

Receiving E-mail Through Netscape Communicator

The **Inbox** icon on the component bar notifies you when you have new messages.

Netscape Messenger checks your server periodically using the settings in the Mail Servers Preferences panel. After Messenger finds new messages, the Inbox icon displays a green arrow.

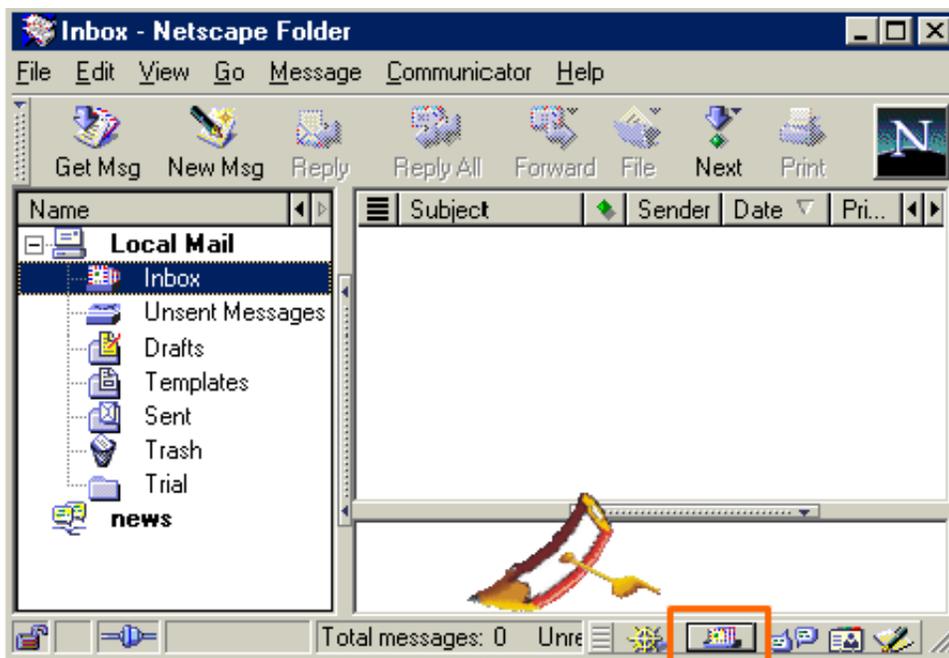
A yellow arrow indicates that Messenger has not checked for messages yet (generally when you first launch Communicator).

You can also set Messenger to play a sound when it receives new messages (Windows and Mac OS only).

Messenger automatically downloads new messages to your Inbox if you've set it to check for messages at timed intervals, but you can retrieve them manually at any time.

To **get new messages**, do one of the following:

- Click on **Communicator** menu and select **Messenger** Option
- Click **Get Msg** on the Messenger Window toolbar.



INBOX **PLAY**

-OR-

Choose **Get New Messages** from the **File** menu of the Messenger window.

- Click the **Inbox** icon on the component bar.

More On Receiving E-Mails In Netscape Communicator

- The new messages are stored in the **Inbox Folder** on the left side of the window.
- There are some other folders on the left side of the window and the right side shows the contents of the folders we have selected on the left side.

- In the left panel, below, the **Inbox** folder is the **Unsent Messages** folder, which contains the messages, which are ready to be sent.
- The **Drafts** folder contains all the messages that are yet incomplete and save them for completing it later.
- **Templates** are used for saving the message as a template from any window in which it is stored. You can save those messages as templates, which you send regularly such as your weekly status report.
- There is **Sent** box, which contains all the mails, which you have sent and trash everything you have deleted.
- The mail is displayed on the right hand side, with the subject, the sender and the time it was sent.
- When the message first comes through, it's in Bold, stating that it is unread. It makes it easier to go through the list and if required, read the bold ones later.
- Messages can be flagged, if you want to mark some so that you can go back to them sometime later.