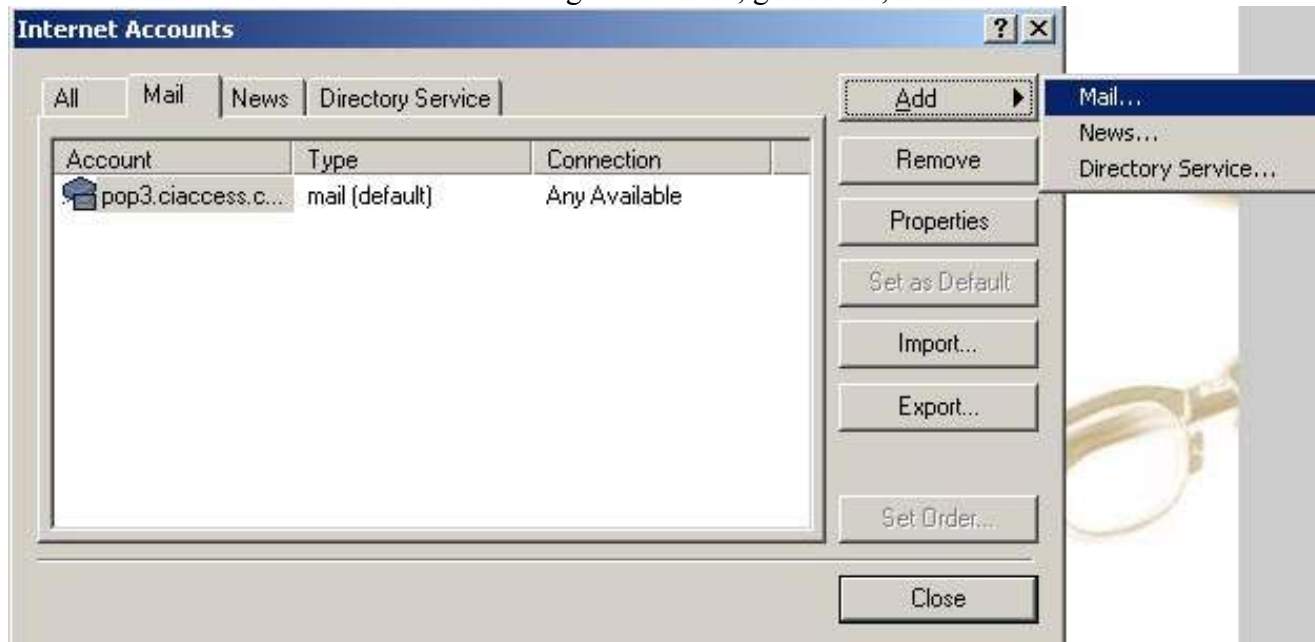


## Outlook Express – CIACCESS Email Account Setup

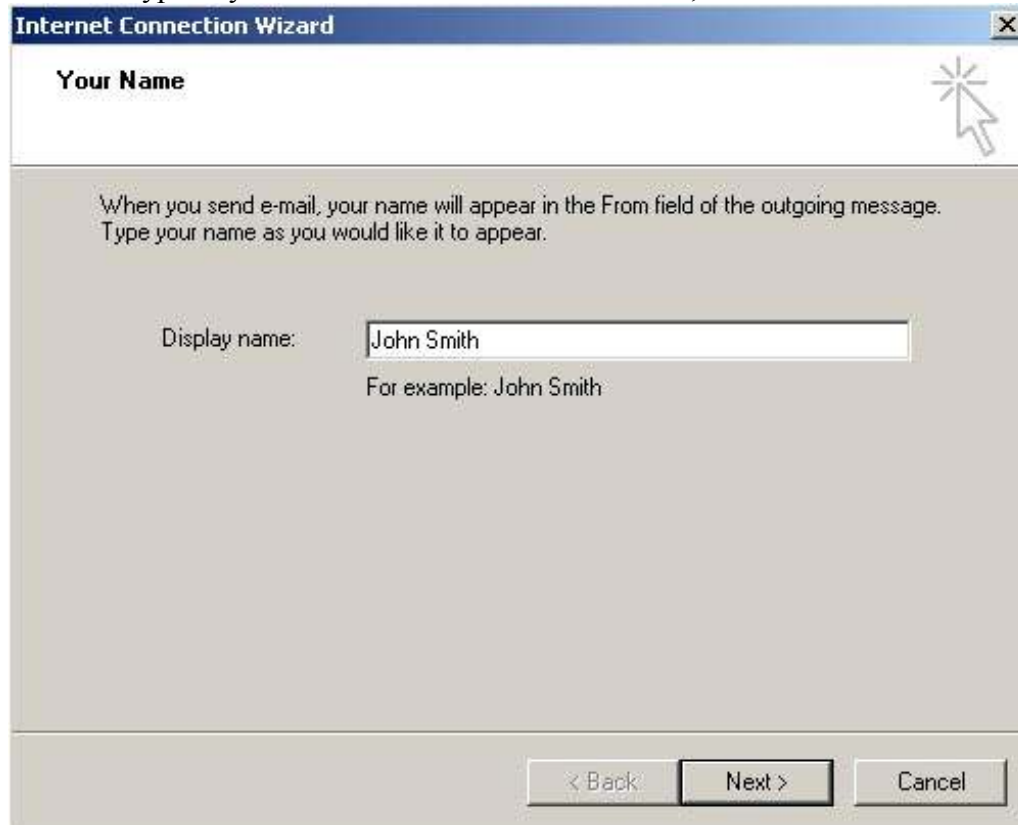
In Outlook Express, go up to Tools, then down to Accounts...



