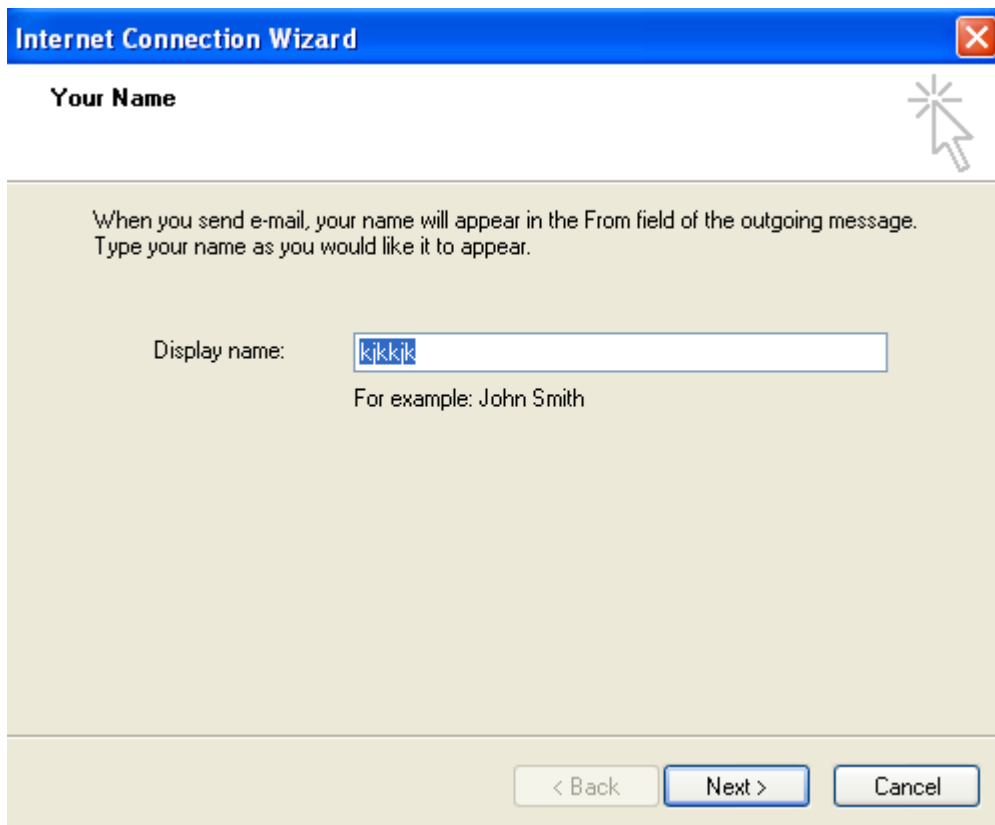


## EMAIL SETUP

### OUTLOOK EXPRESS

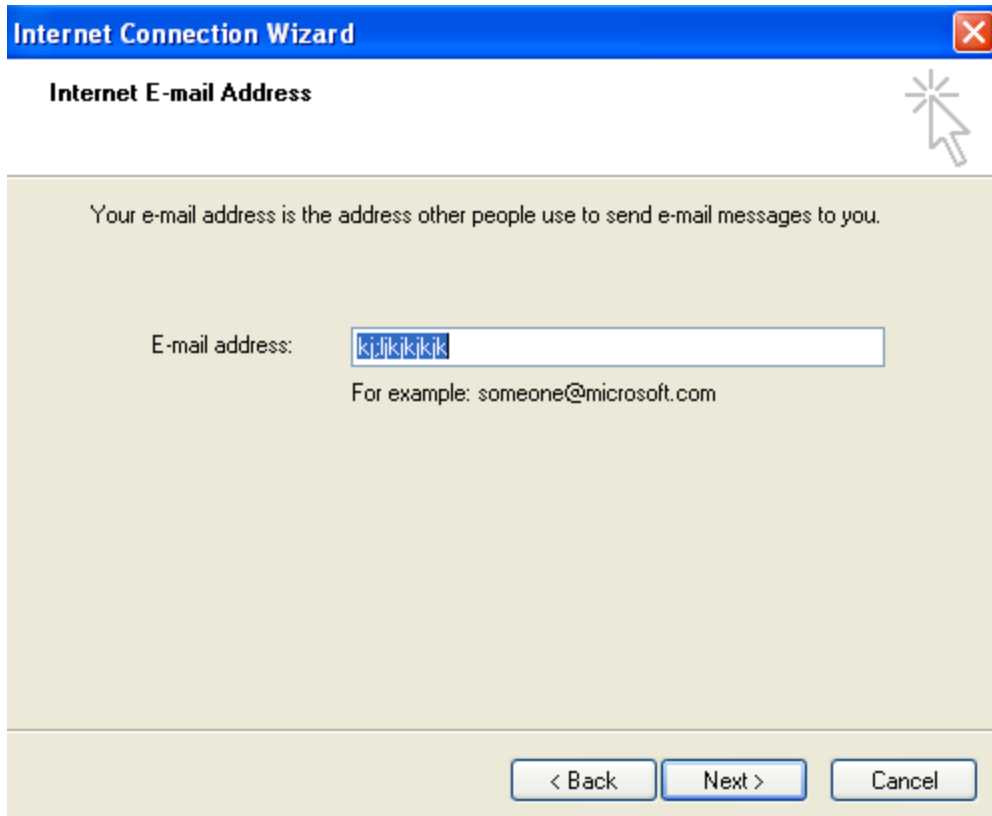
Follow these instructions **after** setting up your Internet Explorer browser. **Note:** Outlook Express will repeat some of the settings. If you are switching from Alphacomm.net dial-up to Alphacomm.net DSL, you should not have to make any changes.

