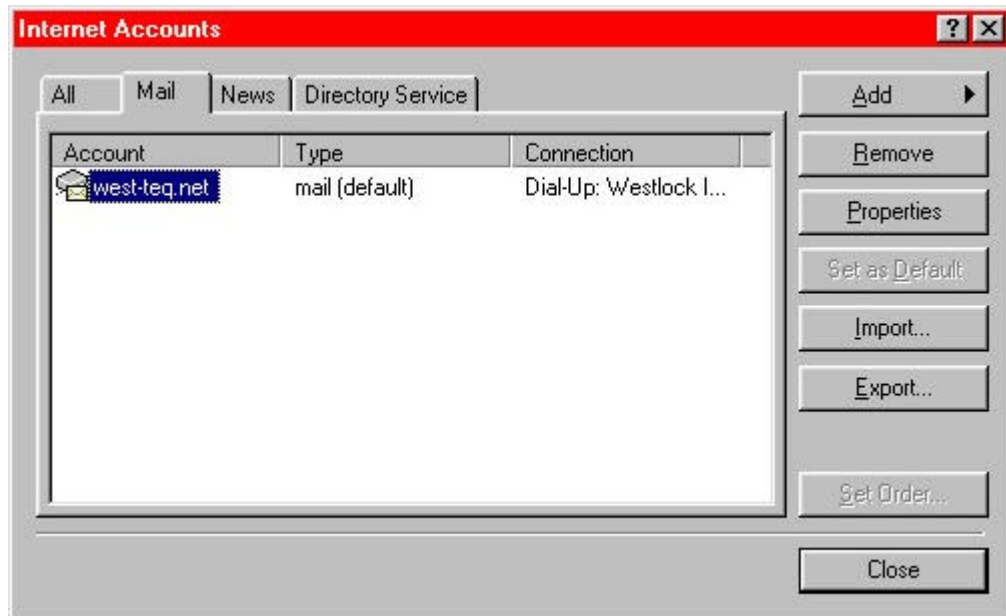


Instructions For Adding An Internet E-Mail Account

1. Open Outlook Express. If the computer wants to connect to the internet, click Cancel or Work Offline.
2. Now at the top menu, click **Tools**→**Accounts**. Now click on the Mail Tab. Here you will see the list of mail accounts set up just like the window below:

