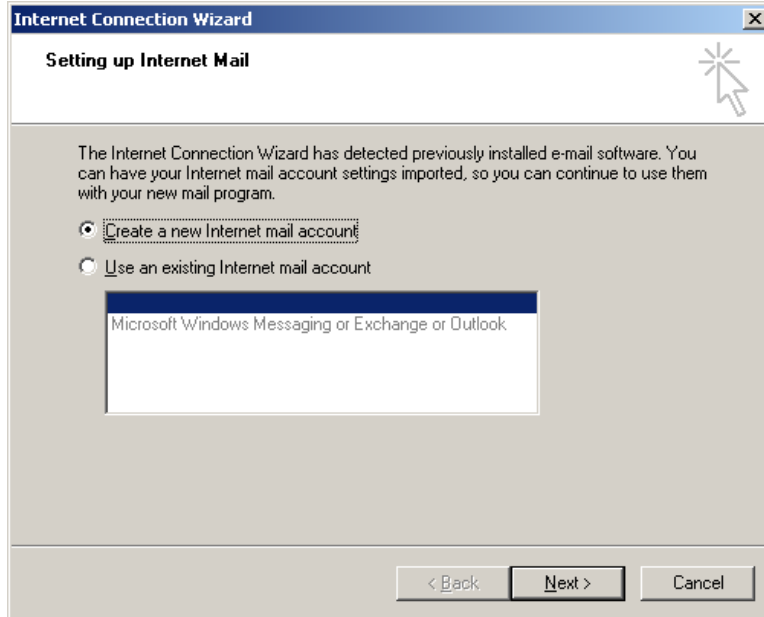
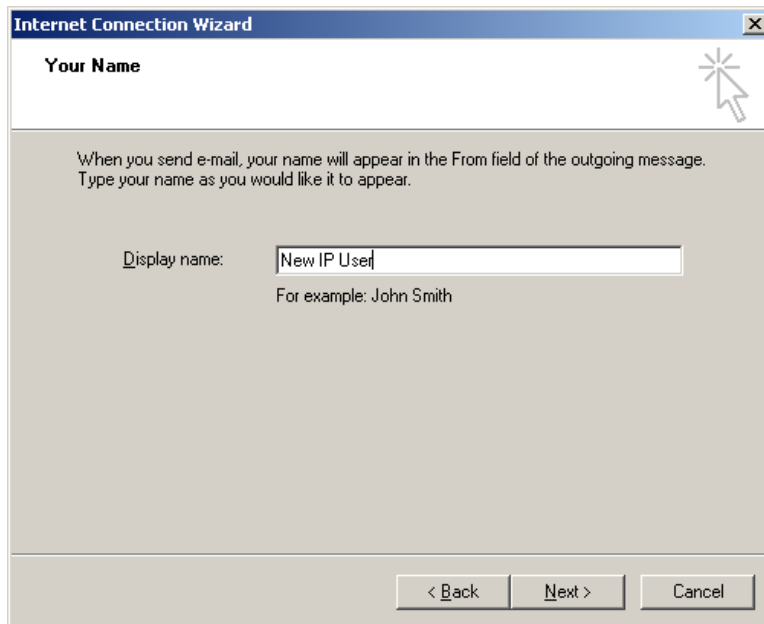


