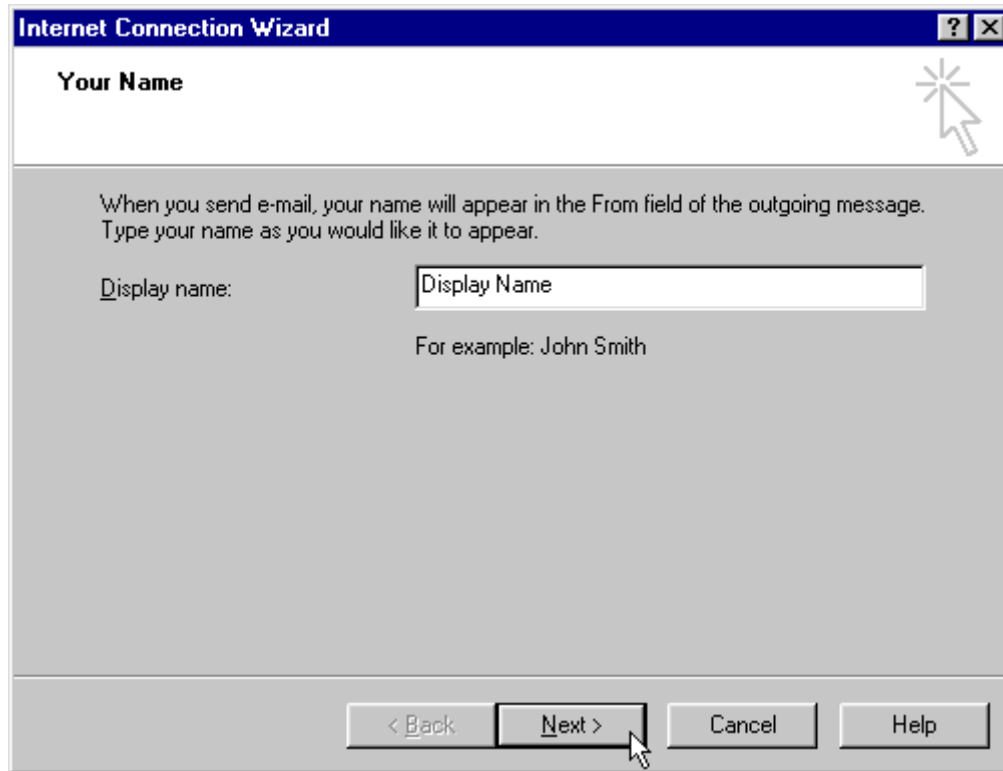


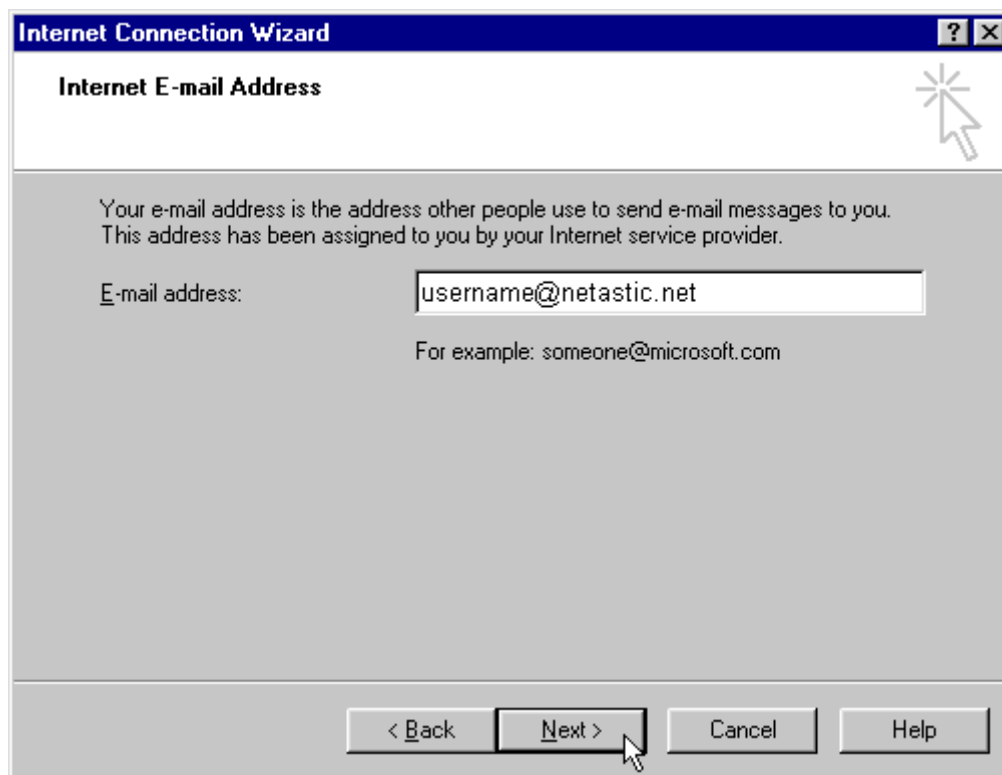
NETastic Outlook Express E-mail Set Up Instructions

