

**Platform:** PC/Mac

**Level of Difficulty:** Beginner

*This document will familiarize you with the Netscape email feature that is used to send, receive and manage messages on your Rutgers email account.*

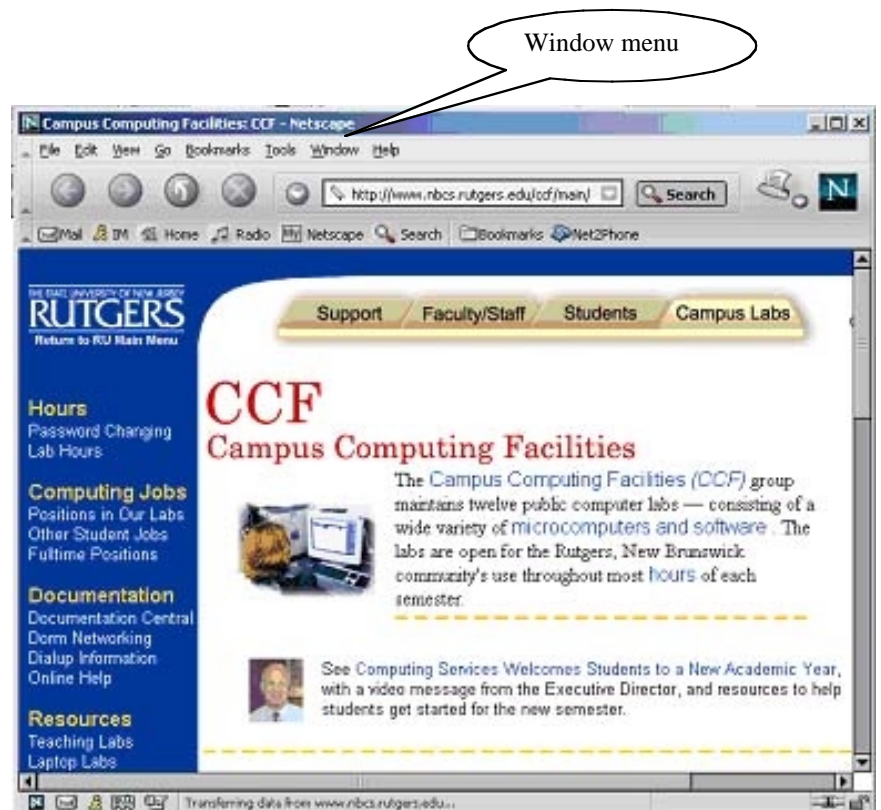
## Introduction

Using email to communicate with others is not too different from using the U.S. Postal Service. As a citizen of the Internet, you can both send and receive messages; however, computers do the job of the mail carriers. Netscape provides the tools you will need to send and receive email. Netscape is ideal for both the experienced and novice computer users who need to manage his or her Rutgers email account; Netscape's mail features are easy to master as well as quick and efficient.

