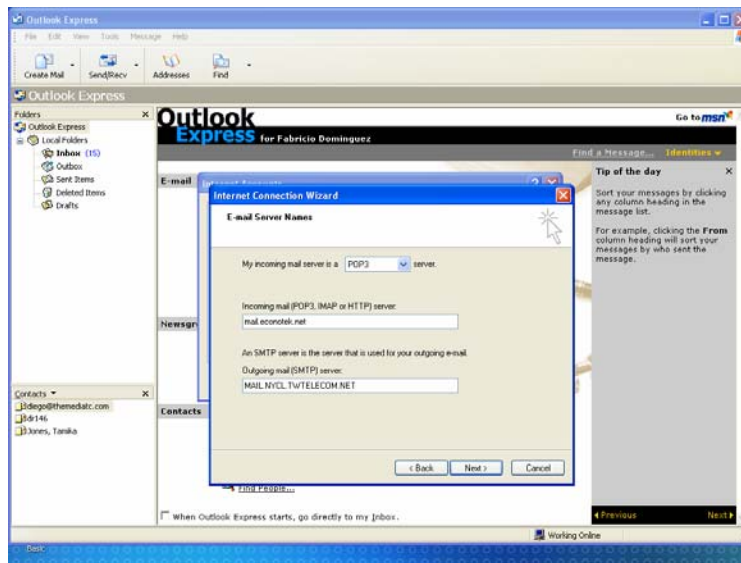


Steps to Add and Configure a New

Econotek E-mail Account

Use the following steps to add and configure a new Econotek e-mail account with Outlook Express:

1. Start Outlook Express.
2. On the **Tools** menu, click **Accounts**.
3. In the **Internet Accounts** dialog box, click **Add**, and then click **Mail**.
4. In the **Display Name** box, type the name that you want others to see when you send a message, and then click **next**.
5. In the **E-mail Address** box, type the e-mail address for the account that you are using (for example, "janedoe@econotek.net"), and then click **Next**.
6. Under **E-mail Server Names**, click the appropriate incoming e-mail server type (Post Office Protocol version 3 [POP3] is the default type), and then type the names of your incoming and outgoing e-mail servers which are:
7. **Incoming mail** mail.econotek.net.
Outgoing mail mail.nycl.twtelecom.net
8. Type your account name and password in the **POP Account Name** and **Password** boxes. Click **Next**.



The screenshot shows a dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". Below the header, there is a grey instruction box that says "Type the account name and password your Internet service provider has given". Underneath, there are two input fields: "Account name:" with the text "AccountName" and "Password:" with "*****". Below the password field is a checked checkbox labeled "Remember password". A paragraph of text follows: "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 another checked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom right, there are two buttons: "< Back" and "Next >".

10. In the **Internet Mail Account Name** box; type a name to identify the mail account that you are configuring. This is known as the "friendly" name for the account. Click **Next**.
11. Click the connection type that you use to connect to the Internet, and then click **next**.

NOTE: This step does not apply to Outlook Express 5.

Click **Connect using my local area network (LAN)** or **I will establish my Internet connection manually**, you are not prompted for any additional settings.

12. Click **Finish**.

Note: If you would like to view your emails from a remote location other than home at the atlas, just go to a web browser like explorer and type:

<http://mail.econotek.net>

Once at this site you would be prompted to enter your username, and a log on window will appear asking for your username and password.