



Microsoft Outlook and Outlook Express

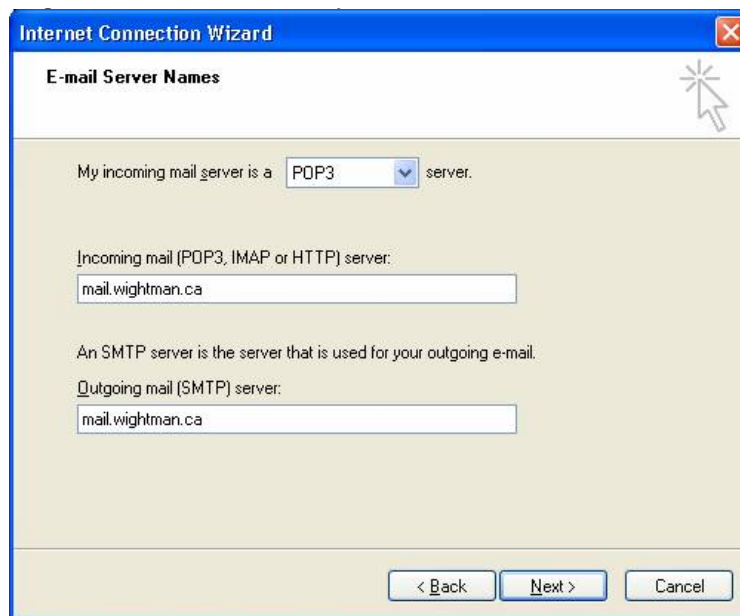
A "How To" Setup for your E-Mail Account Complete the Internet Experience with your own E-Mail

Outlook Express Setup Instructions:

1. When you first start of opening Microsoft Outlook Express without any existing configured accounts, this window should pop up asking you to configure a new email account. This will just ask you to enter the name you wish to be displayed when sending out messages. This is normally just your name. (ie John Smith)

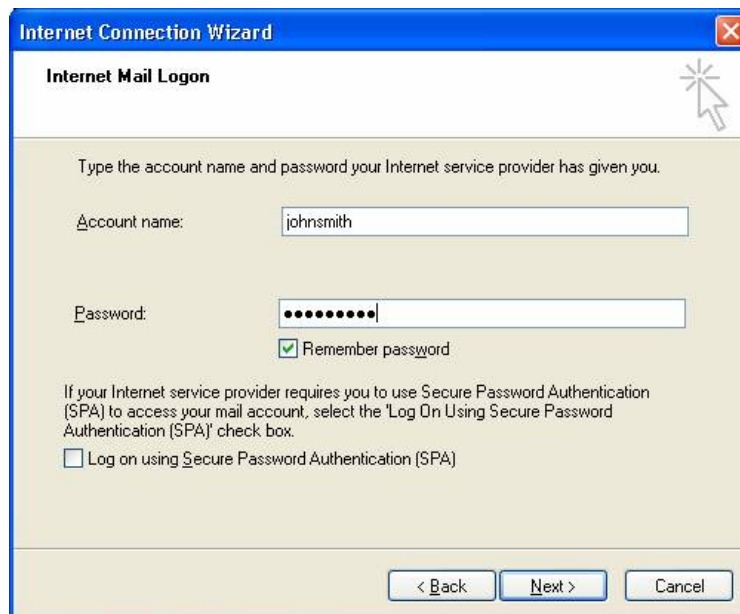
2. The next step will require you to enter in your email address. If you are using your default Wightman Internet mailbox, your email address will simply be your username followed by "@wightman.ca". It should look like username@wightman.ca.

3. This next step requires you to configure what servers Outlook Express will be connecting to. Make sure it is set for "My incoming Mail Server is a POP3 server." The next two fields require you to put in the incoming and outgoing mail servers. For both empty fields, just enter "mail.wightman.ca". It should look like the picture.



The screenshot shows the 'E-mail Server Names' dialog box in the Internet Connection Wizard. It has a blue title bar with the text 'Internet Connection Wizard' and a close button. The main area is titled 'E-mail Server Names'. Below the title, it says 'My incoming mail server is a POP3 server.' with a dropdown menu showing 'POP3'. There are two text input fields: 'Incoming mail (POP3, IMAP or HTTP) server:' with the value 'mail.wightman.ca' and 'Outgoing mail (SMTP) server:' with the value 'mail.wightman.ca'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Next you will have to enter your username and password. These two items should be provided to you by Wightman Internet. If you share the computer, you might want to make sure the "Remember Password" box is unchecked. This will provide you with a more secure mailbox. However, if you are the only one using the computer, then I suggest you check the "Remember Password" box to save some time and effort in the future.

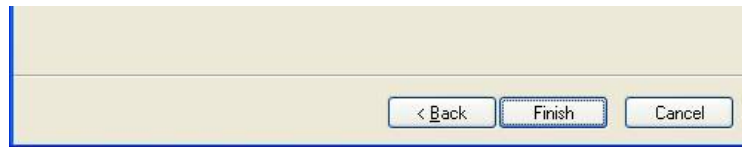


The screenshot shows the 'Internet Mail Logon' dialog box in the Internet Connection Wizard. It has a blue title bar with the text 'Internet Connection Wizard' and a close button. The main area is titled 'Internet Mail Logon'. Below the title, it says 'Type the account name and password your Internet service provider has given you.' There are two text input fields: 'Account name:' with the value 'johnsmith' and 'Password:' with a masked password '.....'. Below the password field is a checked checkbox labeled 'Remember password'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Finally just click on "Finish" to complete the mailbox setup.

