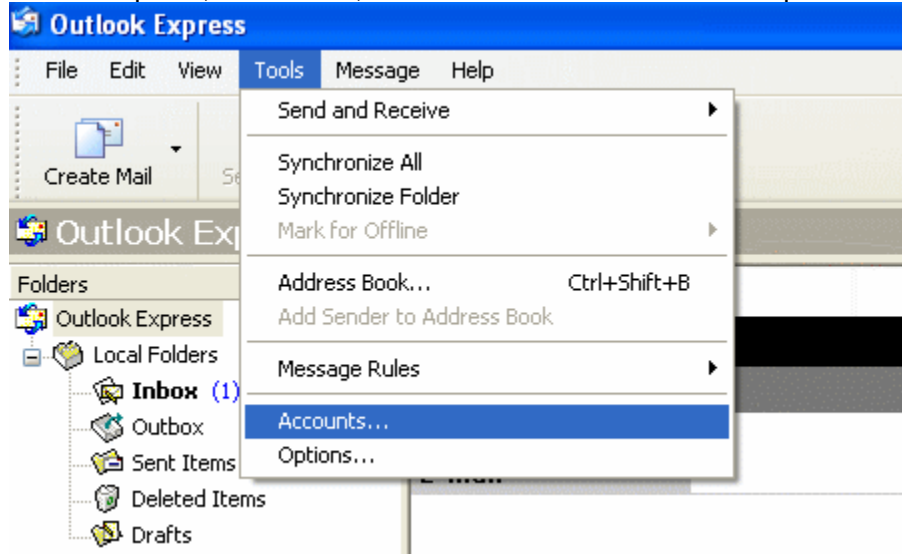
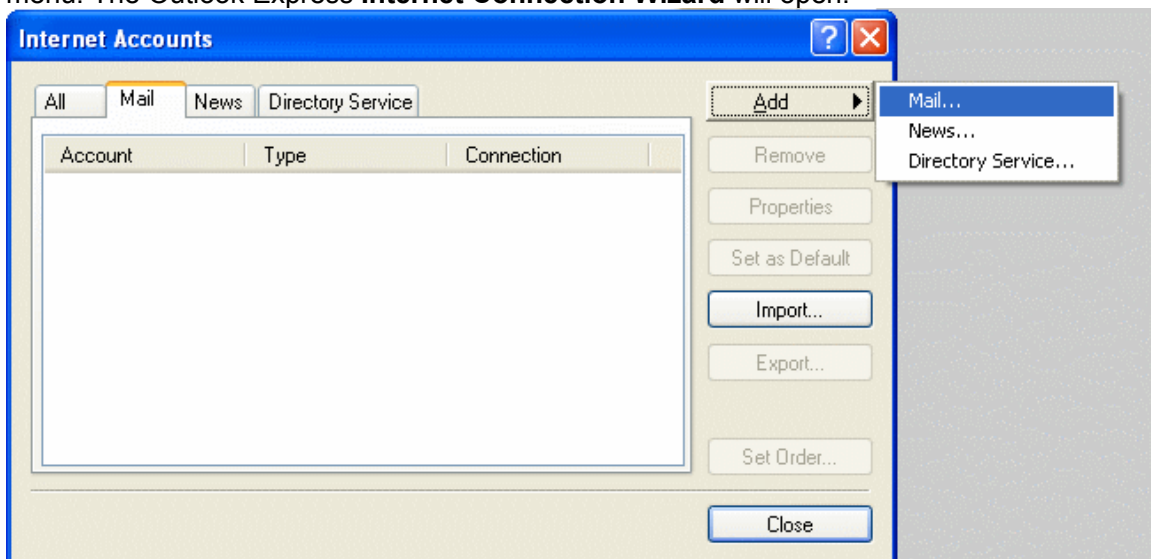


