

Ten-Nash & Netscape Mail Features

Setting Up Ten-Nash Account

User Name

Your **user name** is _____

You will type this name as shown above each time you are asked for a user name.

Your temporary **password** is _____

You will be given 3 chances to change it today.

Your **email address** is _____@k12tn.net
(username)

Password

Your password can have up to 33 characters, letters, or symbols. It must contain at least 6. You may use capital letters but if you do so, you must use the same capital letters each time you type your password.

Do not use:

- Spaces between words
- These symbols * / \ ~
- Common words or names

Write your new password down.

It will be good for 6 months. After that time you will be asked to make up a new password. If you do not change your password every 6 months you will not be able to access your email account.

Connect to Ten-Nash

1. In the Windows environment, click **Start**, click *Run...*
2. In the dialog box type **telnet** and click **OK**.
3. Click **Connect**.
4. Click *Remote System...*
5. In the **Remote Box** type the underlined information:

Host Name: ten-nash.ten.k12.tn.us

Port: telnet

Term Type: vt100

6. Click **Connect**.
7. **Username** will appear onscreen. Type your username and press enter. You will be timed so type it quickly and carefully. Do not use capital letters or spaces. If you are timed out simply repeat the Connect to Ten-Nash directions.
8. **Password** Type your temporary password.
9. **Press enter twice**. You will see the **Ten-Nash menu** screen.
10. To access items on this menu **type the letter for the command**. *The mouse will not work in the Ten-Nash program.*

The first thing you will do is change your password.

Change Password

1. At the menu type **P**
2. You will be asked to **type your temporary password**.
3. You will be asked to **type your new password**
4. You will be asked to **type your new password again** (verify).

If you get an invalid password you must come up with a different password. This attempt counted as your first try.

5. After your new password is accepted you are ready to go back to the menu. Press enter or the **Ctrl key and the letter Z** simultaneously.

Ten-Nash Chores

There are certain features of email that can only be taken care of in the Ten-Nash mail environment.

Deleting Mail

Mail is only deleted from your account through the Ten-Nash environment.

To delete mail:

1. At the menu type **M** (mail)
2. Type **dir** (mail directory)
3. Find the number for the mail you wish to delete
4. Type **del** (delete) and the **number**. You can use commas (del 11, 15, 19) or use a dash (del 3-7) to delete numerous mail items at once.

Deleting Mail Read in Netscape

If you are reading your mail using Netscape you will have two mail folders. To delete mail you have read in Netscape.

1. At the menu type **M** (mail)
2. Type **sel newmail**
3. Type **dir**
4. Choose the mail you wish to delete and follow #4 above.

The Ctrl key and Z pressed simultaneously will return you to the menu.

After mail has been deleted it must be purged to remove it from and free up space on your Ten-Nash account.

1. At the menu type **K** (Purge and Compress)

Your mail account will be purged and compressed automatically. Press the Ctrl key and Z pressed simultaneously to return to the main menu.

Always log out by typing **L** at the menu.

You can also access ten-nash through the county web site at <http://207.125.93.3/emaiildir.html>. Click Ten-Nash in the contents table.

To Check Mail Using Netscape

1. Open Netscape.
2. Click the envelope in the lower right-hand corner.
3. Type in the Ten-Nash password.
4. Click on the folder you wish to view: in-box, sent, or trash.
5. Click mail message you wish to read. (If necessary maximize the screen.)
6. Mail can be deleted by clicking on the title of the message you wish to delete and striking the delete key. Mail will then be sent to the trash folder. Click File and Empty trash to delete mail in the trash folder.

To Send Mail Using Netscape

1. Open Netscape.
2. Click the envelope in the lower right hand corner.
3. Type in the Ten-Nash password.
4. Click the new message icon at the top of the screen.
5. Complete information requested and type mail message.
6. Click send icon to send mail.

