

Setting up an E-mail Account

Netscape Messenger

1. Go to the Messenger window and click the edit MNU, Preferences, Identity, Fill this out!
2. Click Mail servers, Fill in the blanks for your incoming mail!
like mail.tfb.com
3. Then on top, click Add and fill in your Pop3 Server.

Outlook Express

1. Open Outlook Express.
2. Go to Tools, Accounts, Mail tab, Properties.
3. Click the General tab; fill in the lines.
4. Click the server tab and fill in Your
 - Incoming mail server
 - Outgoing mail server
 - Account Name and Password
 - Check “Remember my Password”
5. Click O.K.!

Setting up the Address Books

Outlook Express

1. Open Outlook Express
X out the connection window! Because, you want to work off line!
2. Click the NEW button, click Contact
3. Fill in the Name as you want it to show
4. Click “Add” and “O.K.”

Netscape Messenger

1. Open Netscape Messenger
Click the Communicator on the Menu bar and click Address Book!
2. Click the New Card button!
3. Fill in the Name and Email Address and click “O.K.”

Working with Address Books (Win 98)

How to **export** and import Address Books from one E-mail client to the other.
How to make a **shortcut** on Your Desktop to the Windows Address Book only.
How to **Import** the Data from a Database into any Address Book.

First the latter!

Say you have a database in MS-Works established and named.
Such as this one: Name of Family.WDB Works Data Base
Open the database and click FILE, SAVE AS, Name of Family.csv in your personal folder or on the desktop, so that you can find it later.
Now, that you have the Text File with all the data from your data base, you'll Import only the data you want, into any E-mail Address Book.

Import to the Netscape Messenger address book:

Open the Netscape Messenger. Go to Communicator, click Address Book or on your keyboard Ctrl + Shift + 2. The Address Book opens.
Now Create a new Address book to keep the data separated.
Go to file, New Address Book, type the name of your new Address Book, OK.
Highlight the new Address Book, go to File, Import, Import Utility opens.
Click "Text File", Next, Browse to the Text File you've saved and which has a *.csv (Comma Separated View) extension. Click the file, and the Save button,
Click "Open", Import Address Book window is open. Click the down arrow and click Last Name, the same procedure for First Name and E-mail. Then click the Import Button.

Import to the Outlook Express address book:

(Is the same as Windows address book.)

- If you want to keep the data separated and not mixed with your regular book.
- Open Outlook Express. Click File, "Switch Identities", or "Identities", and add a new Identity; to who's Address Book you want to import this file/data.
- After the other Identity's "Outlook Express window" is open, go to Tools, Address Book. The Book opens. Go to File, Import, Other Address Book, Click "Import", "Address book import tool" is open.

Click to highlight "Text File" and click the "Import" button. Click "Browse" to find and click the Name Family.csv, you had saved in your Personal Folder or on the desktop. Click "Open", Next, the "CSV Import" window opens!
Now Click to check only the data you want to import. Change Mapping window opens, click down arrow and click: Last name, first name, E address,
Click Finish! The data is now in the new Identity's Address Book.

Exporting Address Books

Netscape Messenger

Open the Messenger's Address Book. Go to Communicator, Address Book.
The Book is open? Yes? Go to File, point to Export and click.

"Export as" the window opens.

Determine the format you want to use for Exporting the File.

"CSV" or "LDIF" Most E-mail clients let you import either format.

So, click the down arrow on the "Save as Type" bar and click LDIF.(Directory interchange format) or CSV (comma separated view)

Click the down Arrow on the "Save in:" bar
and find the folder you want to save this file in.

Click that folder, when it is shown on the Save in: bar, click the Save button.

Outlook Express

Open the Windows Address Book in Outlook Express.

Go to File, Export, Other, click on Text file for that is about the only format available in that window which is readily importable to other Email Clients.

Click Export! The "Exported file as" window opens, where You can give it a name and location.

The CSV Export window opens. here You can check only the data You want to have in that file.

The other Data Uncheck! click "Finish"

To make a shortcut to your Windows Address Book.

Go to Start, Find, Files or Folder, type: Wab.exe, click Find Now.

Right click wab.exe, click Send to, Desktop as a short cut.

You now can get into the win address Book direct from the desktop.

Getting and Reading Mail

Netscape Messenger

1. Open Netscape Messenger
2. Click "Get Msg" on the tool bar
3. The Downloading begins!
4. Highlite the message you want to read! Or, double click it, to open it in a new Window.