Setting up a Bee Creek E-mail Account in Outlook Express

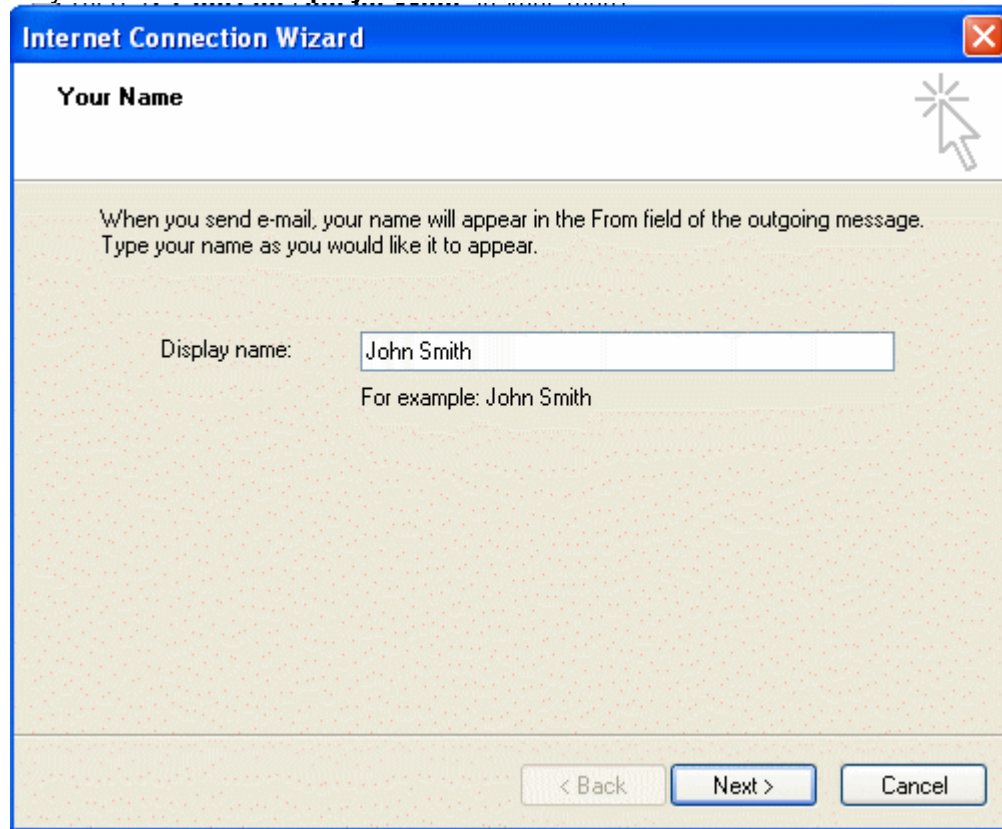
1. From Outlook Express, click **Tools**, then select **Accounts...** from the pull down menu.



2. From the **Internet Accounts** window, click **Add**, then select **Mail...** from the drop-down menu. The Outlook Express **Internet Connection Wizard** will open.