Helpful Hints:

1. You do not have to supply the entire e-mail address if the individual is also a Ten-Nash user, simply type the individual's user name.
2. You can also send web site hyperlinks by typing in the address of the site in the message section of the new message (for example, <http://schoolworld.asn.au>). When the message is received by the sender, the site can be visited by clicking on this hyperlink.

Netscape Communicator Address Book

Add an entry to the address book by:

1. Clicking on the sender's address at the top of the email and add it to the address book.
2. Clicking Communicator on the menu line. In the drop down menu, click Address Book.

Mail Folders

There are 3 folders in Netscape 4.0 mail:

Inbox This folder contains the incoming mail.

Sent This folder contains mail messages you've sent.

Trash This folder contains mail you've deleted.

Mail Commands

Get Msg Click this button to get incoming mail messages.

New Msg Click this button to send a new message.

Reply Click this button to respond to a message.

Forward Click this button to send a message to someone else.

Print Click this button to print a message.

Editing Letters

These combination keys are very useful in editing:

Ctrl + C Makes a copy of highlighted text.

Ctrl + X Cuts highlighted text.

Ctrl + V Pastes highlighted text.

For more features of Netscape Communicator visit the online tutorial at
http://207.125.93.3/tutorials/email_setup.htm

Using Netscape 4.5 Mail (for Ten-Nash Users)

To Set Up Mail Server

1. Open Netscape
2. Click Edit on the top menu
3. Click Preferences
4. Click Mail & Newsgroups
You must set up 2 sections:
 1. Click **Identity**
Your Name: **(Your first and last name)**
Your Email: **(Your Ten-Nash user name)@ten-nash.ten.k12.tn.us**
Reply-to-address: (Leave blank unless you want your mail sent to a different address)
Your Organization **Jefferson County Schools** (or your school name)
 2. Click **Mail Servers**
Click the Add button and type **ten-nash.ten.k12.tn.us**
Outgoing mail server is **ten-nash.ten.k12.tn.us**
Outgoing mail server username is your ten-nash **username** for example, campbelc

While in the **Mail Servers** screen, click the **Edit** button.

- Under the General tab options may be set up:
- Direct Netscape to check for email every ___ minutes. (As it does this, you will hear a signal if you have mail whenever Netscape is running.)
- Remember your email password
- Automatically download new messages (Netscape will begin downloading your email when you open the browser)

Under the **POP** tab Netscape can be set up to leave your messages on the Ten-Nash server making them available to you again in the future. If this option is selected, you must manually use Telnet to delete your own messages. If this option is not selected, your messages will be deleted from Ten-Nash by Netscape.

Ten-Nash Mail Setup Netscape Communicator 4.0

1. Open Netscape Communicator. If this is the first time you have opened this program it will try to set up a Personal Profile. Do not do this at this time. Simply click “Next” until you get through this section.
2. Click Edit.
3. Click Preferences.
4. In the Navigator dialog box which will appear onscreen, change the home page location setting to:
`http://www.connect-tn.org`
5. Double-click Mail & Groups. If you do not see 5 topics appear under Mail & Groups double-click again.
6. Click Identity.
7. In the Identity dialog box type the following information:
Your Name: (type your first and last name)
Your email: (type your username@ten-nash.ten.k12.tn.us)
Organization: If you wish, type your school name.
Signature File: If you wish, you may type a line that will be tagged to every email you send.
8. Click Mail Server.
9. In the Mail Server dialog box, type the following information:
Username: (type your ten-nash username)
Outgoing Mail Server: (type ten-nash.ten.k12.tn.us)
Incoming Mail Server: (type ten-nash.ten.k12.tn.us)
Select to leave or remove the mail from the ten-nash server.
10. Click OK at the bottom of the screen.

To begin reading and sending email, click the mailbox icon. If you are unable to see the set of 4 icons at the bottom right corner of the screen, click the maximize button in the top right corner to resize the screen.

