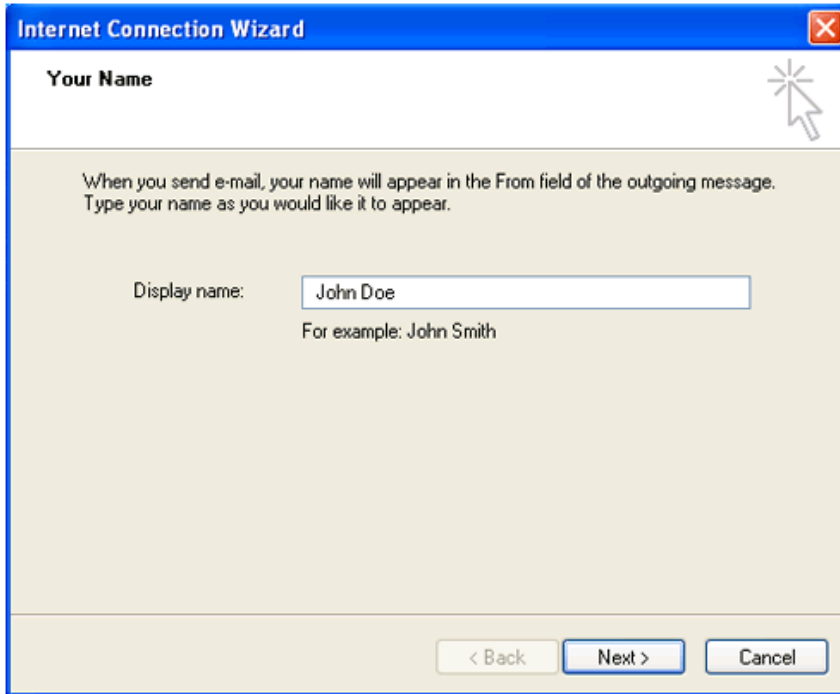


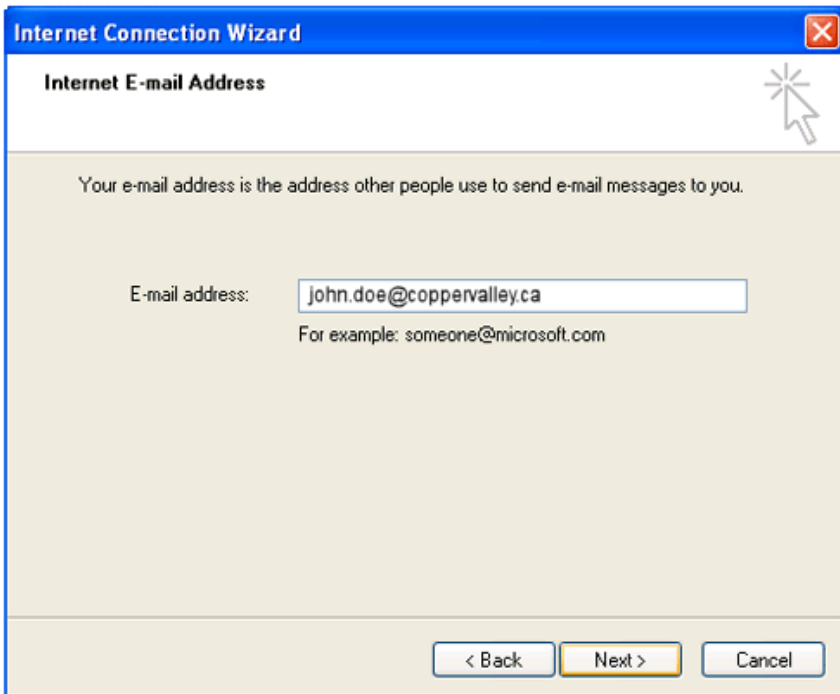
Setting up your new YourLink email account in Microsoft Outlook Express