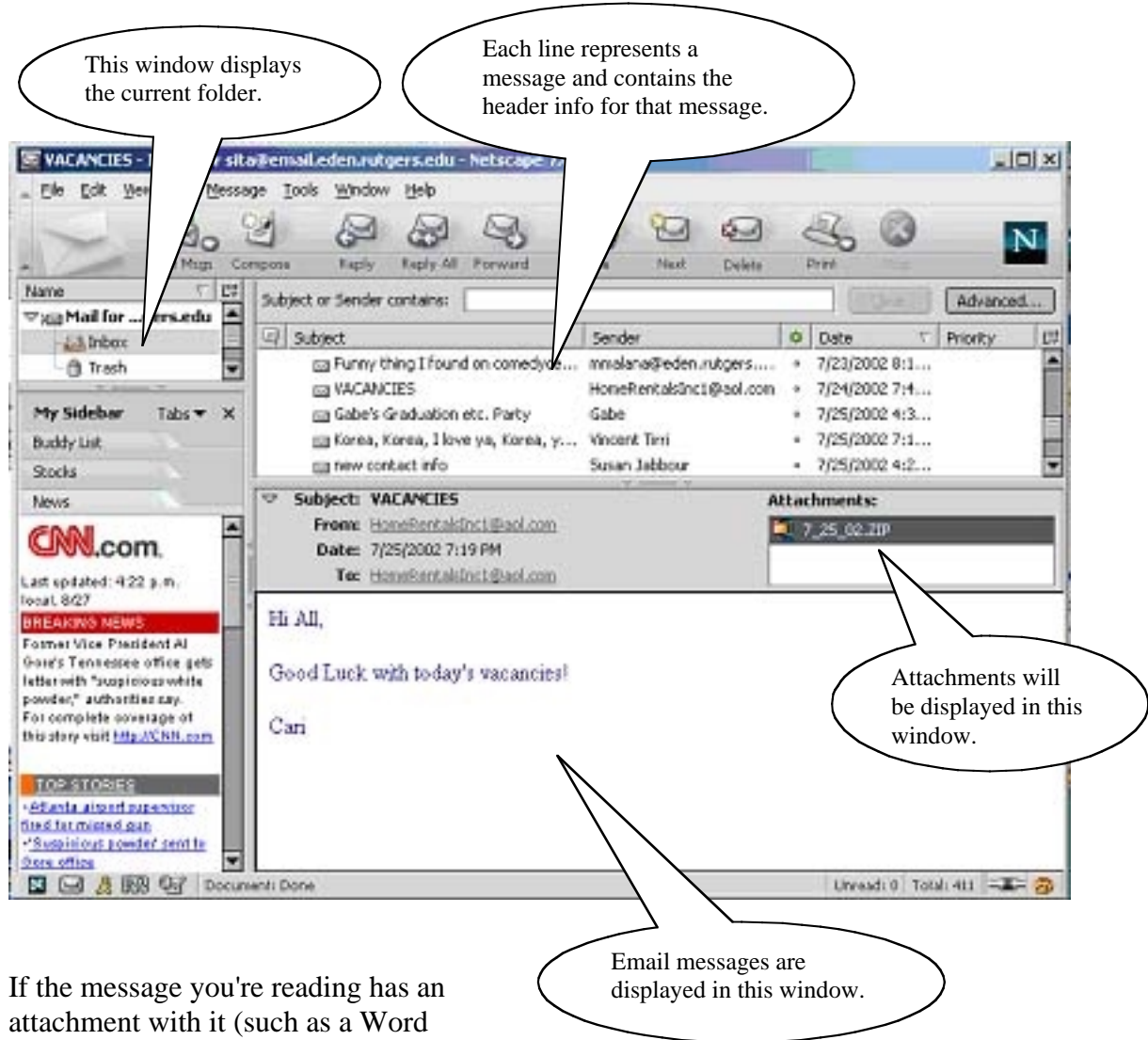
## Opening the Program

To use the email portion of Netscape, you must first start Netscape by double-clicking on the Netscape icon located on the desktop. Once the program is running, click on the "Window" from the menu bar and then choose "Mail and Newsgroups." You will be prompted for your password; enter the password associated with your eden account.

Netscape will automatically display your mail messages in your INBOX (the folder where new mail is received). The sender's name, the subject, the date and time when the message was sent and the size of the message will be displayed in the window. This information is referred to as the header information for each message. To view a message, click on the header



information for the message you wish to view. The message will appear in the larger window below the headers.



If the message you're reading has an attachment with it (such as a Word document) it will be displayed under the window labeled "Attachments." If you want to save the attachment without opening it (recommended for virus protection), right-click on the name of the attachment in the "Attachments" window. Choose **Save As...** from the menu that appears and designate the location to where you wish to save the file. Now you can scan the file for a virus or put it on a removable disk to open on another computer. Otherwise, to simply open the attachments, double-click on the name of each one in turn.

In order to write a message to someone the only information you need is the recipient's email address. When you are ready to compose your message, click on the "Compose" button at the top of the Mail window. The Compose window will appear. The first field in the window, the "To:" field, is for the email address of the recipient. Fill in that field with the correct address. To send the same message to more than one person, hit the "Enter" or "Return" key after typing in the email address. An additional field labeled

“To:” will appear; type in the second email address. Repeat this step until you have finished adding all the addresses.

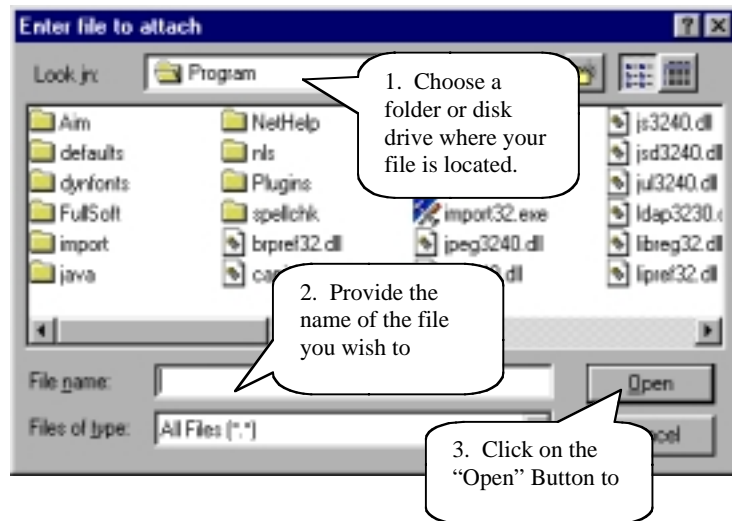
Next you must specify the subject of the message. The subject of the message is the first thing that the recipient will see; it is a good idea to be descriptive but brief in the “Subject” field so that the recipient knows what the message pertains to. Click on the “Subject” field and type the subject of your message.