Ten-Nash Mail Setup Netscape 3.0

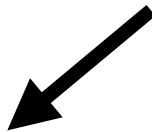
To Set Up Mail Server

1. Open Netscape
2. Click Options on the top menu
3. Click the Servers tab
4. Click Mail and News Preferences
5. Type the following information in the blanks:
Outgoing Mail (SMTP) Server: ten-nash.ten.k12.tn.us
Incoming Mail (POP) Server: ten-nash.ten.k12.tn.us
POP User Name: (your Ten-Nash user name)@ten-nash.ten.k12.tn.us
Mail Directory: C:/Netscape/mail
6. Select to remove or leave mail on the server by clicking inside the circle.
7. Click the Identity tab
8. Type the following information in the blanks:
Your Name: (Your first and last name)
Your Email: (Your Ten-Nash user name)@ten-nash.ten.k12.tn.us
Reply-to-address (Leave blank)
Your Organization Jefferson County Schools
9. Click OK

Click on the mail envelope in the lower right-hand corner. You will be asked to supply your ten-nash password.

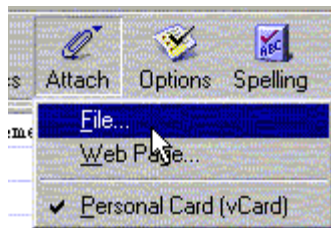
Email Attachments:

1. Open Netscape, mail and click **New Msg**
2. In the **To:** line type jobs and press enter. This will insert the Placement Office email addresses instantly.
3. Include a subject and any information you want to add to the email message.
4. To add the attachment, click the **Attach** (paper clip) button in the email toolbar.