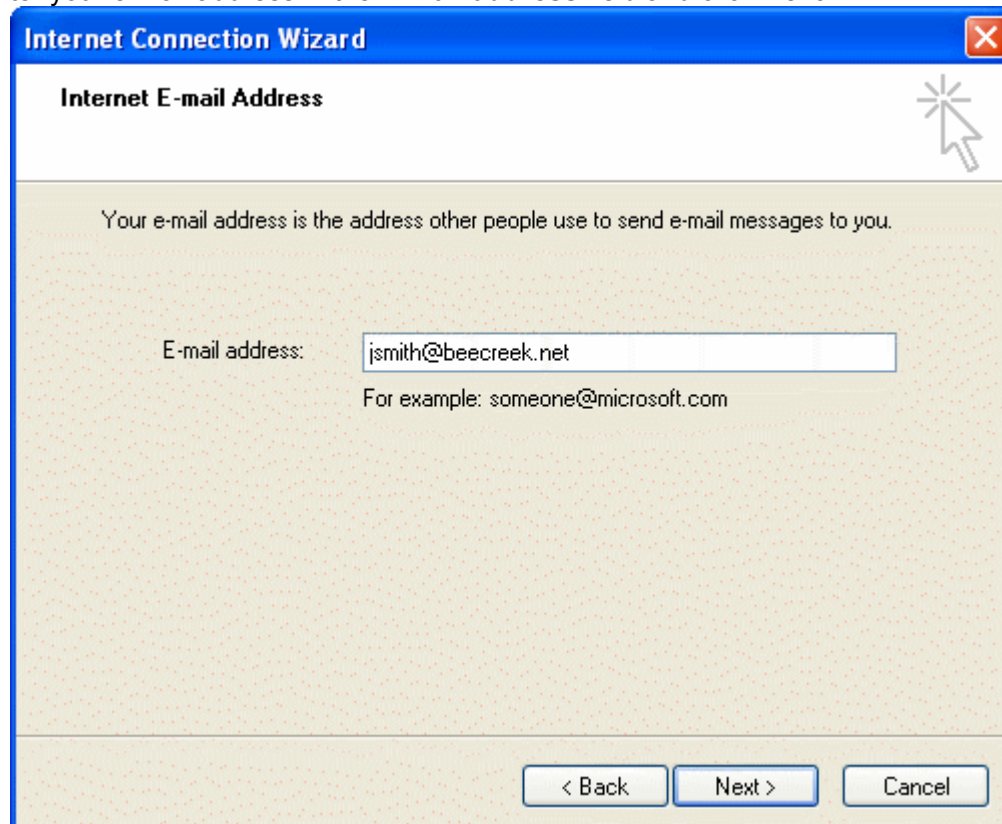


3. Enter your name in the **Display name** field and click **Next**.



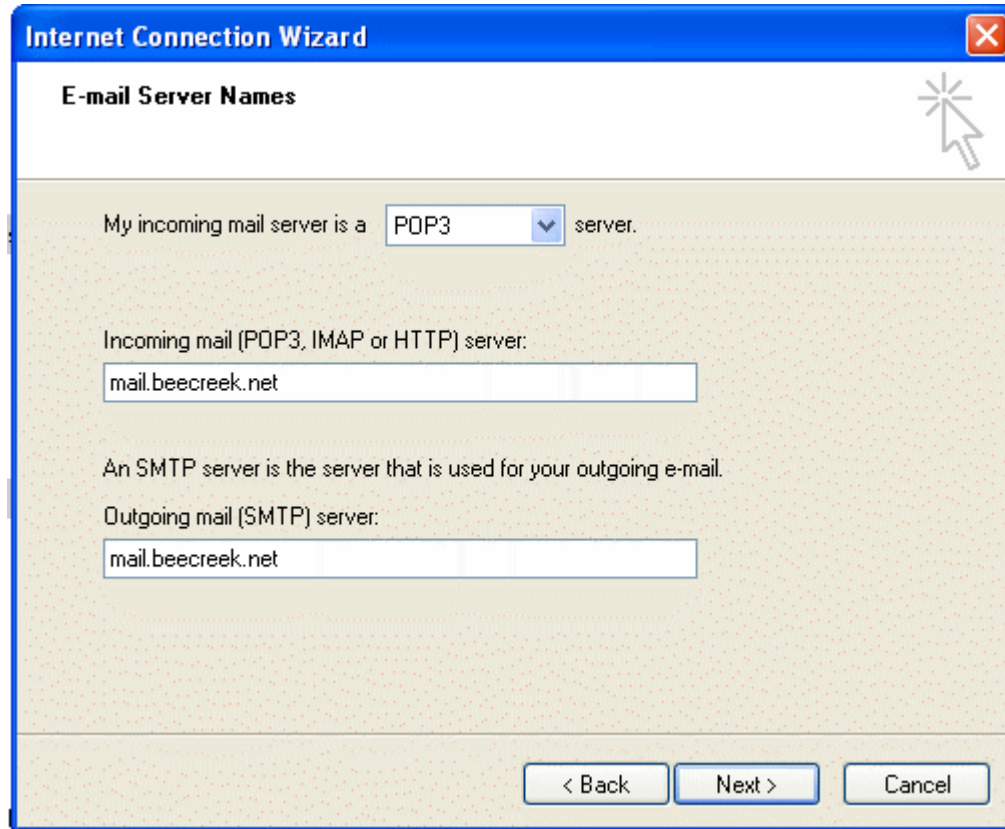
The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box with the instruction: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this text is a text input field labeled 'Display name:' containing the text 'John Smith'. Underneath the input field, it says 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Enter your e-mail address in the **E-mail address** field and click **Next**.



