

Configuring Netscape Mail 7.0 to Access *mail.ateneo.edu*

Netscape 7.0 can be downloaded from <http://mirrors.ateneo.net/software/win32/mail/NSSetupB.exe>.

1. After installation, click on the Windows *Start* button on the lower left corner of the screen.
2. The *Start Menu* will pop up. Select *Programs*. From the selection list that appears, select *Netscape 7.0* (or the name you assigned to the Netscape group of programs), and click on *Mail & Newsgroups*.
3. The *Mail & Newsgroups* program will start. If you are using the program for the first time, the *Account Wizard* window will open showing the *New Account Setup* dialog. *Jump to step 5*.
4. If you're not using the program for the first time, click on *Edit* on Netscape Mail's menubar and select *Mail & Newsgroups Account Settings*. The *Mail and Newsgroups Account Settings* window will open. Click the *Add Account* button on the lower left. This will open the *Account Wizard* window.
5. Select *Email account* then click on *Next*.
6. In the *Identity* dialog, enter your full name (as you would like to appear on the mail header) and your email address. Click on *Next*.
7. In the *Server Information* dialog, select *POP* for type of server and enter mail.ateneo.edu for both *Incoming* and *Outgoing* server. Click on *Next*.
8. In the *User Name* dialog, enter your login name then click on *Next*.
9. In the *Account Name* dialog, enter your preferred name for the account then click on *Next*.
10. In the final dialog, verify your account information. Click on *Back* to make corrections or click on *Finish* to complete your account setup and close the *Account Wizard*.
11. A pop up window will appear asking whether you want Netscape to become your default mail application. Click either *Yes* or *No*.
12. You will now be in the main mail program window. Click on the *Stop* button on the upper right.
13. Click on *Edit* in the menubar and select *Mail & Newsgroups Account Settings* from the pull-down menu.
14. The *Mail & Newsgroups Account Settings* window will open. Click on *Server Settings* on the right side under the account name you entered in step 9.
15. In the *Server Settings* section, check the box for *Use secure connection (SSL)*. Modify according to your preference the other settings in the dialog.
16. Click on *OK* to close the *Mail & Newsgroups...* window.
17. Click on the *Get Msgs* icon to connect to mail.ateneo.edu.
18. A *Website Certified by Unknown Authority* warning window pops up. Click on *View Certificate* and verify that the certifiante was issued by **AteneoCNG Root CA**. Click *Close* to continue.
19. If the certificate checks out, click on *Remember this certificate permanently* to avoid the warning in the future. Click on *Continue* to start downloading your mail. If the certificate details are incorrect, discontinue the session and contact CNG and provide details regarding the questionable certificate.