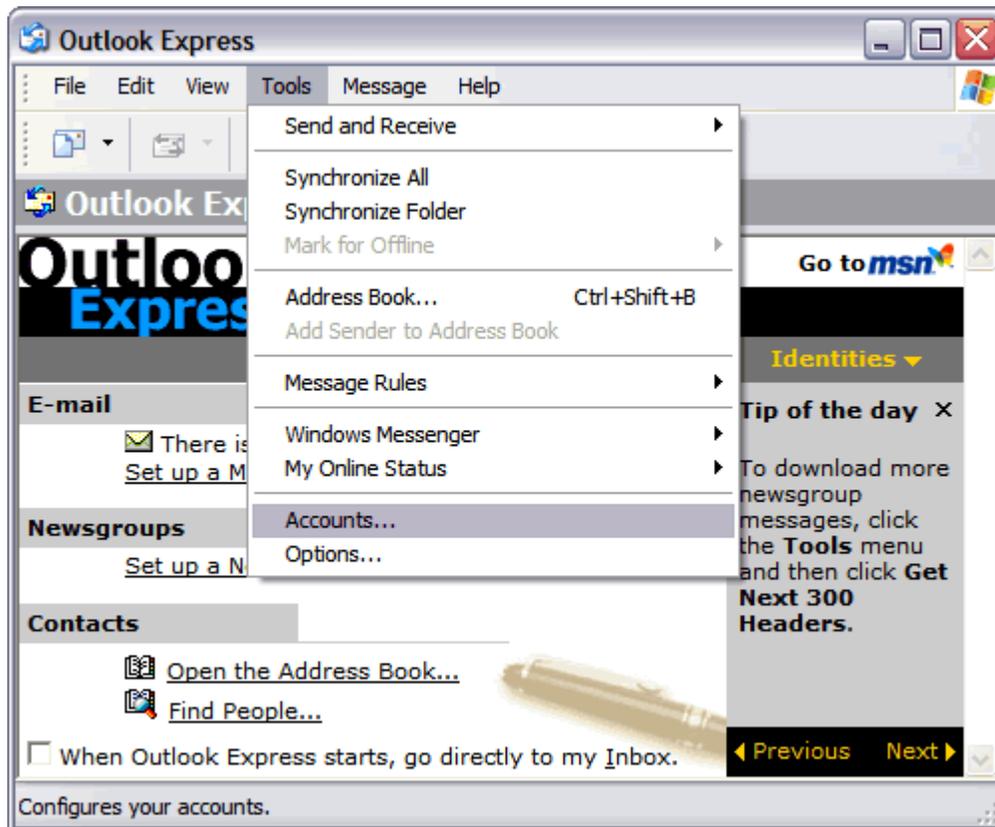


Email Setup

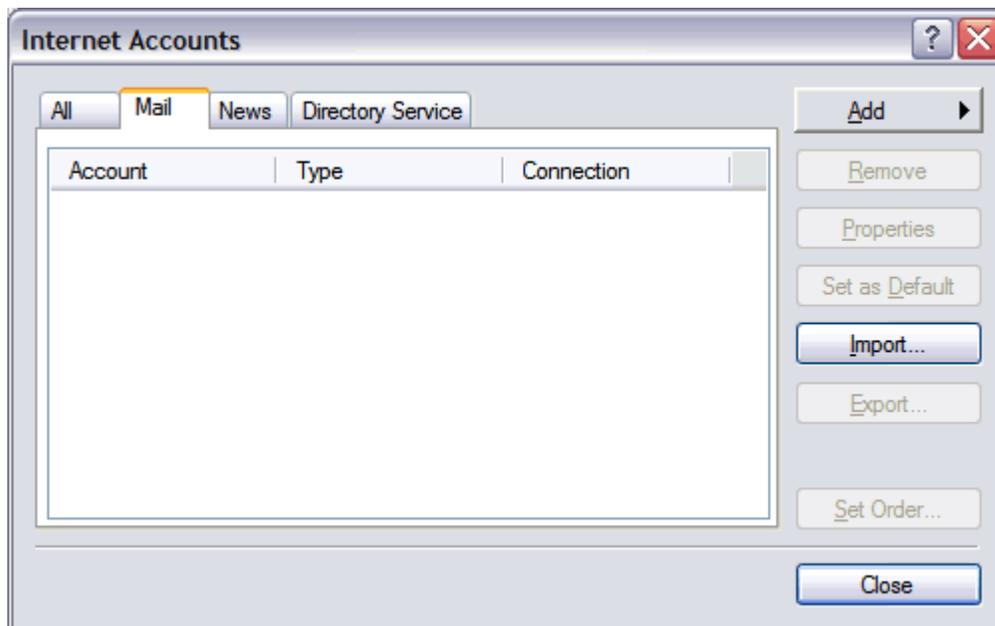
Outlook Express

To setup Microsoft Outlook Express to access your POP3 Email Account:

- 1 Start Outlook Express, from the Tools menu, click **Accounts**.
 - If the Internet Connection Wizard starts up automatically, skip ahead to step 3.



