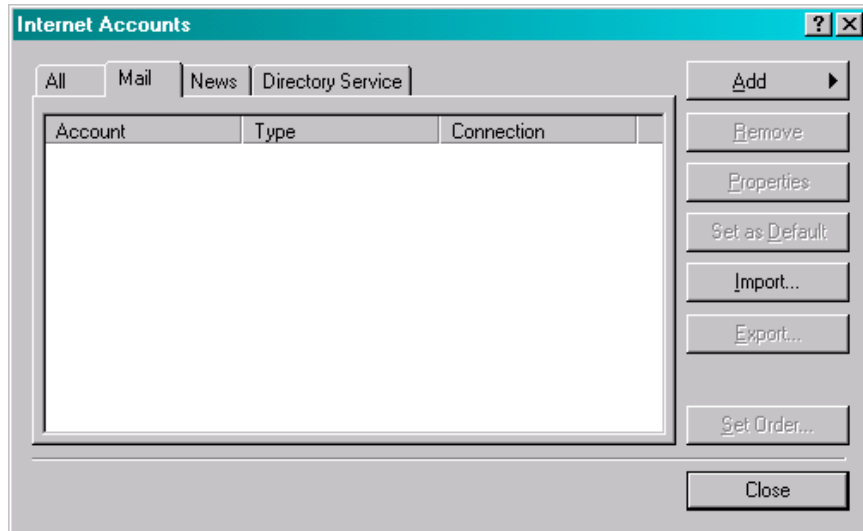


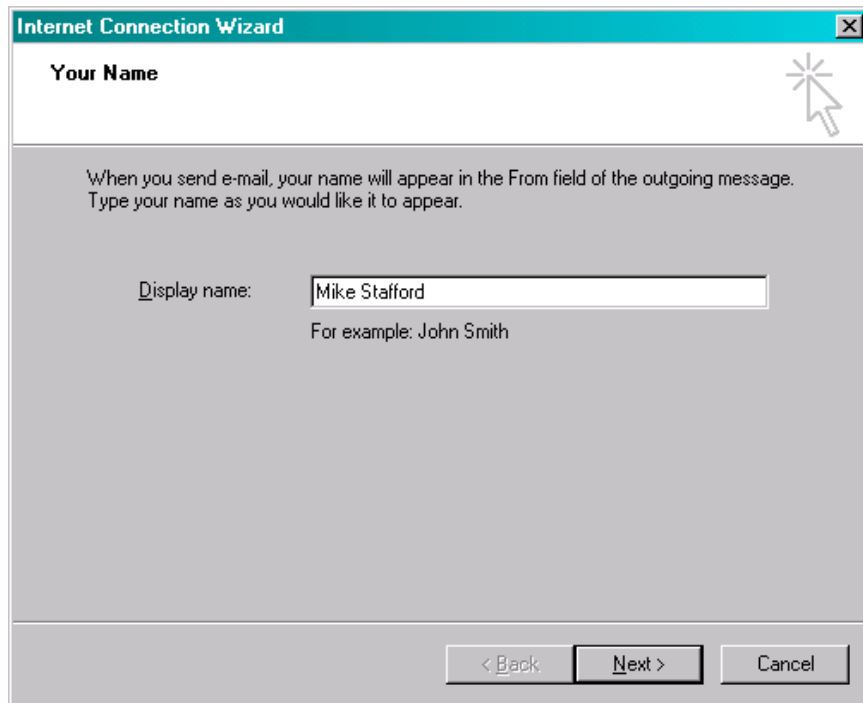
# Setup Instructions for E-mail

## Outlook Express 6.0 or Outlook

1. Open Outlook Express or Outlook.
2. Click on the **Tools** menu and then click on **Accounts**. The following window should come up.



