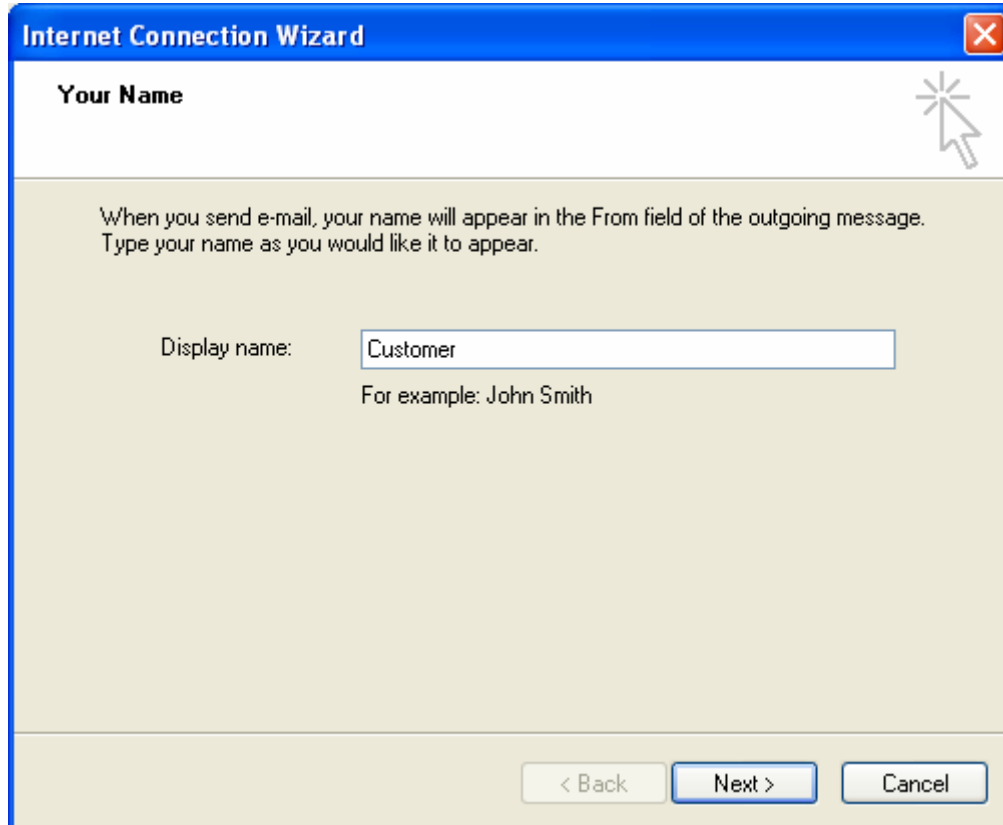


- **Step One: Load the application:**
 - **Step Two: Set up your e-mail account:**
1. If this is your first time using Microsoft Outlook Express, you should be presented with the Internet Connection Wizard asking for your name. Enter your name (as you want it displayed to those you e-mail) and click **Next**.



Internet Connection Wizard

Your Name

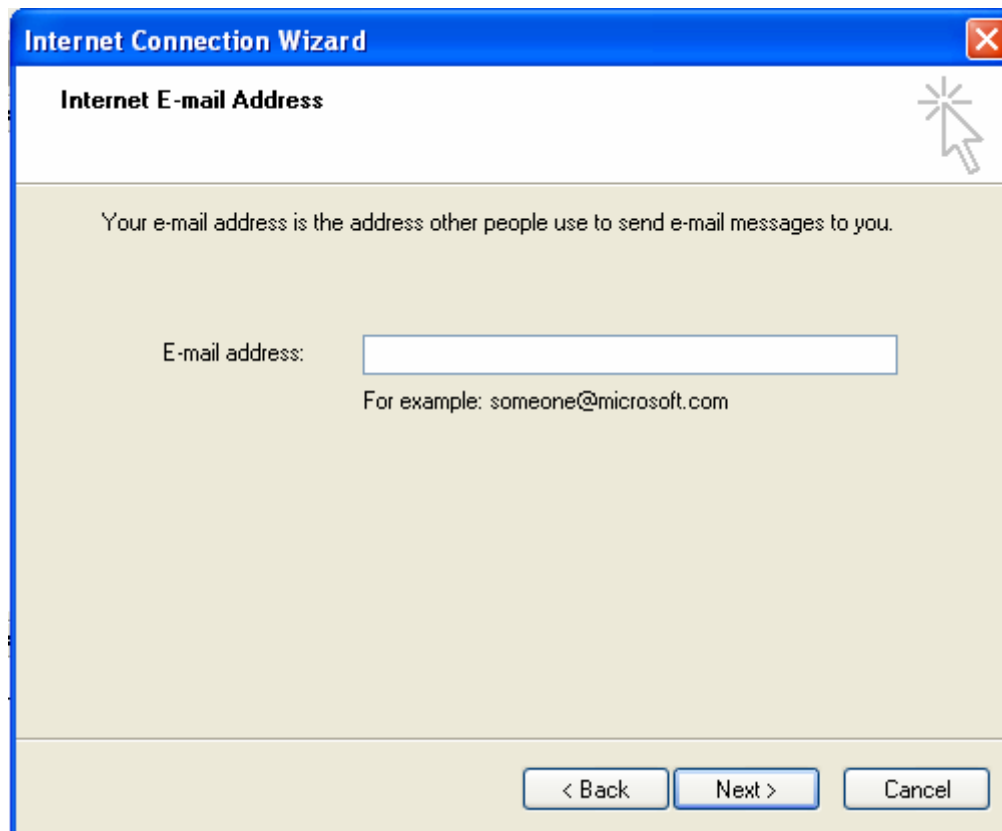
When you send e-mail, your name will appear in the From field of the outgoing message.
Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back Next > Cancel

