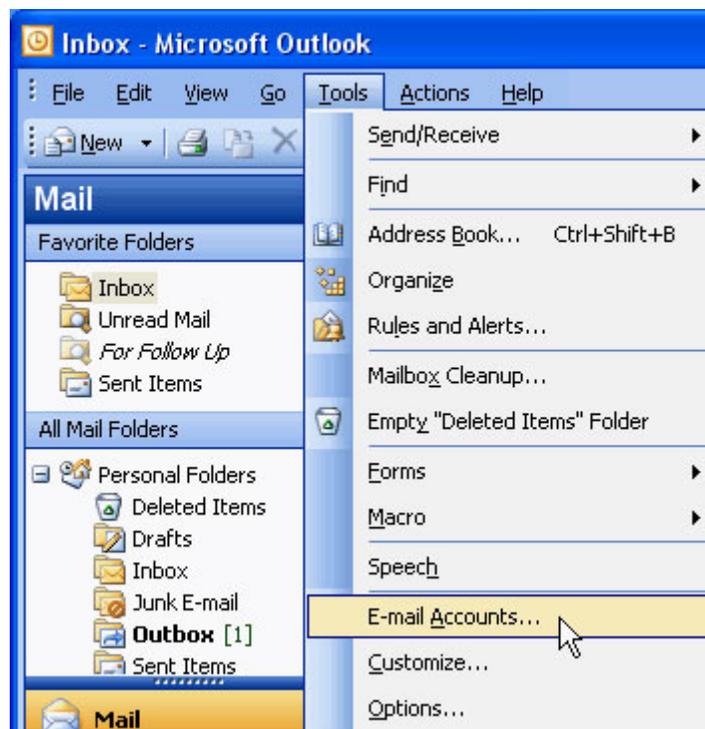


Setting Up Your CitéNet Email Account in Outlook Express 2003

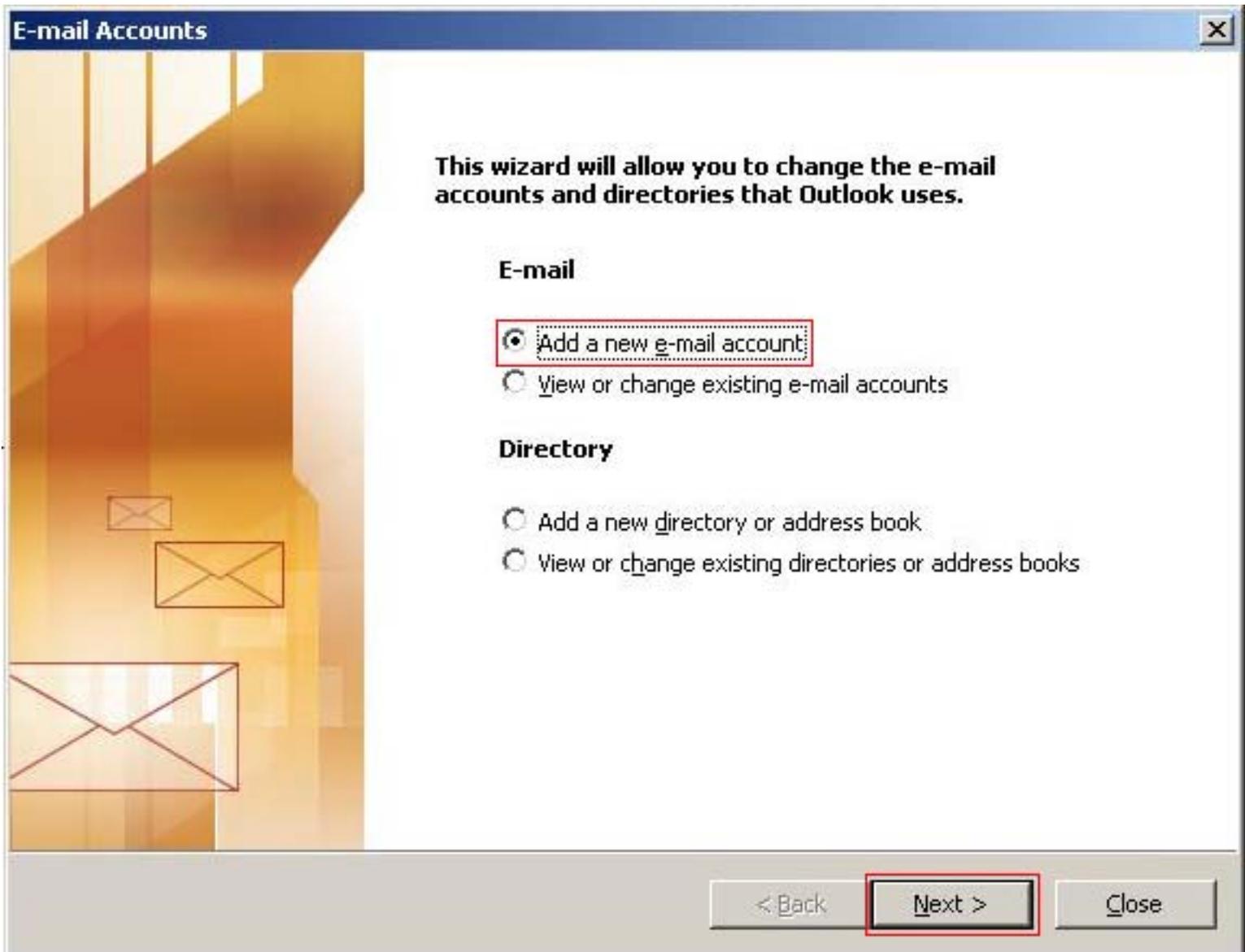
Step 1:

Open Microsoft Outlook 2003. At the top click on '**Tools**' then '**Email Accounts**'.