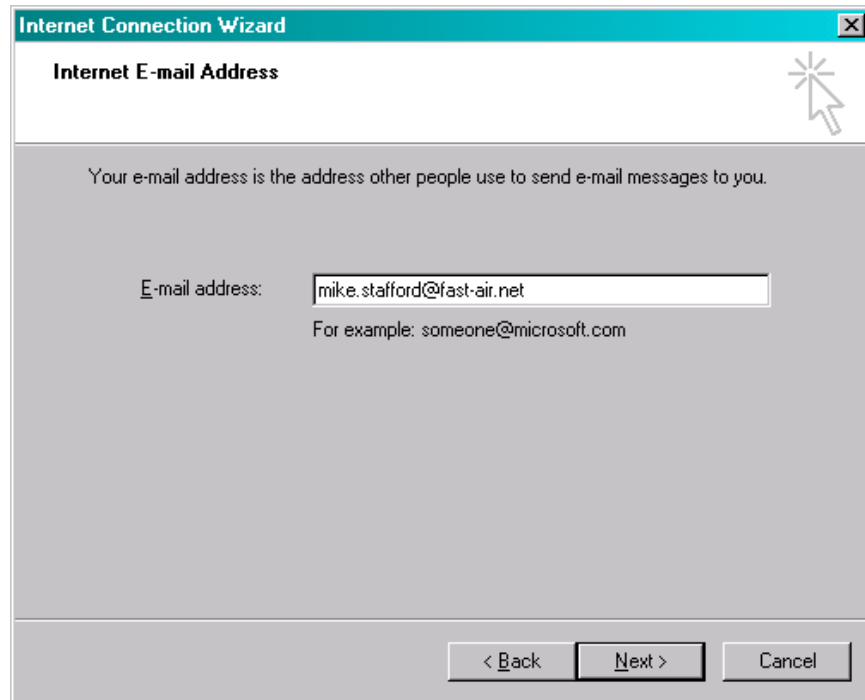
3. Click on **Add**, and then **Mail**. The following window will then come up.



4. Enter the name you want to appear and click on the **Next** button.

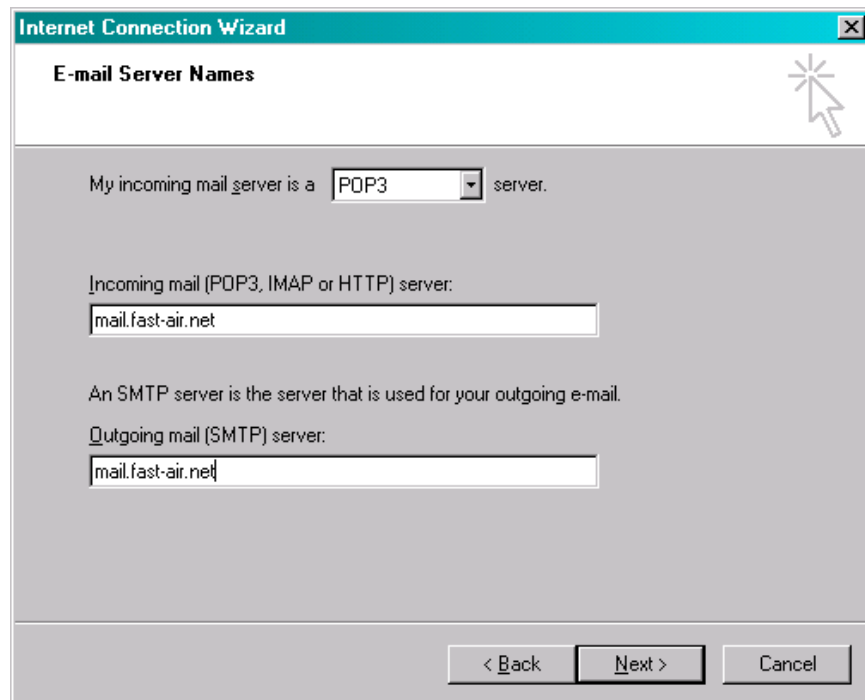
## Setup Instructions for E-mail

5. In the next window, enter your assigned email account in the field and click next. (Be sure to enter the email name with the '@fast-air.net')



