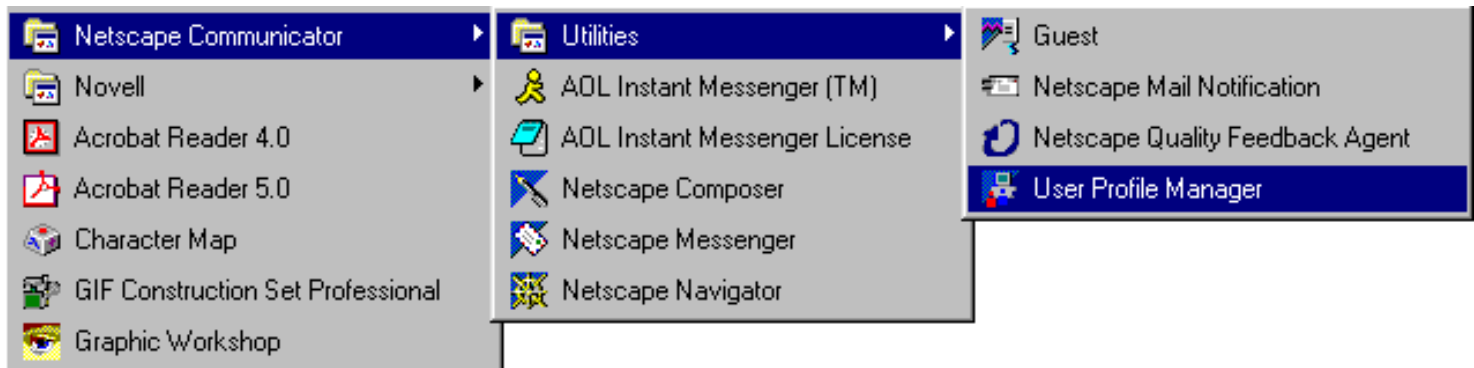


Netscape 4.7

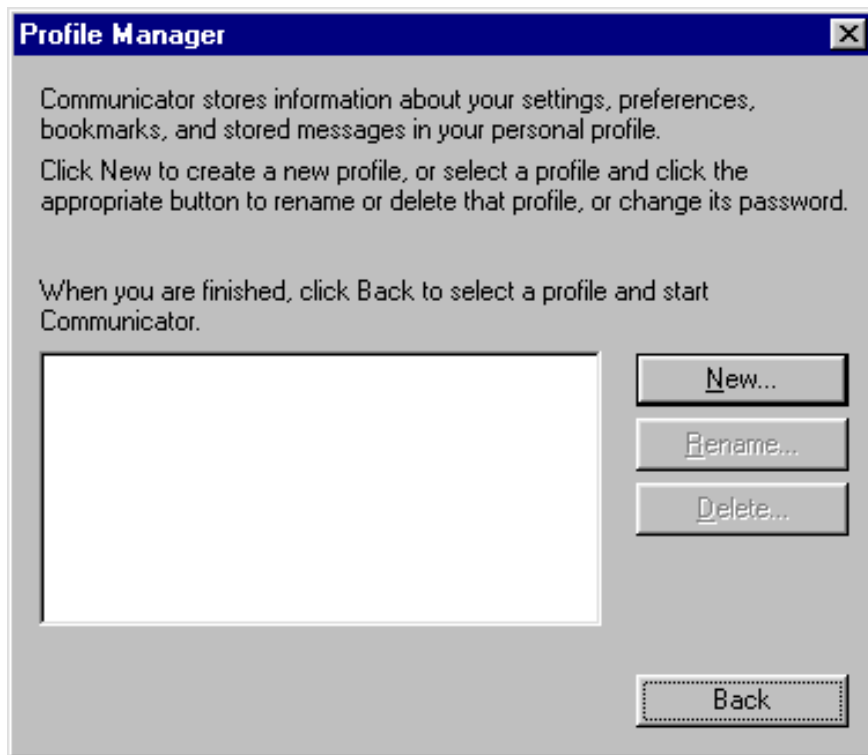
How to add an e-mail (user) profile

1. You must close all Netscape programs before adding a new profile

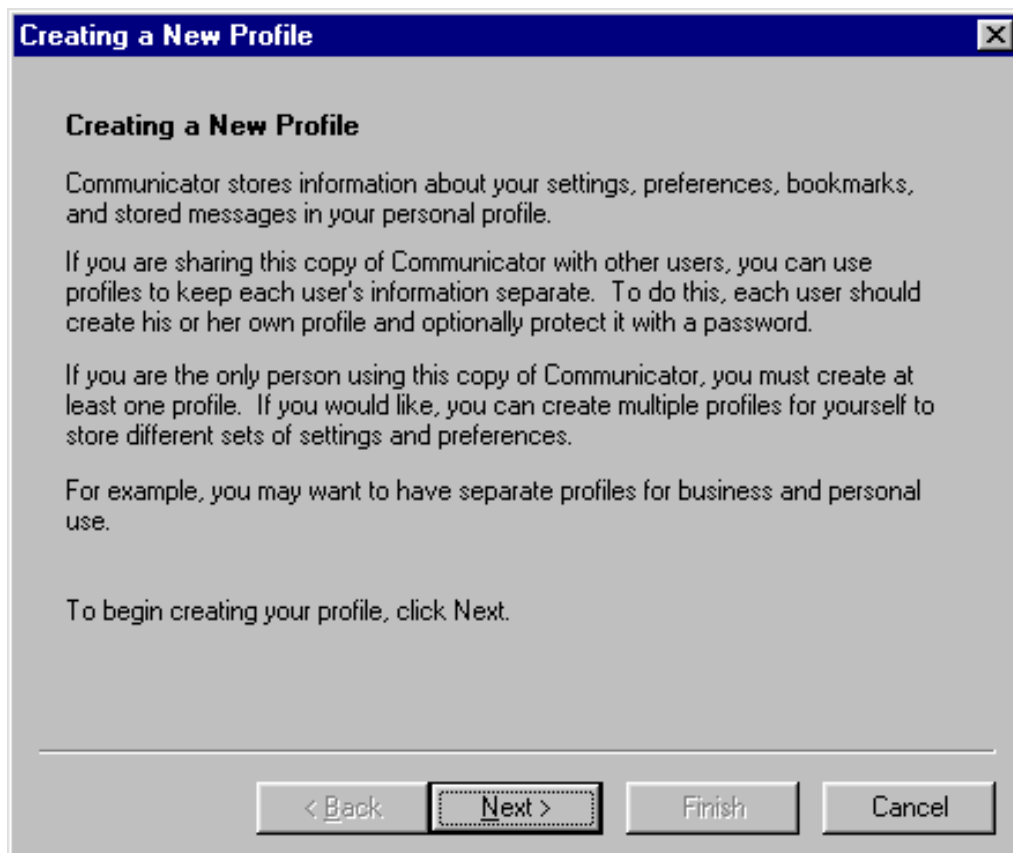
Click on your start menu and go to the **Netscape Communicator** folder. Under the **Netscape Communicator** folder, select the **Utilities** folder and choose **User Profile Manager**.



2. You will see the following screen. To begin adding a new profile, click on the **New** button.



3. The first screen is an explanation of how profiles are used. To continue, click on the **Next >** button.



4. Enter your name in the first field. This is what recipients will see in the from field. Enter your email address in to the second field. When both have been entered, click **Next >** to continue.

Enter your Name and Email Address ✕

Please enter the name and email address for the person whose profile is being created.

