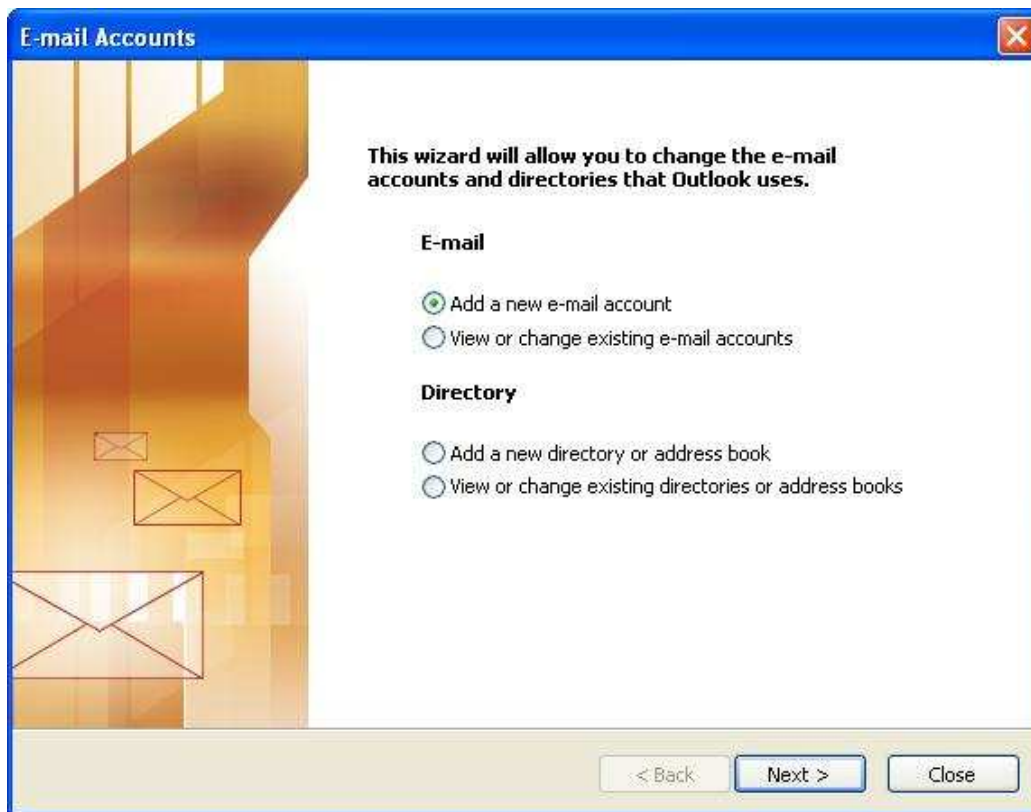


- **Step One: Load the application:**
- **Step Two: Set up your e-mail account:**

If this is the first time you've loaded Outlook, the Outlook Startup Wizard should appear. If the wizard does appear, click **Next** on the first window. Choose **Yes** in the next window to begin setting up your account.

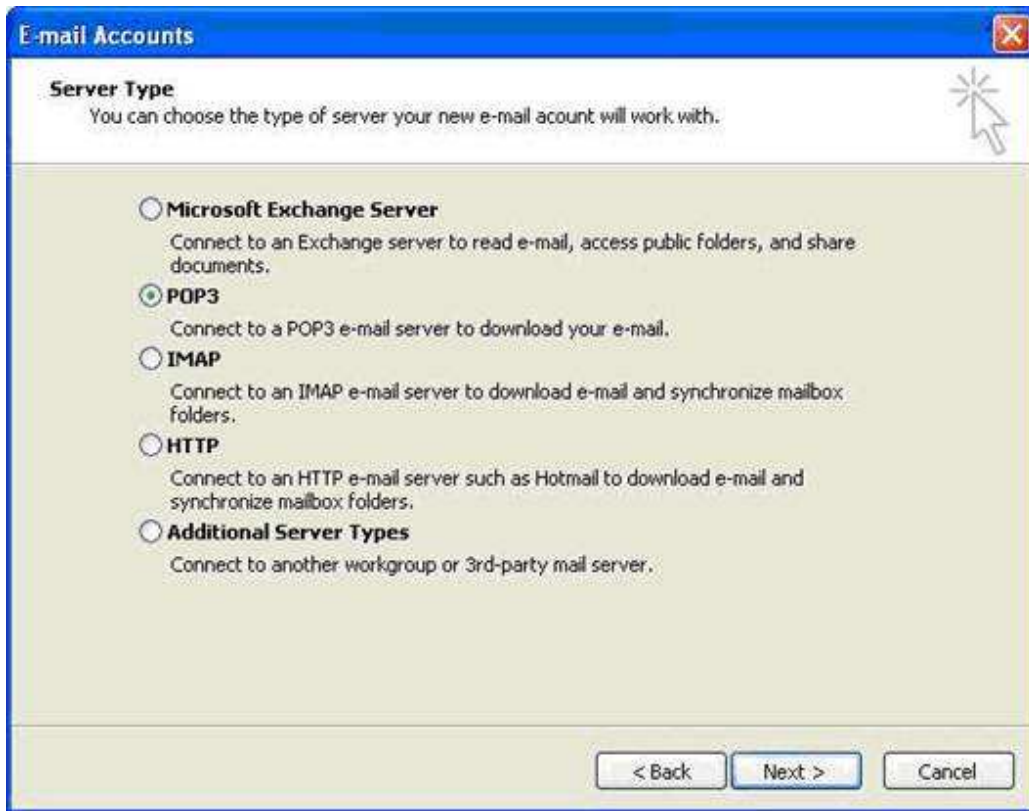
- **NOTE:** If the Wizard does not appear **go to page 4**.

