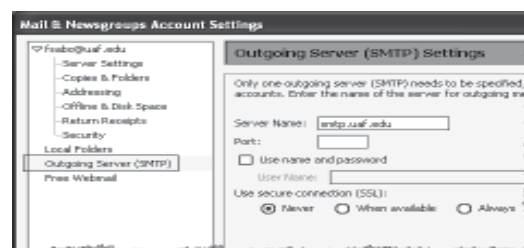


need to do this step, and you won't see an **Advanced** button if you looked under **Server Settings**.)

4. In the **Mail & Newsgroups Account Settings** window, under the **Copies & Folders** heading, select “**Local Folders**” in the drop-down lists, as shown below.



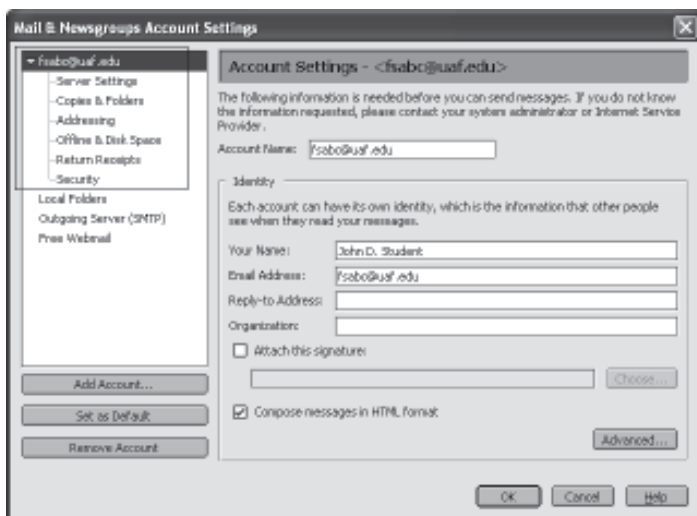
5. Next, in the **Mail & Newsgroups Account Settings** window, under the **Outgoing Server (SMTP)** heading, check that the **Server Name** is “smtp.uaf.edu.”. You may see a **Port** number specified, which you should leave as is. Under “**Use secure connection (SSL)**”, select **Never**. You have now completed configuring Netscape for UAF.



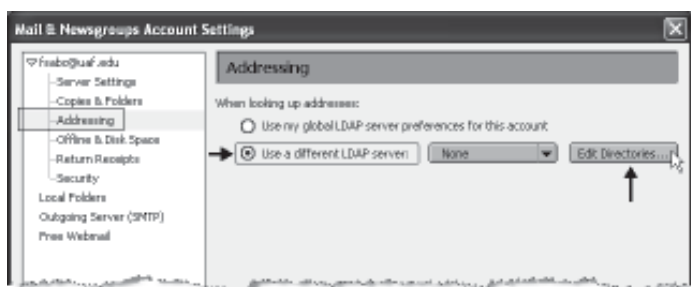
Configuring Netscape Mail to use Enterprise Directory (EDIR) Addressing

By configuring your e-mail client to use the EDIR/LDAP addressing capability, you may type a search name in the addressbook and a list of possible accounts with that name, or a portion of it, is generated. Using this feature assumes that you're within UAF network space -- or that you've established a VPN connection from off campus.

1. In the Netscape browser window under the **Mail** tab, go to the **Edit** menu. Select the *Mail & Newsgroups Account Settings*. The window that opens will look similar to the one pictured below.



2. Select *Addressing* from the left-side categories in the Account Settings window. The Addressing window opens. Select "Use a different LDAP server:" Then, click on the **Edit Directories...** button.



3. The LDAP Directory Servers window opens. Click the **Add** button.



4. The *Directory Server Properties* window opens. Select the **General** tab, and fill it in as pictured below:

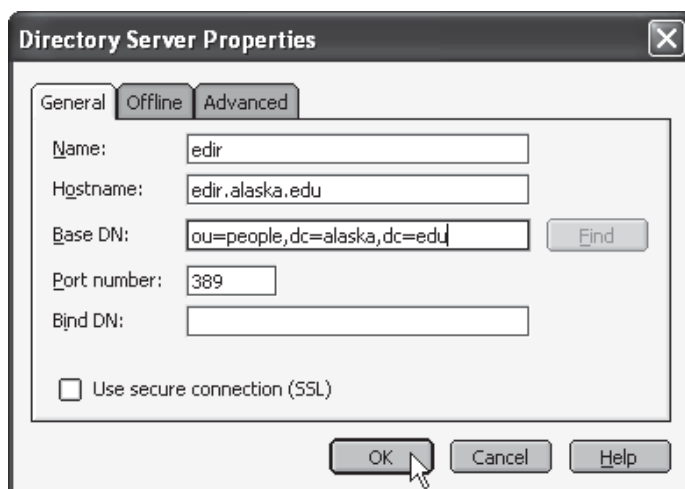
Name: edir

Hostname: edir.alaska.edu

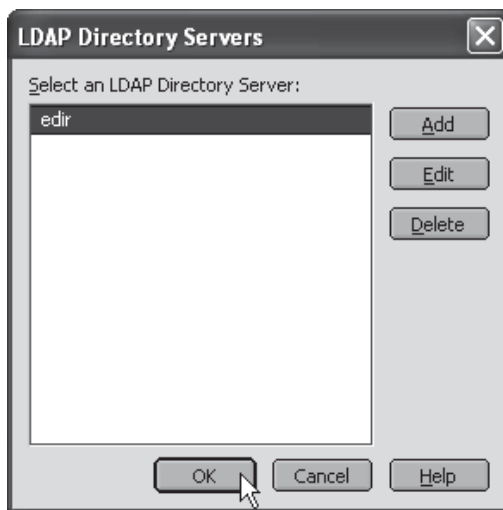
Base DN: ou=people,dc=alaska,dc=edu

Port number will be automatically filled in.

Then, click **OK**.



"Edir" will now appear in the LDAP Directory Servers window. Click **OK**, and you're done.



When composing messages in Netscape, click on the **Address** button and specify **Edir** as the addressbook. Type in a search name, and a list of names will now be automatically populated from the UA Enterprise Directory.