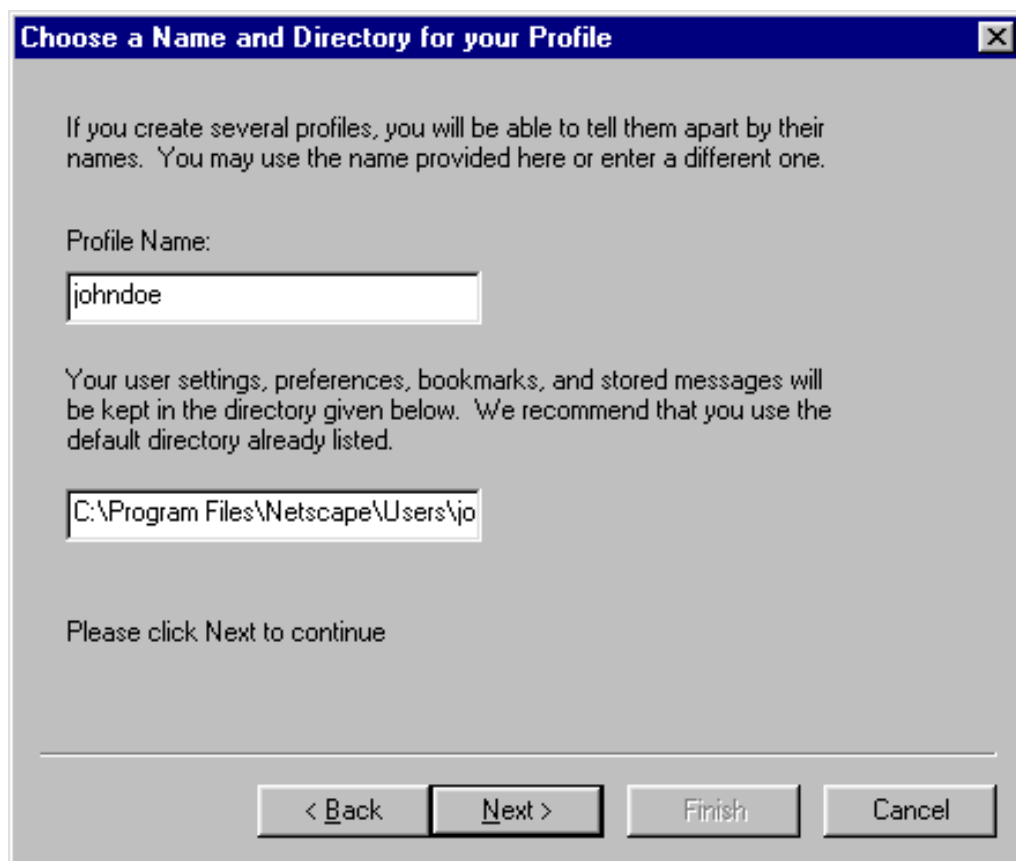
This information will be saved in the preferences of the new profile.

Full Name:
 (e.g. John Smith)

Email Address (if available):
 (e.g. jsmith@company.com)

Please click Next to continue

5. You will be required to specify a profile name on this screen. It is best to accept the default name and directory that Netscape assigns. The profile name is used each time you open Netscape. When the information has been entered, click **Next >** to continue.



Choose a Name and Directory for your Profile [X]

If you create several profiles, you will be able to tell them apart by their names. You may use the name provided here or enter a different one.