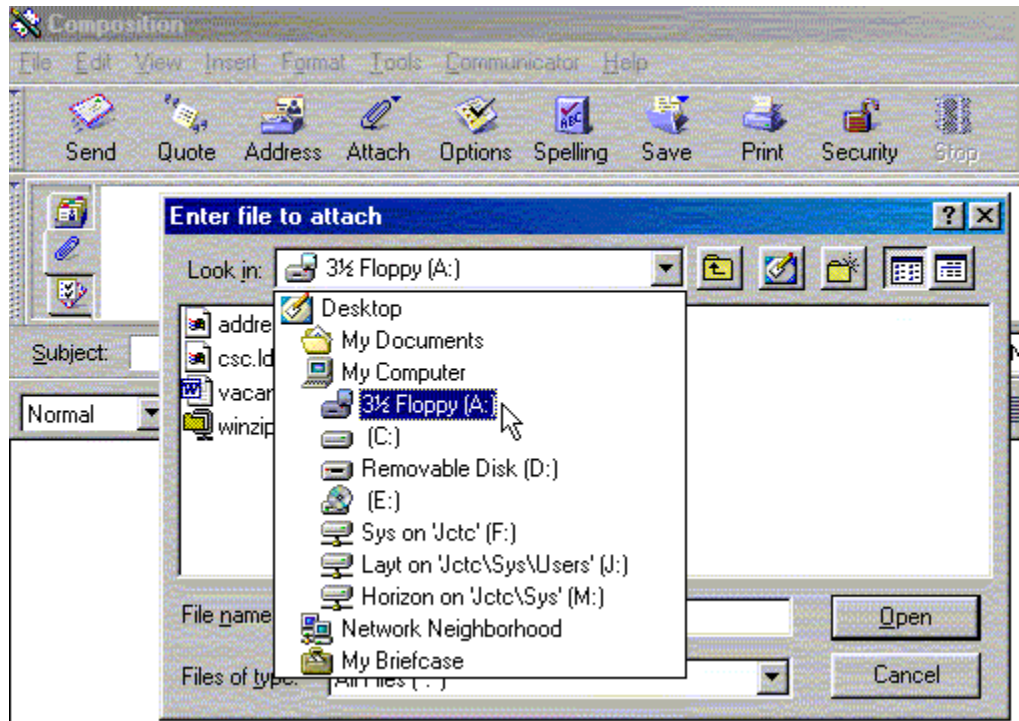




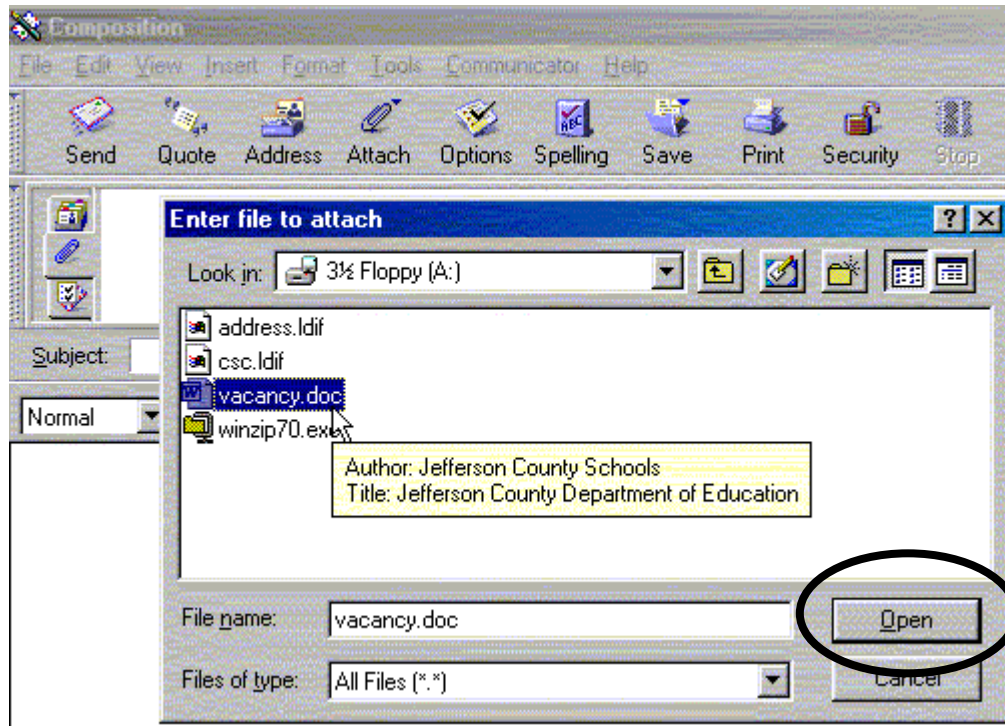
- When you click **Attach**, you will choose **File...**



