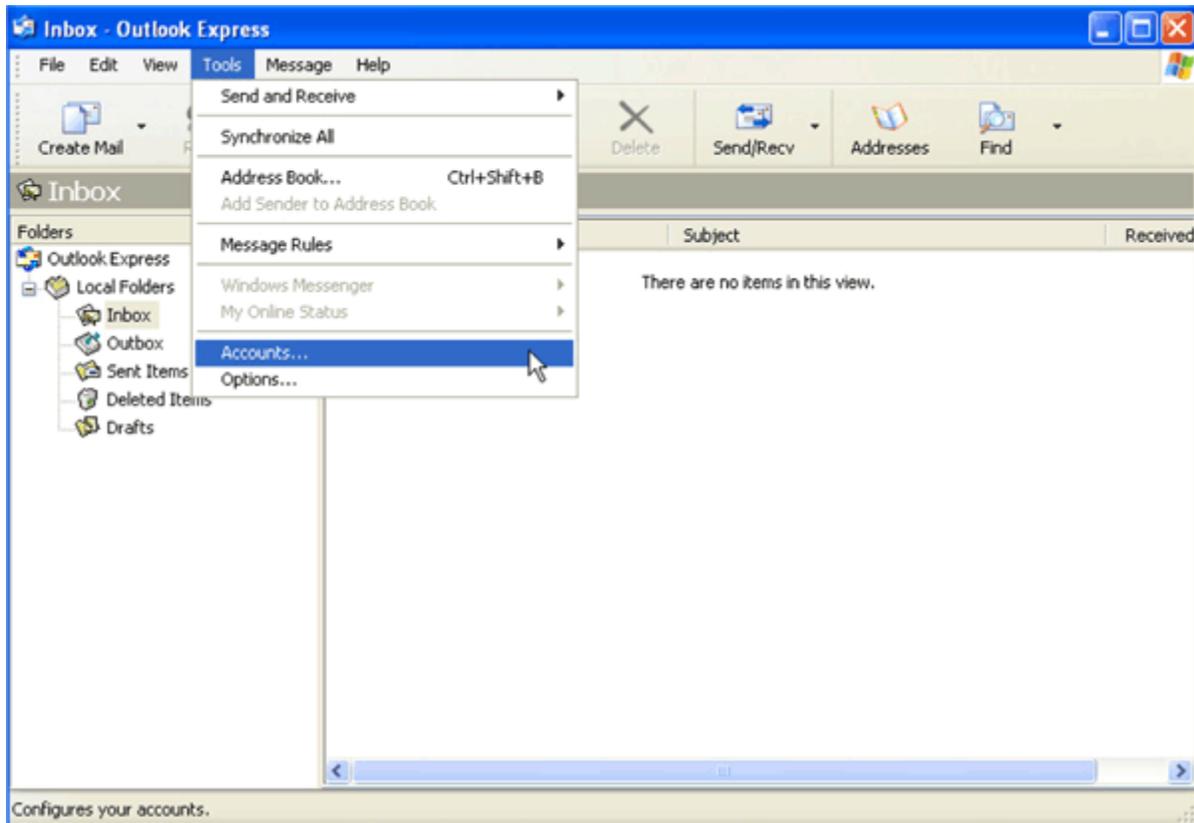
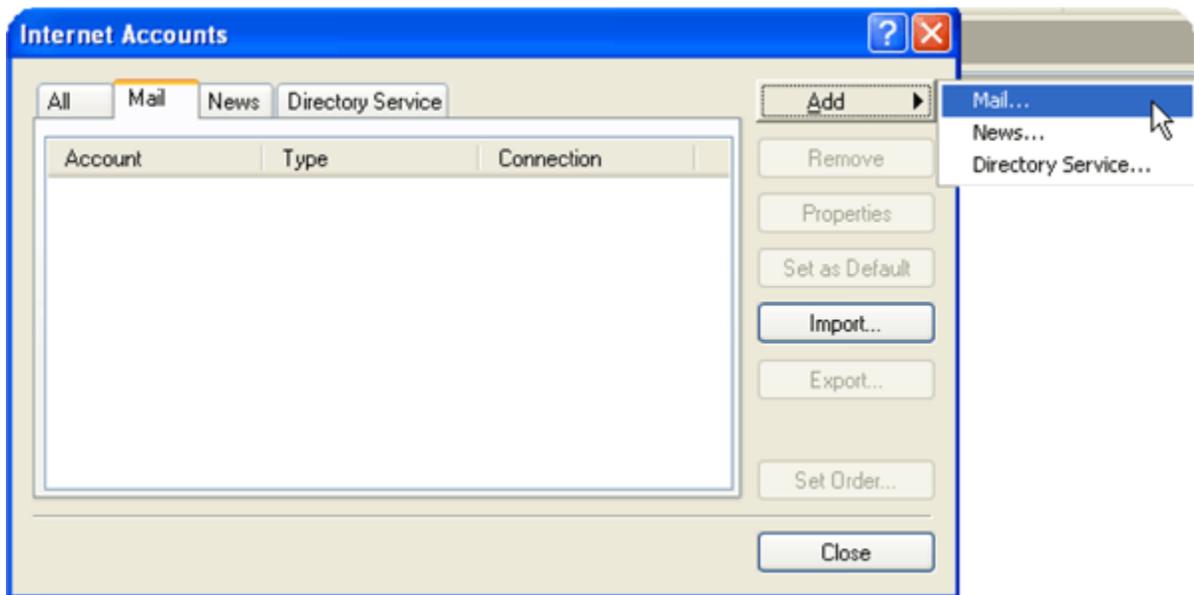


