1. Open Netscape application.

2. Select **Edit > Mail & Newsgroups Accounts Settings**....
3. Click the **Add Account…** button.

4. Select the **Email account** radio button. Click **Next**.
5. Enter **Your Name** and (TC) **Email Address**. See image below for reference.

![Account Wizard](image1.png)

6. Click **Next**.

![Account Wizard](image2.png)
7. Select the **POP** radio button. For the **Incoming Server** and **Outgoing Server**, enter tcmail1.tc.columbia.edu, as shown below.

8. Click **Next**.
9. Accept the **Incoming User Name** by clicking **Next**.

10. Accept the **Account Name** by clicking **Next**.
11. Click Finish.

12. Select Server Settings and check the Use secure connection (SSL) box. Also check the Leave messages on server box, as shown below.
13. Select **Outgoing Server (SMTP)** and select the **TLS, if available** radio button (in the **Use secure connection** section), as shown below. Click **OK**.