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box with the instruction: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this text is a text input field labeled 'E-mail address:' containing the text 'jsmith@beecreek.net'. Underneath the input field, it says 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

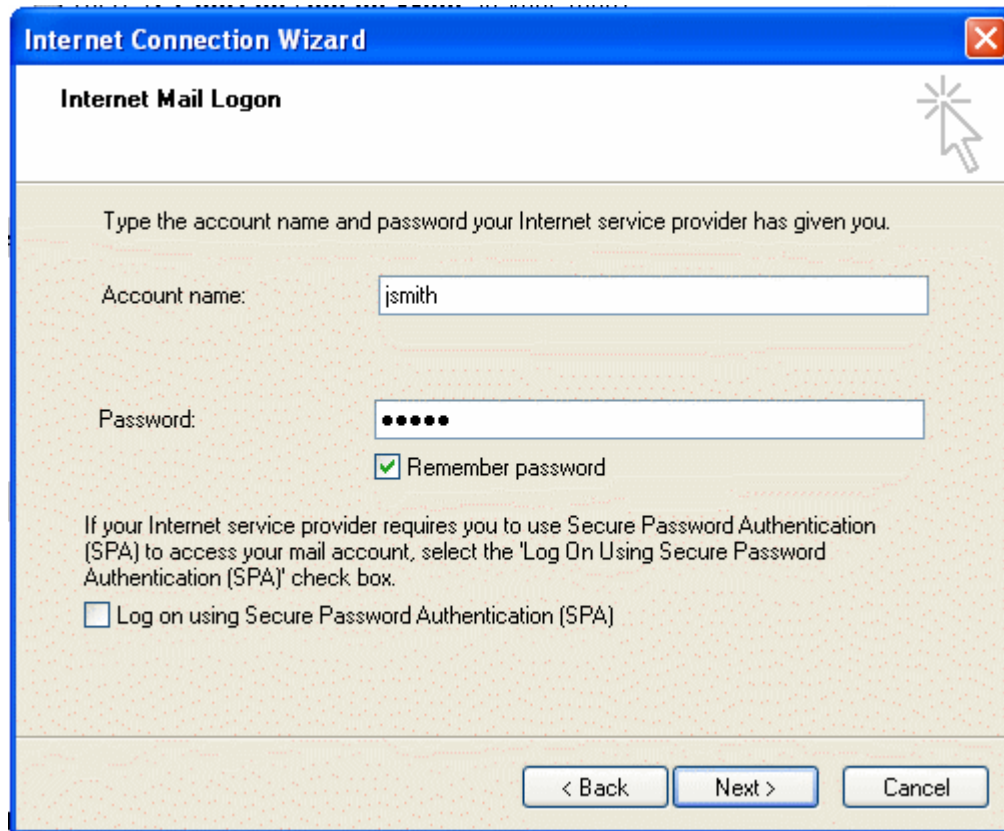
5. Select POP3 from the **My incoming server is a ___ server** drop-down menu. Enter *mail.beecreek.net* in the **Incoming Mail (POP3, IMAP or HTTP) server** field and *mail.beecreek.net* in the **Outgoing Mail (SMTP) server** field then click **Next**.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "E-mail Server Names". Below this, there is a section with a dotted background. The first line reads "My incoming mail server is a" followed by a dropdown menu showing "POP3" and a small downward arrow, and then "server.". Below this is the label "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "mail.beecreek.net". The next line reads "An SMTP server is the server that is used for your outgoing e-mail." followed by the label "Outgoing mail (SMTP) server:" and another text input field containing "mail.beecreek.net". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

6. Enter your Account name in the **Account name** field and your password in the **Password** field. Make sure **Remember password** is checked. *DO NOT* check **Log on using Secure Password Authentication (SPA)**.

Note: Your account name is everything before the @ symbol of your email address.