The screenshot shows the 'Internet Connection Wizard' window, specifically the 'Internet E-mail Address' step. The window has a title bar with 'Internet Connection Wizard' and a close button. Below the title bar is a header area with the text 'Internet E-mail Address' and a help icon. The main area contains the text: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this is a label 'E-mail address:' followed by a text input field containing 'mike.stafford@fast-air.net'. Underneath the input field is a hint: 'For example: someone@microsoft.com'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

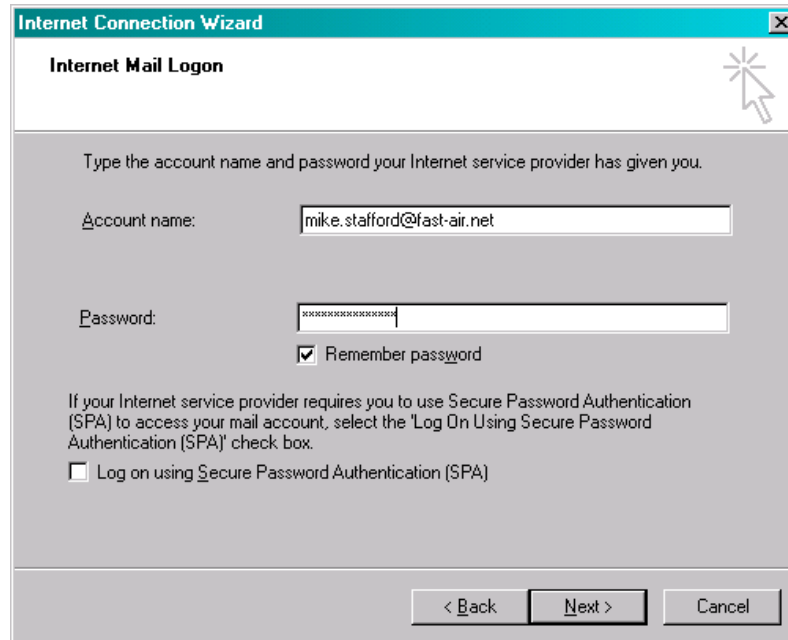
6. In the following window enter the name of the servers as shown below. (Both should be **mail.fast-air.net**). Check to make sure the type of incoming server is **POP3**. When done, click on the **Next** button.



The screenshot shows the 'Internet Connection Wizard' window, specifically the 'E-mail Server Names' step. The window has a title bar with 'Internet Connection Wizard' and a close button. Below the title bar is a header area with the text 'E-mail Server Names' and a help icon. The main area contains the text: 'My incoming mail server is a' followed by a dropdown menu showing 'POP3' and the word 'server.'. Below this is a label 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text input field containing 'mail.fast-air.net'. Underneath this is another label 'An SMTP server is the server that is used for your outgoing e-mail.' followed by a label 'Outgoing mail (SMTP) server:' and a text input field containing 'mail.fast-air.net'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

## Setup Instructions for E-mail

7. In the next window enter the account name and password. The account name will be the same as the email address used in **step 5**. If you don't want to enter the password each time mail is checked, click the box for **Remember Password**. After you are done, click the **Next** button.



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. It prompts the user to enter their account name and password. The account name 'mike.stafford@fast-air.net' is entered in the 'Account name' field. The 'Password' field is masked with asterisks. The 'Remember password' checkbox is checked. Below the password field, there is a note about Secure Password Authentication (SPA) and an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name: mike.stafford@fast-air.net

Password: [masked]