Open Outlook Express. From the main menu, select "Tools" and then select "Accounts."

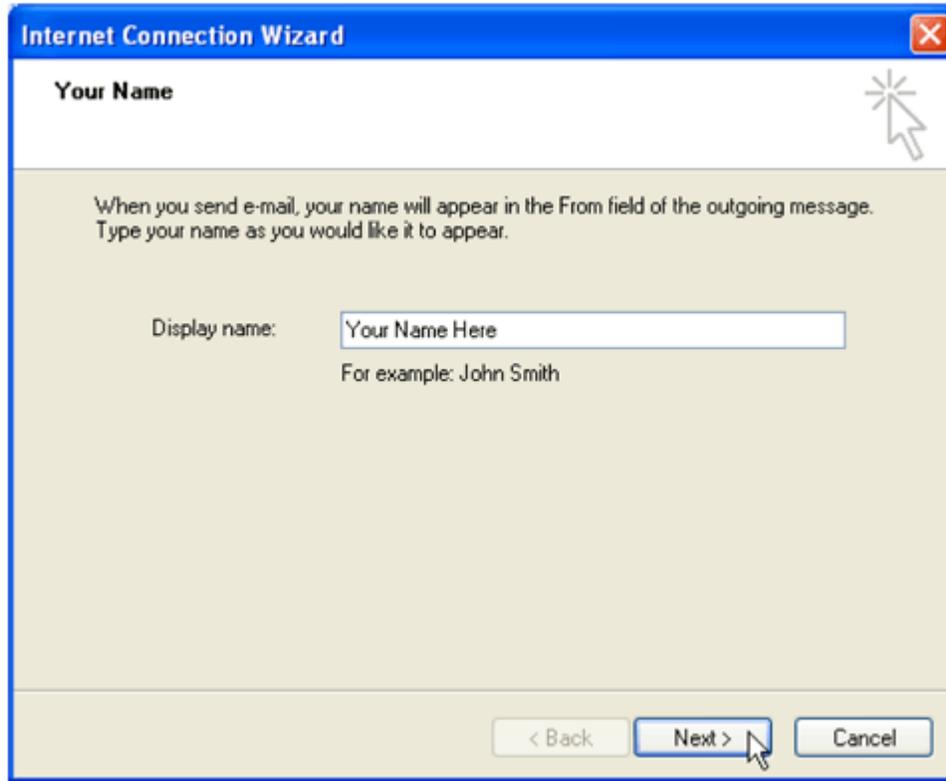


A new window pops up that lists the different types of Internet accounts. You want to make sure you are on the "Mail" tab. Most often, this will be selected for you by default, but sometimes (older versions of Outlook Express), you may have to click on the "Mail" tab to switch to it.

Off to the right, there are a series of buttons running down the side. Click the "Add" button, and then from the side menu, click on "Mail."



The New Account wizard will now start setup the E-mail information. In the first screen, enter the name you would like to show when someone receives E-mail from you, displayed in the From field (i.e. From : John Smith).