If any attachments are present, They are found at the bottom of the page. Right click the attachment which will give you a choice, to open or save it to disk.

It only opens, if the format (extension) is associated with one of the programs on your computer or if you have the program Viewer on your machine, in which it was written originally.

Outlook Express

1. Open Outlook Express
2. Click the "Send and Receive" button and the Dialer will come on, click "Connect".
3. The downloading begins!
5. Highlite the message you want to read! Or, double click it, to open it in a new window.

If any attachments are present, the Paper clip on the right side upper corner will show. Click the paper clip!

5. Click the attachment, it then will give a choice to open or save as!
It only opens, if the format (extension) is associated with one of the programs on your computer or if you have the program viewer on your machine, in which it was written originally.

To write E-Mail

Netscape Messenger

1. Open netscape messenger
2. Click the Compose a Message Icon
3. Type the Recipients E-mail address in the TO: window
or if you have an Address Book, type the Name of the recipient!
The Address will be inserted automatically!
4. Fill in the Subject window
5. Set the cursor at the top of the message window by clicking in the window itself.
6. Start writing your E-mail!
6. Insert *.gif, *.jpg files, or things one has on the clipboard or in your Picture folder.
8. Now push the send button!
On its way it is!

MS Outlook Express

1. Open Outlook Express
2. Click the Compose a Message Icon
3. Type the Recipients E-mail address in the TO: window
or if you have an Address Book, type the Name of the recipient!
The Address will be inserted automatically!
4. Fill in the Subject window
5. Set the cursor at the top of the message window by clicking in the window itself.
6. Start writing your E-mail!
7. Insert *.gif files, or things one has on the clipboard.

Note: Pictures will not insert into the E-mail
with Outlook Express Ver. 4.0 ! but, become attachments.

8. Now push the send button!
On its way it is!

Organizing your E-Mails

The INBOX in your E-mail client

Netscape Messenger

Creating subfolders for your incoming E-mail

Right click the INBOX in the Name window on the left side.
Click NEW SUBFOLDER, write the name of your new
SUBFOLDER in the name window.
Click OK

Repeat this operation for as many subfolders you want to have.
Moving the E-mails to those subfolders

1. First sort your E-mails by sender!
In the INBOX click the SENDER tab.
2. Moving E-mails.
Click his or her first E-mail, hold down the shift key on the keyboard
and click the last E-mail.
With all those E-mails highlighted, click and drag them to their
respective folders in the left window pane.

Outlook Express

Creating subfolders for your incoming E-mail

Click on VIEW on the menu bar

Click, GO TO FOLDER, highlight the INBOX.

Click NEW FOLDER button and write the name of your new folder then, click OK

Repeat this operation for as many subfolders as you want to have.

Moving the E-mails to those subfolders

1. First sort your E-mails by sender! In the INBOX window.

Click the FROM tab.

2. Moving E-mails.

Click his or her first E-mail, hold down the shift key on the keyboard and click the last E-mail.

With all those E-mails highlighted, right click the highlighted area and click the MOVE TO FOLDER command.

Highlight the designated folder and click OK

Moving E-mails another way.

Select the E-mails to be moved!

Click EDIT on your Menu bar, click MOVE TO FOLDER

Highlight the folder designate and click OK.

The SENT Folder in your E-mail client

Netscape Messenger

Creating subfolders for your SENT mail

Right click the SENT folder in the NAME window pane on the left side. Click NEW SUBFOLDER, type the Name of your new subfolder. Click OK. Repeat this operation for as many subfolders as you want to have.

Moving the E-mails to those subfolders

1. First sort your E-mails by recipient!

In the SENT folder. Click the RECIPIENT tab.

2. Moving E-mails.

Click to highlight the first E-mail, hold down the shift key on the keyboard and click the last E-mail with the same recipient name.

With all those E-mails highlighted, click and drag them to their respective folders in the left window pane.

Outlook Express

Creating sub folders for your “SENT” E-mail

Click on VIEW on the menu bar

Click, GO TO FOLDER, highlight the SENT folder.

Click NEW FOLDER button and write the name of your new folder then, click OK

Repeat this operation for as many subfolders as you want to have.

Moving the E-mails to those subfolders

Procedure is the same as with the In-Box before.