

Internet Complete!

Microsoft Outlook Express

These instructions can be used to setup a new mail account, or to ensure that your current account is configured properly.

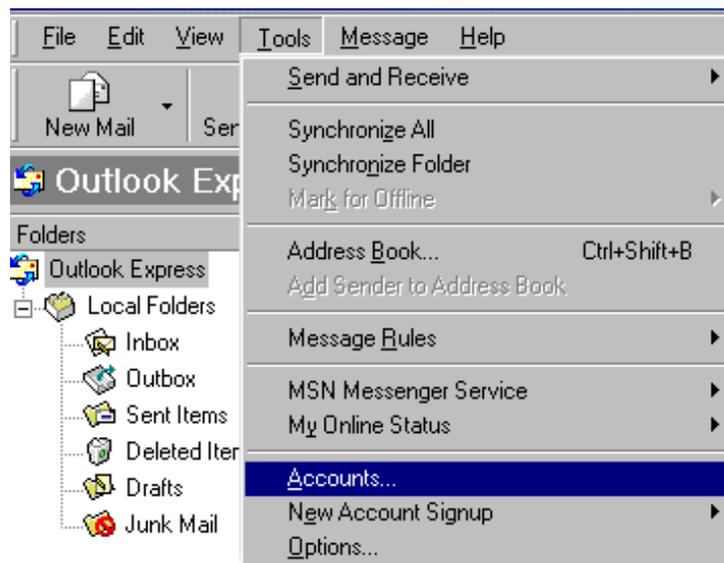
If you have any questions, please email support@icnet.net or call us at 405-236-4532.

Requirements:

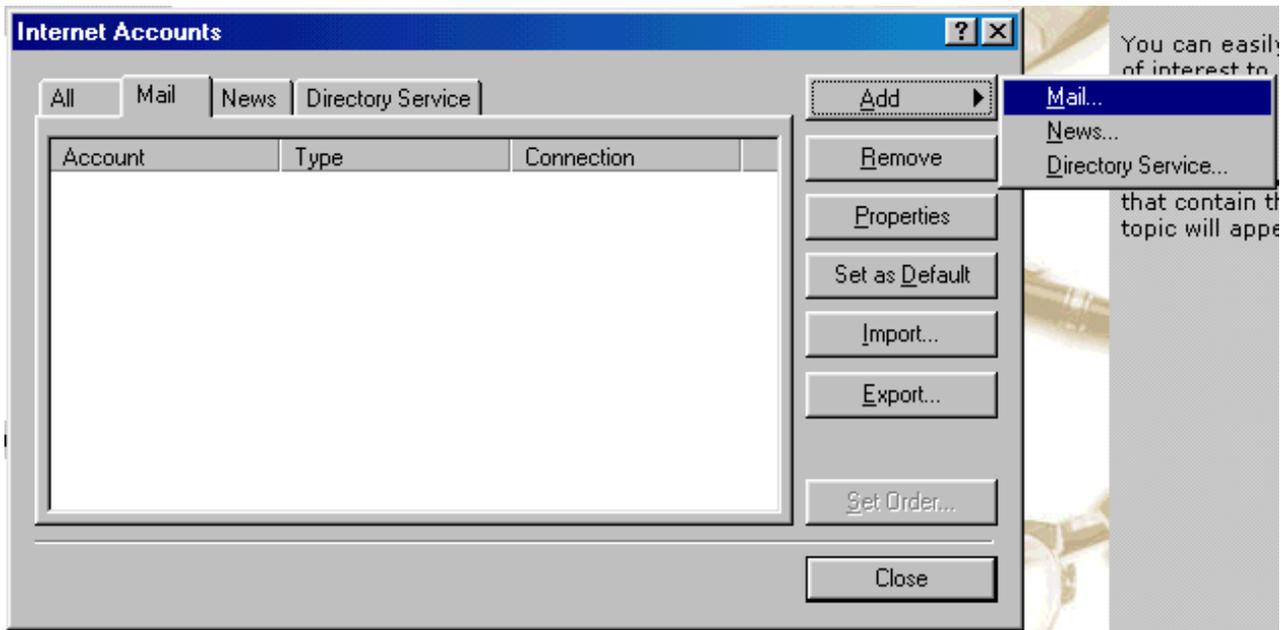
- Microsoft Outlook Express must be installed on your computer.
- Your username and password.
- An account with **Internet Complete!**.