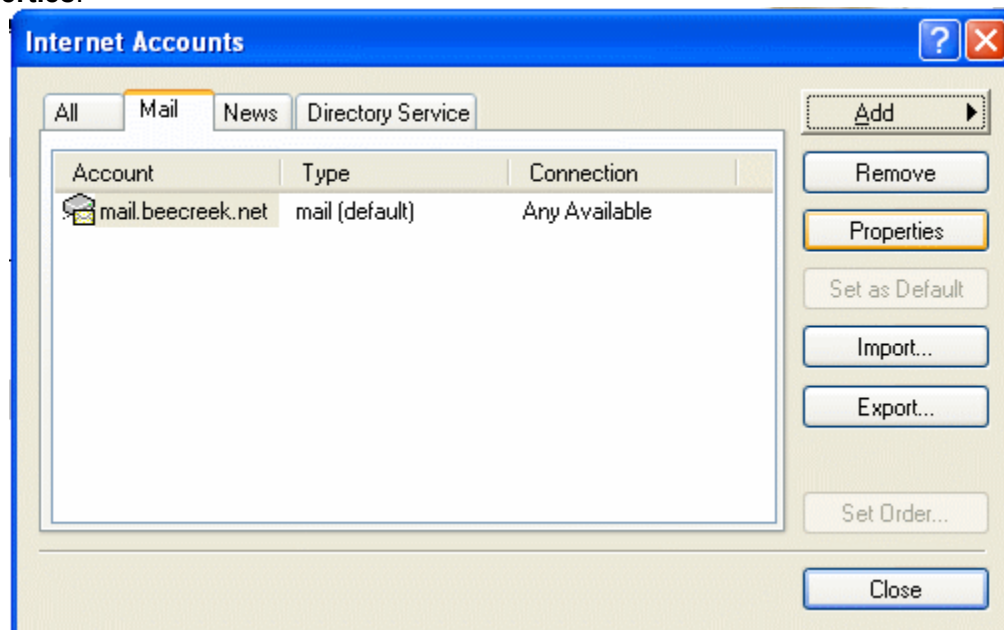


The screenshot shows the 'Internet Mail Logon' dialog box from the Internet Connection Wizard. It has a title bar with 'Internet Connection Wizard' and a close button. The main area contains the following elements:

- Instruction: 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' field with the text 'jsmith' entered.
- 'Password:' field with six dots representing a masked password.
- A checked checkbox labeled 'Remember password'.
- 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.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.
- Buttons at the bottom: '< Back', 'Next >', and 'Cancel'.


7. Click **Next**, then click **Finish** to close the Internet Connection Wizard and return to the **Internet Accounts** window.

8. From the Internet Account window, select the account you just created, then click **Properties**.



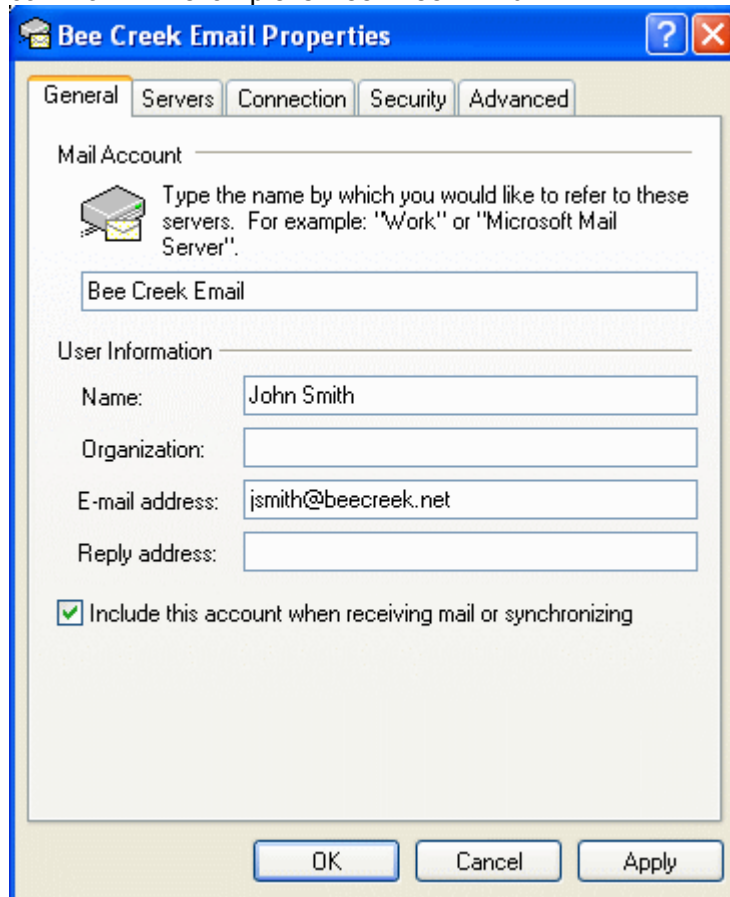
The screenshot shows the 'Internet Accounts' window. It has a title bar with 'Internet Accounts' and help and close buttons. The window contains the following elements:

- Navigation tabs: 'All', 'Mail', 'News', and 'Directory Service'. 'Mail' is selected.
- A table listing accounts:

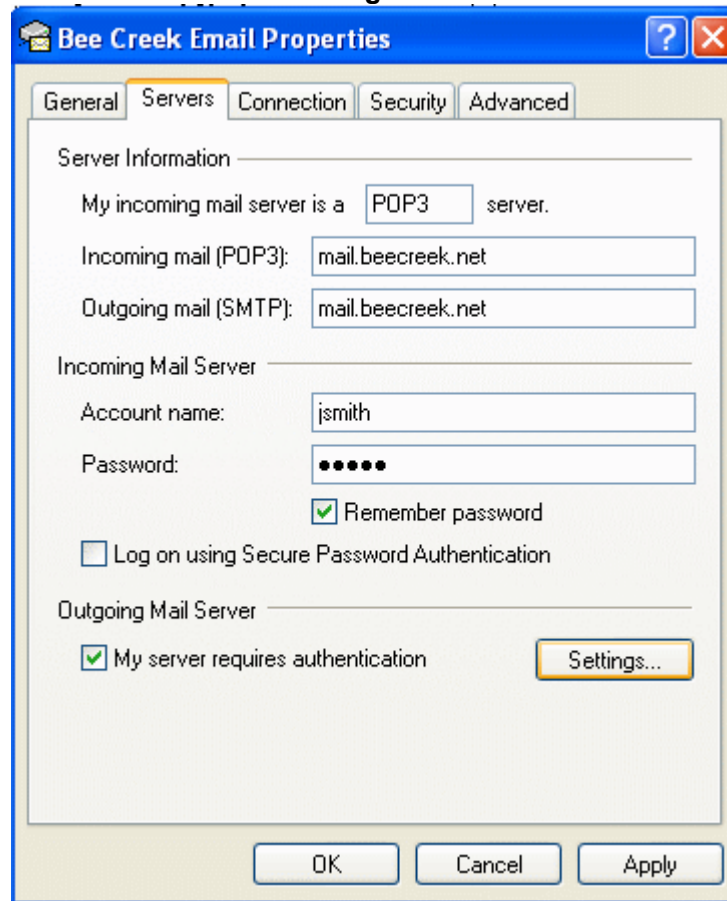
Account	Type	Connection
 mail.beecreek.net	mail (default)	Any Available

- Buttons on the right side: 'Add', 'Remove', 'Properties' (highlighted), 'Set as Default', 'Import...', 'Export...', 'Set Order...', and 'Close'.

8. On the **General** tab, under **Mail Account**, you can change the Account Name to something more common. An example is **Bee Creek Email**.



9. Click the **Servers** tab. Under **Outgoing Mail Server** make sure the "**My server requires authentication**" box is checked. Click **Settings...**



10. Select **Log on using** then enter your account name in the **Account name** box, your password in the **Password** box, and check **Remember password** box. **DO NOT** check **Log on using Secure Password Authentication**.



11. Click **OK** to close the **Outgoing Mail Server** window, then click **OK** to close the **Properties** window, and then click **Close** to exit the **Internet Accounts** window.