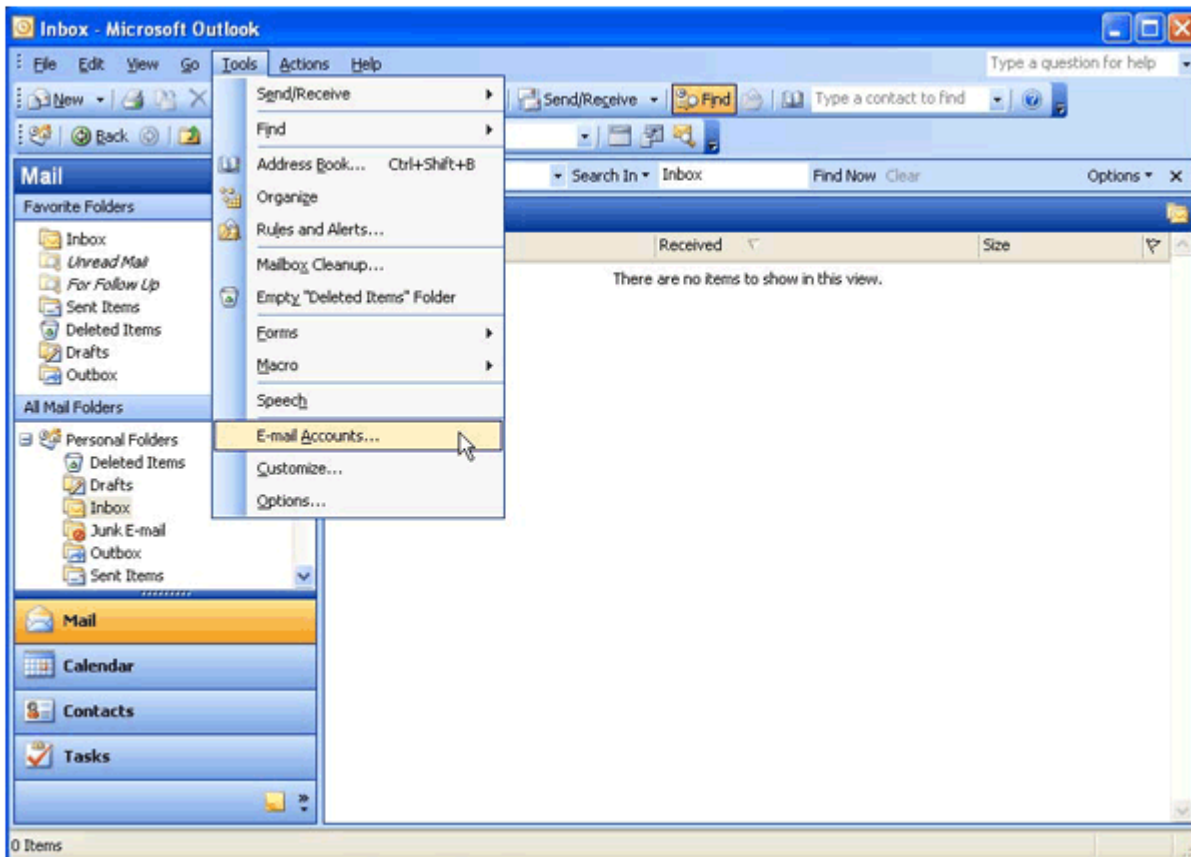
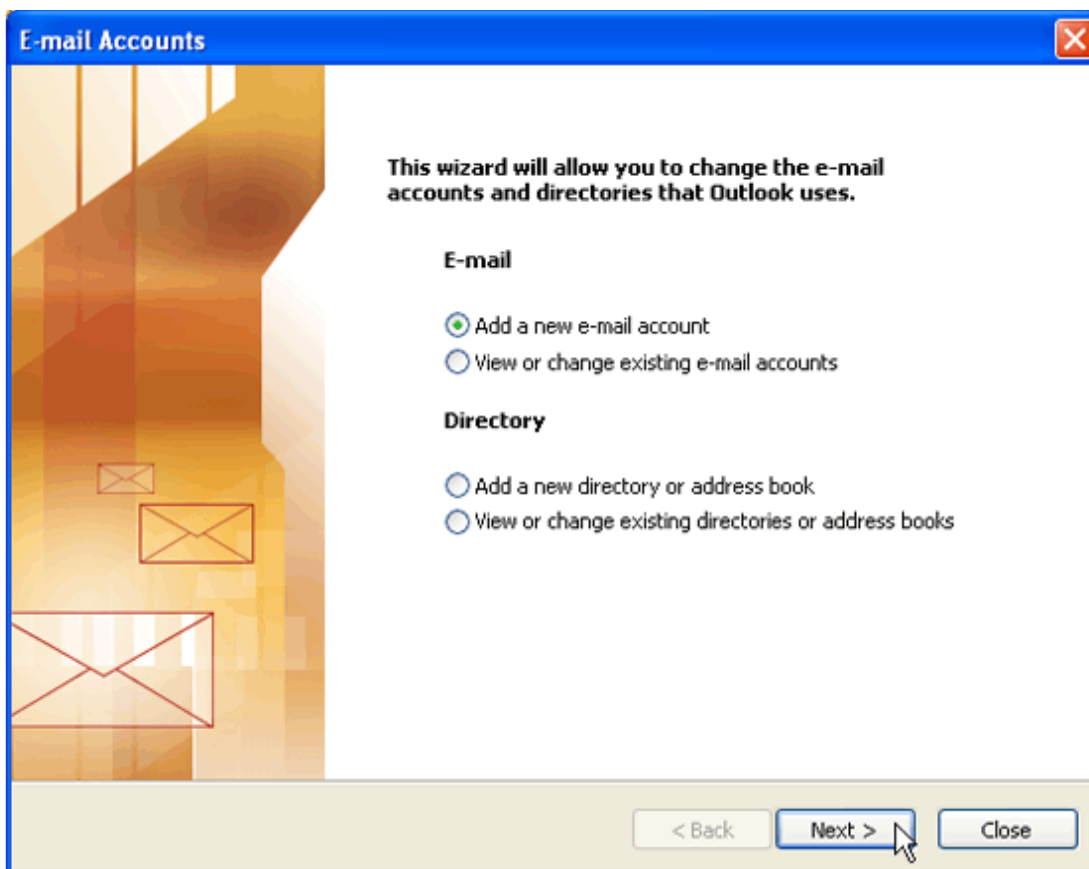