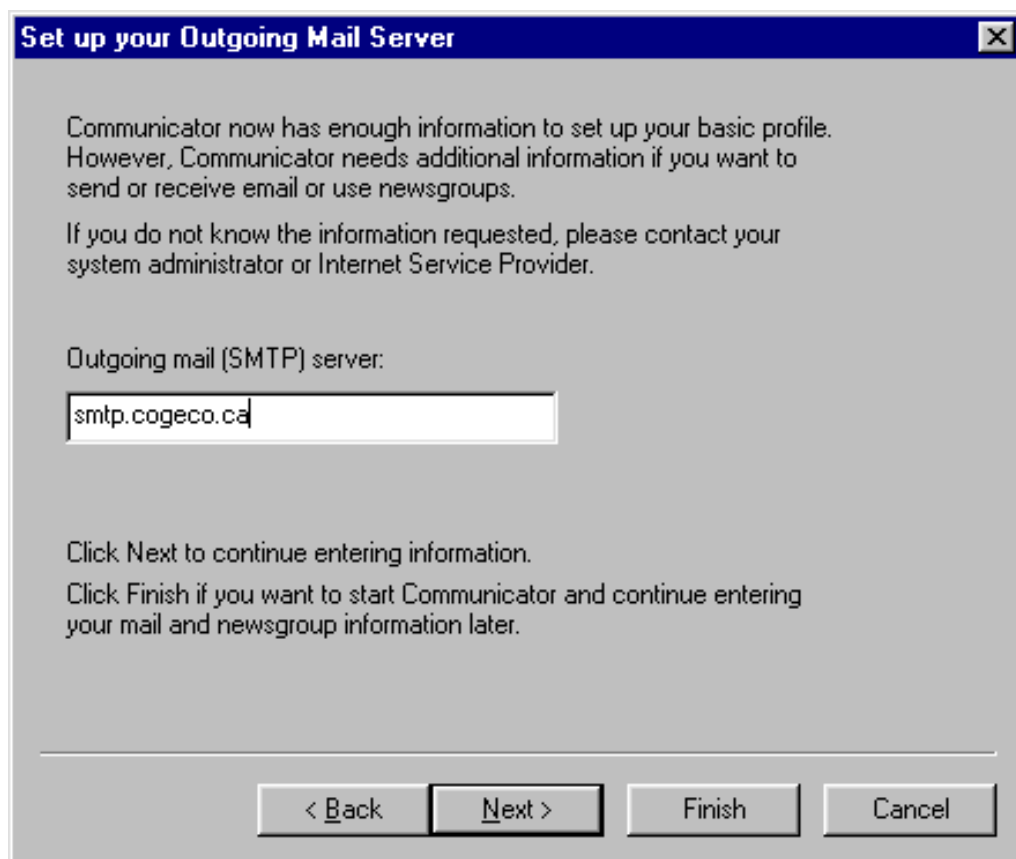
Profile Name:

Your user settings, preferences, bookmarks, and stored messages will be kept in the directory given below. We recommend that you use the default directory already listed.

Please click Next to continue

< Back **Next >** Finish Cancel

6. Specify **smtp.cogeco.ca** as the outgoing mail and click **Next >** to continue.



Set up your Outgoing Mail Server [X]

Communicator now has enough information to set up your basic profile. However, Communicator needs additional information if you want to send or receive email or use newsgroups.

If you do not know the information requested, please contact your system administrator or Internet Service Provider.

Outgoing mail (SMTP) server:

Click Next to continue entering information.
Click Finish if you want to start Communicator and continue entering your mail and newsgroup information later.

< Back **Next >** Finish Cancel

7. Enter your full email address as the user name. The Incoming Mail Server must be set to **pop.cogeco.ca** and specify the server type as POP3. Click **Next >** to proceed once all the information has been entered.

Set up your Incoming Mail Server [X]

The information below is needed before you can receive mail. If you do not know the information requested, please contact your system administrator or Internet Service Provider.

Mail server user name:
 (e.g. jsmith)

Incoming Mail Server:

Mail Server type:
 POP3
 IMAP

Click Next to continue entering information.
Click Finish if you want to start Communicator and continue entering your mail and newsgroup information later.

< Back Next > Finish Cancel

8. This screen is used to enter a news server. The News server must be entered as **news.cogeco.ca** and specify **119** as the Port. Do not put a check mark in the Secure check box. After entering all the information, click **Finish**.



The information below is needed before you can read newsgroups. If you do not know the information requested, please contact your system administrator or Internet Service Provider.

News (NNTP) server:
news.cogeco.ca

Port: 119 Secure

Click Finish to start Communicator using your new profile.

< Back Next > Finish Cancel

9. After clicking finish, Netscape will be launched using the settings you have just provided.