1. Open up your Outlook Express. If no account is existing you will be presented with the following.



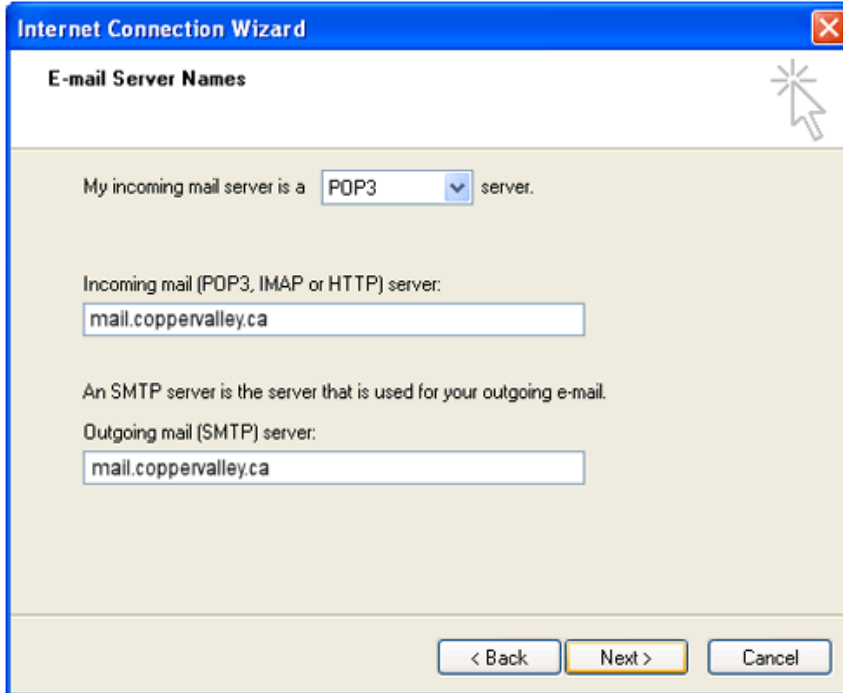
The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box containing 'John Doe'. To the left of the text box is the label 'Display name:'. Below the text box is the text 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted.

2. Enter your name. This will be the name that will be displayed in the from field on the emails you send.



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box containing 'john.doe@coppervalley.ca'. To the left of the text box is the label 'E-mail address:'. Below the text box is the text 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted.

3. Enter your YourLink email address
4. Click "Next ".

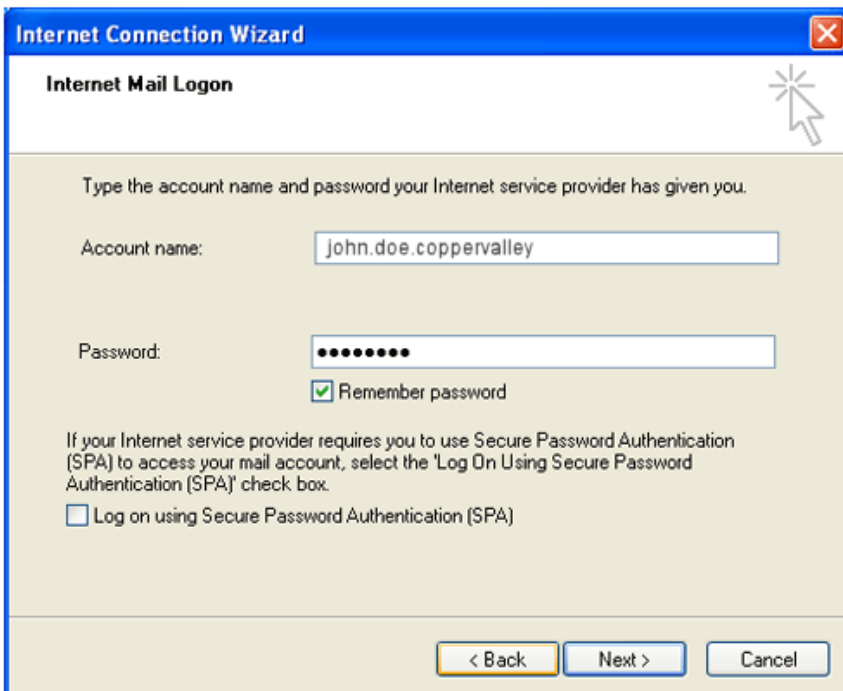


The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window title is 'Internet Connection Wizard' and the tab title is 'E-mail Server Names'. The main content area contains the following text and fields:

- 'My incoming mail server is a **POP3** server.' (The 'POP3' is in a dropdown menu.)
- 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text box containing 'mail.coppervalley.ca'.
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by a text box containing 'mail.coppervalley.ca'.

At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a yellow border.

5. Select POP3 as your incoming mail server.
6. Set "Incoming mail (POP3, IMAP or HTTP) server" to mail.coppervalley.ca
7. Set "Outgoing mail (SMTP) server" to mail.coppervalley.ca
8. Click "Next".



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window title is 'Internet Connection Wizard' and the tab title is 'Internet Mail Logon'. The main content area contains the following text and fields:

- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text box containing 'john.doe.coppervalley'.
- 'Password:' followed by a text box containing ten black dots.
- A checked checkbox labeled '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.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.

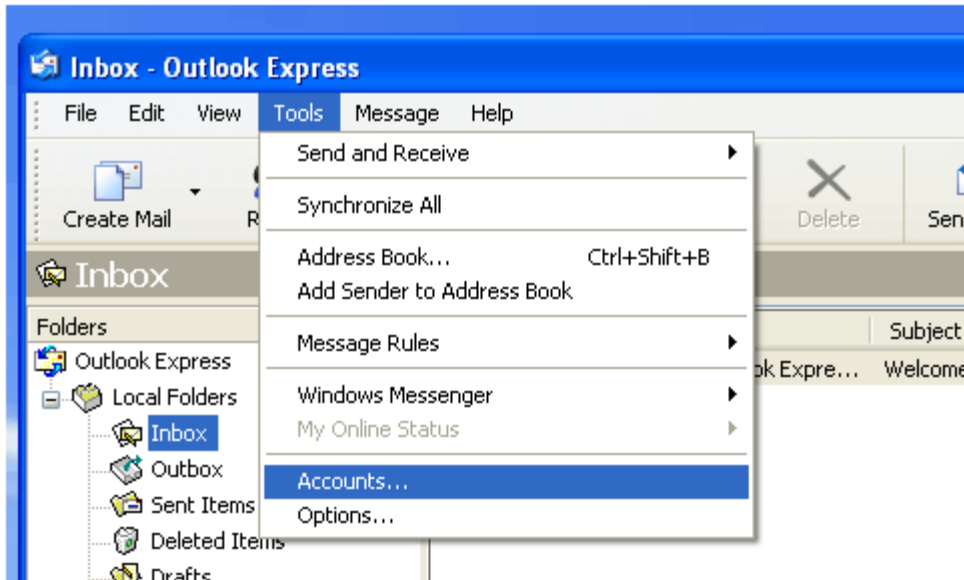
At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a yellow border.