- 2 Click **Add**, and then click **Mail** to open the Internet Connection Wizard.

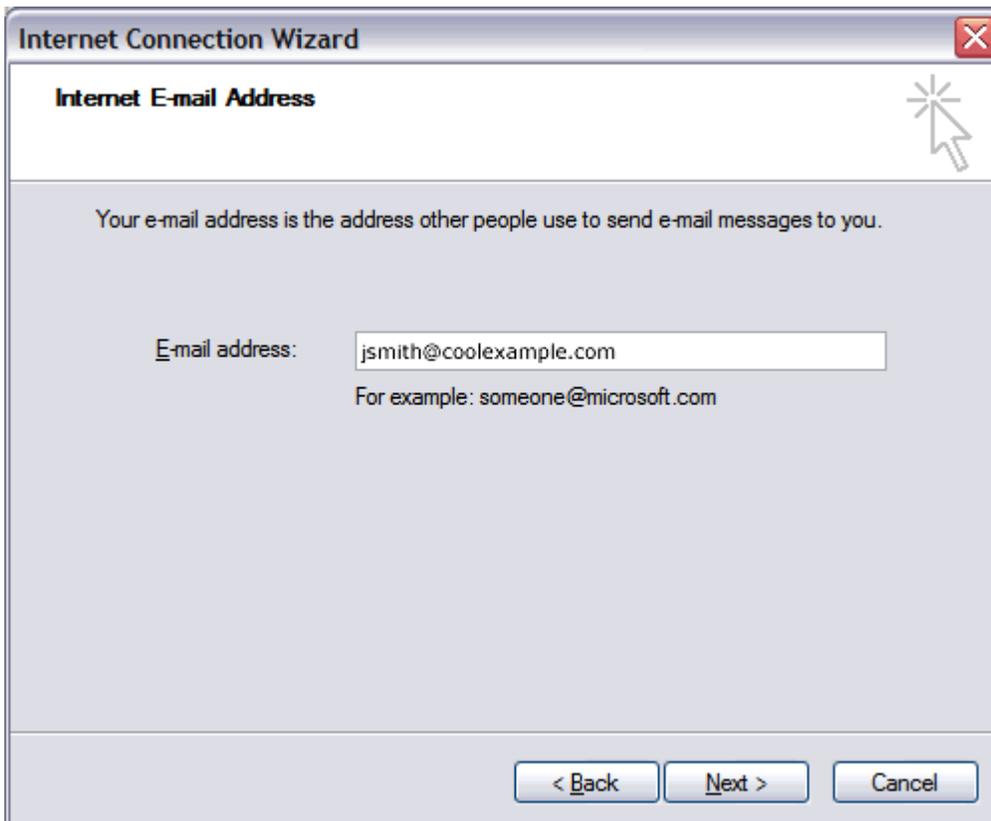


- 3 On the Your Name page of the wizard, type your name as you want it to appear to everyone who gets e-mail from you, and then click **Next**.



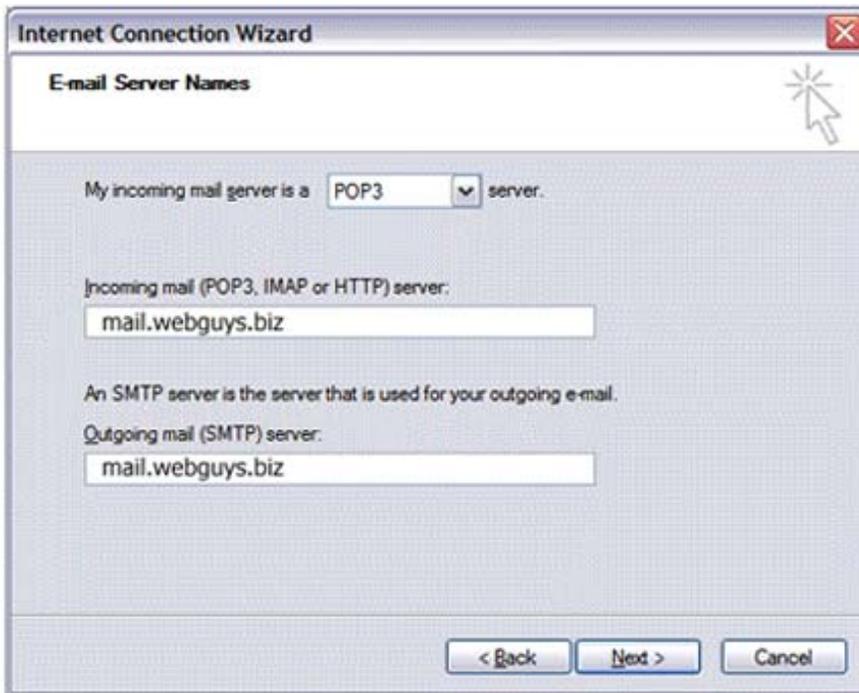
The screenshot shows the 'Your Name' page of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The page title is 'Your Name'. Below the title, there is a mouse cursor icon. The main text reads: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this text, there is a label 'Display name:' followed by a text input field containing 'Jane Smith'. Below the input field, there is an example: 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- 4 In the E-mail address field, enter your email address and click **Next**.