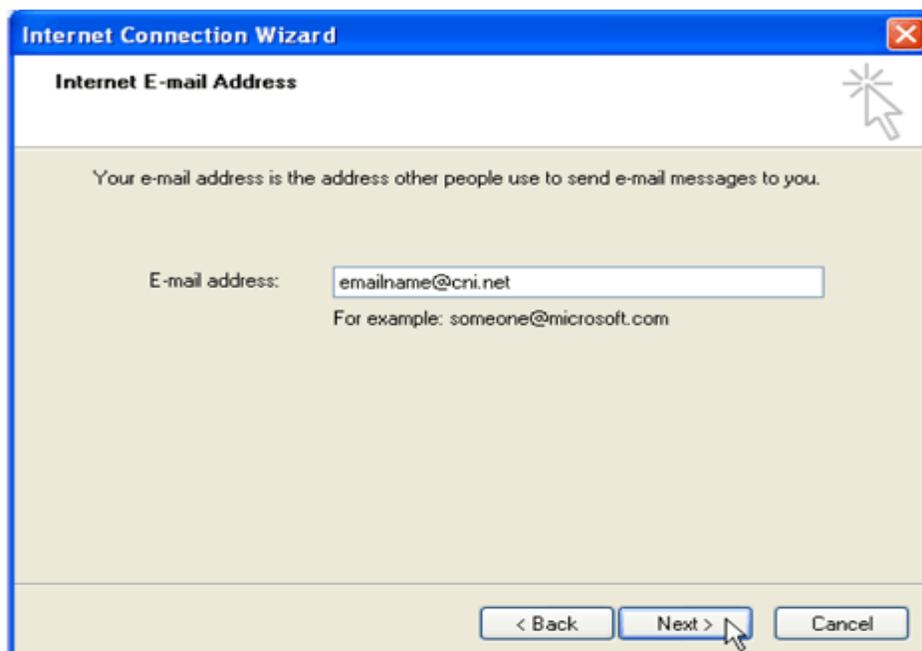


The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a mouse cursor icon. The text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a text input field containing "Your Name Here" with the label "Display name:". Below the field is the text "For example: John Smith". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

When you are done, click the "Next" button at the bottom.

Enter your full E-mail address. This is your username with "@cni.net" to the end of it. There should be no spaces in your E-mail address.

(Note: Users on the cascadenetworks.net domain will enter "cascadenetworks.net" after the @ instead of "cni.net")



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field containing "emailname@cni.net" with the label "E-mail address:". Below the field is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

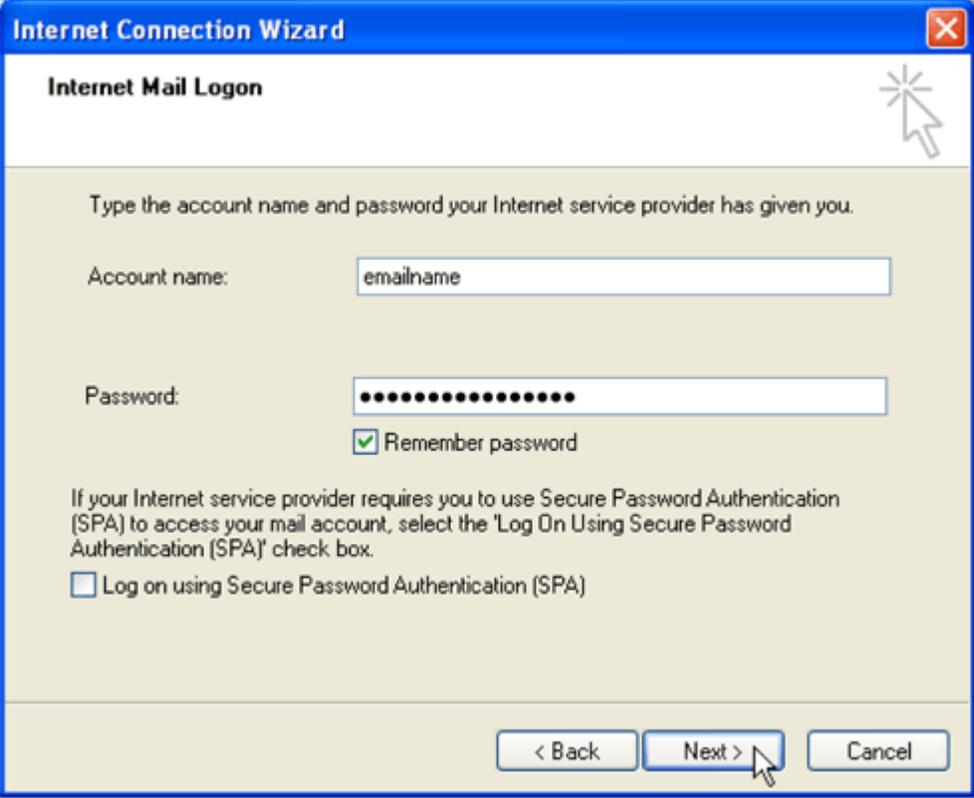
Once you are done, click the "Next" button.