Open Outlook. From the main menu, select "Tools" and then select "Accounts."



Select "Add a new e-mail account" and click on "Next" to begin setup.



The Server Type should automatically be set to POP3. If not, select the radio button next to POP3 and click "Next."

The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' section. The title bar reads 'E-mail Accounts'. Below the title bar, the text says 'Server Type' and 'You can choose the type of server your new e-mail account will work with.' There are five radio button options: 'Microsoft Exchange Server', 'POP3', 'IMAP', 'HTTP', and 'Additional Server Types'. The 'POP3' option is selected. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

The E-mail Accounts screen will collect the essential information so that Outlook can work with your account.

The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' section. The title bar reads 'E-mail Accounts'. Below the title bar, the text says 'Internet E-mail Settings (POP3)' and 'Each of these settings are required to get your e-mail account working.' The screen is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. 'User Information' has fields for 'Your Name' (containing 'Your Name') and 'E-mail Address' (containing 'email@cni.net'). 'Server Information' has fields for 'Incoming mail server (POP3):' (containing 'mail.cni.net') and 'Outgoing mail server (SMTP):' (containing 'mail.cni.net'). 'Logon Information' has fields for 'User Name:' (containing 'email') and 'Password:' (containing '\*\*\*\*\*'), a checked 'Remember password' checkbox, and an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox. 'Test Settings' has a 'Test Account Settings ...' button and a 'More Settings ...' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

On the next screen in the "User Information" section, complete:

- Your Name – This shows up in the "From" field when you send e-mail.
- E-mail Address – This is your cni.net (or cascadenetworks.net) e-mail address. Enter the full address.

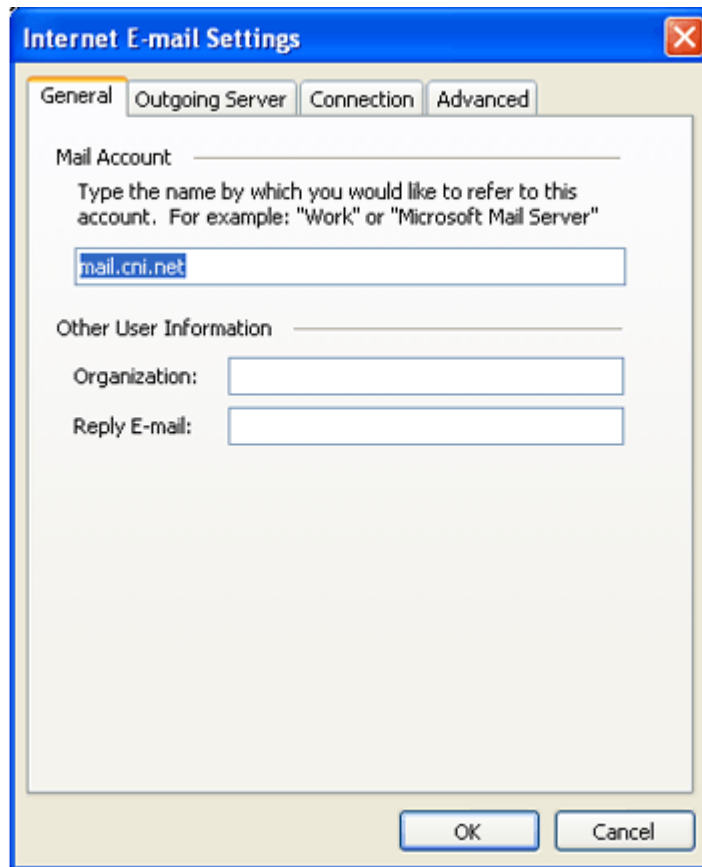
In the "Server Information" section, if you e-mail is a cni.net addresses, enter "mail.cni.net" for both the incoming and outgoing servers. If your e-mail address is a cascadenetworks.net, enter "mail.cascadenetworks.net" in both fields.