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 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**. Your new e-mail address will be your username followed by @netastic.net (username@netastic.net). When you are done click on 'Next'.



Once you are in the third page of the Wizard, you will need to type in **NETastic** mail server addresses. Both the 'Incoming' and 'Outgoing' mail server addresses are the same: 'mail.netastic.net'. When you are done click on 'Next'.

Internet Connection Wizard [X]

E-mail Server Names [Help Icon]

My incoming mail server is a server.

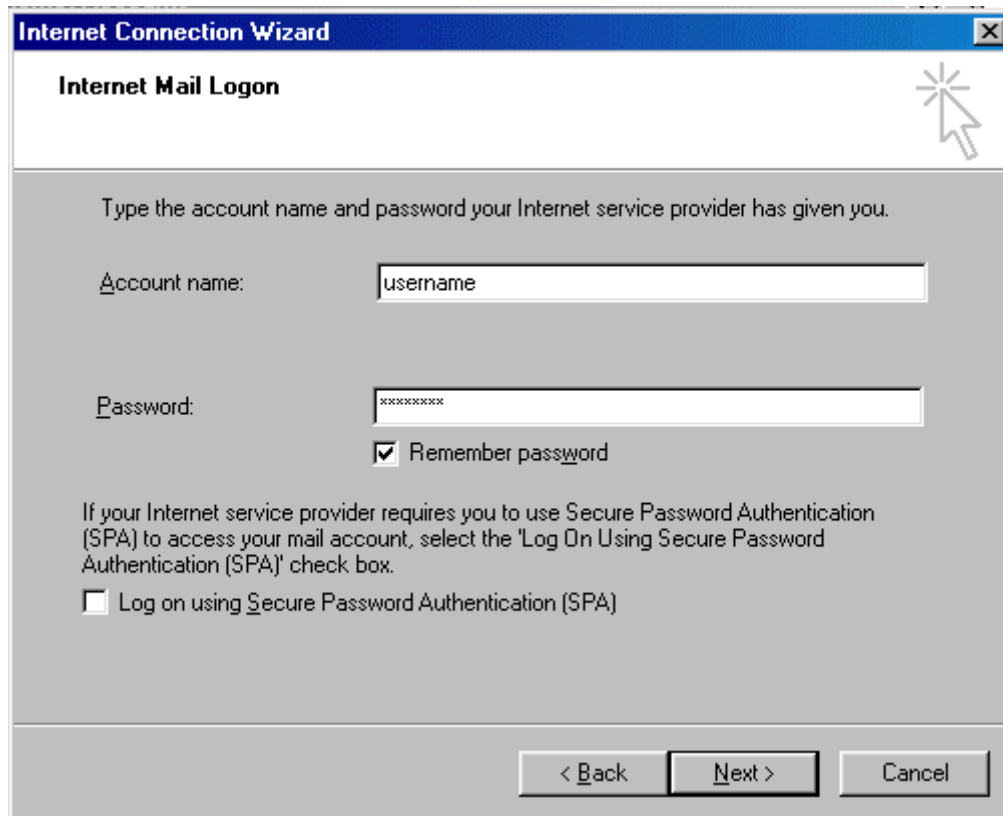
Incoming mail (POP3, IMAP or HTTP) server:

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

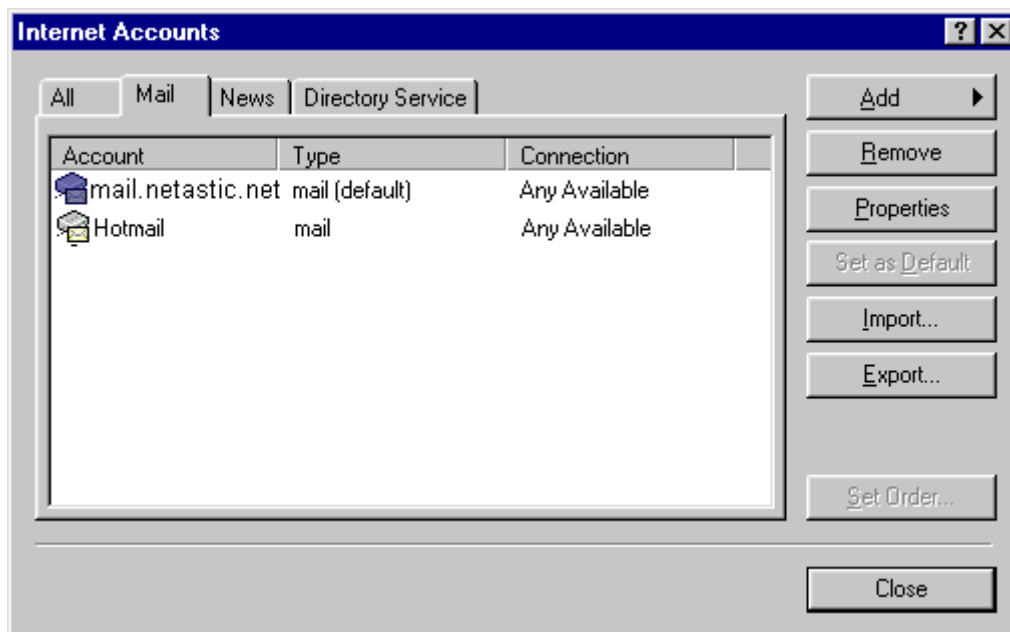
Outgoing mail (SMTP) server:

< Back Next > Cancel

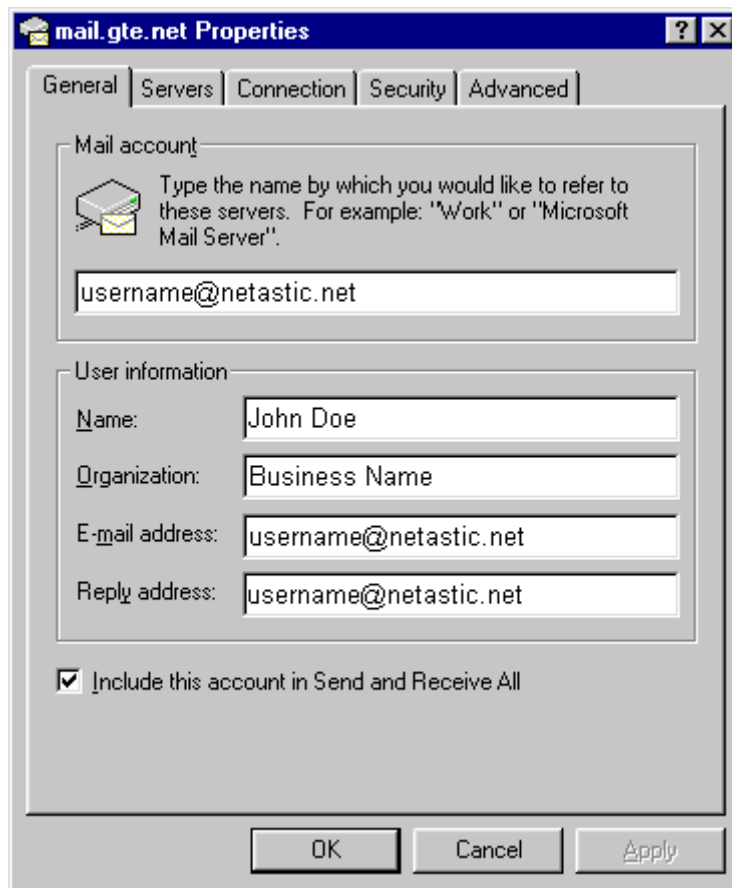
Once you are in the fourth page of the Wizard, you will need to type in your 'Account name' and 'Password'. Your account name is your username followed by '@mail.netastic.net' typed as if it were all one word: 'username@mail.netastic.net'. When you type your password below your 'Account name' make sure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



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.



When you are finished click on the 'Advanced' tab. 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. When you are finished here click on the 'OK' button at the bottom.

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