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Configuring a New E-Mail Account

Double-click **Outlook Express**.

From the *Tools* menu, select **Account**. Click the **Mail** tab.

Click **Add**, click **Mail**. The *Internet Connection Wizard* appears.

In the *Display name* section, type your **real name**. Click **Next**.

In the *E-mail address* section, type **youruserid@naspa.net**. Click **Next**.

In the *Incoming mail server* section, type **mail.naspa.net**.

In the *Outgoing mail server* section, type **mail.naspa.net**. Click **Next**.

In the *POP account name* section, type **youruserid** in lower case.

In the *Password* section, type **yourpassword** in lower case. Click **Next**.

In the *Internet Mail Account Name* section, type any name that you would like. Click **Next**.

Click **Connect Using my phone line**. Click **Next**.

Click *Use an existing dial-up connection*. If necessary, click appropriate Internet Connection. Click **Next**.

Click **Finish**. If necessary, click **Set as Default**. This specifies the account as your default mail account. Click **Close**.

Sending and Receiving E-mail

To send an E-mail, from the *Toolbar*, select **Compose a message**.

To receive an E-mail, from the *Toolbar*, select **Send and Receive**.

Configuring News

Double-click **Outlook Express**.

From the *Tools* menu, select **Accounts**. Click the **News** tab.

Click **Add**, click **News**.

The *Internet Connection Wizard* appears.

In the *Display name* section, type your **real name**. Click **Next**.

In the *E-mail address* section, type **youruserid@naspa.net**. Click **Next**.

In the *News (NNTP) Server* section, type **news.naspa.net**. Click **Next**.

In the *Internet Mail Account Name* section, type any name that you would like. Click **Next**.

Click **Connect Using my phone line**. Click **Next**.

Click *Use an existing dial-up connection*. If necessary, click appropriate Internet Connection. Click **Next**. Click **Close**.

In necessary, when prompted *Would you like to download news from the server you just added*, click **Yes**, or **No**.

Technical Support

Any Technical Support questions can be directed to 1(877) 930-6761. Technical Support is available 24 hours a day, 7 days a week. Email support is also available at helpdesk@naspa.net.

“Naspa Internet, *We'll Get You There.*” TM

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