How to setup Microsoft Outlook Express

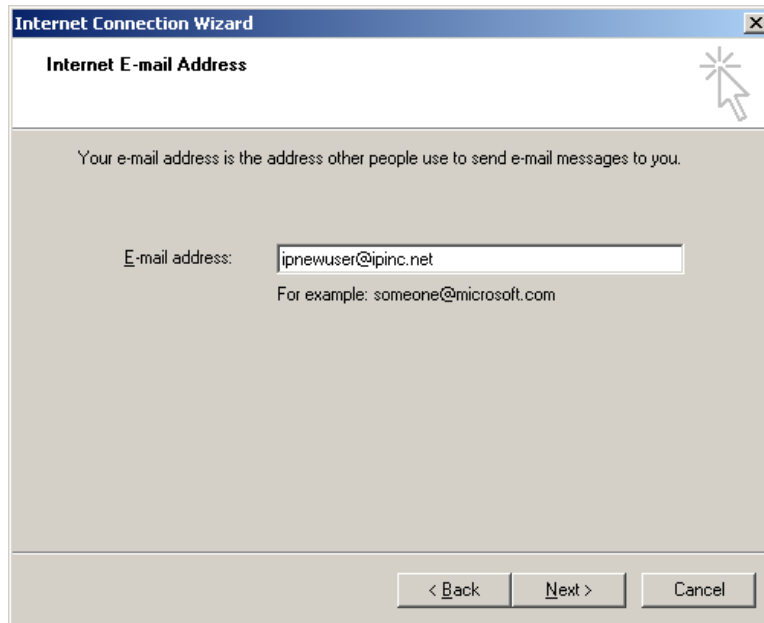
When you open Outlook Express for the first time it will start a setup wizard. Choose “Create a new Internet mail account”.



Next enter the name you wish to have show up as the “From” to the person you are sending the eMail under “Full Name” [i.e. John Smith]. Note make the case the way you want it to show up.

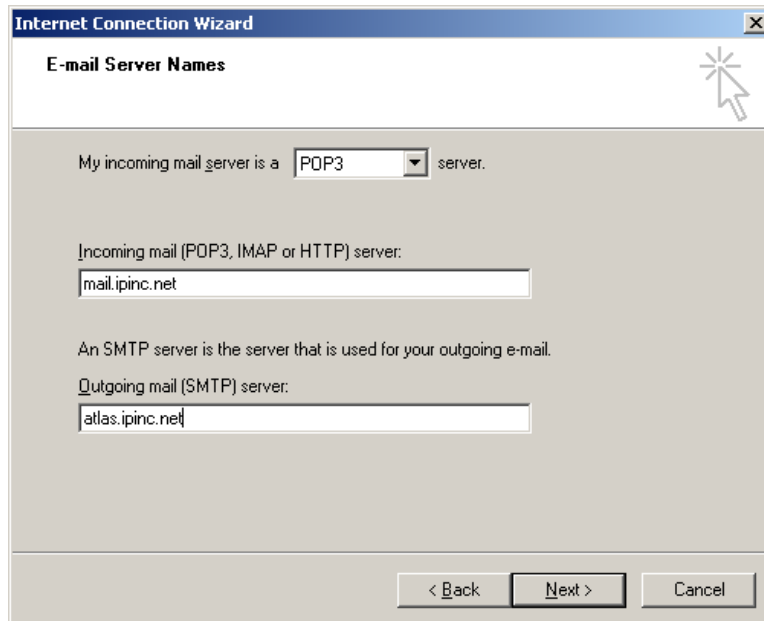


Now enter your eMail address and note that eMail addresses are not case sensitive.



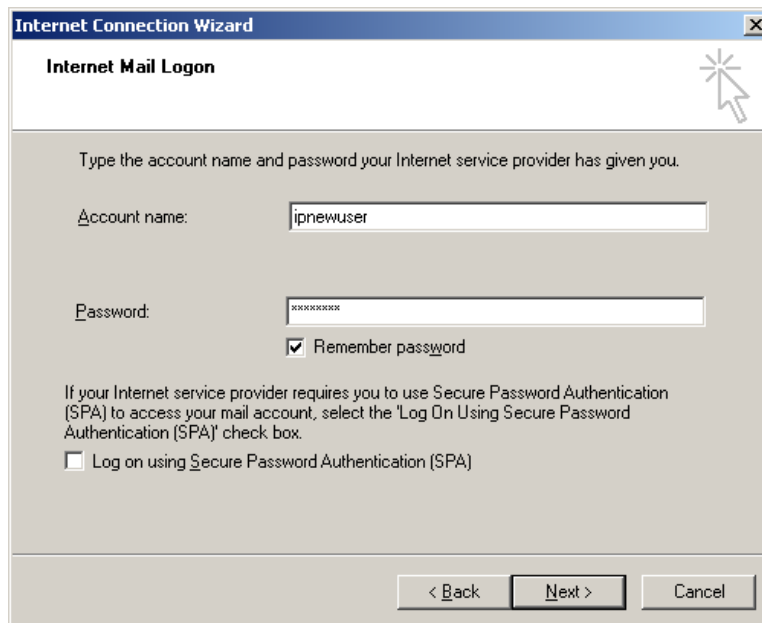
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet E-mail Address' step. The title bar reads 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a mouse cursor icon. The text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' There is a text input field labeled 'E-mail address:' containing the text 'ipnewuser@ipinc.net'. Below the input field, there is a small example text: 'For example: someone@microsoft.com'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Now enter the “Incoming Server”, and “Outgoing Server” information. Note please review your “User Information” you received as to how this is setup, or contact us. New accounts should use “atlas.ipinc.net” as the “Outgoing Mail Server”. Old account may still use “mail.ipinc.net” for the “Outgoing Server”.