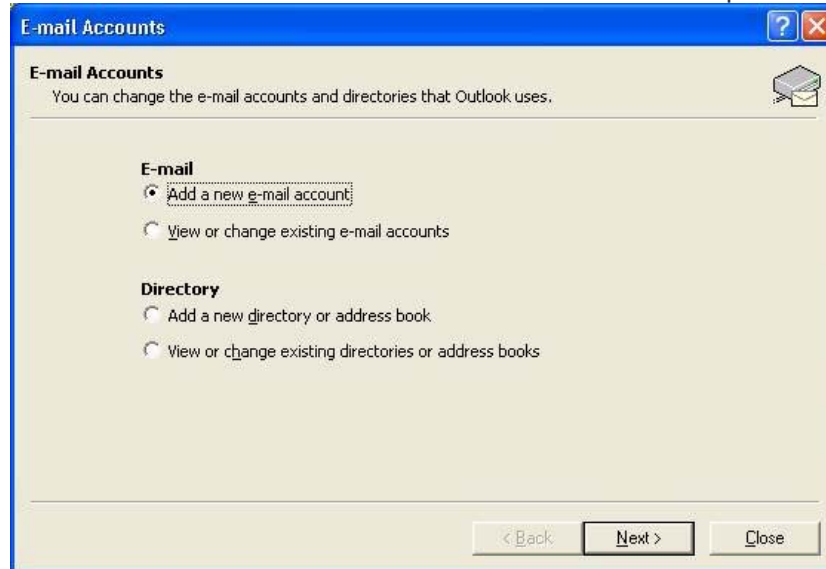


The screenshot shows the 'Congratulations' dialog box in the Internet Connection Wizard. It has a blue title bar with the text 'Internet Connection Wizard' and a close button. The main area is titled 'Congratulations'. Below the title, it says 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.'



Outlook Setup Instructions:

1. In this window will have to check the circle beside "Add a new email account". Then click on Next to proceed to the next step.

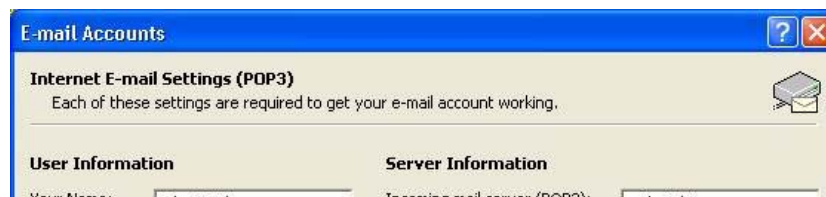


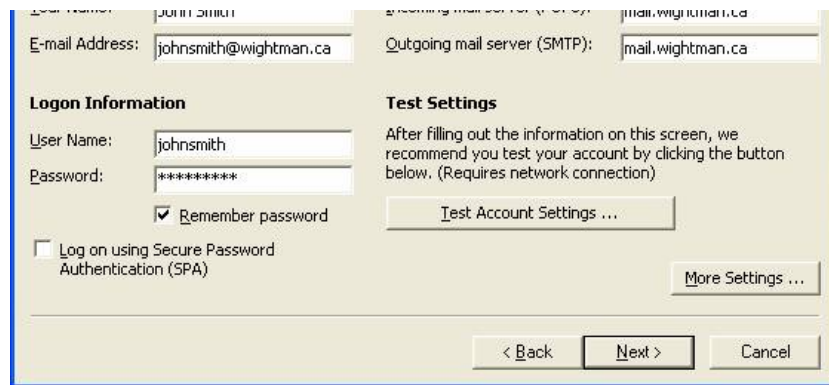
2. Next you will have to choose what type of email server that you will be using. Check the circle beside POP3 and click Next to continue.



3. This window requires a bit more information to be added.

- a. In the field beside "Your Name" you will enter the name you wish to be displayed on all outgoing messages. Under that is your email address. You email address is simply username@wightman.ca.
- b. Next is the Log on information. Enter your username in the required field and under that enter the password that is been provided to you by Wightman Internet.
- c. For the Server Information, enter "mail.wightman.ca" for both empty fields. This just tells Outlook what server to connect to.
- d. After that information has been entered, click on Next.





The screenshot shows a Windows XP-style dialog box for Outlook account setup. It is divided into two main sections: "Logon Information" and "Test Settings".

Logon Information:

- E-mail Address:** johnsmith@wightman.ca
- Outgoing mail server (SMTP):** mail.wightman.ca
- User Name:** johnsmith
- Password:** *****
- Remember password
- Log on using Secure Password Authentication (SPA)

Test Settings:

- Text: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)"
- Button: "Test Account Settings ..."
- Button: "More Settings ..."

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

4. Finally just click on Finish and you can continue on to use your email.