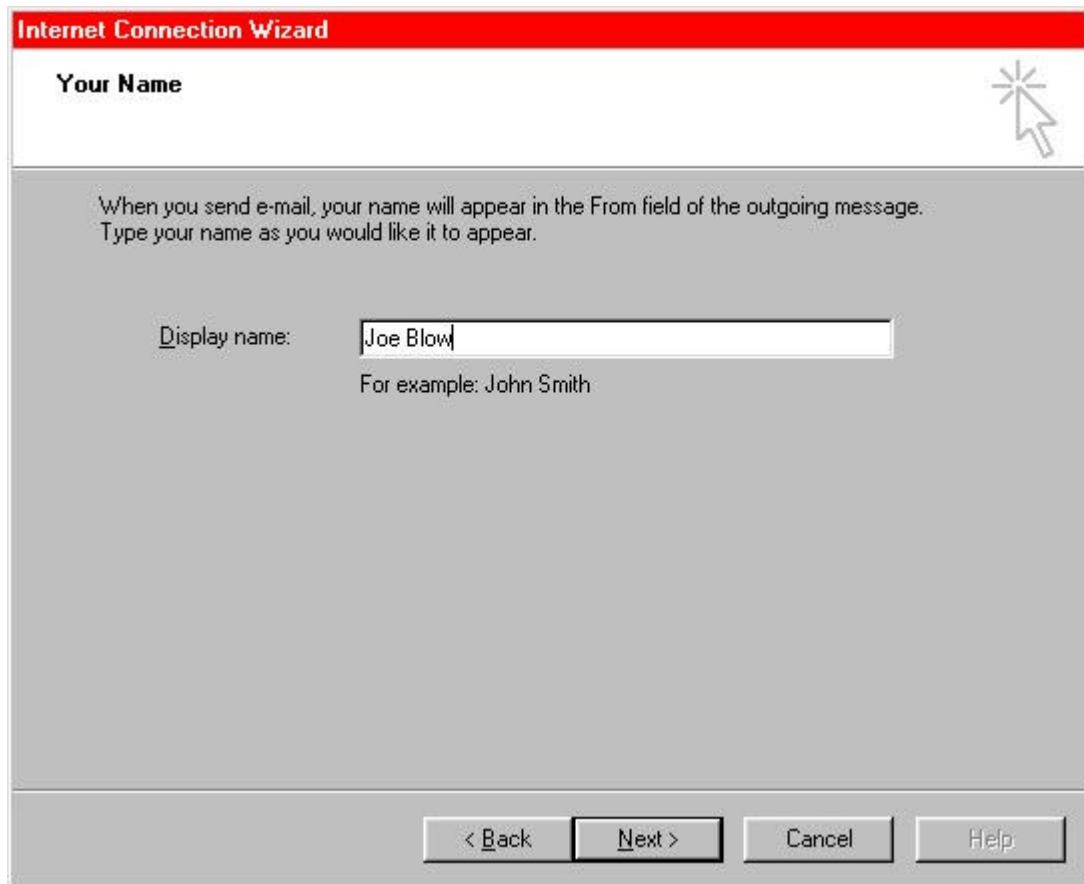


3. Remove any mail account that is not being used by clicking on it once to highlight it and then clicking the Remove button to the right. Once all un-needed mail accounts are gone go to Step 4.

**Note: You must remove accounts that are not being used before successfully being able to check your email.*

4. Click the Add button in the top right corner and then click Mail. This will now bring you to the following screen:

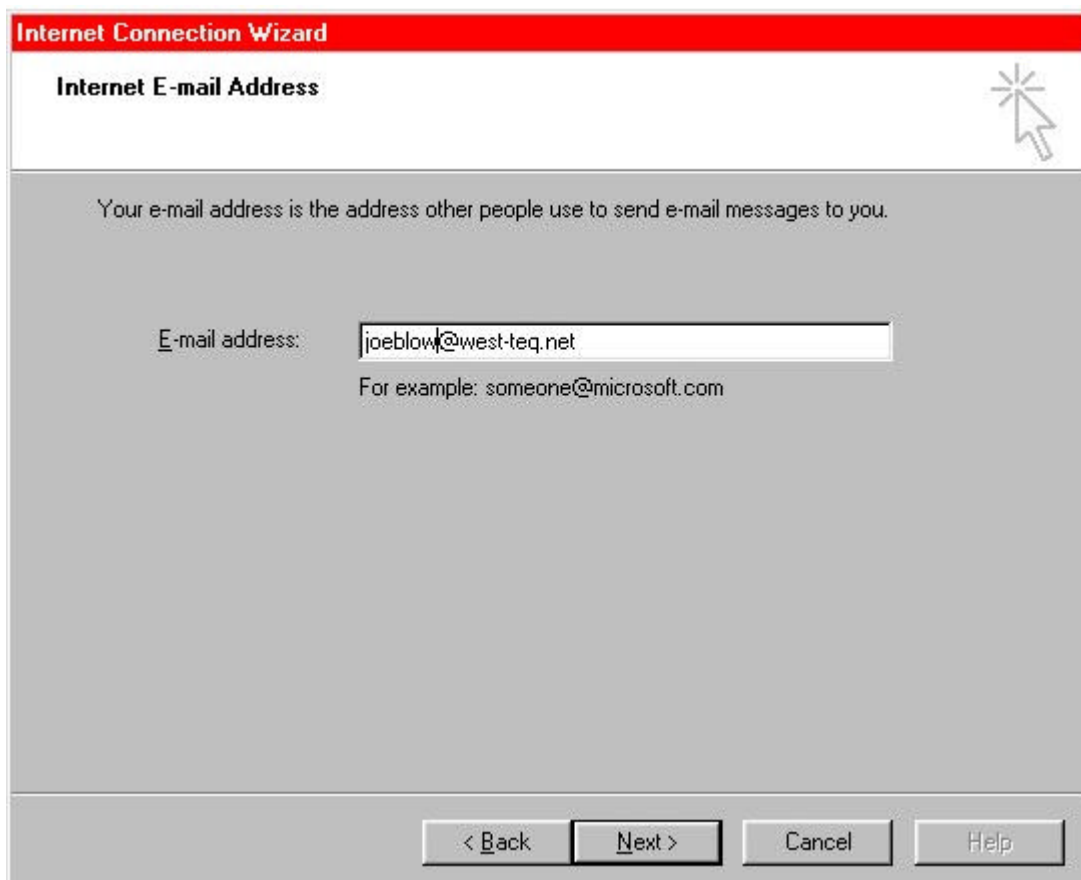
Enter your display name – This is how your name will appear when you send a message out. Click NEXT.