1. Double click the **Outlook Express** icon. **NOTE:** If this is the first time you are using Outlook Express, skip to step 4.
2. Click on **Tools** and then click **Accounts**.
3. Click on **Add** and then click **Mail**.
4. In the **Display name** box, enter the name you would like displayed when you send an email; i.e., John Smith. This name can be anything you like. Click **Next**.

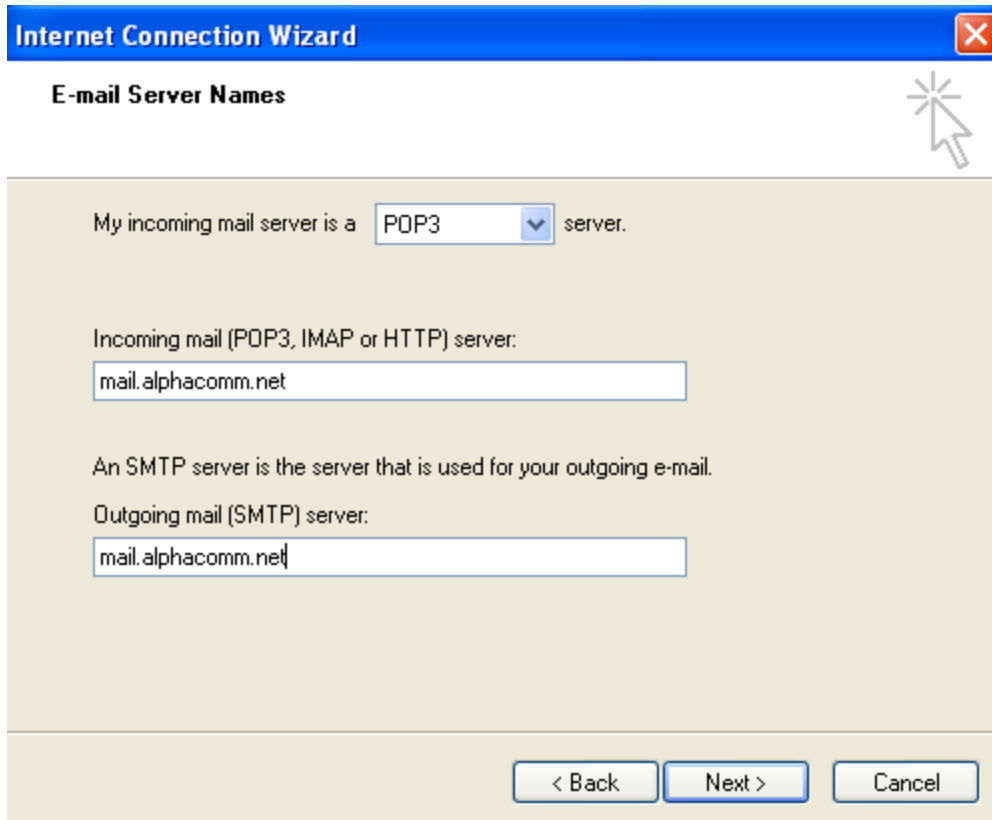


The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. Below the title bar, the text "Your Name" is displayed. To the right of this text is a mouse cursor icon pointing at a starburst symbol. The main area of the window contains the following text: "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 text is a text input field labeled "Display name:" containing the text "kkkk". Underneath the input field is the example text "For example: John Smith". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

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 full e-mail address. See example below:

**yourusername@alphacomm.net**

Your username can be found on your Alphacomm.net customer information sheet, or you can call Support at 877-450-3500 (toll free) or 906-639-3500 (local). The account name is case sensitive, so enter it exactly as shown on the customer information sheet.

11. Click in the **Password** line and type your password. The password is case sensitive, so be sure to enter it exactly as it appears on the customer information sheet.
12. You may also check the **Remember Password** option.
13. Click **Next**, then click **Finish**, then click **Close**.
14. Click **Tools** and then **Click Accounts**.
15. Click **Properties**.
16. Click the **Servers** tab.
17. Place a check in the **My Server Requires Authentication** box.

18. Click **OK**.

19. Click **Close**.