

Introduction to the Internet for Macintosh Part 1



Computer Services
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T H E I S L A N D U N I V E R S I T Y

Direct any questions or work orders
to the Computer Help Hotline at extension 2692

Telnet

You can use this program to connect to a **Unix system** in which you have an account like, Falcon or Kestrel. Another Unix system is Portal, the library online catalog system.

How to access Telnet:

1. Double-click on the Macintosh HD icon on your desktop.
2. Double-click on Internet
3. Double-click on Telnet
4. Double-click on Better Telnet Fat
5. Click on File on the Menu Bar
6. Click on Open Connection
7. A dialog box will ask which Host Name you want to connect to, **click** on the desired **site** (e.g. falcon.tamucc.edu), and then click the Connect button.
8. Now, log in to the system as usual using your **userid** and **password** for the Unix system. If accessing the library's computer Portal, type **library** at the login prompt and press enter.

TN3270

Those with FAMIS accounts are allowed to telnet to TAMU College Station and connect to their system. Located in the same folder with TN3270 is a file named "FAMIS." If you double-click this file, it will open a connection to the FAMIS system at College Station. If you accidentally click on this icon and execute this program, you can exit by clicking on **Close from the menu bar** at the top of the screen.

Fetch

This FTP program is a File Transfer Protocol program

How to access Fetch:

1. Double-click on the Macintosh HD
2. Double-click on Internet
3. Double-click on the Fetch 3.0.1 Folder
4. Double-click on the Fetch 3.0.1 application

EUDORA

This is an Internet e-mail program called Eudora. It has a graphical environment that is different from Telnet.

How to access Eudora Pro:

- 1) Double-click on the Macintosh HD icon on your desktop
- 2) Double-click on Internet
- 3) Double-click on Eudora Pro Folder
- 4) Double-click on Eudora Pro application

HANDS ON...

Setting up Eudora for the first time:

1. Click on **Special** on the menu bar, then **Settings**.
2. Now click on **Getting Started** from the **Category** box. Type your **real name** in the following blank. In the blank for **User name**, type your **Firstname.Lastname@mail.tamucc.edu**. In the blank for Mail Host, type mail.tamucc.edu (Do not click on OK, yet).
3. Now back in the **Category** box, click on **Hosts**. In the **SMTP** blank, type mail.tamucc.edu and in the (Do not click on OK, yet).
4. Back in the **Category** box, click on **Checking Mail**. Change the interval in which Eudora checks your mail to whatever time suits you (20 minutes seems to be adequate), and then check the box that reads "**Leave on server for**" if you plan to ever use **Pine** e-mail software or terminal emulator to check your e-mail, or if you ever plan to check your email from another machine (Do not click on OK, yet).
5. Click **Sending Mail** in the **Category** Box. Click the box for "Keep copies of outgoing mail."
6. Now you may click on **OK** at the bottom of the **Settings** window.

Checking Mail with Eudora:

1. Open Eudora Pro
2. Click on File.
3. Click on Check Mail.
4. Enter Password and Click OK.
5. Eudora is reading your e-mail from the server. Let it finish, then click on **OK**. (You will either get a message saying “you have new mail”, or you will get a message saying "Sorry, you don't have any new mail.")
6. You are now looking at your Inbox. Use the scroll bars to move up and down through you Inbox, and double-click on a message to Read it.

Sending E-mail:

1. To send a new message, click on the **New Message** icon.
2. Now click your mouse in the **TO:** field, and type the recipient's Internet e-mail address.
3. Now click your mouse in the **Subject:** field, and type a subject line if applicable.
4. Now click your mouse into the body of message and start typing your message.
5. When done, click on the **Send** button.
6. To **Cancel** the e-mail, double-click on the **New Message** icon (top left) that is in the same window as the new e-mail message is.

The Reply icon (letter with arrow pointing left) replies back to the original sender of the e-mail.

The Forward icon (letter with arrow pointing right) forwards the e-mail to another person in which you specify his/her address.

The Redirect icon (letter with the bent arrow) redirects the e-mail to another person in which you specify his/her address (similar to the forward).

Deleting E-mail:

1. Click on the message you want to delete from your Inbox (or while its open), then click on the **Delete** or **Trash Can** icon.
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Printing E-mail:

1. Click on the message you want to print (or open it), then click on the **Print** icon.
 2. Make any changes in the Print dialog box, then click on **OK**.
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To Create an Address Book for Internet addresses:

1. Click on the **Address Book** icon (Address Book).
 2. Click on the **New** button, and then type in the person's nickname or first name.
 3. Next, click inside the **Address** box and type in the person's Internet address. Notice that you also have an additional box to make notes in.
 4. When you are done, double-click the **Address Book** icon (top left) to close your Address Book. Click on the **Yes** button to save the changes.
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To Create a Signature File for your E-mails:

1. Click on Window on the menu bar.
2. Then position cursor on **Signatures** and double-click on **Standard**.
3. In the resulting window, type your signature text exactly as you want it to appear in your e-mails. (i.e.,
Mary Witten
Systems Support Specialist II

4. To save your signature file, double-click the **Signature** icon (top left), and click on **Yes** to save changes.

How to Send an Attachment

1. Click **Attach Document to New Message** icon.
2. Locate the file that you want to attach by scrolling through your folders. When the file that you want to attach is located, highlight it by clicking on it, and then click the **Attach** button.
3. The file will now show up in the **Attachments:** area of your new message.

How to View an Attachment

1. To open/view an attachment, double-click on the attachment name. If you have the application that the attachment was created in, that application launches and the attachment opens.