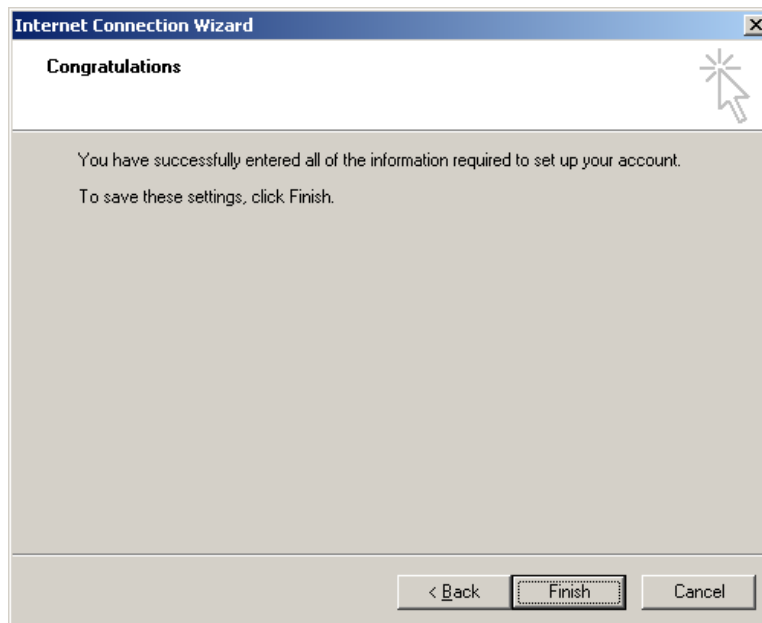
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The title bar reads 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a mouse cursor icon. The text reads: 'My incoming mail server is a' followed by a dropdown menu showing 'POP3' and the word 'server.'. Below this, there is a text input field labeled 'Incoming mail (POP3, IMAP or HTTP) server:' containing the text 'mail.ipinc.net'. Below that, there is another text input field labeled 'Outgoing mail (SMTP) server:' containing the text 'atlas.ipinc.net'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Now enter your “Account name” and “Password” from the “User Information” sheet.



