

# Mozilla and Netscape Setups

## Quick Settings

### Security

TLS OFF  
SSL ON both for incoming and outgoing servers  
Outgoing Port 25  
Incoming Port 993

### Server Information

Incoming server type: IMAP  
Incoming server: server.psychiatry.uiowa.edu  
Outgoing server: server.psychiatry.uiowa.edu

Your name: ex: Greg Ginther

Email Address: [name]@uiowa.edu ex: greg-ginther@uiowa.edu

User Name: ex: gginther

(This is your IPL user name. It is not the same as your [name] with regard to your [name]@uiowa.edu email address.)

Account Name: ex: Work Email

## Start Here

### Mozilla and Netscape Setups

You need to be running in the Mail section of the browser.

If you are in the webpage browsing section, Select "Window," from the menu bar, next from the drop down menu choose "**Mail and News Groups.**"

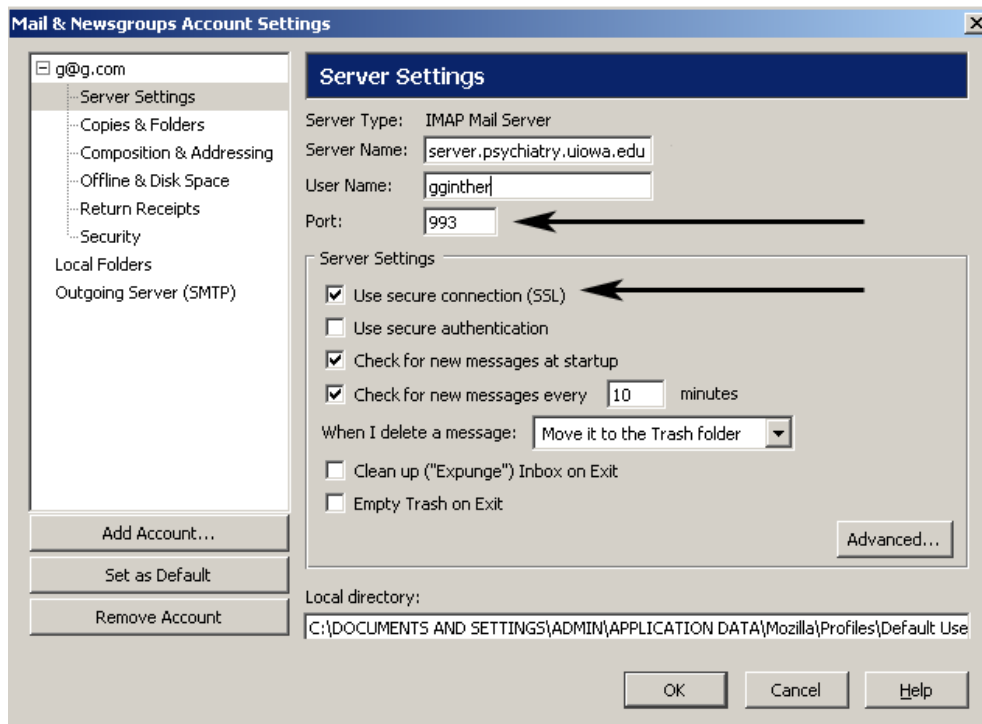
Next, you need to alter your email settings.

These are located under "Edit" on the menu bar then select "**Mail and News Groups Account Settings...**"

Next you will need to click the button labeled "Add account...", located near the bottom left hand corner of the window.

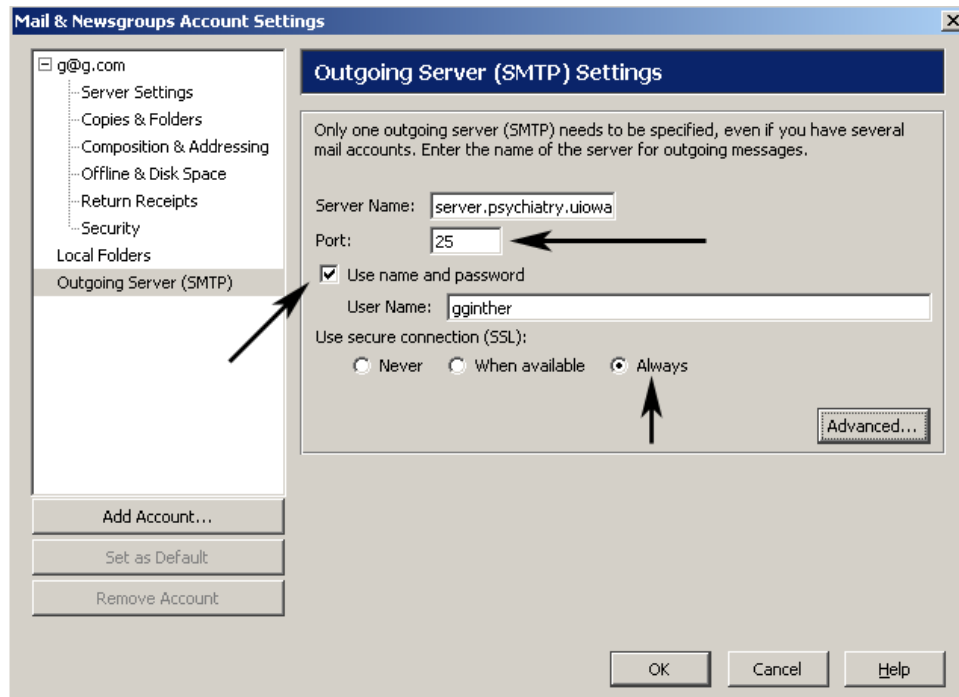
Follow the prompts using the information listed at the beginning of this document as necessary.

Next, go back to the "**Mail and News Groups Account Settings...**" (found under "Edit")



Under "Server Settings"

Make sure that "Use secure connection (SSL)" is checked.  
The port should be set to 993.



Under "Outgoing Server (SMTP)"

The port should be set to **25**.

**"Use name and password"** should be checked.

Make sure the "User Name" is correct. (ex: gginther)

Make sure that **"Use secure connection (SSL)"** is set to **"Always"**

After your email settings have been changed, your email messages may all be marked un-read. To mark specific messages as read, highlight the message, and select "Message" from the menu bar. Go down the menu to "Mark", and select "As Read." To mark multiple messages, select a message and then hold the "Ctrl" key down while selecting the other messages. (Use "All Read" under the same menu to mark all of your messages as read.)