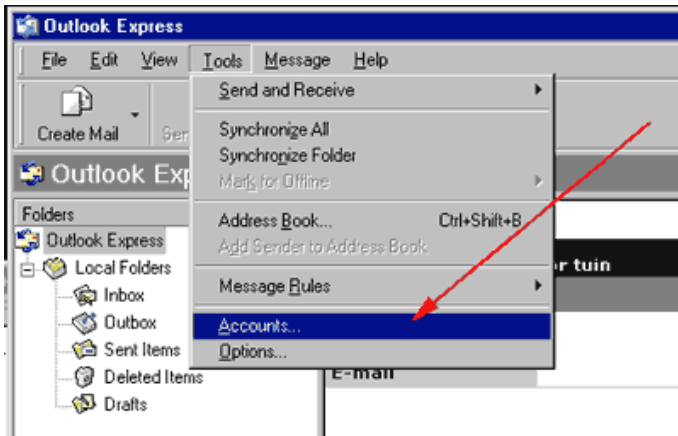


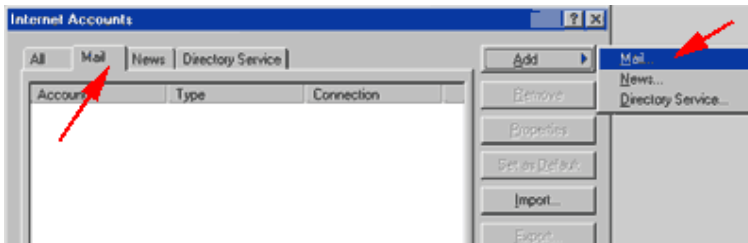
Setting up Outlook/ Outlook Express

These instructions are for Outlook Express but will also work for most versions of Outlook.

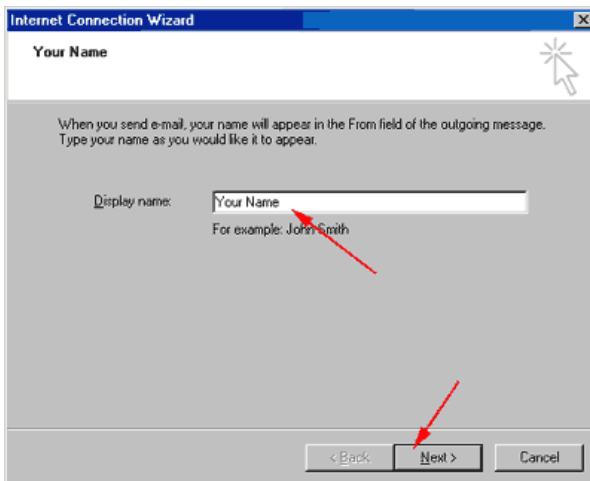
1. Launch Outlook Express.
2. Click on “Tools” menu.
3. Click on “Accounts.”



4. Click on “Mail” tab.
5. Click on “Add” and then “Mail.”



6. Enter your name in the box and then Click “Next.”



7. Enter your full email address using the following format:
Userid@pepb.net and then Click “Next.”

The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. It contains two radio button options. The first option, 'I already have an e-mail address that I'd like to use.', is selected. Below it is a text field containing 'username@domain.com' with a note 'For example: someone@microsoft.com'. The second option, 'I'd like to sign up for a new account from:', has a dropdown menu set to 'Hotmail'. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

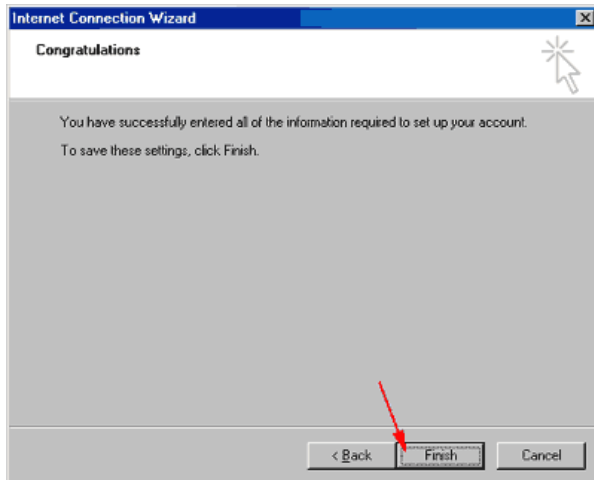
8. Enter the incoming and outgoing POP3 mail server names as:
mail.pepb.net and then Click “Next.”

The screenshot shows the 'E-mail Server Names' step. A dropdown menu is set to 'POP3'. There are two text input fields: 'Incoming mail [POP3, IMAP or HTTP] server:' containing 'YourDomain.com' and 'Outgoing mail [SMTP] server:' containing 'YourSMTPServer'. Red arrows point to these fields and the 'Next >' button at the bottom.

9. Enter your Account name. This is your User Id.
10. Enter your Password. Passwords are case sensitive. Check the “Remember Password” box. Then Click “Next.”

The screenshot shows the 'Internet Mail Logon' step. It has two text input fields: 'Account name:' containing 'YourUsername' and 'Password:' containing a masked password. A 'Remember password' checkbox is checked. Below is a section for 'Secure Password Authentication (SPA)' with a 'Log on using Secure Password Authentication (SPA)' checkbox. Red arrows point to the account name, password, remember password checkbox, and the 'Next >' button.

11. Click “Finish” to complete setting up Outlook Express.



12. Click “Close.”