In the "Logon Information" section, complete:

- User Name – Enter everything before the @ sign from your e-mail address. Use all lowercase letters.
- Password – This is the password you requested for your e-mail account. Passwords are all lowercase letters unless you have requested otherwise. Check the box to "Remember Password." Make sure the box for "Log on using Secure Password Authentication (SPA)" is unchecked.

You can verify your new settings by clicking the "Test Account Settings." Outlook sends an e-mail to your address to verify that it can send and receive with the new settings.

You can click on "More Settings" if you want to customize this particular e-mail account.

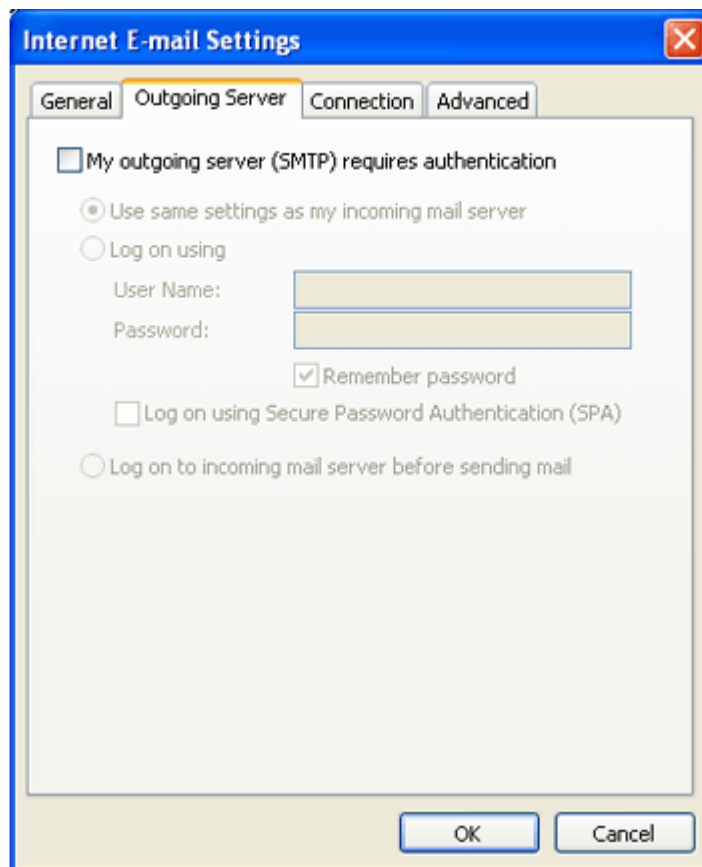


The image shows a screenshot of the "Internet E-mail Settings" dialog box in Microsoft Outlook. The dialog has a blue title bar with the text "Internet E-mail Settings" and a close button (X) in the top right corner. Below the title bar are four tabs: "General", "Outgoing Server", "Connection", and "Advanced". The "General" tab is selected and highlighted. The "Mail Account" section contains a text box with the text "mail.cni.net" entered. Below this is a label "Other User Information" followed by two text boxes: "Organization:" and "Reply E-mail:". At the bottom of the dialog are two buttons: "OK" and "Cancel".

The first screen is the "General" tab to set these items:

- Mail Account - Your assigned name of this account to help you identify your own accounts. You can leave it as "mail.cni.net" or change it to something more meaningful to you.
- Organization - An optional field to identify a company or organization name for your account. It is not visible to the recipients of your e-mails.
  - E-mail address - Your full e-mail address.
- Reply address - Allows any replies to go to a different e-mail address. When the recipient of your e-mail clicks "Reply," this address is automatically filled into the "To" field of their e-mail. If you leave this blank, all replies default to the e-mail address for this account.

From the "Outgoing Server" tab, make sure the checkbox is unchecked.



Click "OK" and you will return to the settings page. To finish your settings, click "Next" and then "Finish" from the final screen.