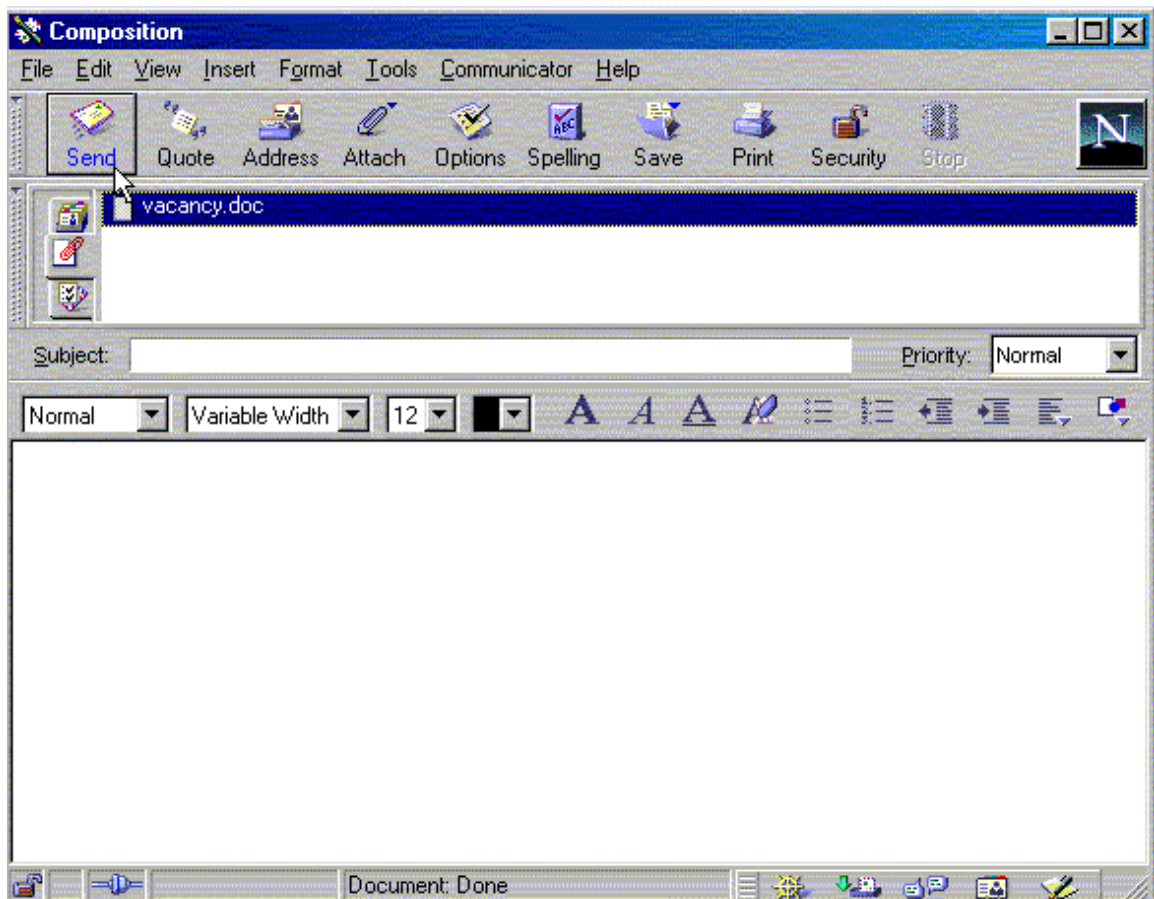
- Change your computer to **drive a:** assuming that is where you have saved the file with the job posting.



- Click the file name of your posting and then click open.



8. Then click Send to send the email to the placement offices.



Getting Started

To download Netscape Communicator . This newest Windows 95 version of Netscape Navigator, Communicator, combines a fast web browser and a WYSIWYG web editor, Composer. There is also a version available for Windows 3.1. The program can be downloaded to a Temp file on your computer's hard drive or to the desktop. Once the program has been downloaded it must be installed on your hard drive. The minimum requirements for the Windows 3.1 version are a 386 CPU, 4 MB RAM, a 28.8kbps modem, and 10MB hard disk space. (Note: Once Communicator has been installed the screen must be resized in order to view the 4 icons, Navigator, Mailbox, Discussion, and Composer. Simply click the Windows restore **button in the upper right corner of the screen. (See Internet Plug-ins and Program Downloading**

<http://www.geocities.com/Athens/Delphi/6470/plugins.htm>

for more help on downloading.

Managing Email

To change mail preferences click Edit, Preferences and the Navigator screen will appear. Double click Mail & Groups. You will need to provide Identity and Mail Server information in order to receive email through Communicator. To set up Ten-Nash accounts through Communicate Email/Netscape Mail visit http://207.125.93.3/tutorials/email_setup.htm

Note: If you do not want your mail removed from the server, be sure to check Leave message on the server after retrieval. If you do not check this, when you supply your email password, all of your mail will be removed from your mail host server.

To begin reading email, click the Mailbox button in the lower right corner of the screen or click the word Communicator in the top of the screen, then click Messenger Mailbox. You will be asked to supply your email password. If you are unable to access your mail account go back and check your mail preferences again and be sure you have typed in all information correctly.

Viewing Mail

You can change the way you view the mail on your screen.

To view the mail you have received, click the down arrow and select Inbox. If you want to arrange this mail by an alphabetical listing of subject, click the Subject bar. To arrange the Inbox mail by an alphabetical listing of who sent it, click the Sender bar. You can also arrange this mail by Date and Priority. To view mail you have sent, click Sent beside the down arrow. You can also view mail in the Trash or Drafts. Each of these environments allow you to view the mail by Subject, Sender, Date, and Priority.

