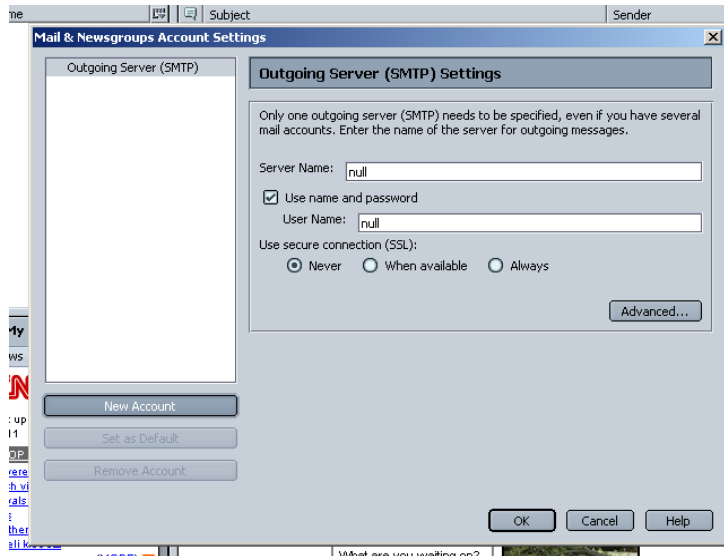


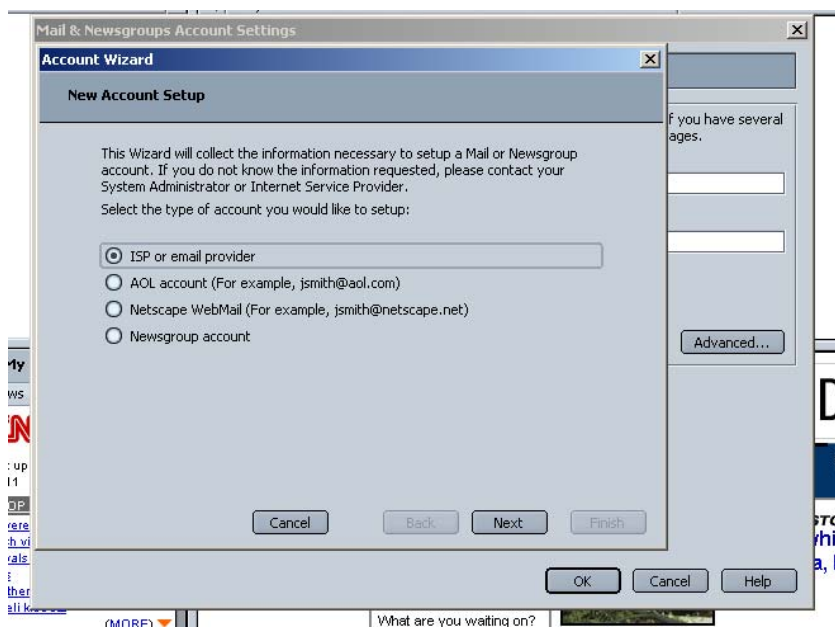


CONFIGURING NETSCAPE MAIL TO ACCESS PINS EMAIL:

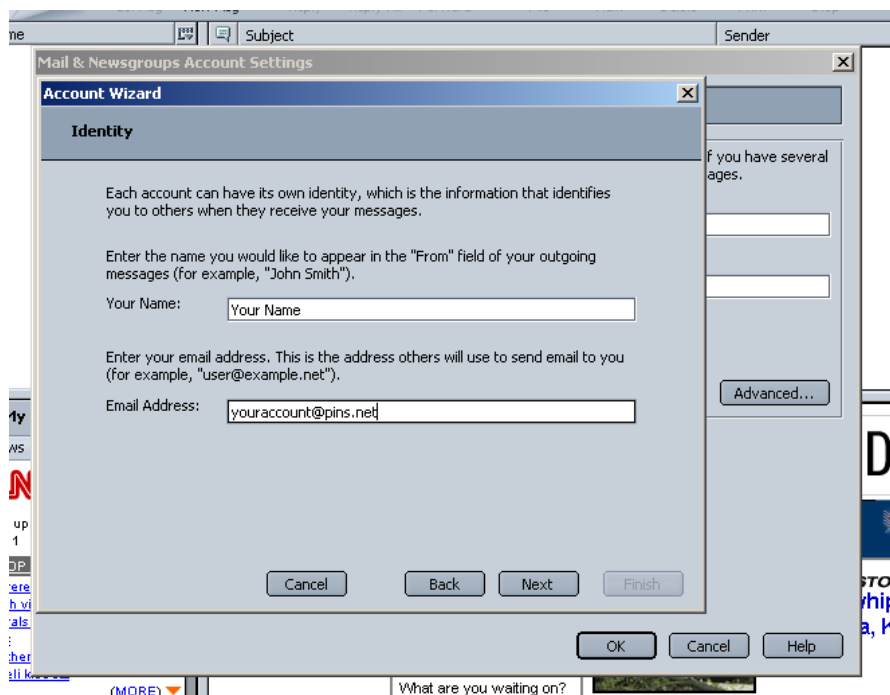
Step 1: Open Netscape mail program. Click on *Edit > Mail & Newsgroups Account Settings*. The **Mail & Newsgroups Account Settings** screen will show. Click on the **New Account** button. The **Account Wizard** screen will show.