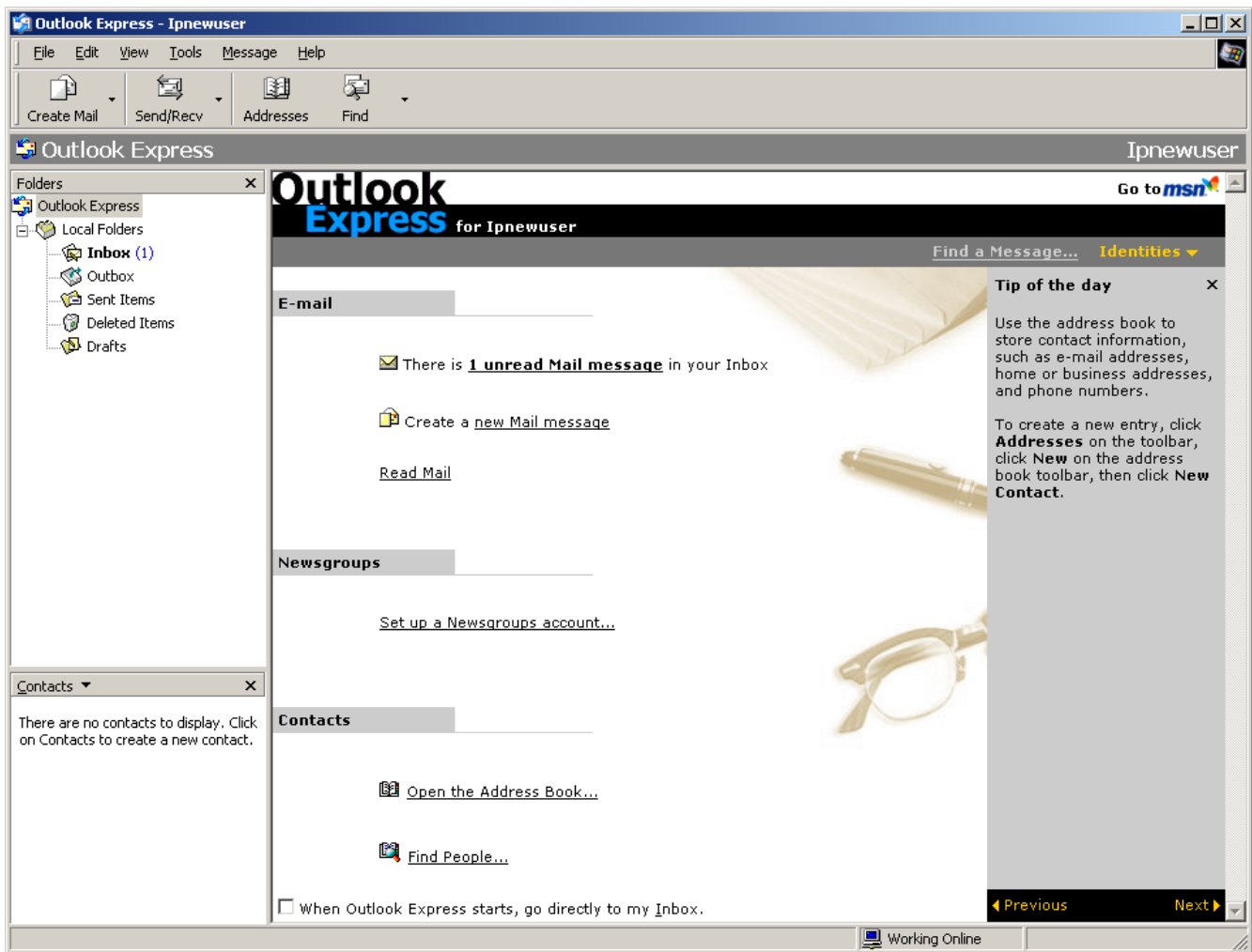
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main title is "Internet Mail Logon". Below the title, there is a text prompt: "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" with the text "ipnewuser" and "Password:" with masked characters "xxxxxxxx". Below the password field is a checked checkbox labeled "Remember password". Further down, there is a paragraph of 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 window, there are three buttons: "< Back", "Next >", and "Cancel".

You are now done with the first part of the setup after you click “Finish” and if it asks you if you wish to import information from another eMail program on your system this is a personal preference on your part.