- **NOTE:** If your Microsoft Outlook Express is already configured for other accounts, or if the wizard does not display, **go to page 5**.
2. In the next window, enter your e-mail address in the space provided and click **Next**.



3. In the next window, make sure **POP3** is selected in the drop-down box, and enter the following information. Click **Next** when finished.

Incoming mail: **mail.energize.net**
Outgoing mail: **mail.energize.net**

Internet Connection Wizard ✕

E-mail Server Names ✱

My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

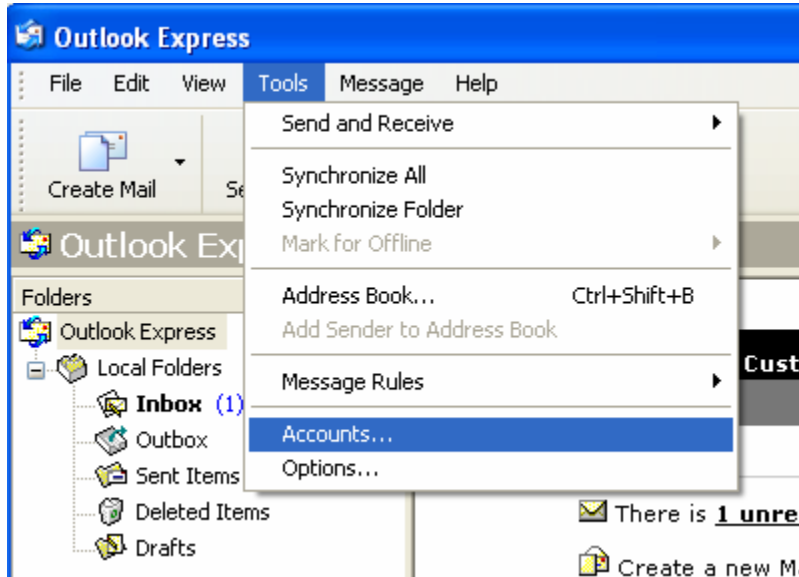
4. In the next window, **enter your full e-mail address as your account name** and your account password. Click **Next** to continue.

The screenshot shows a Windows 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 "customer@energize.net" and "Password:" containing a masked password of ten dots. A checked checkbox labeled "Remember password" is positioned below the password field. Further down, there is explanatory 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".

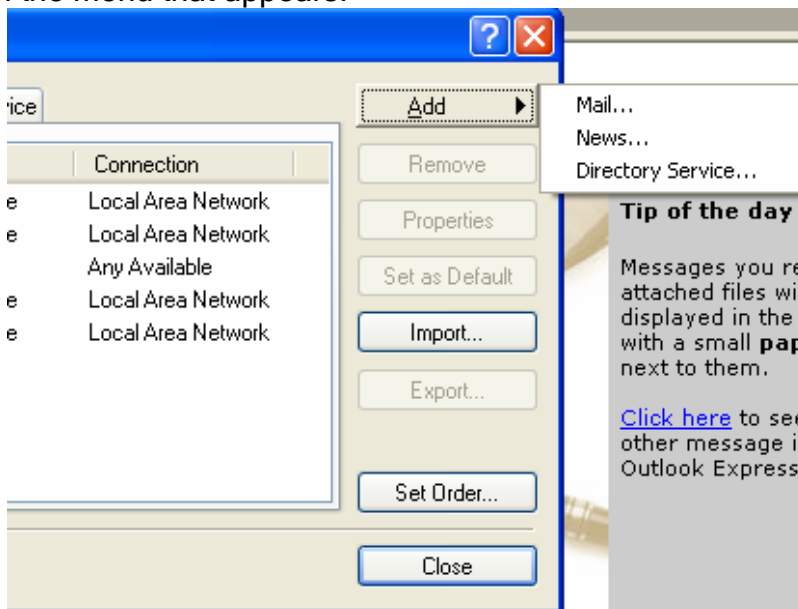
- **NOTE:** If you wish to change or cannot remember your password please contact our Technical Support Specialists at **(931)-363-2522**.
 - **HINT:** Leave the **“Remember password”** check-box checked to keep from having to enter your account information every time you check your e-mail.
-

■ **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:** 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. **Return to the beginning of this tutorial** to continue.