



Email Set Up Instructions

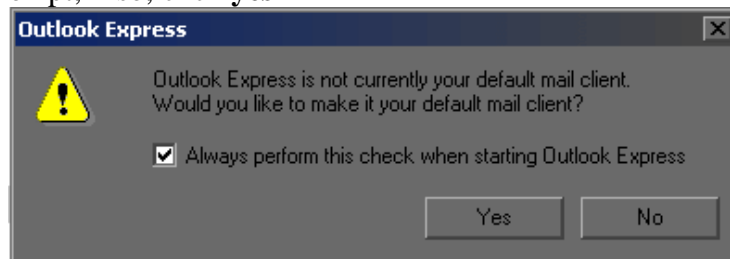
March 2003

These instructions will set up your email account in Microsoft Outlook Express.

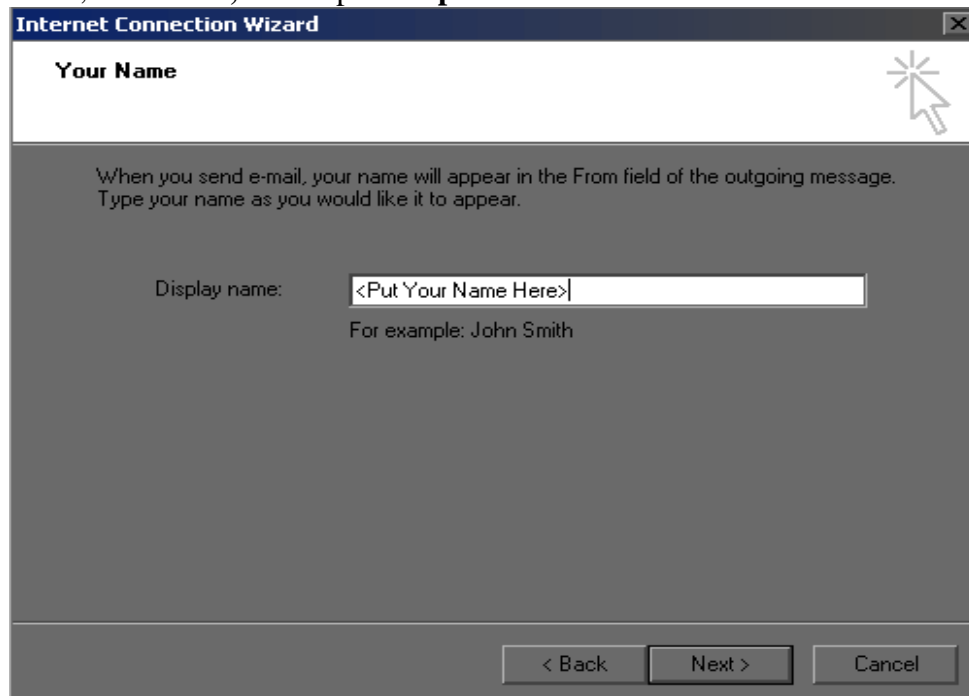
Step 1:

- Click the **Start Button**
- Click **Programs**
- **Outlook Express** will be listed, click on it.

You may see this prompt, if so, click **yes**

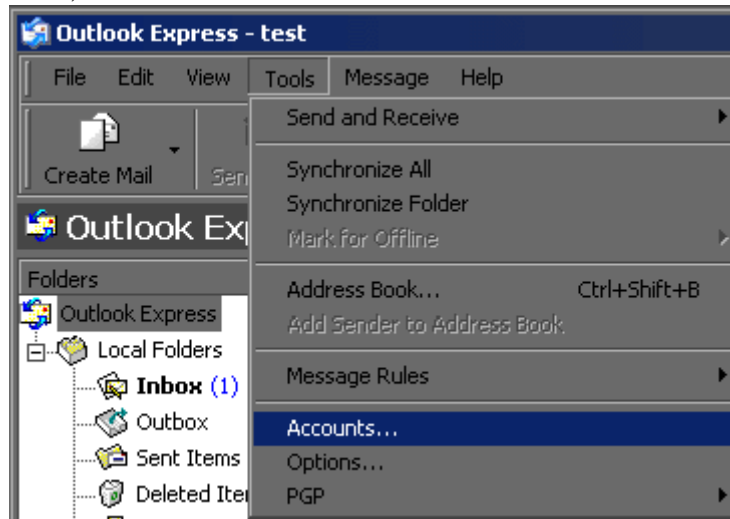


The following dialog box should appear on your screen. If it does not, go to **Step 2**; otherwise, enter your name, click **Next**, and skip to **Step 3**