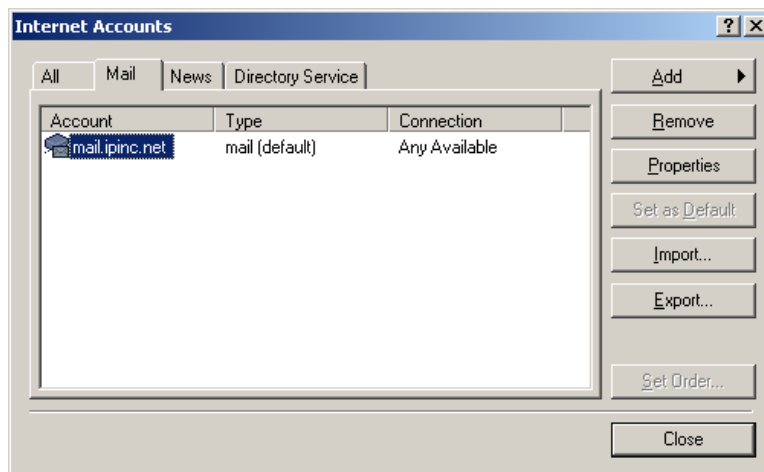


The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main title is "Congratulations". Below the title, there is a text prompt: "You have successfully entered all of the information required to set up your account. To save these settings, click Finish." At the bottom of the window, there are three buttons: "< Back", "Finish", and "Cancel".

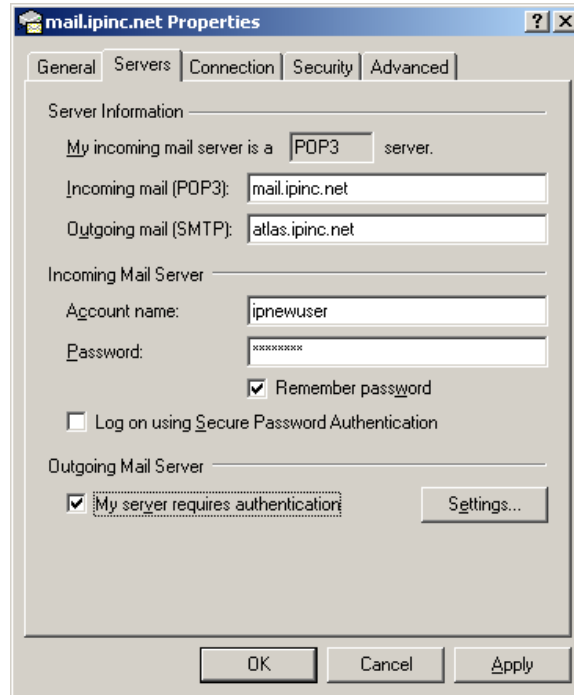
You should now be inside the Outlook Express program



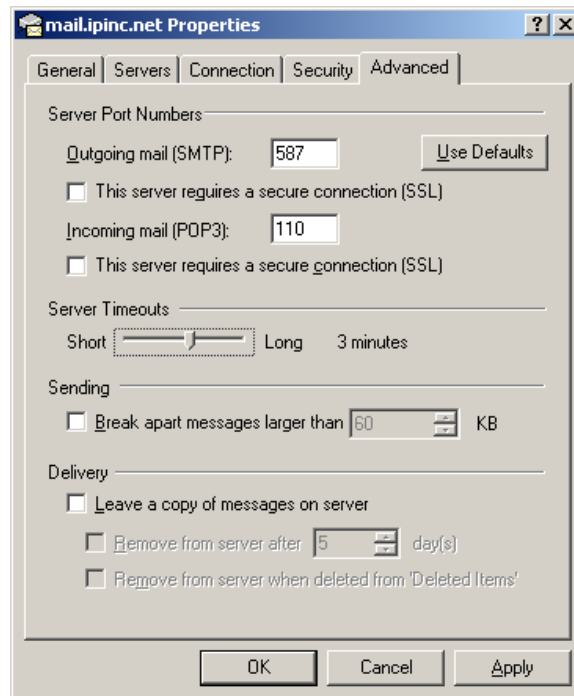
At the top click “Tools”, and then “Accounts...” from the drop down. Next click on the “Mail” tab at the top of this window and it should look like this. Then click the “Properties” button.



Only perform this part of the operation if you “Outgoing mail [SMTP]:” is atlas.ipinc.net. Click on the “Servers” tab at the top, and then click in the box next to “My server requires authentication” near the bottom left hand side. Then click “Apply”.



Next click on the “Advanced” tab at the top of the window, change the “Outgoing mail [SMTP]:” to “587”, and change “Server Timeouts” to “3 minutes” by moving the slider bar to the right. Now click “OK”, then “Close” on the next window, and you should be ready to use your eMail.



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