Enter your YourLink full email account as your Account name

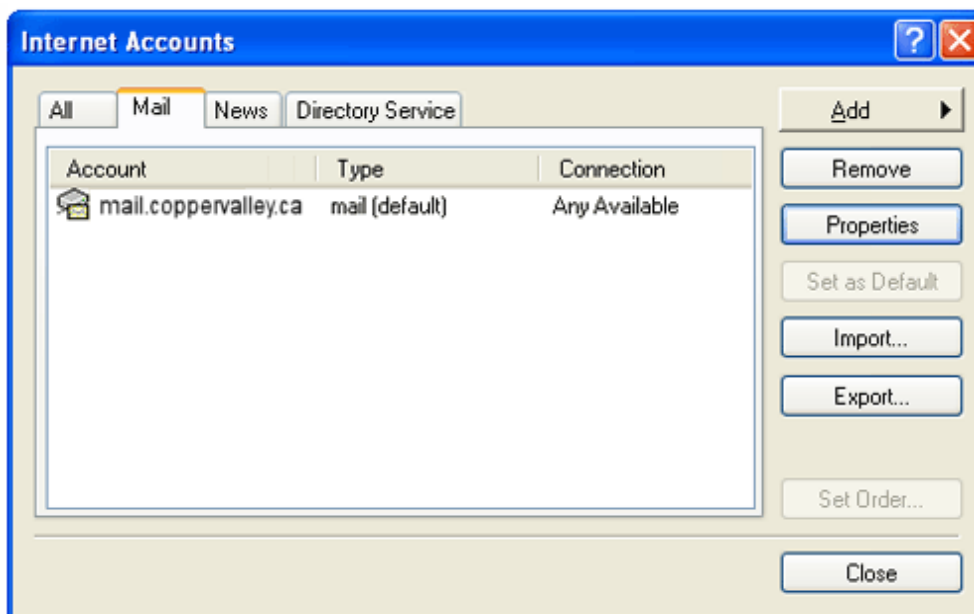
10. Enter your YourLink password. If you don't remember your password please contact your YourLink office to have it reset.

11. Click "Next".

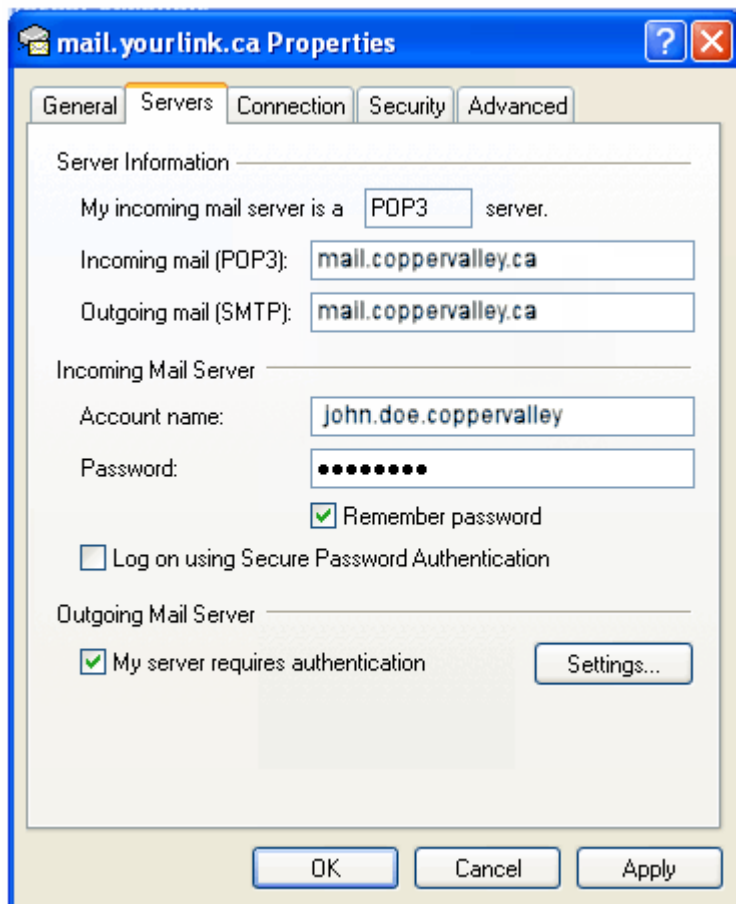
12. The initial account is setup but we still need to setup authentication for sending. Go to "Tools" -> "Accounts..."



13. Select the "Mail" tab and select your account from the list.



6. A properties page will display. Select the Servers tab.
7. Click the "My Server Requires Authentication".
8. Click "OK".



Congratulations you have just setup your Yourlink email account through outlook express.