# **Setting Up SeaMonkey**<sup>®</sup> (Based on version 1.1 for Mac and Windows)

## **Technical Manual: Configuration and Setup**

### Document Updated: 2/07

Note: SeaMonkey is an integrated application that includes the browser, email client, Web authoring tool and chatting. It is the successor to Mozilla, and offers much of what used to be in Netscape before that application was scaled down to include just the browser. This manual covers both Mac OS X and Windows. The directions are essentially the same, with minor differences in the way dialog boxes are labeled and used.

#### Setting Up SeaMonkey Mail

- 1. To set up your mail account, open SeaMonkey's Mail & News feature from the Window menu.
- 2. Select File / New / Account, which will open the New Account Wizard.

Note: The first time you open Mail & News, a Local Folders-Sea Monkey folder will open, and you will be able to click Create a new account to begin the setup process.

3. Select Add Account button, which will open the Account Wizard.

To continue the setup process, navigate through the following windows in the setup wizard:

Account Wizard	×
New Account Setup	
In order to receive messages, you first need to set up a Mail or Newsgroup account.	
This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.	
Select the type of account you would like to set up:	
Email account	
Newsgroup account	
< <u>B</u> ack Cance	!

- 4. In the New Account Setup window, click the Email account button and click Next to continue (you can always click Back to recheck your entries). On a Mac, these buttons are indicated by left and right arrows.
- 5. In the Identity window, enter the following:

Account Wizard		×
Identity		
Each account has ar you to others when	i identity, which is the information that identifies they receive your messages.	
Enter the name you outgoing messages	would like to appear in the "From" field of your (for example, "John Smith").	
Your Name:	My Name	
Enter your email add to you (for example,	dress. This is the address others will use to send email "user@example.net").	
Email Address:	myname@mydomain.com	
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- Your Name—Enter your real name or the company ٠ name.
- · Email Address—Enter the address from which your email will come, such as myname@mydomain.com.
- 6. In the Server Information window, enter the following:
  - Select the IMAP checkbox as the type of server.

Account Wizard		<b>—</b> X <b>—</b>
Server Information		
Select the type of inco	ming server you are using.	
© <u>P</u> op ⊚ <u>I</u> MAR	2	
Enter the name of your "mail.example.net").	r incoming server (for example,	
Incoming Server:	imap.emailsrvr.com	
Enter the name of your "smtp.example.net").	r outgoing server (SMTP) (for example,	
Outgoing Server:	smtp.emailsrvr.com	
	< <u>B</u> ack <u>N</u> ext > Cance	

- Incoming Server—Enter *imap.emailsrvr.com* as your incoming server.
- If an Outgoing Server box appears, enter, under SMTP server: *smtp.emailsrvr.com*. If you have already configured an outgoing server for a previous account, this dialog will be bypassed.

**Note:** If the Outgoing Server field is not displayed, there will be a default server listed, one you've previously established, which SeaMonkey will use instead.

- 7. In the User Names window, do the following:
  - Incoming User Name—Enter your username, such as myname@mydomain.com.
  - Outgoing User Name—Repeat your username, such as myname@mydomain.com, which is required for the server to authenticate your account when sending messages.
- 8. In the Account Name window, enter a descriptive name for your email account, such as Work Account, Home Account, or something similar.
- 9. The Congratulations window will display all the settings you've entered. Please review everything to make sure it's correct. To make any changes, click the Back button to review previous settings and correct the settings as needed. The Download messages now checkbox, selected by default, will retrieve your messages when you complete the setup process.
- 10. Click the Finish to store your settings.

## **Changing Outgoing (SMTP) Servers**

If you experience trouble sending mail, it is likely that your ISP is blocking the default Port 25; this is a very common process that's designed to protect the service from spammers. To fix this problem, follow these steps:

- 1. Select Edit / Mail & Newsgroup Account Settings.
- 2. Click the Outgoing Server (SMTP) link, select your account and press Edit. Enter port number 587.

Description.	Outgoing Server
Server Name:	smtp.emailsrvr.com
Port:	587 Default: 25
🗹 Use name	e and password
Use name User Name	e and password e: myname@mydomain.com
Use name User Name Use secure co	e and password ne: myname@mydomain.com nnection:

## **Assigning SSL Secure Server Settings**

The SSL protocol allows you to send and receive secure mail messages to and from your email server. The setting, though, doesn't apply to your messages once they leave the email server.

1. To send messages over a secure connection, select Edit / Mail & Newsgroup Account Settings.

- 2. Select and expand your mail account, located in the left sidebar pane.
- 3. Click the Server Settings link.
- 4. Check the Use secure connection (SSL) box.
- 5. Take note of the server type displayed in the Server Type area. Enter the secure server name, *secure.emailsrvr.com* and confirm the default port number is 993.

nyname.com	Server Settings
tttings Folders Lion & Address Disk Space ings ecceipts s c c ings rvver (SMTP)	Server Type: IMAP Mail Server Server Name: secure.emailsrvr.com Port: 993 Default: 993 User Name: myname@mydomain.com Security Settings Use secure connection: Never TLS, if available TLS SSL Use secure authentication Server Settings Check for new messages at startup Check for new messages at startup Check for new messages every 10 minutes When I delete a message: Move it to the Trash folder Clean up ("Expunge") Inbox on Exit Empty Trash on Exit Advanced Local directory: TUSers/gene/Library/Mozilia/Profiles/default/573wqcgh.slt/in Browse
count)	
Default	
Account	
	yname.com ttings Folders Disk Space ngs acceipts s s ree ngs river (SMTP) count Default Account

- 6. Click the Outgoing Server (SMTP) link, located in the left sidebar pane.
- 7. In the Use secure connection section of the dialog box, click the SSL button.
- 8. Enter the secure server name, secure.emailsrvr.com.
- 9. Confirm the default port number, which may be either 465 or 587.
- 10. Be sure that the Use name and password box is checked and that your email address appears in the User Name box.
- 11. Click the OK button to complete the setup process.

**Note:** Some ISPs do not allow their customers to use third-party SMTP servers. If you encounter this problem, you will need to use the ISP's outgoing servers instead for the messages you send.

#### **Checking for Mail Automatically**

- 1. Select Edit / Mail and Newsgroup Account Settings.
- 2. Click the Server Settings link, select your account and press Edit.
- 3. Click Check for new messages at startup to check your mail as soon as you're online.
- 4. Click Check for new messages every and enter the number of minutes you'd like your messages checked, after which . The standard or default setting SeaMonkey is 10 minutes.
- 5. Click OK to complete the setup process.