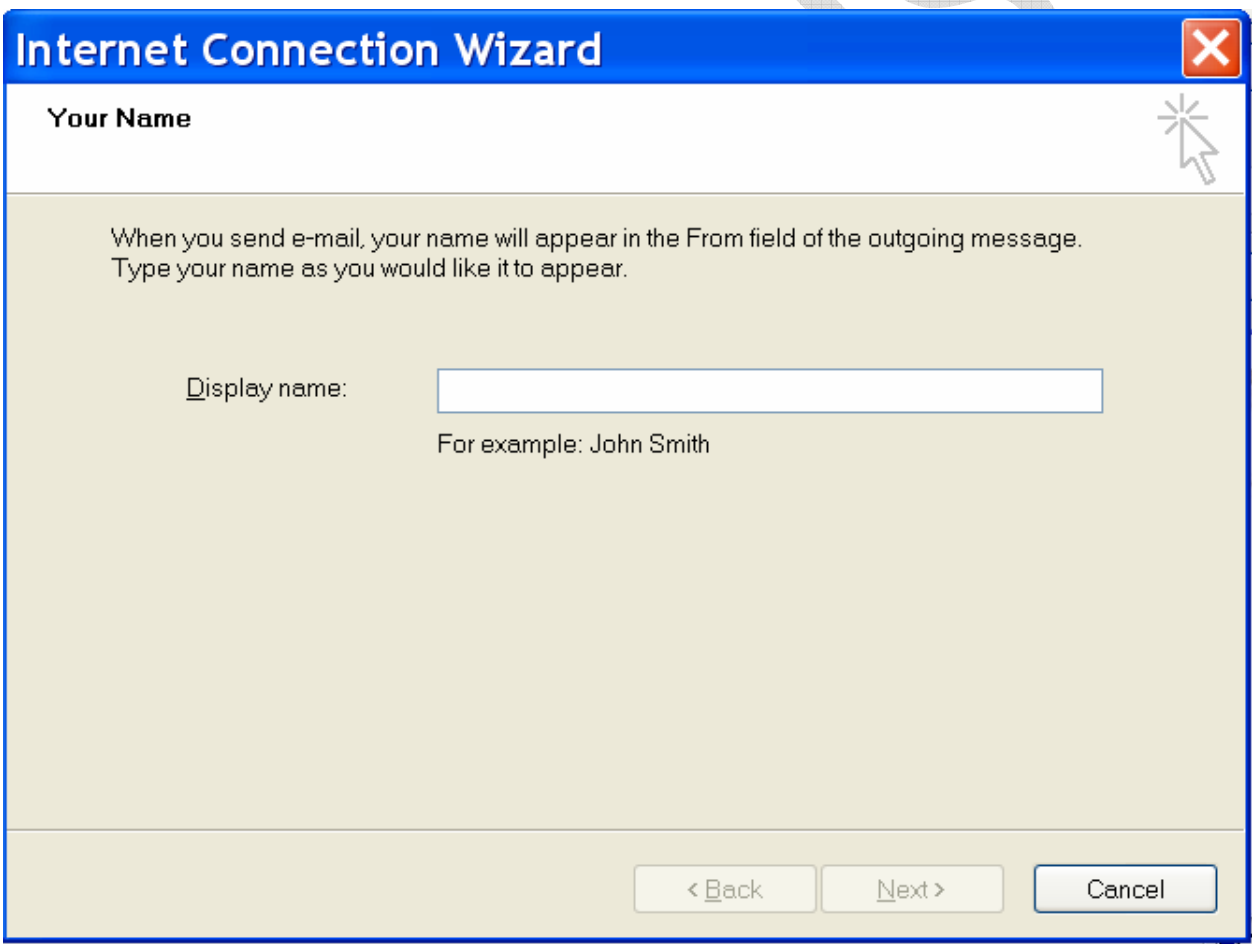
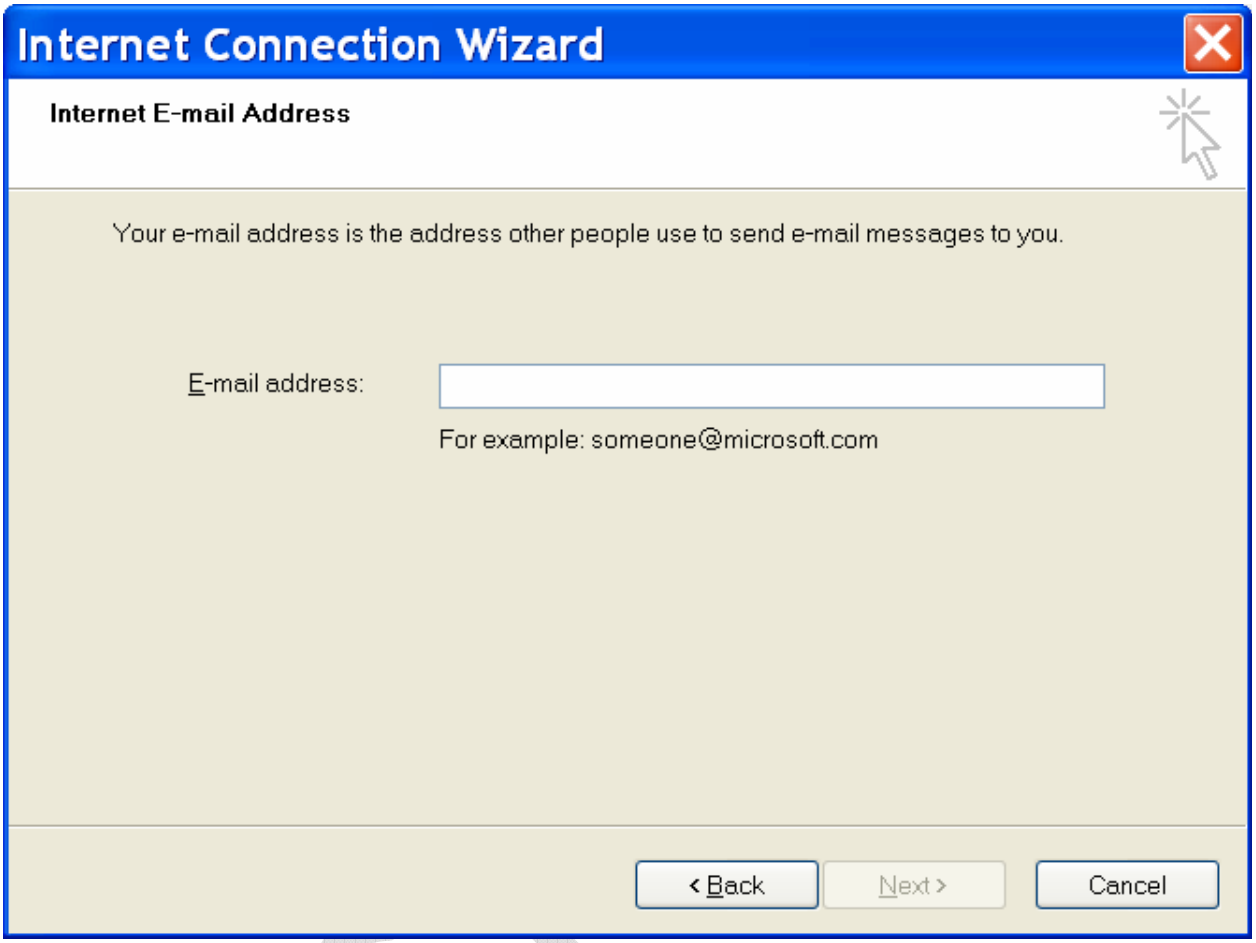
How to configure Microsoft Outlook Express to send and receive Email messages:

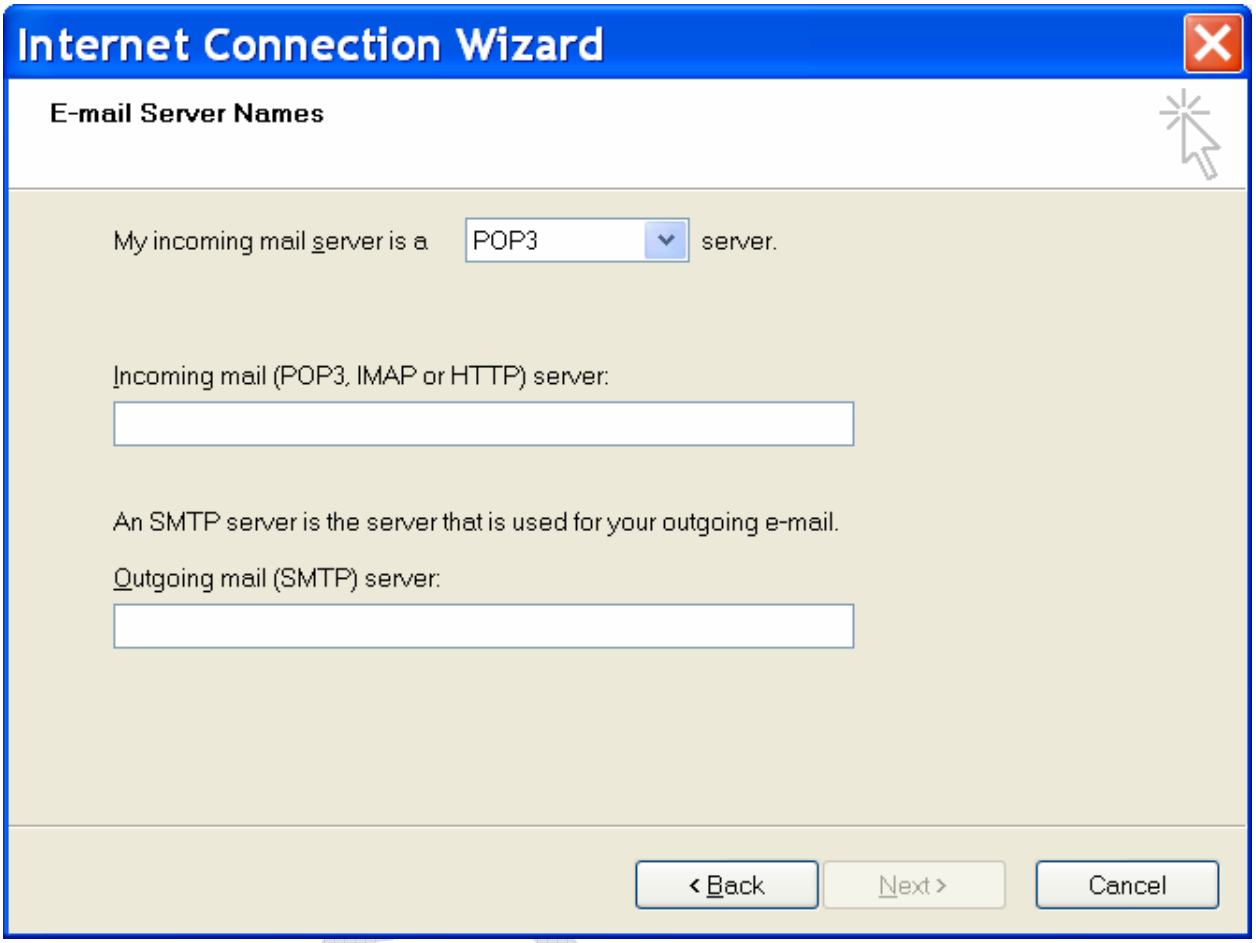
1. Open Microsoft Outlook Express Application
2. Go to Tools->Accounts->Mail
3. Click on Add->Mail.
4. A dialog box that looks like this will display:



5. Enter your name for display name then click “Next” Button
6. A dialog box that looks like this will display:

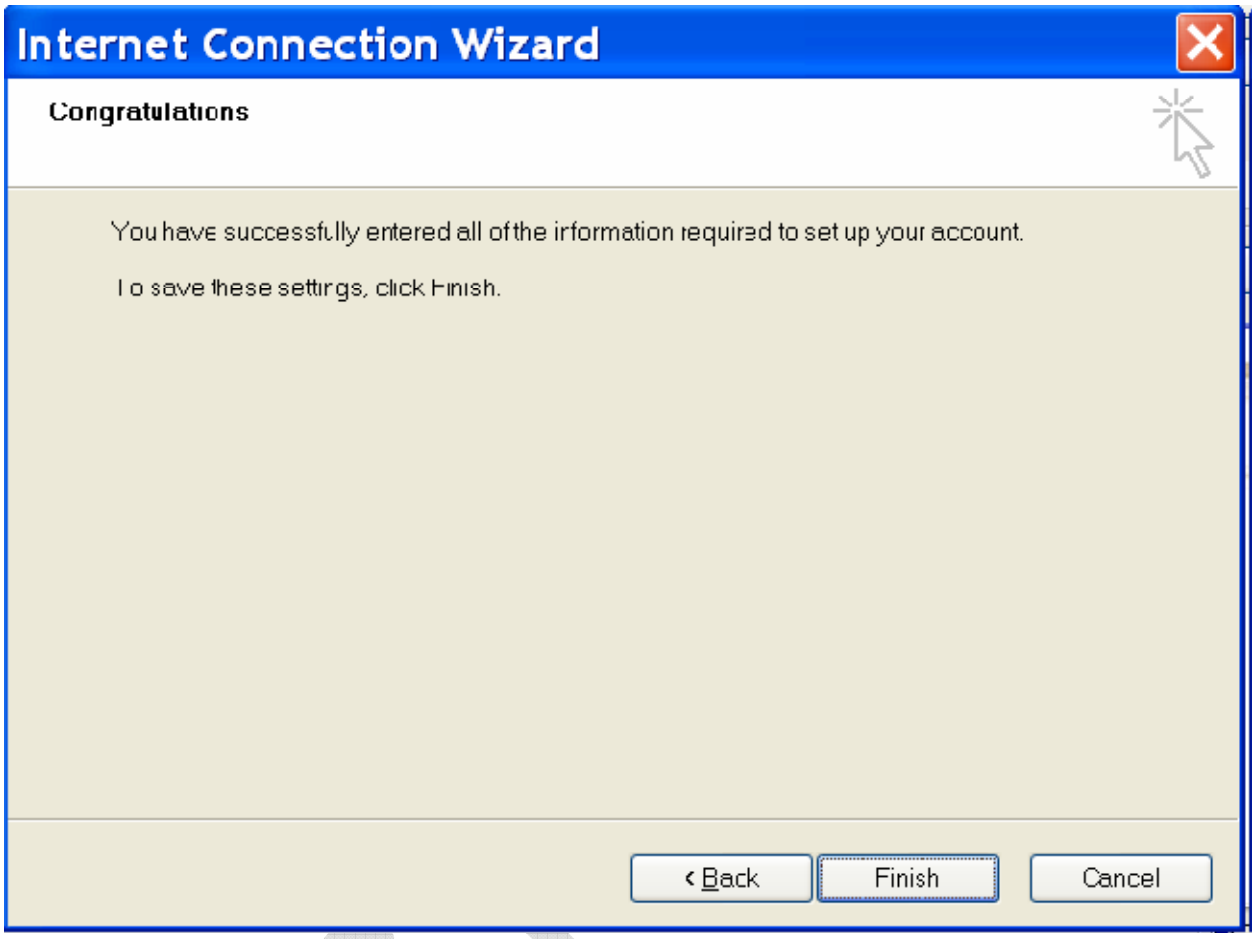


7. Enter your email address – example, someone@microsoft.com, and then click "Next" Button.
8. The following dialog will display. For "Incoming mail server is a "pull down, select POP3. Enter the POP3 server supplied to you with your email box information as the "Incoming mail (POP3, IMAP, or HTTP) server". Enter the SMTP server supplied to you with your email box information as the "Outgoing mail (SMTP) server".