Finally, click on the body of the message. The body is the white space located below the “Subject” field. The body is where you type the main portion of your message. It is a good idea to click on the “Spelling” button before you send your message in order to check the spelling. When you are satisfied with your completed message, click on the “Send” button. The Compose window will disappear from the screen and your message will be sent.

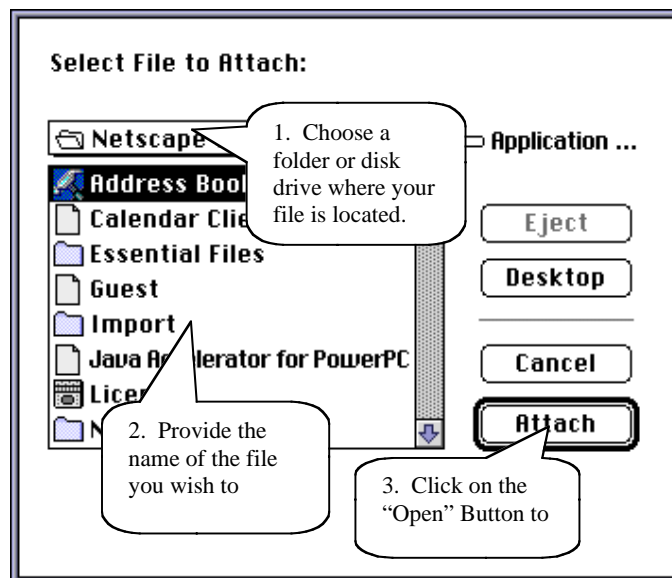


### Adding an Attachment

An attachment is a file that can be included in an email message. An attached file might be a picture, a word-processing document, or some other type of work you have created using another program. To attach a file to your message, click on the “Attach” button and browse the computer for your file.



To browse for your file on either an PC or Macintosh, you must follow three similar steps. First, specify the folder or disk drive containing the file you would like to attach. Do this by clicking on the field labeled “Look In” on a PC, unlabeled on the Macintosh. Next, select the particular file you would like to attach to your message. Type the name of the file you would like to attach on a PC, select it from the list on the Macintosh. When you are finished specifying both the location and name of the file, click the “Open” button on the PC or the “Attach” Button on the Macintosh.




## Replying to Received Messages

As you read a message you may decide that you want to send a message in response. In order to reply to a particular message, click on the “Reply” button at the top of the Mail window. A Compose window will open in which you can type your reply. If the message was sent to multiple email addresses, clicking on the “Reply” button will only reply to the original author; to reply to all of the recipients of the original message, click on the “Reply All” button.



## Forwarding Received Messages

 As you read a message and you may wish to send a copy on to someone else. To do that you must forward the message. To forward a particular message, click on the “Forward” button at the top of the Mail window. A Compose window will open in which you can specify the email address and include an additional message.

Forward

## Printing Messages

While reading the received message you would like to print, click the “Print” button. A print dialogue box will appear; simply click on the “Print” button displayed in the dialogue box.

## Deleting Messages

In order to delete a particular message, you must first click on the particular message listed in the top right windowpane. When you click on a message in this windowpane it becomes highlighted as well as displayed in the bottom windowpane. In order to delete this message, click on the “Delete” button at the top of the Mail window. The message will be marked for deletion. You can restore the message at any time by highlighting the message in the top right windowpane and clicking the “Delete” button again.

In order to permanently dispose of all messages marked for deletion, make sure the click on the “File” menu from the menu bar. From the “File” menu choose “Compact Folders”. You will not be able to retrieve the messages marked for deletion once you click on this item. Your other messages will be unaffected, and you will free up valuable space for new email. You are only allotted a certain amount of space on your email account, so it is a good idea to “compact” your folders often and keep only those messages that you need.

## Where to get more help

- The Netscape Help menu
- A consultant on duty in one of the labs
- The Netscape Website (<http://www.netscape.com>)