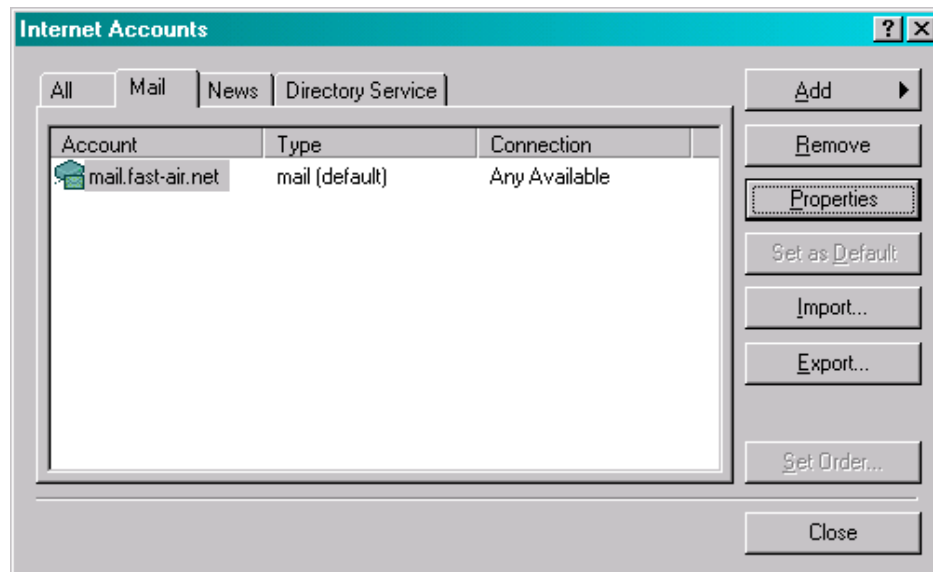
☒ Remember password

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.

☐ Log on using Secure Password Authentication (SPA)

< Back   Next >   Cancel

8. This should give you the **congratulation** window signifying you have completed the setup. Click on **Finish**, and you will get back to the same window as **step 2. (see below)**. You need to perform one more setting before this is completely done. Make sure the **mail.fast-air.net** account is highlighted and then click the **properties** button on the right.



The screenshot shows the 'Internet Accounts' window. It has tabs for 'All', 'Mail', 'News', and 'Directory Service'. The 'Mail' tab is selected. A table lists the accounts. The first account, 'mail.fast-air.net', is highlighted. To the right of the table are buttons for 'Add', 'Remove', 'Properties', 'Set as Default', 'Import...', 'Export...', 'Set Order...', and 'Close'.

Internet Accounts

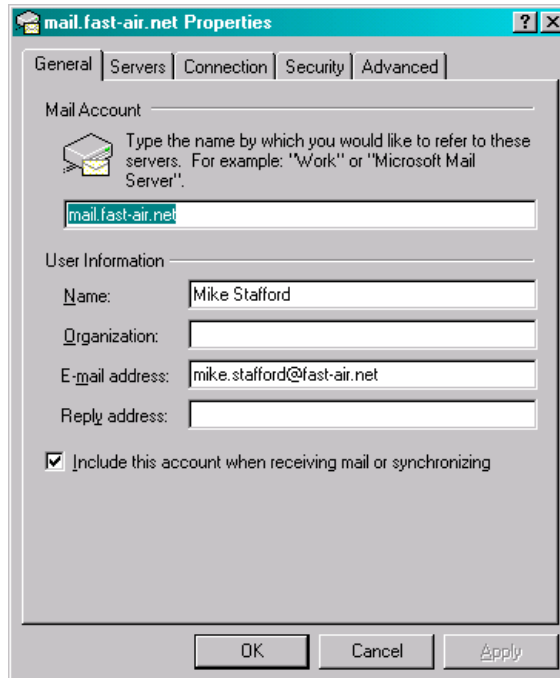
All   Mail   News   Directory Service

Account	Type	Connection
mail.fast-air.net	mail (default)	Any Available

Add   Remove   Properties   Set as Default   Import...   Export...   Set Order...   Close

## Setup Instructions for E-mail

9. You will then get the following window. You can change the name of the account at this point. You may want to make it your name if you have multiple accounts in the family. After you have done that, click on the **Servers** tab.



10. Once the server windows appears, click the box for **My server requires authentication.** (as shown below). Once you have done that, click OK. You are now completed and can click the **Close** button on the window that is now showing. You have now complete setup of you mail account for **Outlook Express.**