To get your latest mail message, click Get Msg (Messages) button.

Creating Mail Folders

You can create different folders to store your mail.

Go to the Mailbox.

Click File...New Folder...then type the name you wish to give your new folder.

In the second line, Create as subdirectory of...click the down arrow and select Local Mail. You will now have a new mail folder.

To file a message in that folder, right-click on the message in the top half of your Mailbox screen. Move to File message and left-click the name of the folder you desire.

Email Images and Attachments

You can send files through email as attachments by following these steps:

While creating the email, click the Attach button, click File...then locate the desired file and double-click it to attach.

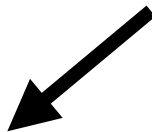
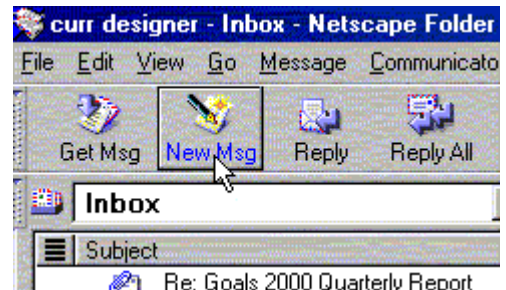
To send images through email use these steps:

While creating the email, click Insert...Image...Choose File...and locate the image file. Double click its name and press Ok to insert the image.

Email font color and style can be changed by clicking Format while creating the email.

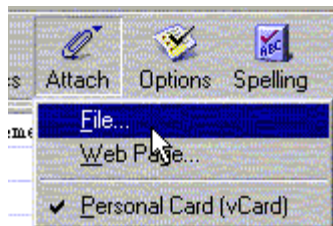
Email Attachments:

9. Open Netscape, mail and click **New Msg**
10. In the **To:** line type jobs and press enter. This will insert the Placement Office email addresses instantly.
11. Include a subject and any information you want to add to the email message.
12. To add the attachment, click the **Attach** (paper clip) button in the email toolbar.

