Instructions for Configuring Netscape Mail

Open Netscape Messenger. Click on **Edit** and **Preferences**. You’ll see the window below. Click on **Identity** under the **Mail & Newsgroups** heading.

In the **Your name:** text box, type in your full name.

In the **E-mail address:** text box, type your Exchange e-mail address in this format:

username@campus.losrios.edu (see below)

If you’re at American River your address will be: username@arc.losrios.edu

If you’re at Cosumnes River your address will be: username@crc.losrios.edu

If you’re at El Dorado or Folsom your address will be: username@flc.losrios.edu

If you are at Sacramento City your address will be: username@scc.losrios.edu

If you are at the District Office, Ethan Way Center or Facilities Management your address will be: username@do.losrios.edu
Click on Mail Servers and you’ll see the window below.

In the **Outgoing mail (SMTP) server**: text box type **exi.losrios.edu** NO MATTER WHAT CAMPUS YOU ARE AFFILIATED WITH.

Type your user name (using the first six letters of your last name and your first initial) in the **Outgoing mail server user name**: text box.

Then click on the Add button in the top right corner of this window (see below).
You will then see this window.

![Mail Server Properties](image)

In the **Server Name** text box, type your server name following these examples:

- If you’re at American River your server is: ex.arc.losrios.edu
- If you’re at Cosumnes River your server is: ex.crc.losrios.edu
- If you’re at El Dorado or Folsom your server is: ex.flc.losrios.edu
If you are at Sacramento City your server is: ex.scc.losrios.edu

If you are at the District Office, Ethan Way Center or Facilities Management your server is: ex.losrios.edu

Select POP3 Server in the **Server Type** text box.

Type your user name in the **User Name:** text box.

This will complete the configuration so that Outlook Express can continue to be used after the SMTP mail service is turned off at Los Rios.

You will be required to authenticate to the Exchange server by logging in with your NT username and password, something you may not be accustomed to doing before.