The screenshot shows a window titled "Internet Connection Wizard" with a red header bar. Below the header, the text "Your Name" is displayed in the top left, and a star icon with a mouse cursor is in the top right. The main area contains the following text: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this is a label "Display name:" followed by a text input field containing "Joe Blow". Underneath the input field is the text "For example: John Smith". At the bottom of the window, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

5. Enter your new e-mail address. Eg. joeblow@west-teq.net Click NEXT

NOTE**All email addresses have the dash (-)



The image shows a screenshot of the 'Internet Connection Wizard' dialog box, specifically the 'Internet E-mail Address' step. The title bar is red and contains the text 'Internet Connection Wizard'. Below the title bar, the text 'Internet E-mail Address' is displayed in a bold font. To the right of this text is a small icon of a mouse cursor pointing at a starburst. The main area of the dialog box is gray and contains the following text: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this text is a label 'E-mail address:' followed by a text input field containing the text 'joeblow@west-teq.net'. Below the input field is the text 'For example: someone@microsoft.com'. At the bottom of the dialog box, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back Next > Cancel Help

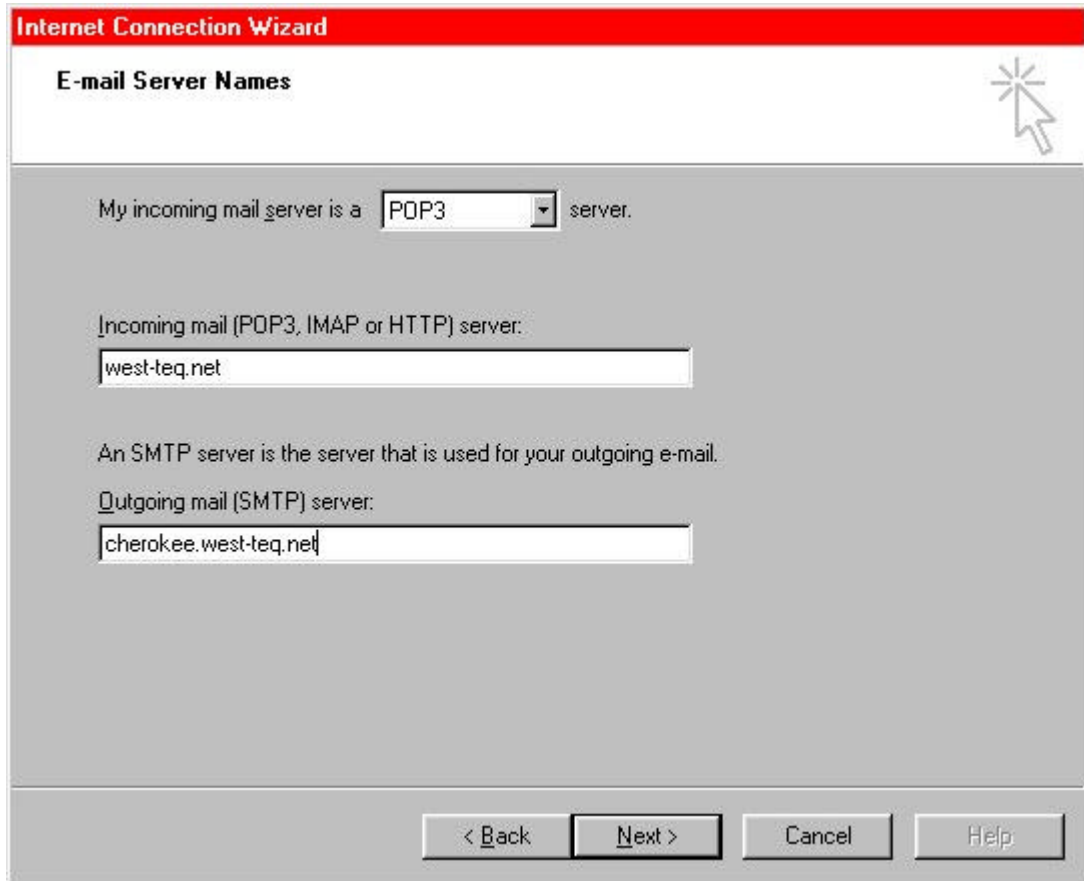
6. Settings for E-mail Server Names should be the same as below:

My incoming mail server is a POP3 server. (This is the default so it doesn't need to change)

Incoming mail server: west-teq.net

Outgoing mail server: cherokee.west-teq.net

Click NEXT



The screenshot shows a window titled "Internet Connection Wizard" with a red header bar. Below the header, the title "E-mail Server Names" is displayed in a white box. A mouse cursor is pointing at a star icon in the top right corner. The main area is gray and contains the following text and input fields:

My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

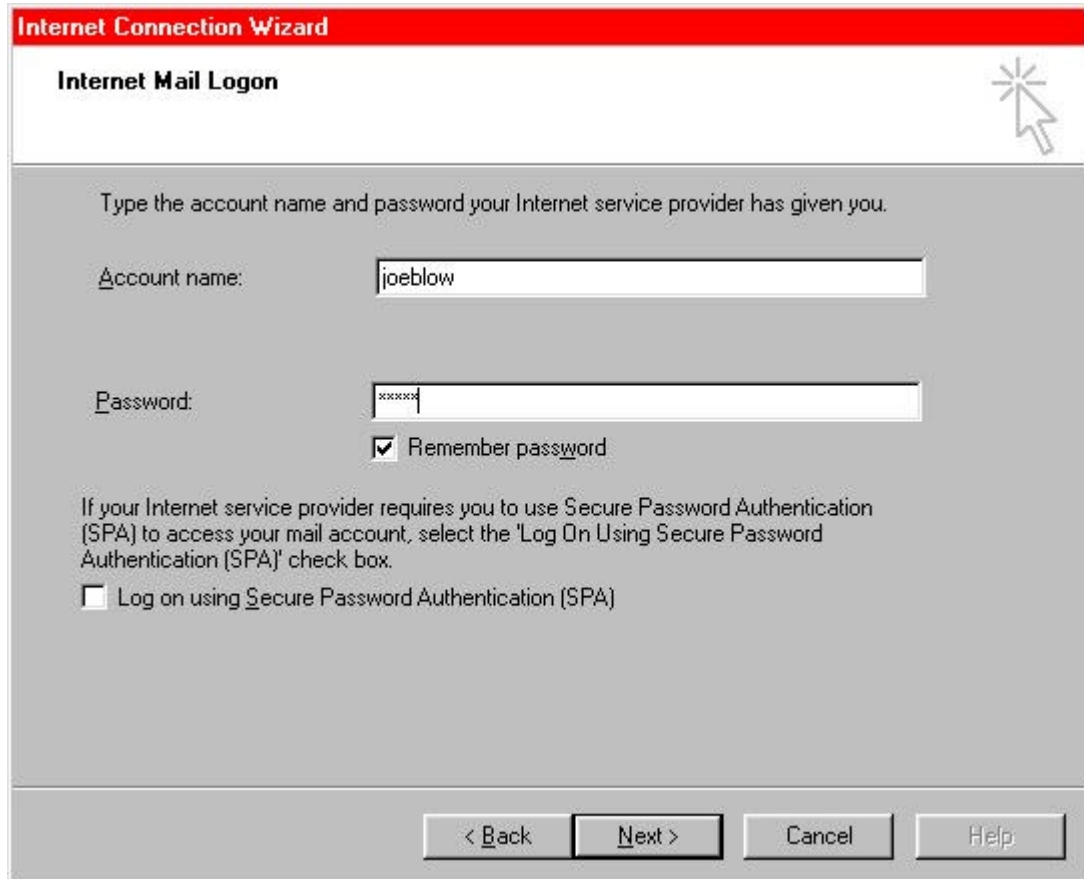
Outgoing mail (SMTP) server:

At the bottom, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

7. Account name is your username without the @west-teq.net. This will already be filled in for you. Enter your password. The Remember password box can be checked if you do not want to type your password every time you check for email.

Log on using Secure Password Authentication (SPA) should NOT be checked.

Click NEXT.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a red header bar. Below the header, the title "Internet Mail Logon" is displayed in bold. In the top right corner, there is a mouse cursor icon pointing at a starburst symbol. The main area of the dialog contains the following text and controls:

Type the account name and password your Internet service provider has given you.

Account name:

Password:

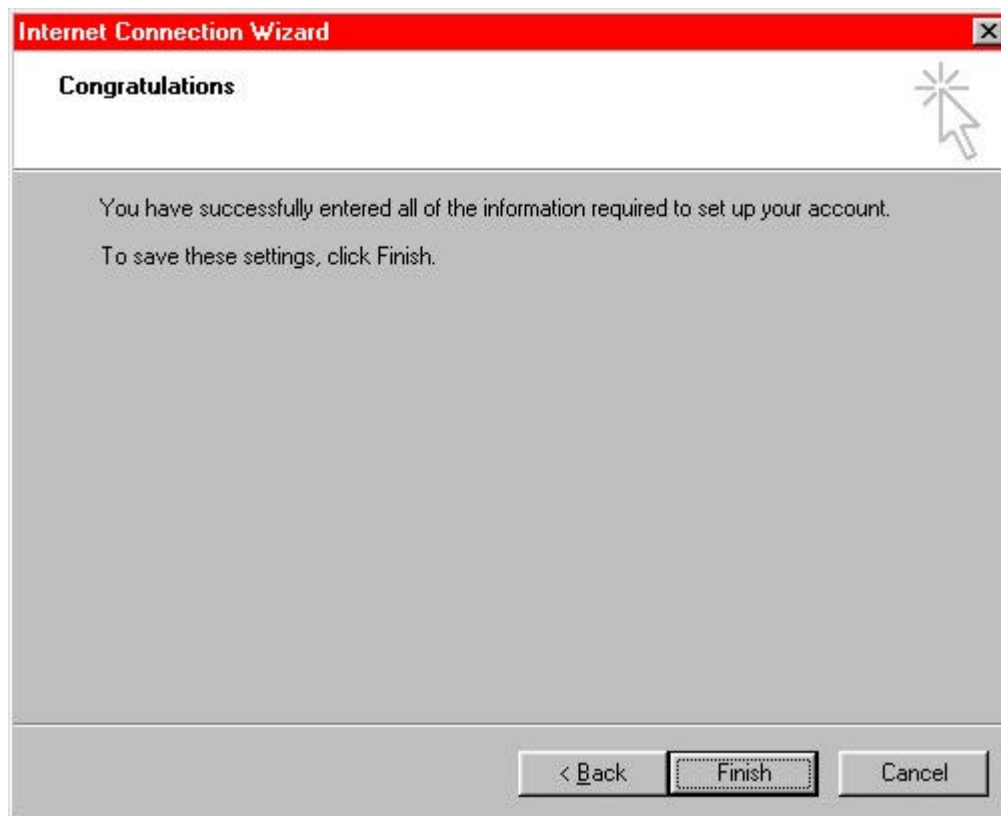
Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

8. Congratulations!!! This is the end of the Connection Wizard. Click FINISH.



9. Click Close on the Internet Accounts windows. You are now ready to start using your email.