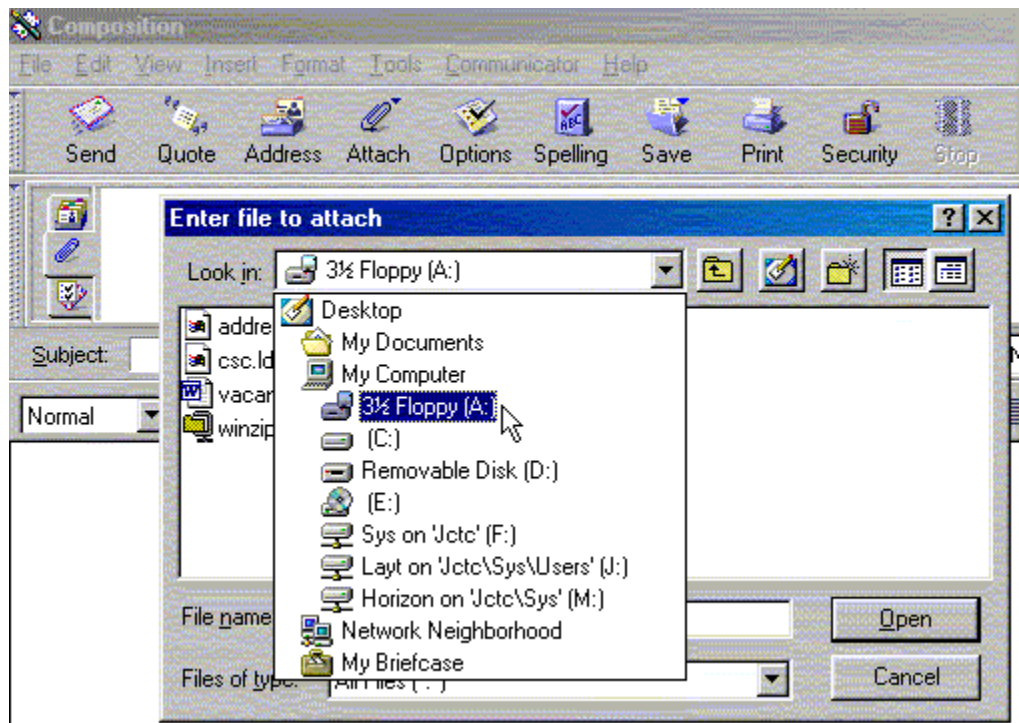




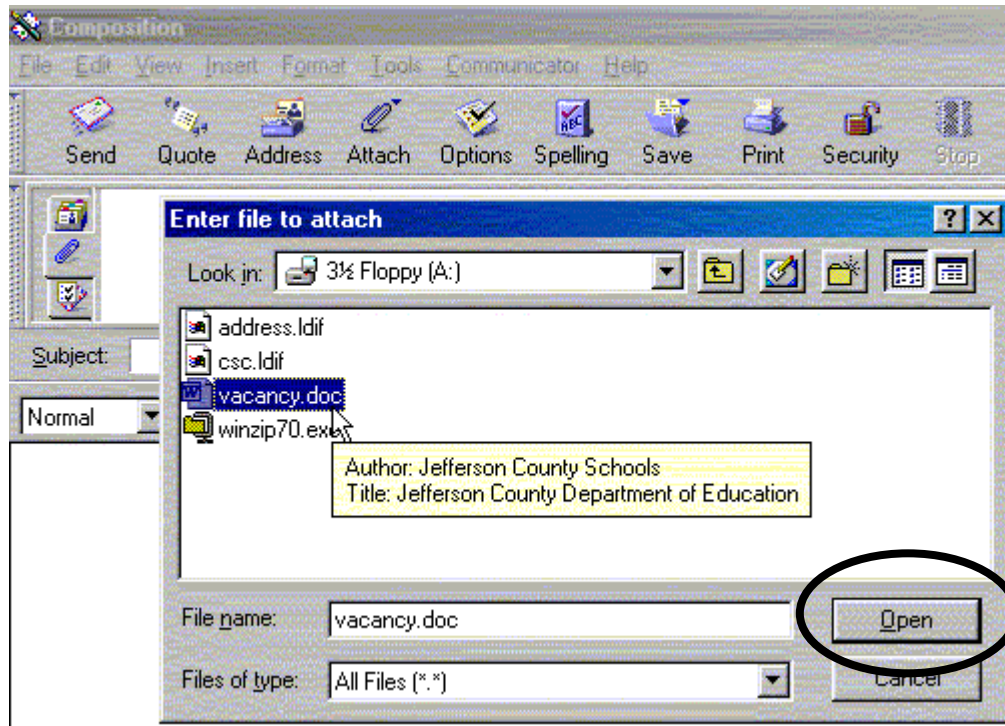
13. When you click **Attach**, you will choose **File...**