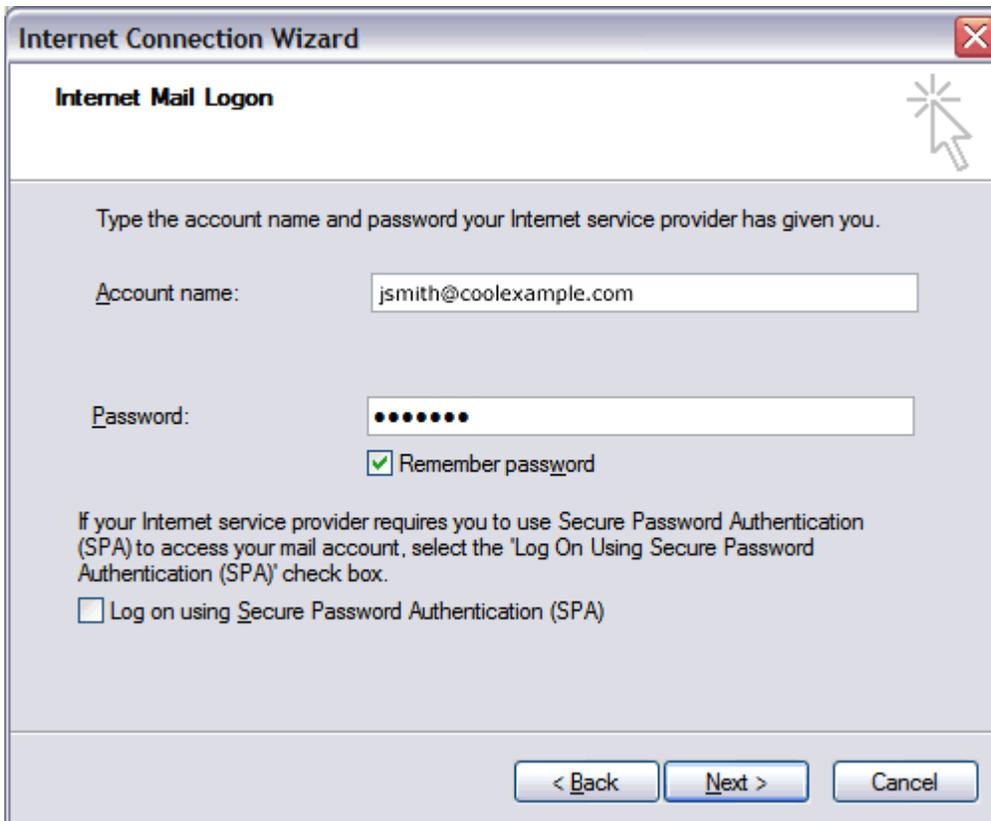
The screenshot shows the 'Internet E-mail Address' page of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The page title is 'Internet E-mail Address'. Below the title, there is a mouse cursor icon. The main text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this text, there is a label 'E-mail address:' followed by a text input field containing 'jsmith@coolexample.com'. Below the input field, there is an example: 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- 5 On the E-mail Server Names page, your incoming mail server is a **POP3** server. Your Incoming POP3 mail server is **mail.webguys.biz** and your Outgoing SMTP mail server is **mail.webguys.biz**



The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu set to 'POP3' with the text 'My incoming mail server is a POP3 server.'. Below that, there is a text box for the 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'mail.webguys.biz'. Further down, there is a text box for the 'Outgoing mail (SMTP) server:' also containing 'mail.webguys.biz'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- 6 Type your account name which is your full email address and password. Please be sure the Remember password box is **checked** and **do not check** Logon using secure password authentication, click **Next**.



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text box for 'Account name:' containing 'jsmith@coolexample.com'. Below that, there is a text box for 'Password:' with several dots representing the password. Below the password box, there is a checked checkbox labeled 'Remember password'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

7 On the setup confirmation page, click **Finish**. You're ready to send your first e-mail!