Go over and click on the mail tab. On the right hand side, go to Add, then select Mail...



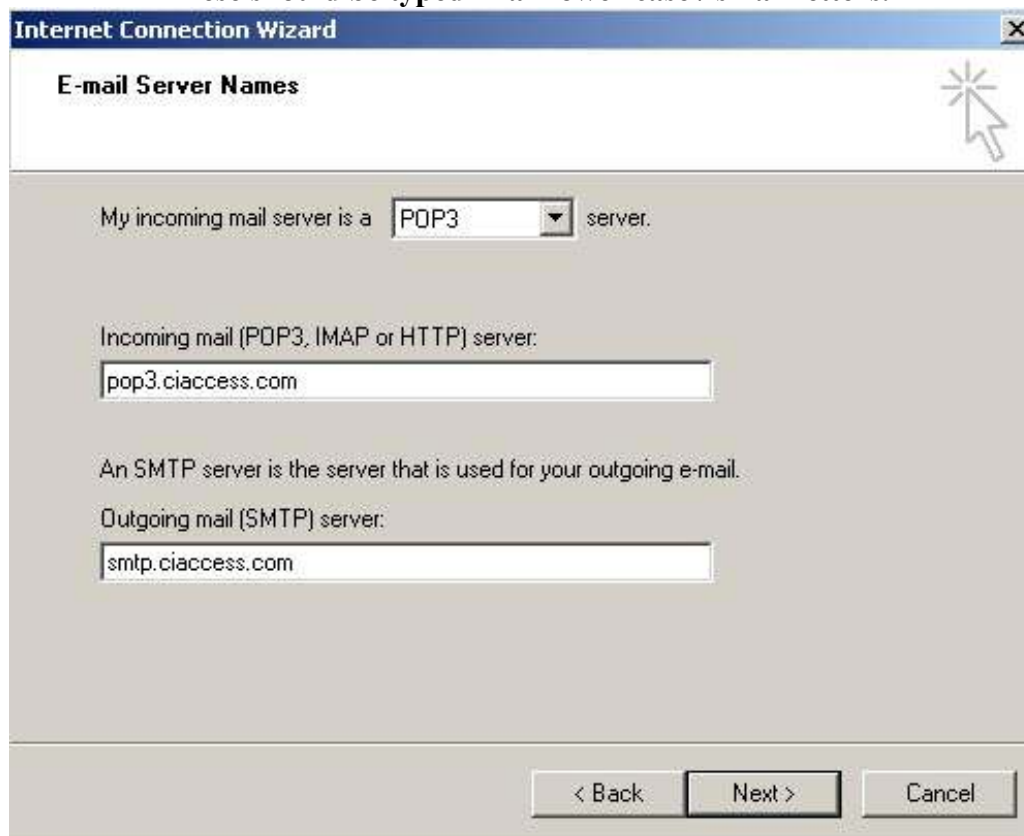
You will need to type in your first and last name. In this case, it's *John Smith*. Then click Next.



