

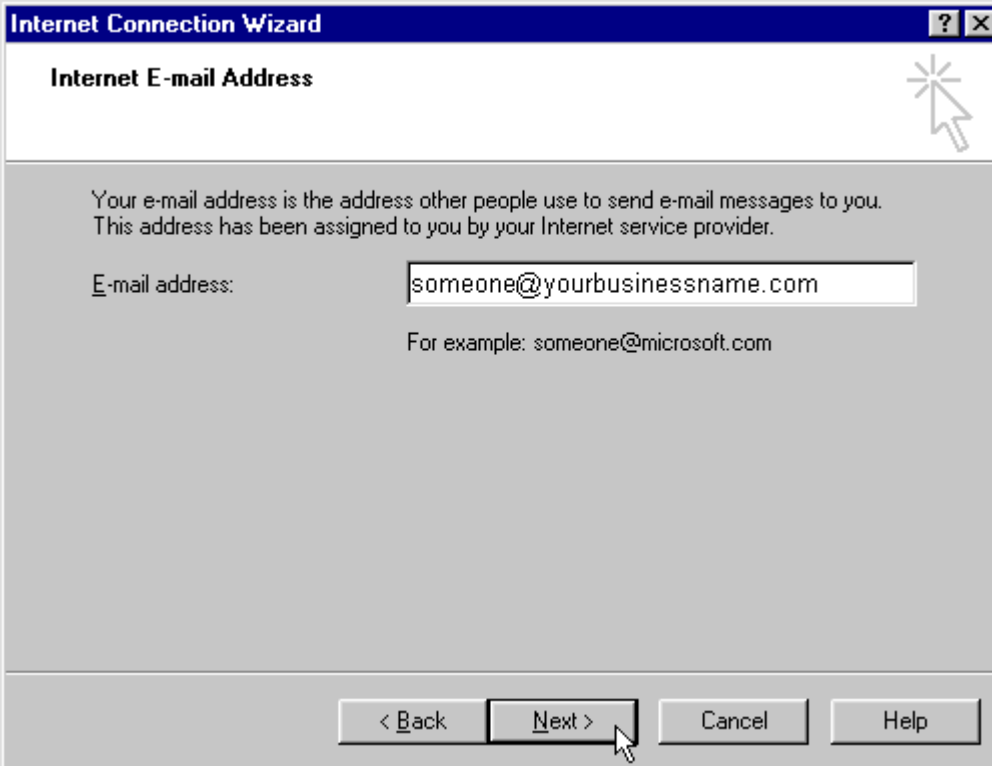
NETastic Outlook Express E-mail Set Up Instructions

Open Outlook Express and then click on 'Tools' at the top of the window. Once the 'Tools' drop down menu pops up, click on 'Accounts' (near the bottom). Once you are in 'Internet Accounts' click on 'Add' in the upper right corner then click on 'Mail' from the pop up menu. Once you are in the first page of the 'Internet Connection Wizard' for e-mail set up, type your name and then click on 'Next'.



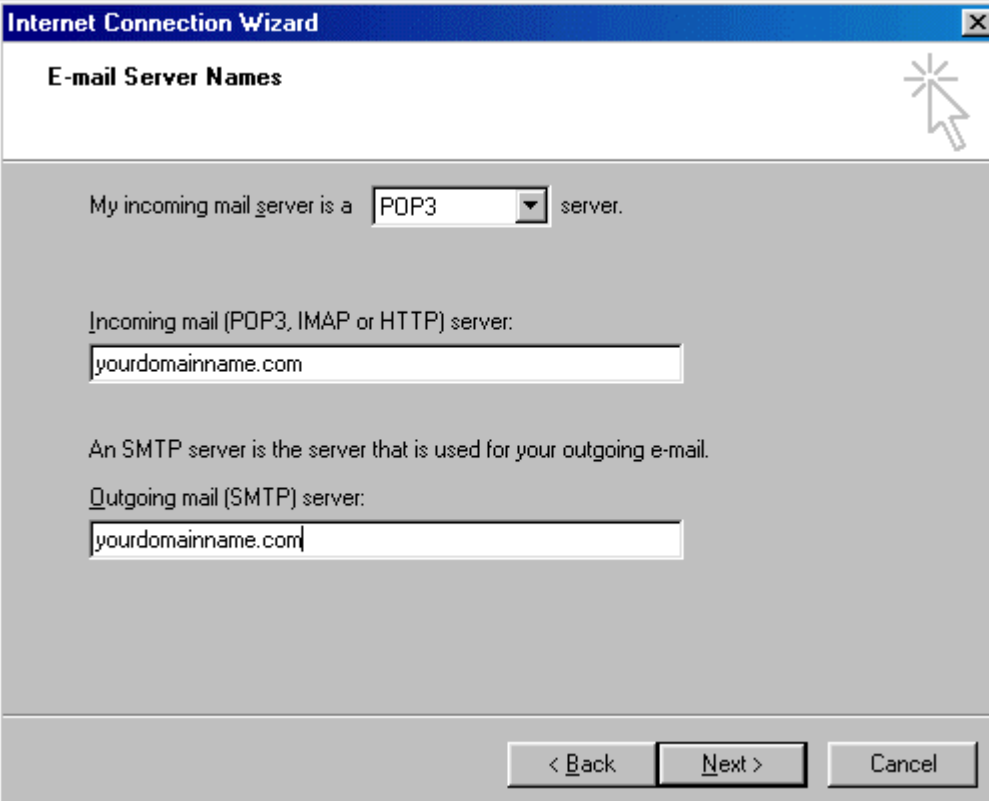
The screenshot shows the 'Internet Connection Wizard' dialog box. The title bar reads 'Internet Connection Wizard' with a question mark and close button. The main area is titled 'Your Name' and contains the following text: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this is a text input field labeled 'Display name:' with the placeholder text 'Display Name'. Underneath the input field is the example text 'For example: John Smith'. At the bottom of the dialog are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. A mouse cursor is pointing at the 'Next >' button.