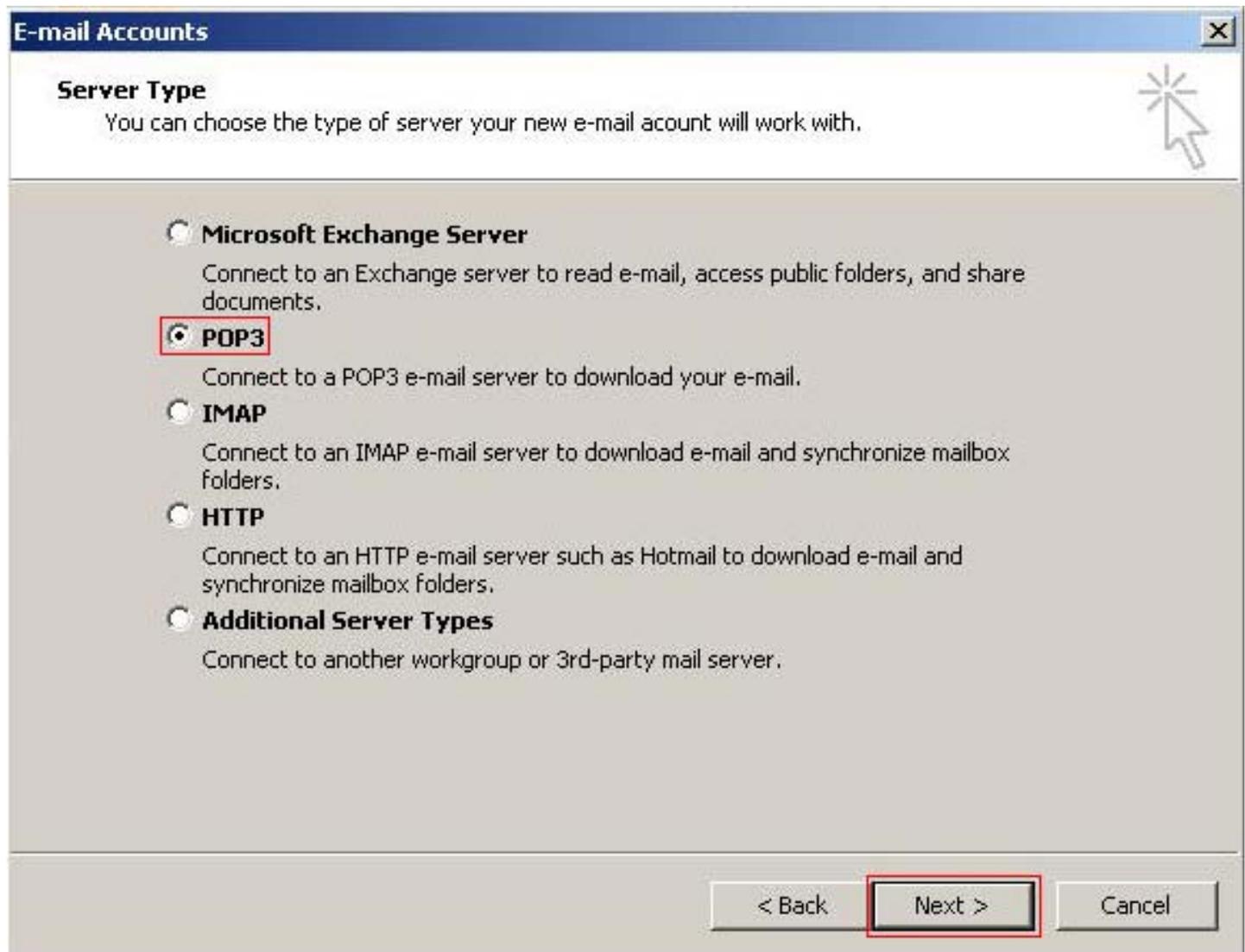
Step 2:

Select 'Add a new e-mail account' and click 'Next'.



Step 3:

Select 'POP3' and click 'Next'.



E-mail Accounts [X]

Server Type
You can choose the type of server your new e-mail account will work with.

- Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

< Back **Next >** Cancel

Step 4:

Please enter information about your account:

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

- User Name: Your master e-mail username as it appears on your Access Information sheet.
- Password: Your password as it appears on your Access Information sheet.
- Your Name: This is the name that will appear when you send email.
- E-Mail Address: username@citenet.net
- Incoming mail server (POP3): **pop.citenet.net**
- Outgoing mail server (SMTP): **smtp.citenet.net**

Make sure 'Log on using Secure Password Authentication' is **unchecked**.

Click '**Next**'.