



# Internet Access Configuration

Information Technology Services  
Rossey Hall, Room 058; Extension 3350  
<http://www.njcu.edu/dept/it/supprot.html>

**Abstract:** This document contains setup information for PC- and Web-based Email access methods. A complete explanation and detailed setup information is available in the un-abridged "Accessing NJCU Email" guide available at the URL listed above.

## PC-based Email Client

A PC-based Email client is a program that resides and runs on the local PC and talks to the remote Email server in your behalf over the Internet or local area network (LAN). An example of this type software is Outlook, the ITS standard Email Client<sup>1</sup>.

### *PC-based Email Client Configuration*

PC Email Clients have several groups of configuration parameters to set up that, collectively, are associated with a specific service. Depending on the client software, you may be able to set up several of these services. In Microsoft Outlook, they are called "Accounts". Basic account settings are consistent among the various Email Clients available. They are as follows:

Group	Parameter	Comments
<i>General</i>	Name	Enter your name or handle.  First and last name is typical. This information is usually displayed next to your address in the "From" field, in quotes.
	Organization	Leave blank or put in the name of your business.
	Email Address	Enter your NJCU email address, i.e. username@njcu.edu  This information is used when the reader clicks on "Save name to personal address book" it is also entered in the "From" field of your email messages.
	Reply to Address	Enter your NJCU email address.  This information is used when the reader replies to a message from you. It can be different from the Email Address
<i>Servers</i>	Outgoing (SMTP)	Enter the SMTP address of your local ISP. This information is critical. You cannot use jcs1.njcu.edu for SMTP outside of the University.

<sup>1</sup> A comparative analysis of some popular Email Clients is available through Information Technology Services.

Group	Parameter	Comments
	Incoming (POP)	Enter "mail.njcu.edu" (without the quotes)
	Login Name	Enter your NJCU account name
	Password	Enter your NJCU password
<i>Connection</i>	Type	Select "Modem", "Dial-up Networking", "Cable" or "DSL", or "Network" (for users with home networks)
	Using	Select your ISP Dial-up or Network Connection
<i>Advanced</i>	SMTP port	25
	POP port	110
	Delivery	Delete server copy after download. Your alternative here is to leave a copy on the server after download. You may want to do this if you have another PC already set to delete the server copy.

## Web-based Client

Web-based email clients are hosted by a third party that uses a standard Internet browser, like Netscape, to present your Email and provide typical message management. An example of this service is Microsoft's Hotmail<sup>®</sup>. These services usually allow access to another POP server in addition to the one provided.



NJCU provides a Web-based Email client, called WebMail<sup>®</sup>. This application is preconfigured to work with the NJCU Email system. To access this Email client, click on the WebMail graphic on any NJCU webpage it appears or copy/paste the following URL in your browser's address bar: <http://online.njcu.edu:93>.

### *Configuring an External Web-based Email Client*

To pick up New Jersey City University Email from a commercial web-based client, configure the POP service as follows:

Parameter	Enter
POP Location (or host)	mail.njcu.edu
Username	Your NJCU account username
Password	Your NJCU account password

On some web clients all that is required is for you to enter your Email address and password instead of entering a POP address and username separately.