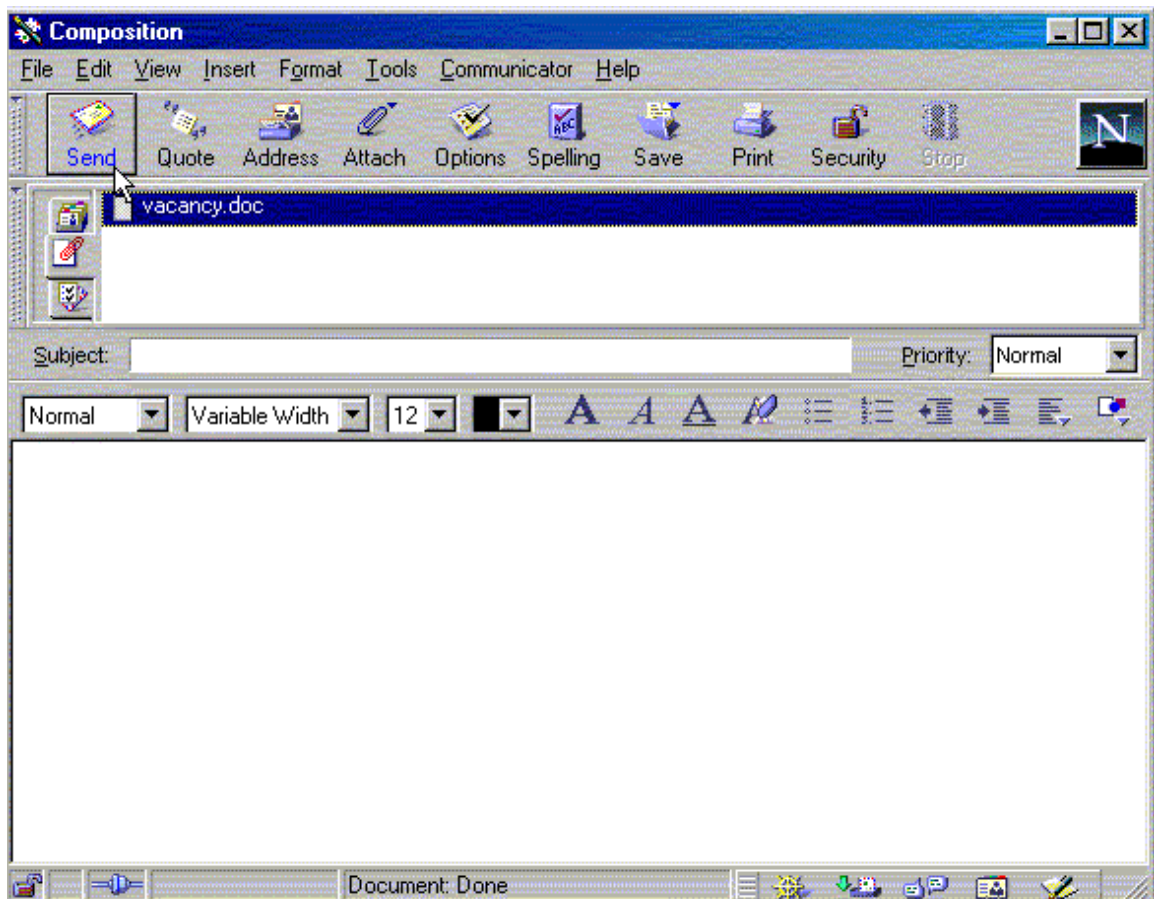
14. Change your computer to **drive a:** assuming that is where you have saved the file with the job posting.



15. Click the file name of your posting and then click open.



16. Then click Send to send the email to the placement offices.



Address Book

The easiest way to add someone's email address to your address book is to open an email from that individual. While the email is onscreen, click the individual's email address and an address card will appear with the information already supplied. Click OK and the address will be added to your address book.

You may also create an address card by clicking Communicator, Address Book. To make a new card, click the New Card button. You can also create an address list by clicking New List. While the address book is open you can change the view of your address book, click View and select to view your address book by Type, Name, Email Address, Company, City, and Nickname. You may also save your address book by clicking File...Save As...If you want to transport it to another computer, it can be saved on the a drive. To retrieve it later, open the address book, click File...Import, select drive a and the address book file.

Copy and Paste

To transfer information quickly on the web to a word processor, use the copy and paste feature. There are several ways to do this. First highlight the desired passage and press Ctrl+C (or click Edit...Copy), open the word processor, and press Ctrl+V (paste).

This method is also useful when copying web addresses. Click the mouse once in the location line and press Ctrl+C (copy) to create a copy of the address on the clipboard. You can also copy locations by right-clicking the mouse on the hyperlink and clicking Copy Link Location.

To make a copy of a location in a hyperlink, put the mouse on the hyperlink text and right-click, then left click Copy Link Location. You now have that URL on your computer clipboard. You can paste it in a word processor, email, or on the Netscape Location line.