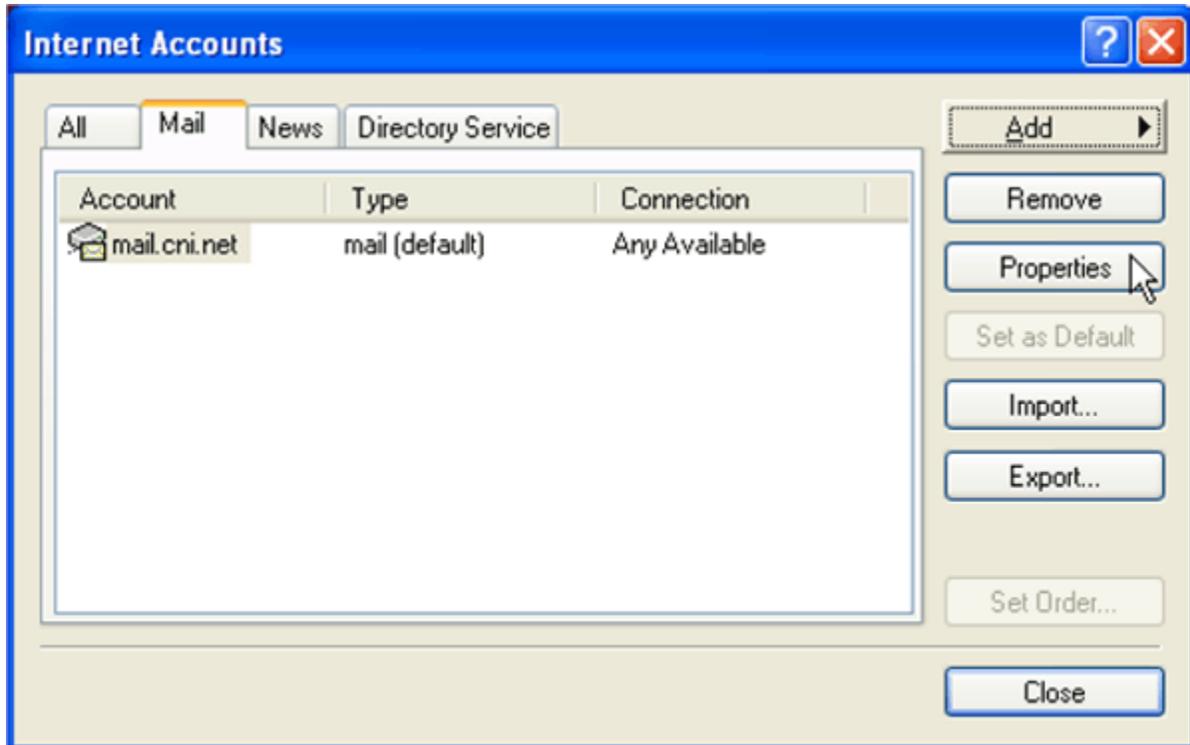
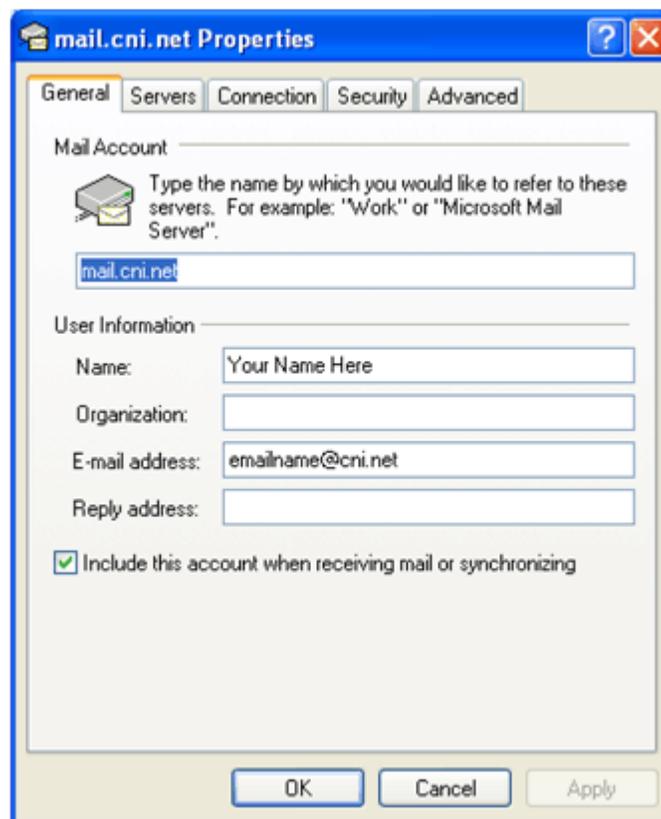