Microsoft Outlook Express Email Setup Instructions

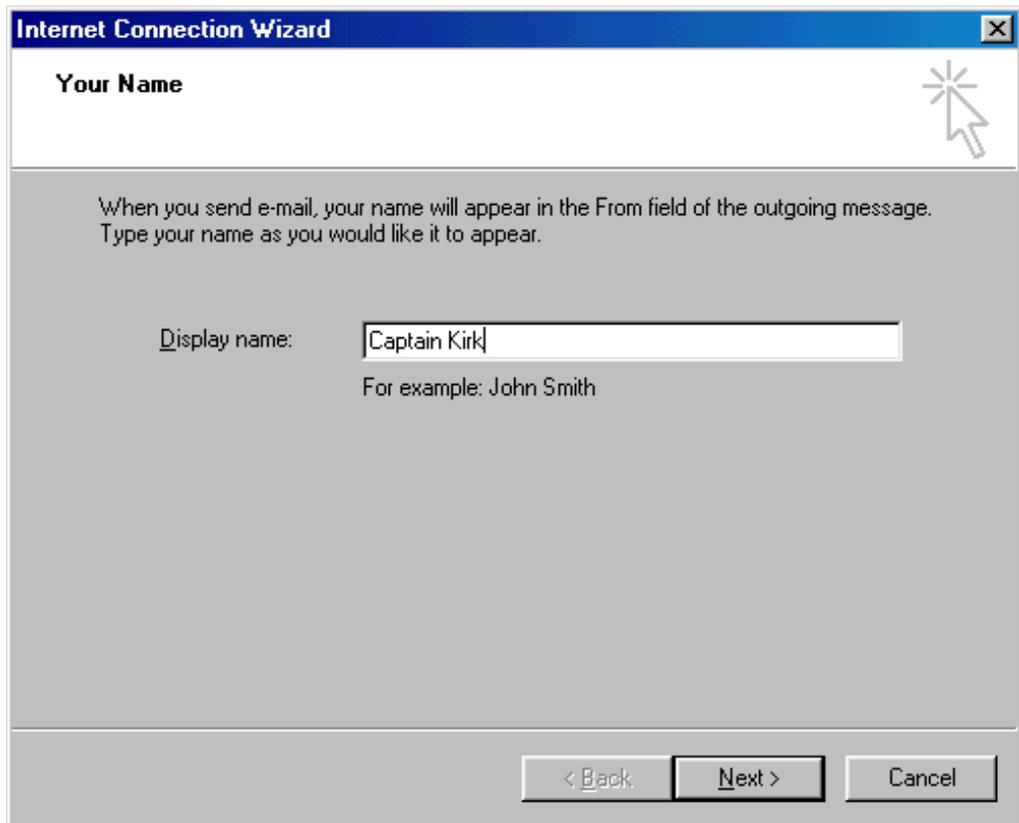
Begin by opening Outlook Express. Click on the Tools option located at the top, as shown below:



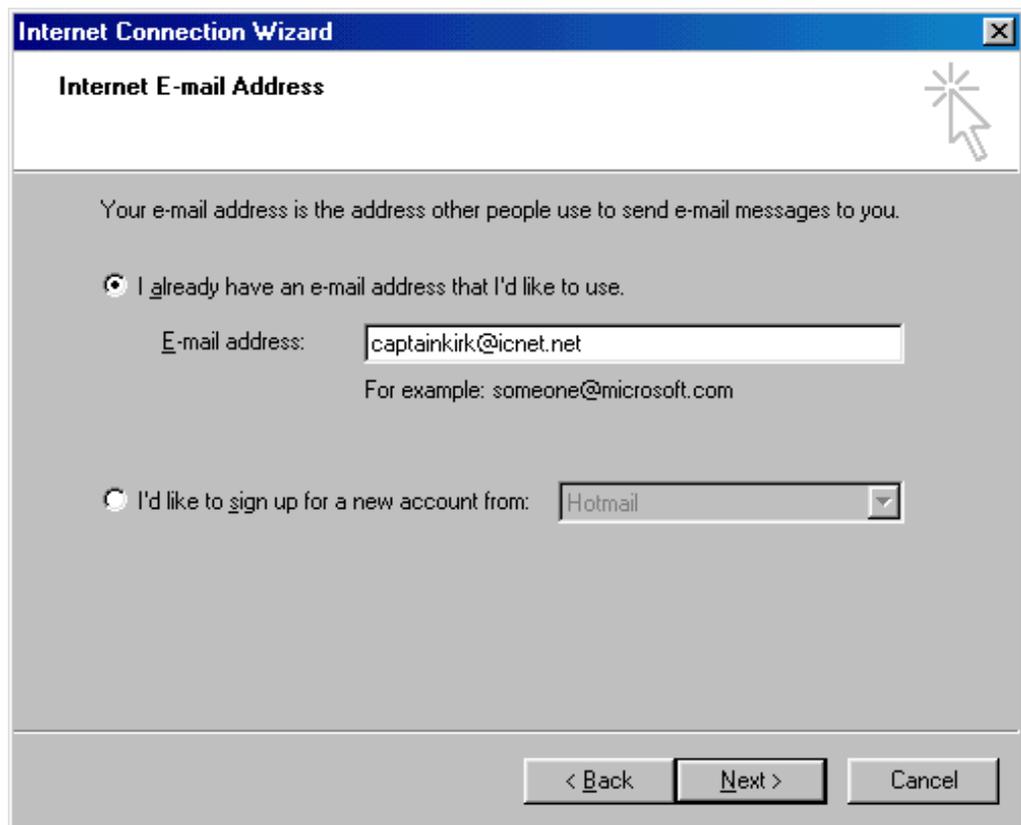
A box will open called "Internet Accounts". Click the Mail tab, click on Add, and select Mail.



Next, you will enter your name as you wish it it appear in the From field of the outgoing message. Click Next when you are finished.



Enter your **Internet Complete!** email address in the space provided. Click next to continue.



Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

I already have an e-mail address that I'd like to use.