Once you are in the second page of the Wizard you will need to type in your new e-mail address from **NETastic**. When you are done click on 'Next'.



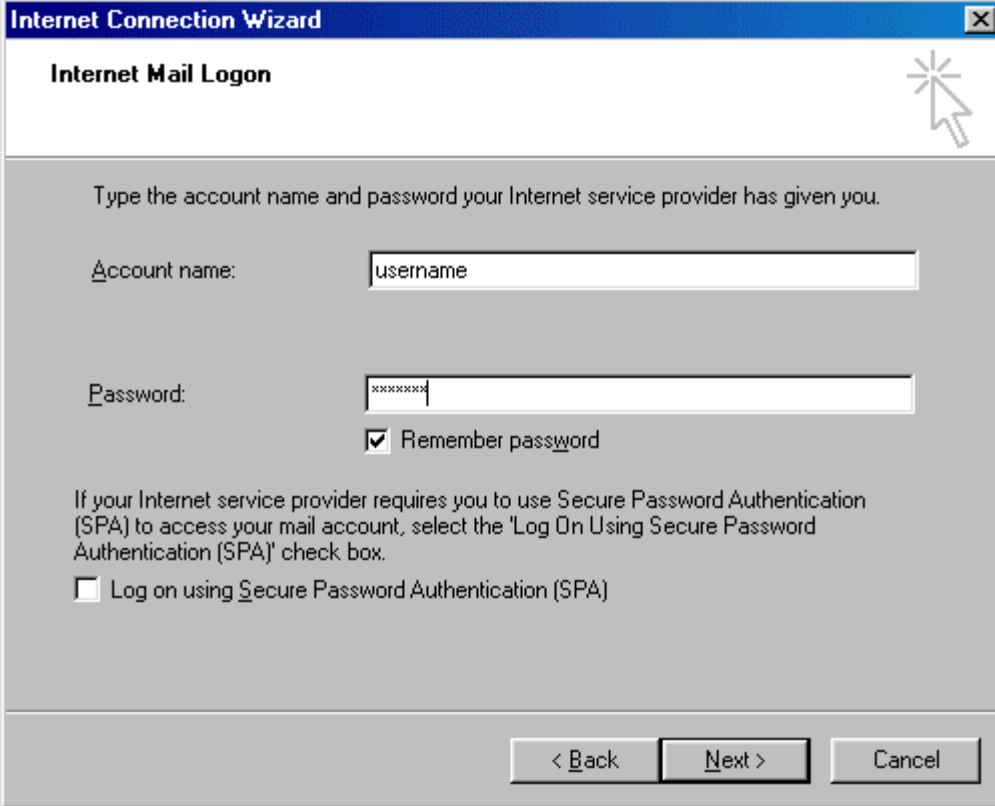
The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet E-mail Address'. The window contains the following text: 'Your e-mail address is the address other people use to send e-mail messages to you. This address has been assigned to you by your Internet service provider.' Below this is a text input field labeled 'E-mail address:' containing the text 'someone@yourbusinessname.com'. Underneath the input field is the example text 'For example: someone@microsoft.com'. At the bottom of the window are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. A mouse cursor is pointing at the 'Next >' button.