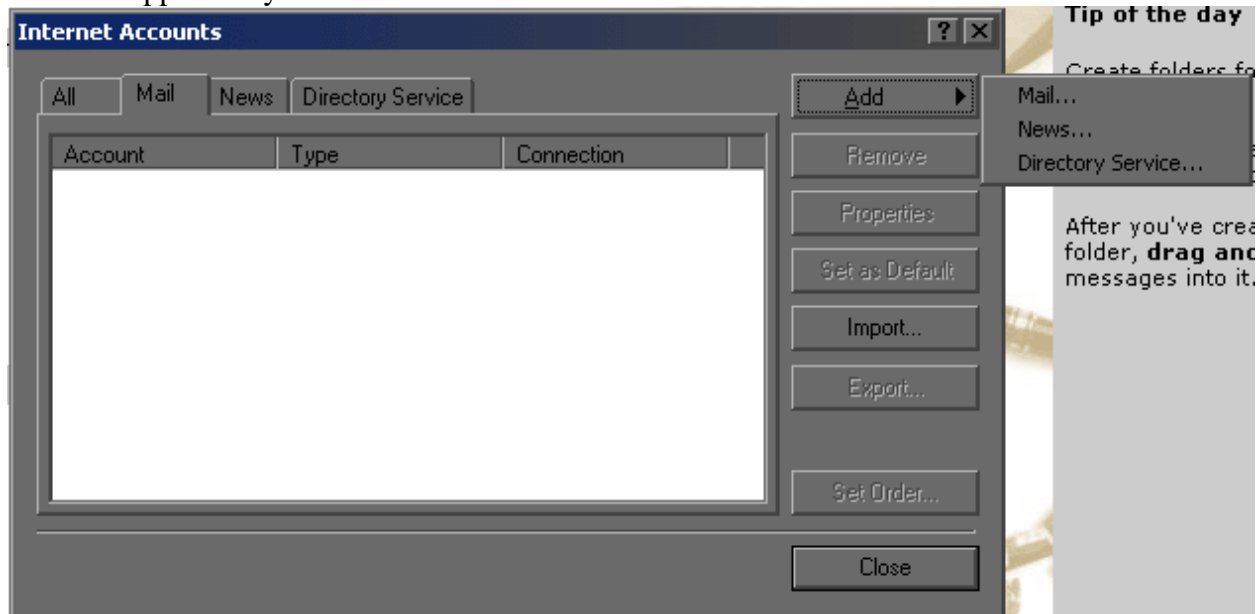


Step 2:

Click on the **Tools** menu, then click on **Accounts**



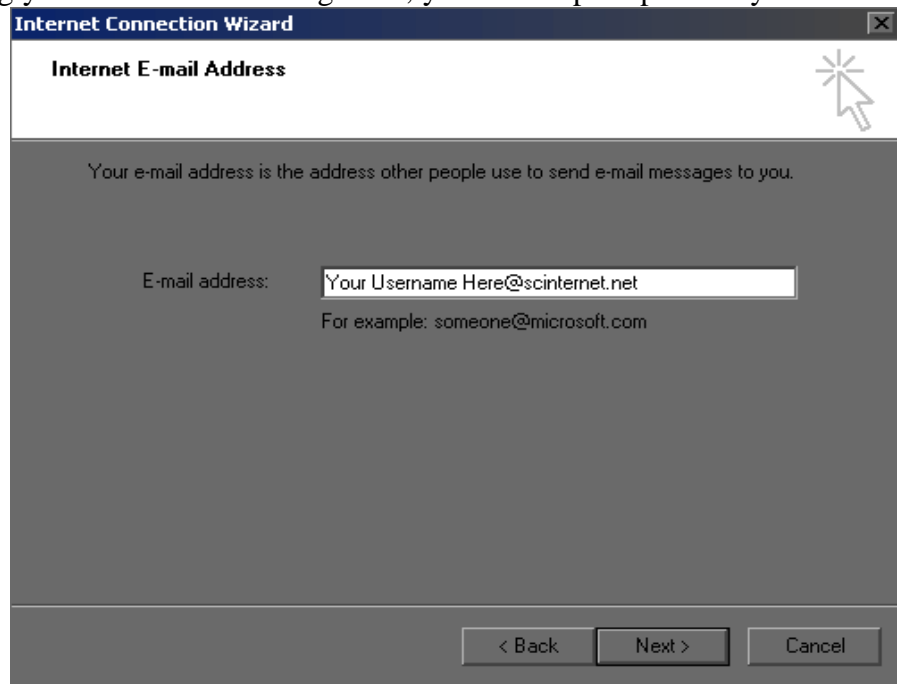
This will appear on your screen



Click the **Mail** tab, then click **Add**, then click **Mail**
Continue to **Step 3**

Step 3:

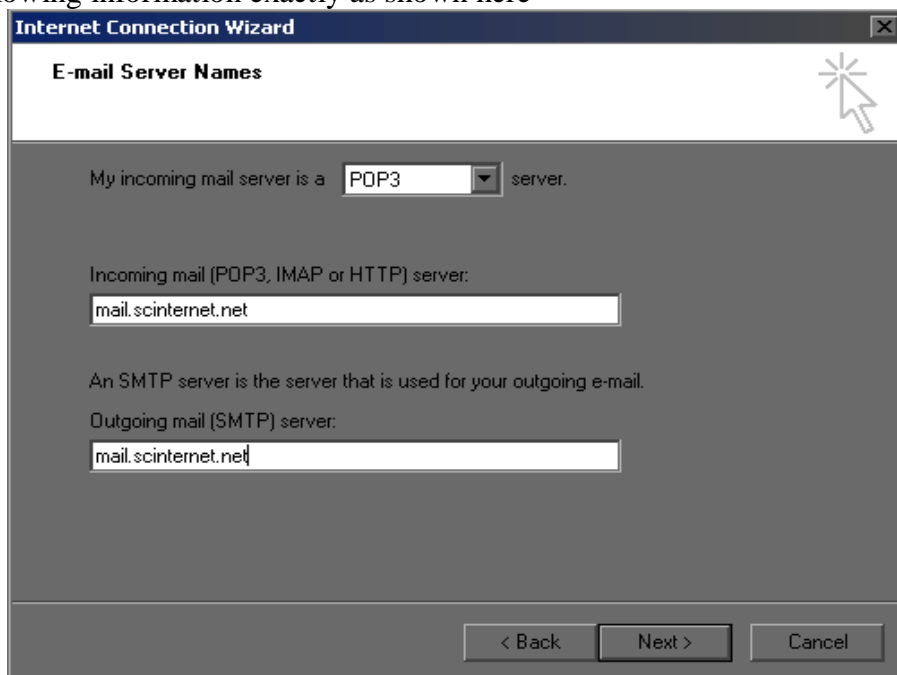
After entering your **Name** and clicking **Next**, you will be prompted for your email address



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet E-mail Address". Below the header, there is a text box containing "Your e-mail address is the address other people use to send e-mail messages to you." Below this, there is a label "E-mail address:" followed by a text input field containing "Your Username Here@scinternet.net". Below the input field, there is a small text example: "For example: someone@microsoft.com". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

Enter your **username** (you chose this when you signed up), followed by **@scinternet.net**, as shown above. Click **Next**

Enter the following information exactly as shown here



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". Below the header, there is a text box containing "My incoming mail server is a" followed by a dropdown menu showing "POP3" and the word "server.". Below this, there is a label "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "mail.scinternet.net". Below this, there is a label "An SMTP server is the server that is used for your outgoing e-mail." followed by a label "Outgoing mail (SMTP) server:" and a text input field containing "mail.scinternet.net". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

It is very important that both the incoming and outgoing mail servers read **mail.scinternet.net**. Your email will not work properly if any capital letters or spaces are entered. Click **Next**.

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 are two text input fields: "Account name:" containing "Your Username Here" and "Password:" containing "Your P assword Here". A checked checkbox labeled "Remember password" is positioned below the password field. Further down, a paragraph explains: "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 of the dialog are three buttons: "< Back", "Next >", and "Cancel".

The **Account name** should be filled in automatically for you, then enter your **password** (also chosen at signup)

Click **Next**

Click **Finish**

Your email account is set up in Outlook Express.

Other Information about South Central Email

Contacting South Central Tech Support

Tech Support hours

8:00 – 8:00 Monday - Friday

10:00 – 3:00 Saturday

Via Email: support@scinternet.net

Via Phone:

Cedar City area: (435)-463-0245

St. George area: (435)-467-0245

Richfield area: (435)-896-8889

SCUTA area

(South Central is your local phone provider): 611 ext 244

Fax: (435)-867-5237

Access Mail on the Web

South Central Email can be accessed from any computer with an Internet connection. Typing <http://webmail.scinternet.net> in the address bar of any Web browser will show the logon screen for our Webmail system. You will be asked to enter your **username** and **password**. An interface that allows you to read, compose, send, and delete email will load in the browser screen. This feature is useful to customers who travel or need to access their email from somewhere other than home. **NOTE:** Webmail will only show new email. Messages that have already been downloaded using Outlook Express or another mail client will not be available through Webmail.

Older Versions of Outlook Express

Windows 95 and early versions of Windows 98 may have older versions of Outlook Express. These older versions have a different setup procedure, and will not appear exactly like these instructions. You may set up early versions of Outlook Express using the same information (i.e. username, password, mail servers, and email address), or you may contact South Central Internet Tech Support and request a free CD-ROM that will update your computer to use the latest version of Outlook Express.

Using Other Mail Clients

Many email clients exist. You may use any client that uses POP3 as its mail transfer protocol. Should you require assistance setting a client other than Outlook Express, South Central Tech Support will be able to provide you with basic email settings (i.e. mail servers, usernames, and passwords) but may not be able to provide you with step-by-step support similar to what is found in this document.