The Properties window displays five tabs : General, Servers, Connection, Security and Advanced. Check this panel if you are having problems with your E-mail account.



On the General tab, the Mail Account is the simply your reference name of this account. You can leave it as "mail.cni.net" or change it to something more meaningful to you.



The User Information includes your name which is the Display Name that shows up on your sent E-mails in the "From" field.

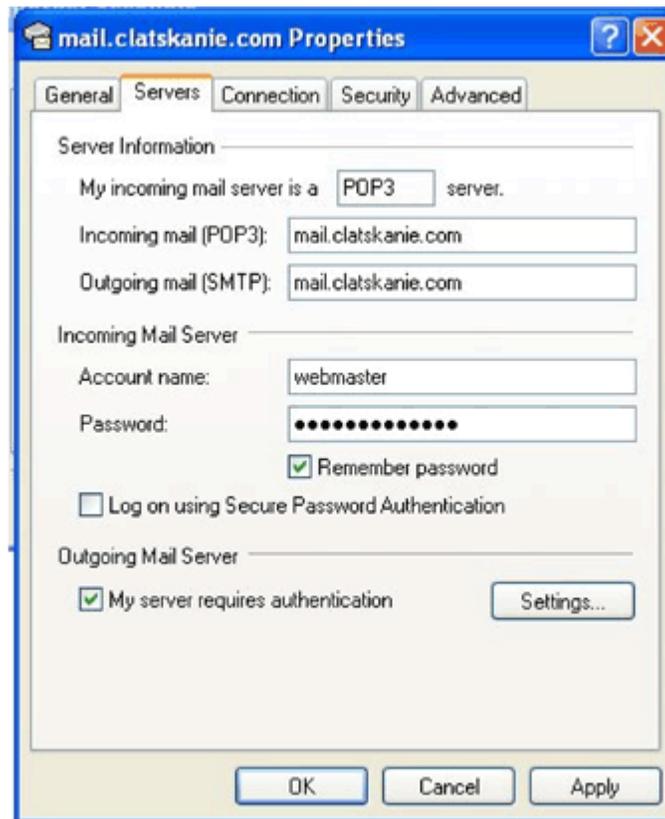
Organization can be left blank. Recipients of your E-mail do not see this information.

E-mail address is your full E-mail address.

Reply address enables any replies to go to another E-mail address. When the recipient of your E-mail clicks the "Reply" button, this address will be automatically filled in the "To" field of their E-mail. Leave this blank if you want to use the E-mail address in the previous field.

Check "Include this account when receiving or synchronizing" to allow Outlook Express to automatically check this account for new E-mail. Uncheck this box if you want to manually check this account by using the "Send/Receive" feature from Outlook. A list of available E-mail accounts will show up along with options to check all of the accounts.

Simply click on the account you want Outlook Express to check.



On the Servers tab, the incoming mail server type should be set as "POP3."

The Incoming and Outgoing mail servers should both be "mail.cni.net" or "mail.cascadenetworks.net" depending on which E-mail account you have.

Your Account name is the first part of your E-mail address (the part before the @ sign). This should be in all lower case letters.

Your password will show up as black dots to protect your password from others seeing it from this window. If "Remember password" is unchecked, the password field will be grayed out.

"Log on using Secure Password Authentication" should be ***unchecked***.

"My server requires authentication" should be ***checked***.

Clicking "OK" from any of the Properties screens will take you back to the list of Internet Accounts.

Click "Close" to go back to the main window of Outlook Express.

Any changes you made to the account through the Properties windows will be saved and effective immediately.