



**PAETEC**

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## Configuring Mail In Netscape Communicator

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The following instructions will assist you in configuring e-mail in Netscape Navigator. All information required to set up your e-mail account can be found on your **FASTNET Customer Setup Information** sheet.

- 1 Open Netscape Communicator
- 2 From the menu bar click **Edit** and then click **Preferences**
- 3 In the left- hand column click the plus (+) sign next to **Mail and Groups** You should now see the settings listed for **Mail and Groups**
- 4 Under **Mail and Groups** click **Identity**
- 5 In the **Your Name** field enter your name, Example: John Smith
- 6 In the **E-mail Address** field enter your e-mail address, Example: johnsmith@fast.net
- 7 Under **Mail and Groups** click **Mail Server**
- 8 In the **Mail Server User Name** field enter your username, Example: johnsmith. Your e-mail usernames and passwords can be found under the **E-Mail Logins** section of your **FASTNET Customer Setup Information Sheet**
- 9 In the **Outgoing Mail (SMTP) Server** field enter relay.fast.net
- 10 In the **Incoming Mail Server** field enter pop.fast.net
- 11 Under Mail Server Type select POP3
- 12 Click **OK**

To configure multiple e-mail accounts in Netscape Communicator you will need to use Netscape's User Profile Manager to create a profile for each user. If Communicator is currently open, you will need to exit. The following instructions will assist you in accessing the **User Profile Manager** and creating new profiles.

- 1 Windows 95, 98 and NT - From the **Start** menu, choose **Programs**, then **Netscape Communicator**, then **Utilities**, then **User Profile Manager** (proceed to step 4)
- 2 Windows 3.1 - Open the **Netscape Communicator** program group and double click **User Profile Manager**. (proceed to step 4)
- 3 Macintosh - Open the **Netscape Communicator** folder and click **User Profile Manager** (proceed to step 4)
- 4 Click **New**
- 5 Follow the **Profile Setup** instructions referring to steps 5-12 above for e-mail account information. When complete click **Finish**. Repeat for each profile you want to create.

Congratulations. You have successfully configured your e-mail account(s) in Netscape Communicator. If you need any assistance, please contact FASTNET's Customer Care Department at 877.315.3278. Customer Support is available 24 hours 7 days a week.