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#### **Setting up a User Profile**

After installing Netscape for the first time, you will be prompted to create a User Profile. This is to store your personalized settings. Netscape can have many User Profiles. After the initial Profile is created, additional Profiles can be added by opening the User Profile Manager. The User Profile Manager is located within the folder Netscape Communicator, Utilities, User Profile Manager. Please follow the same instructions listed below when setting up the default profile.

In the *Full Name*: section type **Your Full Name**. Click **Next**.

In the *Email Address*: section type [youruserid@naspa.net](mailto:youruserid@naspa.net). Click **Next**.

In the *Profile Name*: section type **Your first name or accept default**.

Do not change the Path, use the default path. Click **Next**

In the *Outgoing mail (SMTP) server* section, type **mail.naspa.net**. Click **Next**.

In the *Mail server user name* section, type *youruserid*.

In the *Incoming mail server* section, type **mail.naspa.net**

In the *Mail Server Type* section, click **POP3**. Click **Next**.

In the *News (NNTP) server* section, type **news.naspa.net**. Click **Finish**.

Start Netscape.

#### **Configuring The Mail Settings**

From the *Edit* menu, select **Preferences**.

In the *Category* section, click **Mail & Newsgroups**.

Click **Identity**. In the *Your name* section, type your real name.

In the *Email address* section, type [youruserid@naspa.net](mailto:youruserid@naspa.net).

Click **Mail Server**. In the *Mail server user name* section, type *youruserid*.

In the *Incoming Mail Servers* section, click **Edit** or **Add**.

The *Mail Server Properties* dialog box appears. In the *Server Name*: section, type **mail.naspa.net**.

If necessary, in the *Server Type*: section, click the down-arrow and select **POP3 Server**.

If necessary, in the *User Name*: section, type *youruserid*. Click **OK**.

If everything looks current in the *Mail Servers* dialog box, Click **OK**.

If necessary, in the *Outgoing mail(SMTP) server* section, type **mail.naspa.net**.



### Configuring the News Settings

From the *Edit* menu, select **Preferences**.

In the *Category* section, click **Newsgroup Servers**.

If necessary, in the *Newsgroup Servers* dialog box, click **Edit** or **Add**.

The *Newsgroup Server Properties* dialog box appears.

In the *Server:* section, type **news.naspa.net**. Click **OK**.

If everything looks current in the *Newsgroup Servers* dialog box, Click **OK**.

### Setting the Home Page

From the *Edit* menu, select **Preferences**.

In the *Category* section, click **Navigator**.

In the *Navigator starts with* section, click **Home Page**.

In the *Location* section, type <http://www.naspa.net>. Click **OK**.

### Retrieving Email

From the *Communicator* menu, select **Messenger Mailbox**.

From the *Toolbar*, click **Get Msg**. Type **yourpassword** to retrieve mail.

From the *Toolbar*, click **New Msg**. Type **your message**. When finished, click **Send**.

### Technical Support

Any Technical Support questions can be directed to 1(877) 930-6761. Technical Support is available 24 hours a day, 7 days a week. Email support is also available at [helpdesk@naspa.net](mailto:helpdesk@naspa.net).

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