



**1) Open Mozilla, choose "Mail & Newsgroups" from the "Window" menu.**



**If this is the first time running Mozilla, the Account Wizard will automatically open. Otherwise choose "Mail & Newsgroup Settings" from the "Edit" menu.**

**2) click "Next"**

The screenshot shows the 'Account Wizard' dialog box with the 'Identity' step selected. The title bar reads 'Account Wizard' and the window has a close button. The 'Identity' section contains the following text: 'Each account can have its own identity, which is the information that identifies you to others when they receive your messages.' Below this, it says: 'Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").' There is a text input field labeled 'Your Name:' containing 'John Smith'. Below that, it says: 'Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").' There is a text input field labeled 'Email Address:' containing 'johnsmith@newmex.com'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**3) Type in your name & email address, then click "Next"**

The screenshot shows the 'Account Wizard' dialog box with the 'Server Information' step selected. The title bar reads 'Account Wizard' and the window has a close button. The 'Server Information' section contains the following text: 'Select the type of incoming server you are using.' Below this, there are two radio buttons: 'POP' (which is selected) and 'IMAP'. Below that, it says: 'Enter the name of your incoming server (for example, "mail.example.net").' There is a text input field labeled 'Incoming Server:' containing 'mail.newmex.com'. Below that, it says: 'Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").' There is a text input field labeled 'Outgoing Server:' containing 'smtp.newmex.com'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

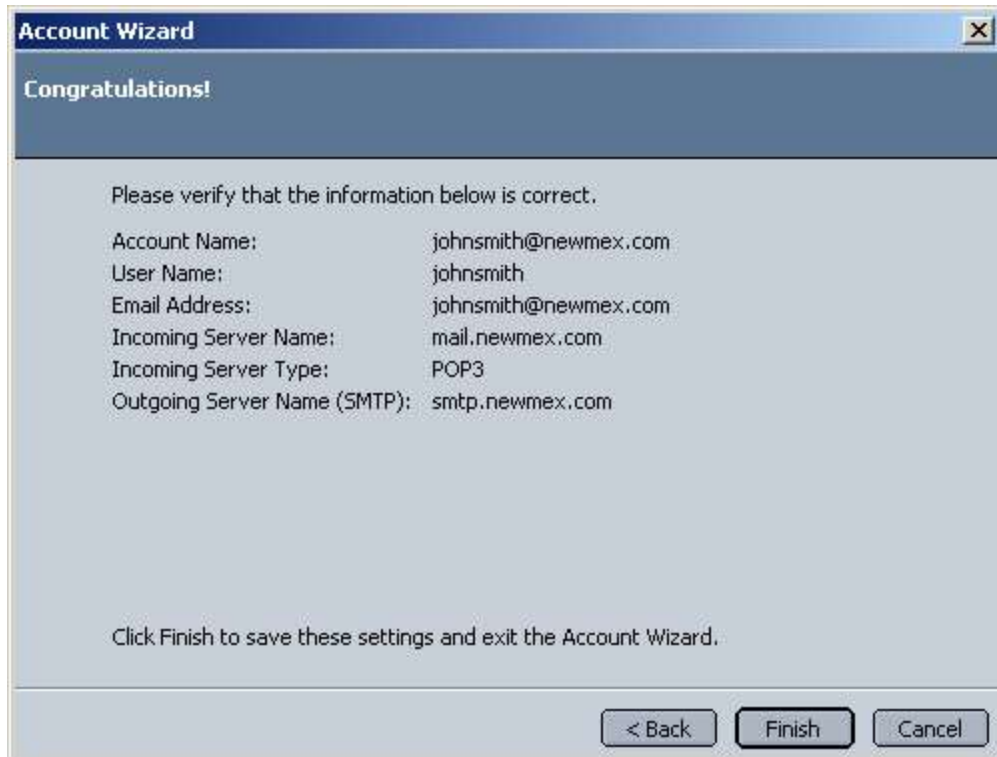
**4) Copy the server information above, then click "Next"**