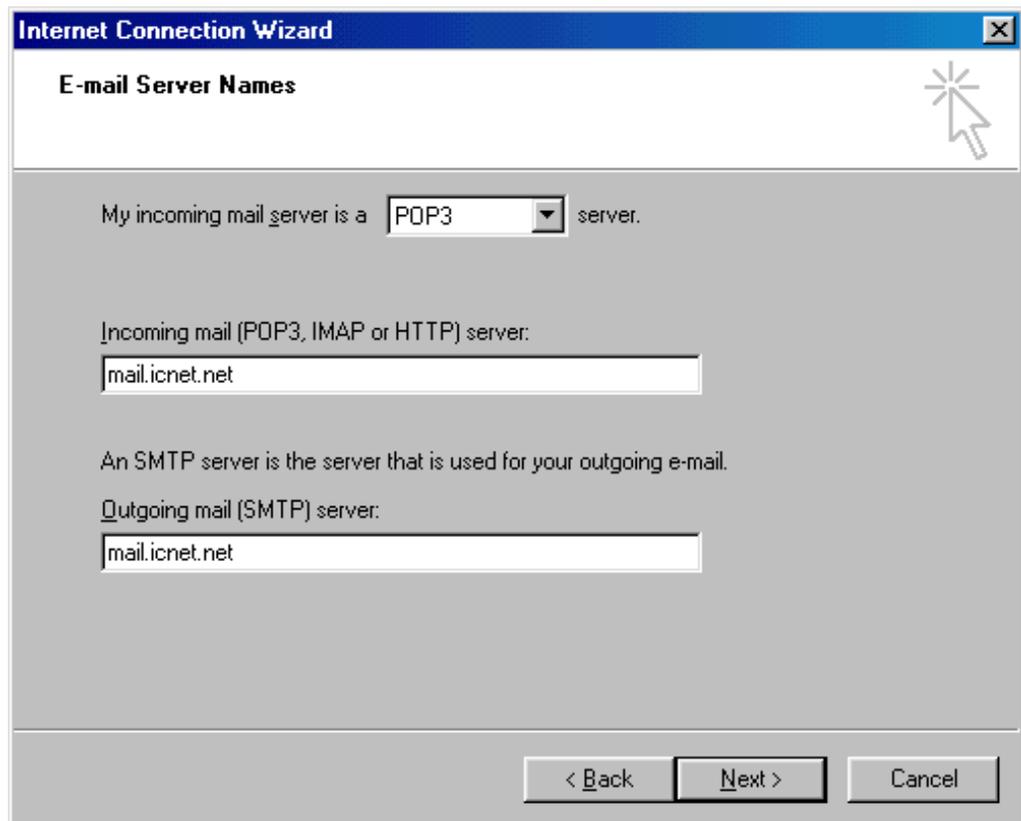
E-mail address:

For example: someone@microsoft.com

I'd like to sign up for a new account from:

< Back Next > Cancel

You will then be prompted to enter the POP3 and SMTP mail servers. Enter them as shown below:



Internet Connection Wizard

E-mail Server Names

My incoming mail server is a server.

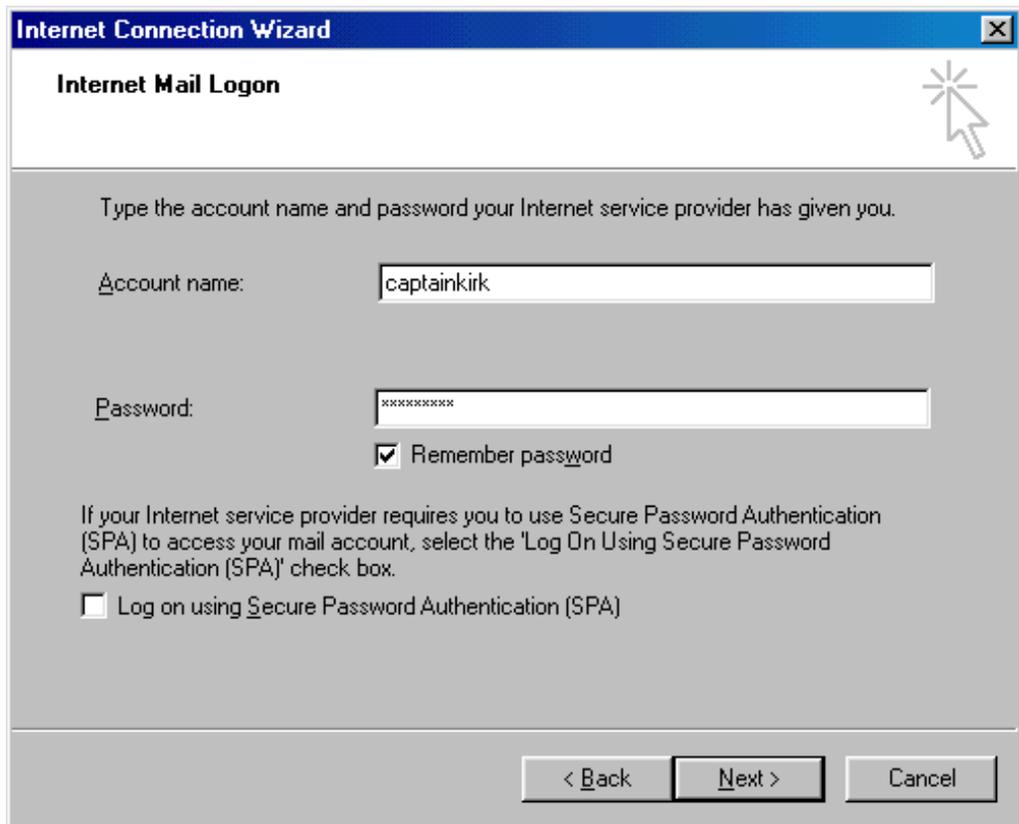
Incoming mail (POP3, IMAP or HTTP) server:

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

Outgoing mail (SMTP) server:

< Back Next > Cancel

Enter email login name and password. (*this may be the same as your standard dial up userID. If you have an additional email account, the login and password will be the ones assigned to you when you signed up for the account.*) Click Next when you are finished.



Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name:

Password:

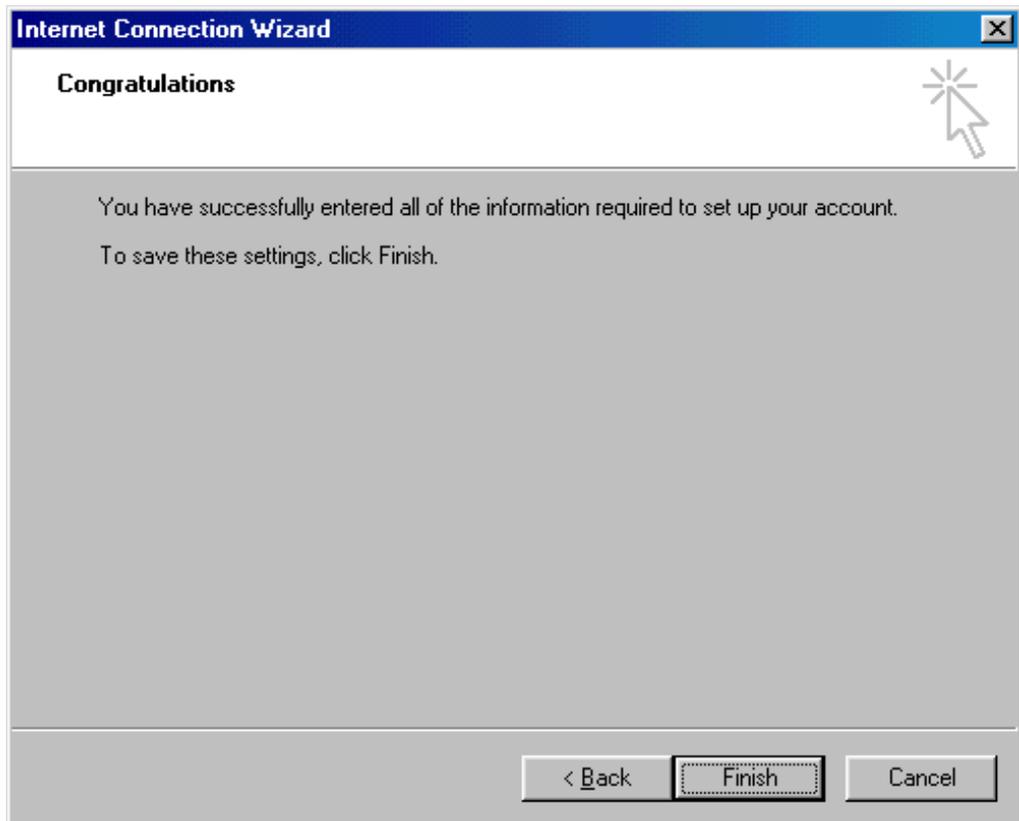
Remember password

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.

Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

Congratulations! You have successfully setup Microsoft Outlook Express to send and receive email. Click Finish to exit.



Internet Connection Wizard

Congratulations

You have successfully entered all of the information required to set up your account.

To save these settings, click Finish.

< Back Finish Cancel