E-mail Setup for Netscape

Netscape is the preferred e-mail client for users of Netscape Navigator and those who do not wish to use Webmail, Outlook Express, Outlook, Outlook Express, etc.

Some important notes for using Netscape:
1. It is a POP3 client, which means that unlike WebMail, it does NOT maintain a constant connection to the mail server. This means that Netscape users must manually click the “Send/Receive” button, or configure Netscape to check mail automatically at a specific interval.

2. Messages retrieved with Netscape/POP3 clients are removed from the server and are no longer available through WebMail or other computers, UNLESS they are explicitly configured to “Leave Messages on the Server”.

How to Configure Netscape to access Muskingum College Email:

1. Double-click on either of the Netscape Icons.

2. If you run Navigator, you can choose Mail from the Navigator Toolbar to access your e-mail.

3. The first time you run Netscape E-mail, it will prompt you for configuration information.

4. Click Email Account.

5. Click “Next” to continue.
6. Enter your Full Name.

7. Enter your Full e-mail address including the @muskingum.edu part.

8. Click “Next” to continue.

9. Click “POP” as the server type.

10. Enter mailsrv.muskingum.edu as the Incoming and Outgoing Server address.

11. Click “Next” to continue.

12. Enter your Username. Do NOT include the @muskingum.edu part!

13. Click “Next” to continue.
14. Enter “Muskingum E-mail” as the Account Name.

15. Click “Next” to continue.

16. Click “Finish” to complete setup.

Congratulations! Netscape is now configured to access your e-mail.