The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The window has a dark blue header bar with the text "User Name". Below the header, there is a light blue area with the instruction: "Enter the user name given to you by your email provider (for example, 'jsmith')." Below this instruction is a text input field labeled "User Name:" containing the text "johnsmith". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

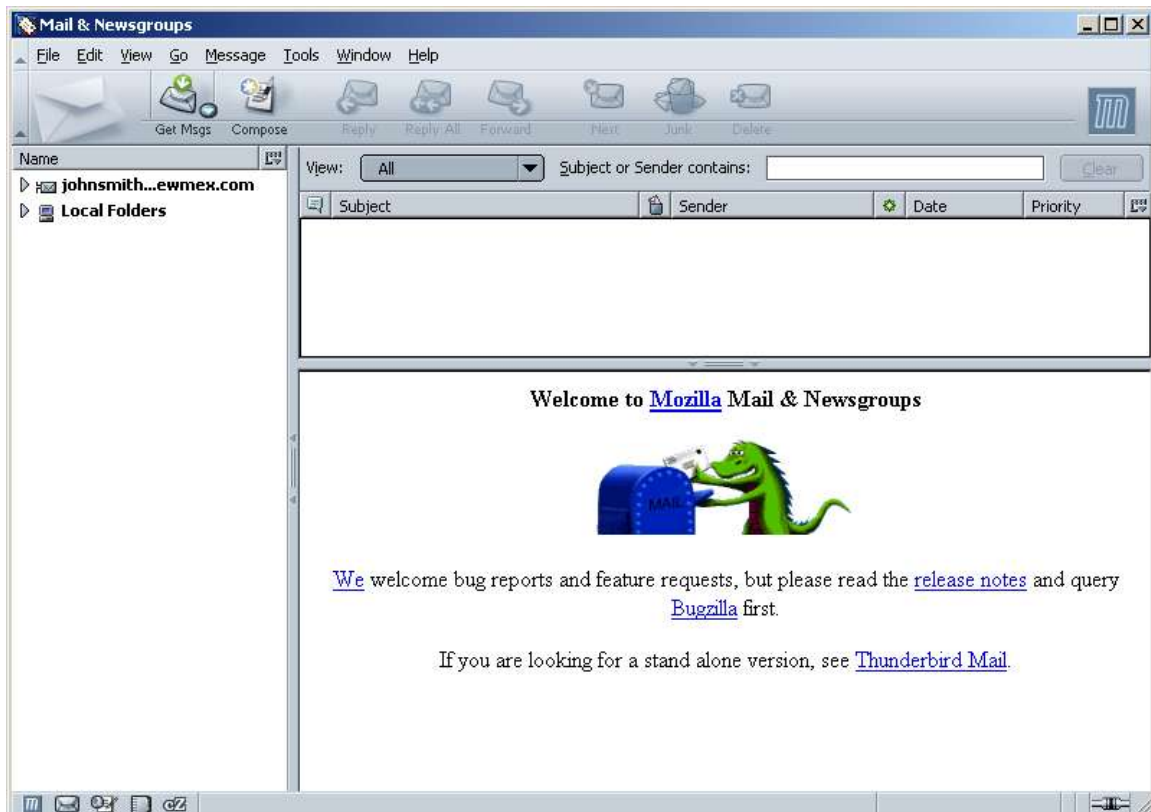
**5) Type in your username, (login ID).  
This needs to be all lower-case.**

The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The window has a dark blue header bar with the text "Account Name". Below the header, there is a light blue area with the instruction: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." Below this instruction is a text input field labeled "Account Name:" containing the text "johnsmith@newmex.com". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

**6) Type in your email address, then click "Next"**



**7) Now click "Finish," Mozilla is now ready to check email.**



**8) In the main window, click the "Get Msgs" icon to check mail.**