For the Internet Mail Logon, the account name should already filled in, using the information from the previous screen.

If you would like Outlook Express to remember your password so that you do not have to enter it each time you access your E-mail, click in the checkbox next to "Remember Password" (newer versions of Outlook Express have this checked by default). Enter your password in the field above it. As you type in your password, the actual characters appear as dots, as shown below. This is a security feature to keep your password secret, even while typing it in.

You may choose not to have Outlook Express remember your password by unchecking the box. You will be asked for your password every time Outlook Express checks for new E-mail.

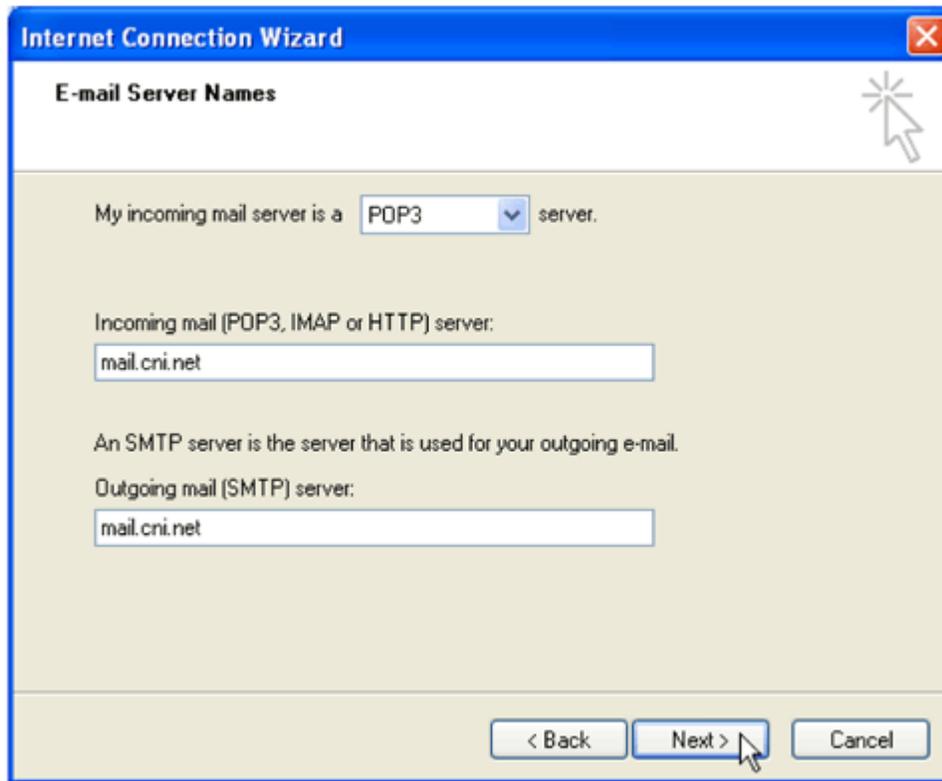
Make sure that the checkbox next to "Log on using Secure Password Authentication (SPA)" is **unchecked**.



The screenshot shows a dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" containing the text "emailname" and "Password:" containing a series of dots. A checkbox labeled "Remember password" is checked. Below the password field, there is a paragraph of text: "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." Below this text is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

When you are done, click the "Next" button.

From the E-mail Server Names screen, select POP3 from the drop-down box as the type of your incoming server. Enter "mail.cni.net" as your incoming mail server. If you are using acascadenetworks.net E-mail address, enter "mail.cascadenetworks.net". Enter "mail.cni.net" as your outgoing mail server. If you are using a cascadenetworks.net E-mail address, your outgoing mail server is "mail.cascadenetworks.net."



Click "Next" and then "Finish."

Once your setup is complete, you can click "Close" to start using your new E-mail account. If you would like to customize how Outlook Express handles your account, click on the "Properties" button for more options.