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 Smith'. To the right of the text box is a mouse cursor icon. Below the text box, there is a label 'Display name:' and a text box containing 'John Smith'. Below that, there is a text box containing 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

At this point, you will need to enter in the following mail settings.

**These should be typed in all lower case / small letters.**



The screenshot shows the 'E-mail Server Names' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a text box containing 'My incoming mail server is a POP3 server.' Below that, there is a text box containing 'Incoming mail (POP3, IMAP or HTTP) server:' and a text box containing 'pop3.ciaccess.com'. Below that, there is a text box containing 'An SMTP server is the server that is used for your outgoing e-mail.' Below that, there is a text box containing 'Outgoing mail (SMTP) server:' and a text box containing 'smtp.ciaccess.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

You will need to type in your email address (account name) and password (this has to be at least 6 characters long). You should check the box to remember the password. **Leave the SPA checkbox unchecked.** Click next.



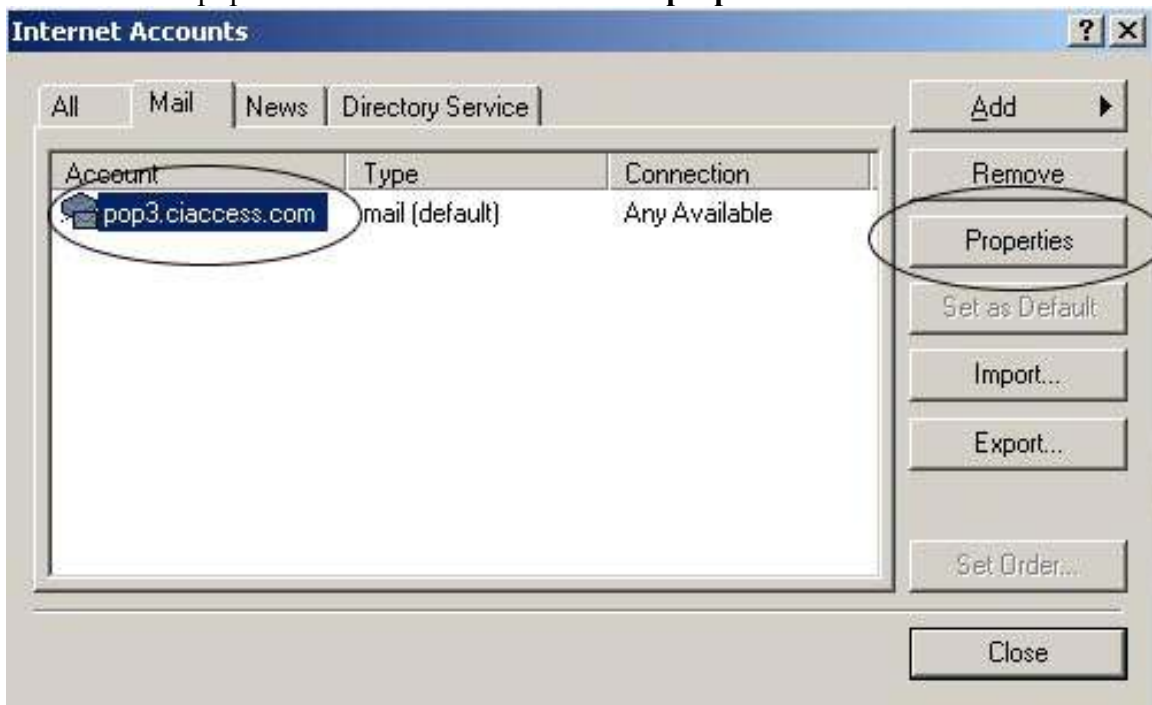
The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet Mail Logon'. The main text reads: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the value 'johnsmith@ciaccess.com' and 'Password:' with six dots. Below the password field is a checked checkbox labeled 'Remember password'. Further down, there is a paragraph: '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 is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Click **finish**.



The screenshot shows the 'Internet Connection Wizard' window with the 'Congratulations' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Congratulations'. The main text reads: 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.' At the bottom, there are three buttons: '< Back', 'Finish', and 'Cancel'. The 'Finish' button is highlighted with a dashed border.

Select the account “pop3.ciaccess.com”. Then click on “**properties**”.



Go over the “**Servers**” tab and make sure the bottom checkbox is **checked** “**My server requires authentication**”.



Click **apply**, then **ok**. When you return back to the internet accounts windows, close it and have them send and receive mail.