Once you are in the third page of the Wizard, you will need to type in the **NETastic** mail server addresses. Both the 'Incoming' and 'Outgoing' mail server addresses are just your domain name (your web site address without the 'www.' part in front). When you are done click on 'Next'.



The screenshot shows the 'Internet Connection Wizard' window with the title 'E-mail Server Names'. The window contains the following text: 'My incoming mail server is a POP3 server.' Below this is a text input field labeled 'Incoming mail (POP3, IMAP or HTTP) server:' containing the text 'yourdomainname.com'. Below that is another text input field labeled 'Outgoing mail (SMTP) server:' containing the text 'yourdomainname.com'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

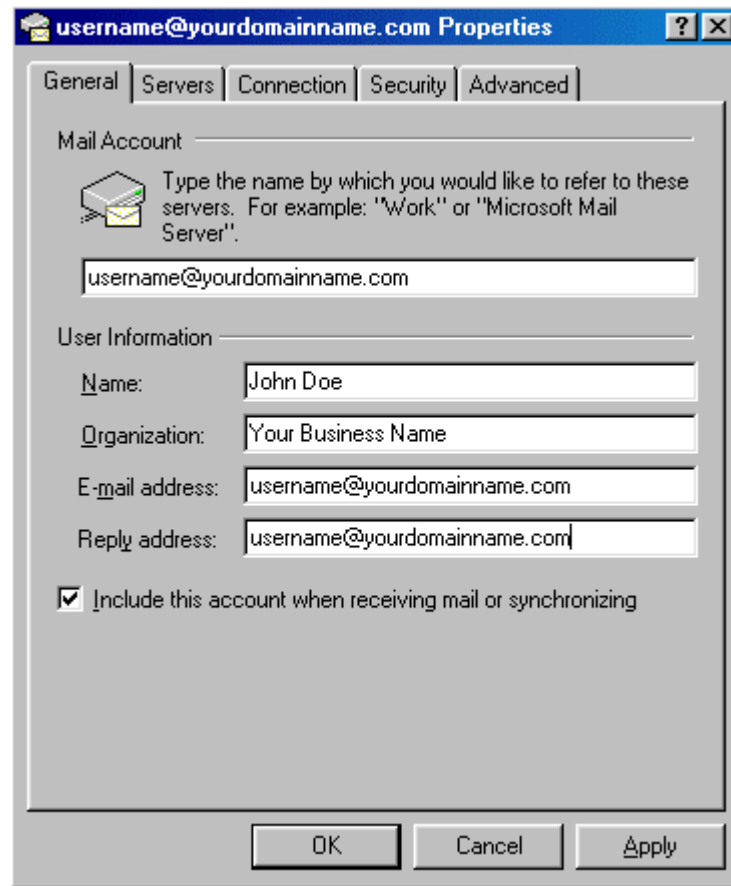
Once you are in the fourth page of the Wizard, you will need to type in your 'Account name' and 'Password'. Your account name is your 'username@' followed by your domain name typed as if it were all one word: 'username@yourbusinessname.com'. When you type your password in, make sure you type it exactly as it should be since it is case sensitive. When you are done click on 'Next'.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" containing the text "username" and "Password:" containing "xxxxxxx". A checked checkbox labeled "Remember password" is positioned below the password field. Further down, there is a paragraph of text: "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." Below this text is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

Once you are in the fifth page of the Wizard, just click on 'Finish' which will take you back to the 'Internet Accounts' window. Once you are there click on the new e-mail account that you just created to highlight it then click on the 'Set as Default' button. Next click on the 'Properties' button.

Once you are in the 'Properties' window, type in your 'Reply address' at the bottom. This is usually just your e-mail address again. Next to 'Organization' you can put your business or employer's name if you wish those who receive e-mails from you to see this information in the message header.



Next click on the 'Advanced' tab at the top. If you wish to leave a copy of your e-mail messages on NETastic's server so that you can retrieve the same e-mail messages from home and from work, click on the 'Advanced' tab. Here you need to put a check in the box labeled 'Leave a copy of messages on server'. It is important that you also put a check in the box labeled 'Remove from server after 5 days', otherwise your mail will continue to pile up on our server until your box is full. If this happens you will no longer be able to send or receive mail without manually deleting the messages on our server. If you do not need this feature then skip this step.

Click 'OK'. You should now find yourself at 'Internet Accounts' again. You are now finished and can click on the 'Close' button at the bottom.