

CT INSTALLATION GUIDE FOR OUTLOOK EXPRESS

SUMMARY

Covers setting up Outlook Express for Internet service.

Terminology and Settings:

UserID- username, account name, for example: freebird (all lower case letters)

Password- to prevent unauthorized usage of your Internet. Best passwords contain both letters and numbers, the longer the better. Avoid common or close names, such as your child's, spouse's, dog's and/or interest's or hobby names.

Example of a good password: g6q7pa96i (all lower case letters)

E-mail name- "@ctcn.net" after username. Example: freebird@ctcn.net (all lower case letters)

E-mail server names:

Incoming mail (POP,IMAP, or HTTP) server- pop.ctcn.net (all lower case letters)

Outgoing mail (SMTP) server- mail.ctcn.net (all lower case letters)

DUN- Dial-Up Networking- Software allowing you to dial-up our Internet Access Server.

Outlook Express- E-mail software that enables you to send and receive email.

IE- Internet Explorer- Software that is used to browse the web.

Desktop- The first screen Windows shows right after booting. This screen contains icons for Windows navigation and starting programs.

CTCN's DUN Telephone number- 652-3524.

Note: If you experience difficulties configuring any aspect of this instruction guide call our 24-hour help line at 484-0999 Option 1.

INSTRUCTIONS

Outlook Express

- 1) To configure Outlook Express, open your Outlook Express by Clicking the Outlook Express Icon.
- 2) Once the Outlook Express is open and you're at the main screen, Click on "Tools" (Tools is located on the top menu bar) and then Click on "Accounts..."
- 3) The "Internet Accounts" dialog box appears. Click on the "Mail" tab. Remove any old email accounts.
- 4) To add your new email account with CTCN, Click "Add" (top right of "Internet Accounts" dialog box) and then click "Mail".
- 5) The "Internet Connection Wizard" appears. Follow the directions on the screen. Remember your user ID and password is always in lower case and no spaces. Use the "Terminology and Settings" at the beginning of this document to help you fill in the correct information such as E-mail Server Names.
- 6) After you click "Finish" in the "Internet Connection Wizard", you find yourself back at the "Internet Accounts" dialog box with the Account called "pop.ctcn.net". To configure Outlook Express to connect to the Internet, Click on properties and then Click the "Connection" tab.
- 7) Check the box that says "Always connect to this account using:", and then click the down arrow at the end of the input field to bring up your possible connections. Click on the "CTCN" Connection. Click OK down at the bottom of the dialog box.
- 8) Close out of "Internet Accounts" and Close out of Outlook Express by clicking the [X] in the top right corner. Your Outlook Express is now configured, click the Outlook Express Icon to access your email.

Outlook Express – Enable your SMTP Authentication

- 1) Open your Outlook Express.
- 2) Click Tools on the menu bar, then select Accounts.
- 3) The Internet Accounts dialog box appears. Click on the Mail tab and highlight your e-mail account. Then click the Properties button.
- 4) Click on the servers tab, then place a check mark in the box “My server requires authentication.” Now click on the settings button.
- 5) The outgoing mail server dialog box appears. Select the radio button “log on using” and then complete the account name: field and the password: field with your e-mail address and password. Put a check mark in the remember password field. Click on ok.