Ateneo de Manila University
Campus Network Group

Configuring Netscape Mail 7.0 to Access mail.ateneo.edu

Netscape 7.0 can be downloaded from http://mirrors.ateneo.net/software/win32/mail/NSSetupB.exe.

1. After installation, click on the Windows Start button on the lower left corner of the screen.

2. The Start Menu will pop up. Select Programs. From the selection list that appears, select Netscape 7.0 (or the name you assigned to the Netscape group of programs), and click on Mail & Newsgroups.

3. The Mail & Newsgroups program will start. If you are using the program for the first time, the Account Wizard window will open showing the New Account Setup dialog. Jump to step 5.

4. If you're not using the program for the first time, click on Edit on Netscape Mail's menubar and select Mail & Newsgroups Account Settings. The Mail and Newsgroups Account Settings window will open. Click the Add Account button on the lower left. This will open the Account Wizard window.

5. Select Email account then click on Next.

6. In the Identity dialog, enter your full name (as you would like to appear on the mail header) and your email address. Click on Next.

7. In the Server Information dialog, select POP for type of server and enter mail.ateneo.edu for both Incoming and Outgoing server. Click on Next.

8. In the User Name dialog, enter your login name then click on Next.

9. In the Account Name dialog, enter your preferred name for the account then click on Next.

10. In the final dialog, verify your account information. Click on Back to make corrections or click on Finish to complete your account setup and close the Account Wizard.

11. A pop up window will appear asking whether you want Netscape to become your default mail application. Click either Yes or No.

12. You will now be in the main mail program window. Click on the Stop button on the upper right.

13. Click on Edit in the menubar and select Mail & Newsgroups Account Settings from the pull-down menu.

14. The Mail & Newsgroups Account Settings window will open. Click on Server Settings on the right side under the account name you entered in step 9.

15. In the Server Settings section, check the box for Use secure connection (SSL). Modify according to your preference the other settings in the dialog.

16. Click on OK to close the Mail & Newsgroups... window.

17. Click on the Get Msgs icon to connect to mail.ateneo.edu.

18. A Website Certified by Unknown Authority warning window pops up. Click on View Certificate and verify that the certificate was issued by AteneoCNG Root CA. Click Close to continue.

19. If the certificate checks out, click on Remember this certificate permanently to avoid the warning in the future. Click on Continue to start downloading your mail. If the certificate details are incorrect, discontinue the session and contact CNG and provide details regarding the questionable certificate.