



# Alphacomm.net

A Subsidiary of Upper Peninsula Telephone Company

Providing Exceptional DSL, Dial-Up,  
and Long Distance Services

397 US 41 N – P.O. Box 86  
Carney, MI 49812  
Telephone: 906-639-3500  
Fax: 906-639-9935

## Creating Multiple Email Addresses in Outlook Express

1. Open **Outlook Express**.
2. Click **Tools** and then click **Accounts**.
3. Click **Add**, and then click **Mail**.
4. In the **Display name** box, enter the name you would like displayed when you send an e-mail; i.e., John Smith. This name can be anything you like. Click **Next**.
5. In the **Email address box**, enter your Alphacomm.net email address; i.e., johnsmith@alphacomm.net. Click **Next**.
6. At the **Email Server Names** screen, verify that the **My incoming mail server is a** box displays **POP3**, not IMAP or HTTP. If it doesn't, select POP3 from the drop down box.
7. In the **Incoming mail (POP3, IMAP, or HTTP) server** box enter: **mail.alphacomm.net**
8. In the **Outgoing mail (SMTP) server** box enter: **mail.alphacomm.net**
9. Click **Next**.
10. The next screen will ask for your **Internet Mail Logon** information. Click in the line next to **Account name** and enter your username if it is not already entered. If you forget your username, call Support at 877-450-3500 (toll free) or 906-639-3500 (local). The account name is case sensitive.
11. Click in the **Password** line and type your password. The password is case sensitive.
12. You may also check the **Remember Password** option.
13. Click **Next**.
14. Click **Finish**.
15. Click **Close**.

Repeat these procedures for each additional email address you would like to add.