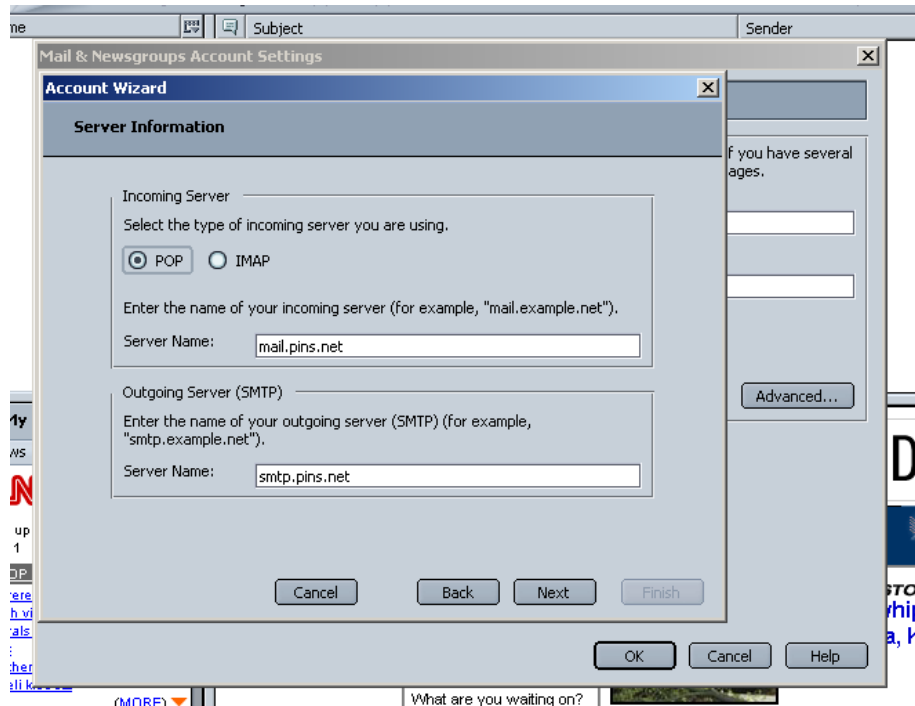
Step 2: In the **New Account Setup** screen, choose the first option, *ISP or email provider*. Then click on the *Next* button.



Step 3: Type the name for the e-mail account you are creating and your PINS account email, then click on the *Next* button.



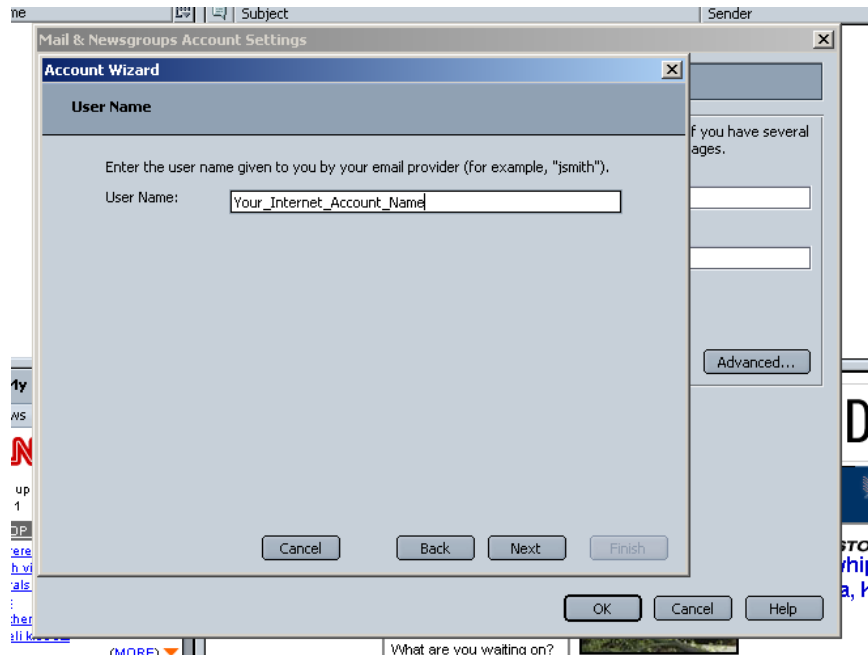
Step 4: In the **Server Information** screen, for the *Select the type of incoming server...*, choose *POP* or *IMAP*, depending on what type of email account you have. In the *Incoming Server Name*, type: *"mail.company.com"*. For the *Outgoing Server (SMTP) Server Name*, type: *"smtp.company.com"*. Click on the *Next* button. [For *Outgoing Authorized server* type *"smtp-auth.company.com"*]



Notes:

- "company.com" should be replaced with your domain name. If your company does not have it's own DNS, please replace it with "pins.net".
- Outgoing Server:
 - In order to reduce the prevalence of SPAM on the Internet, you can only send email through our servers if you are connected to our network directly via a T1, DSL, or dial-up. If you try to connect from a non-PINS provided connection, you will probably receive an error message (such as "Relaying denied") when you try to send mail.
 - In this case, please select "My SMTP server requires authentication" and use *"smtp-auth.company.com"* [replacing company.com as above]

Step 5: In the **User Name** screen, type in your internet account username. Click on the *Next* button. . [Note: Your *User name* might be different from your *email address*. Ex. *User Name: jdoe* and *Email Address: johndoe@pins.net* **Capitalization is important.** Your *Account Name* must be in **lowercase**, and your password is **case-sensitive**.]



Step 6: Verify the information that is shown and then click on the *Finish* button. You have now configured Netscape Mail to access your Pins email account.