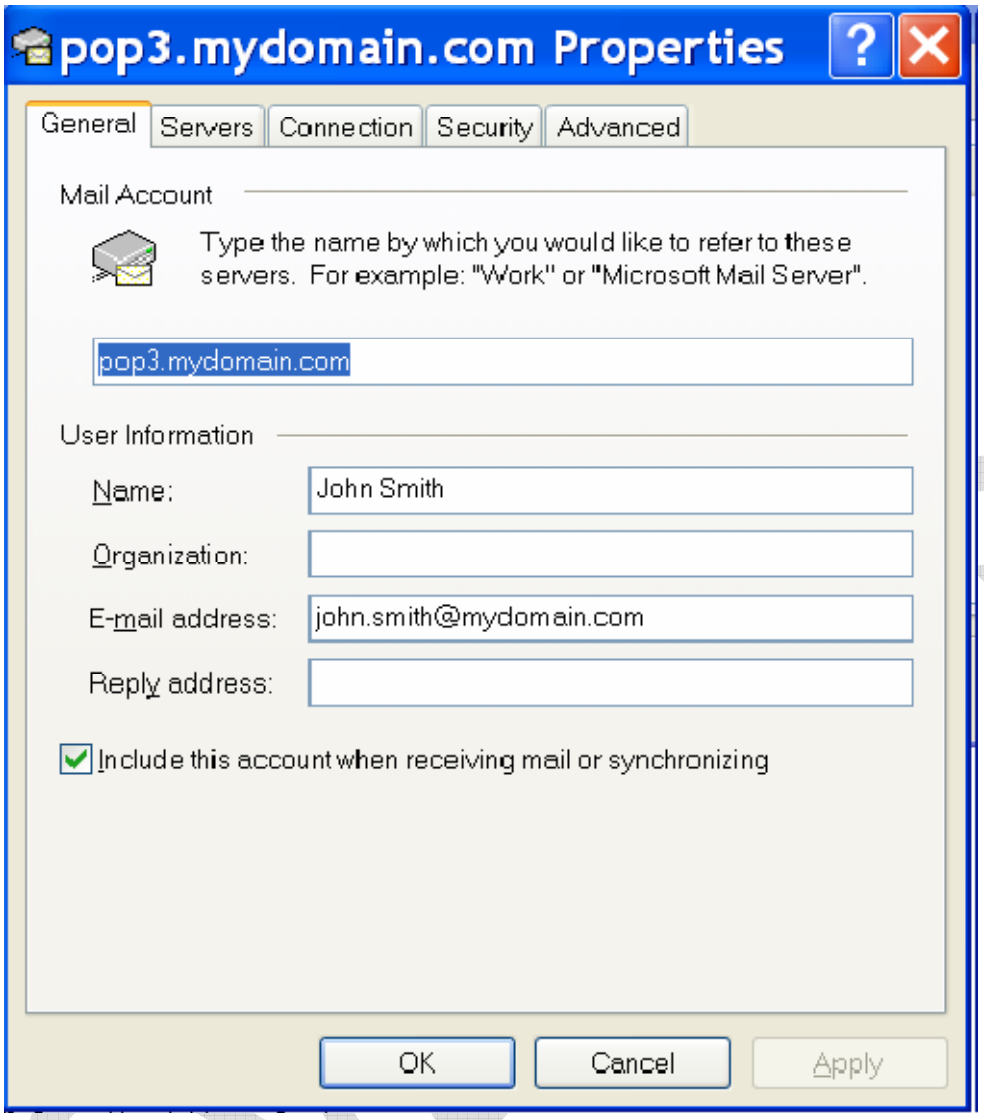


9. Click "Next" Button after filling in all values.
10. A dialog requesting userid and password information will display:

11. Enter the userid and Password. Make sure "Remember password" is checked otherwise you will need to supply your password every time you startup Outlook Express. Click on "Next" Button after you've entered this information.
12. A dialog will display congratulating you on successfully entering in all information and to click on Finish to save these settings. Click on Finish. You are nearly finished.



13. You will need to turn on one more checkbox in order to start using Outlook Express to send and receive email. From the main Outlook Express window, click on Tools->Accounts->Mail. You will see a list of email accounts. There will be an account named after the POP3 server you supplied in step 8. Click on this account, and then click on Properties. A dialog similar to this will display:



14. Click on the “Servers” tab (second from left) at the top of the dialog box.
15. Make sure the “My server requires authentication” checkbox is checked:
16. Then Click on “OK” Button
17. You may now start sending & receiving email.