1. Choose **"Add a new e-mail account"** and click **Next**.



- **NOTE:** This is a good time to make sure you don't have any other e-mail accounts active that could keep your PES Energize e-mail from working correctly. This may be the case, for example, if you have chosen our services but you have not yet cancelled your account with your previous Internet Service Provider. When your services are cancelled with the other provider, you will receive errors when trying to check your PES Energize e-mail. To remove accounts such as these, go to this screen and choose **"View or change existing e-mail accounts"** and select those you wish to remove in the next screen. They are removed by clicking the **Remove** button.

2. Choose **POP3** in the next window, and click **Next** to proceed.



3. In the next form, enter your name as you would like it to be displayed to those you e-mail. **Enter your full e-mail address as your username**, and enter your password. Specify **mail.energize.net** as both your incoming and outgoing mail servers, and click **Next** to continue.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

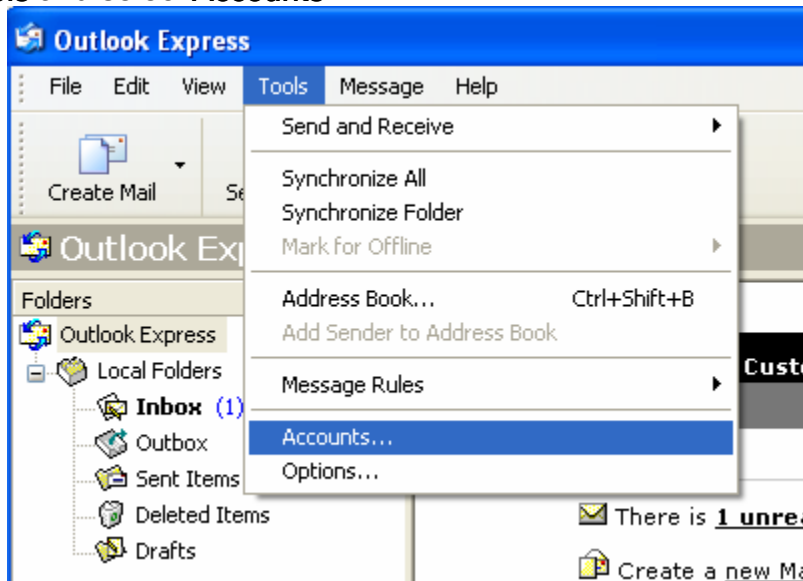
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

- **NOTE:** If you wish to change or do not know your password, please contact our Technical Support Specialists at **(931)-363-2522**.

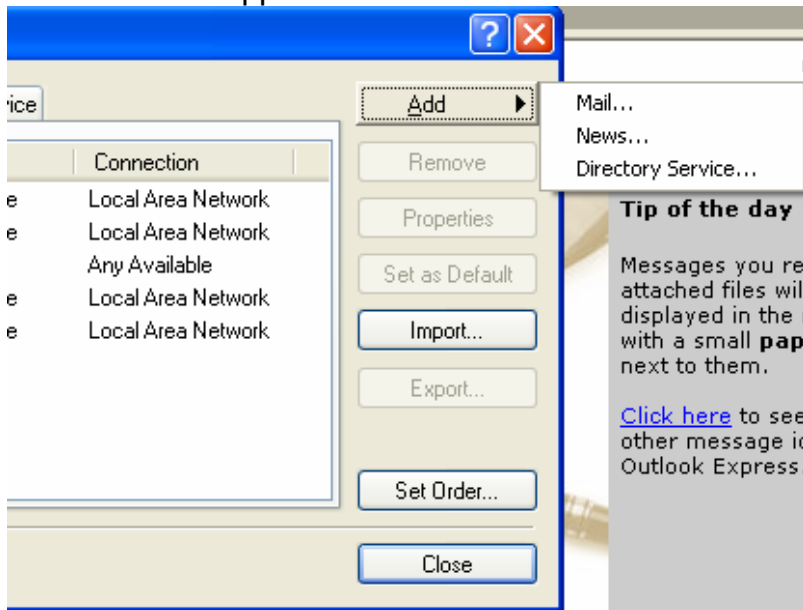
4. Click **Finish** in the next window to begin using your Energize account!
-

■ **The wizard didn't appear for me!**

1. If the wizard doesn't appear for you when Microsoft Outlook Express loads, click **Tools** and select **Accounts**.



2. In the Internet Accounts window that appears, click the **Add** button and select **Mail** from the menu that appears.



- **NOTE:** Again, if you've switched from another ISP and wish to remove an e-mail account from Microsoft Outlook Express, you can do so by selecting it in the Internet Accounts window and clicking the Remove button. **This keeps Microsoft Outlook Express from checking e-mail accounts that do not exist anymore.**

3. The Internet Connection Wizard should now appear. Refer to the beginning of this tutorial to continue.