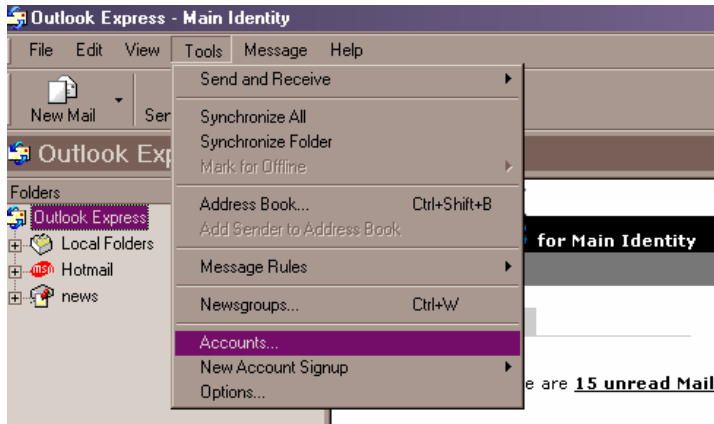


Microsoft(TM) Outlook Express

The following instructions walk you through configuration of Outlook Express to work with your TrueNet Internet account.

1. Launch Microsoft Outlook Express if not already running.

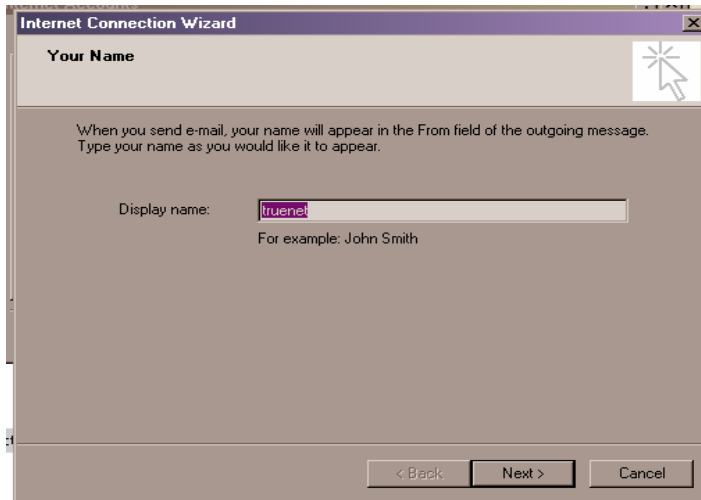
2. Select **Accounts...** from the **Tools** menu.



3. First, we'll set up your TrueNet Internet e-mail account on your computer. Click **Add** and select **Mail...**



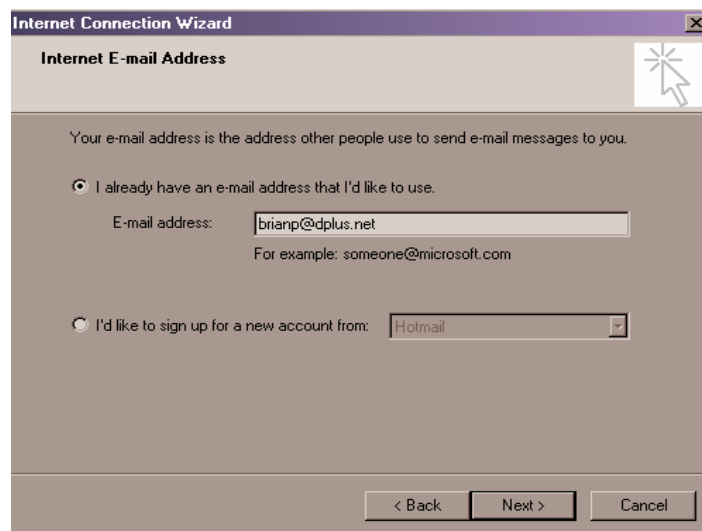
4. Enter your real name as you wish it to appear along with your e-mail address in messages (e.g. **Jane Doe**) in the *Display name* field. Click **Next**.



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 containing 'truenet'. To the right of the text box, there is a small icon of a hand pointing to a star. Below the text box, there is a label 'Display name:' and a text box containing 'truenet'. Below the text box, there is a label 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. In the *E-mail address* field, enter your TrueNet Internet e-mail address. This should all be lower-case. For example, user "janedoe" would enter **janedoe@dplus.net**.

- 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 containing 'brianp@dplus.net'. To the right of the text box, there is a small icon of a hand pointing to a star. Below the text box, there is a label 'E-mail address:' and a text box containing 'brianp@dplus.net'. Below the text box, there is a label 'For example: someone@microsoft.com'. Below the text box, there is a radio button labeled 'I already have an e-mail address that I'd like to use.' and a radio button labeled 'I'd like to sign up for a new account from:'. Below the radio button, there is a dropdown menu with 'Hotmail' selected. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Click on the “Servers Tab”

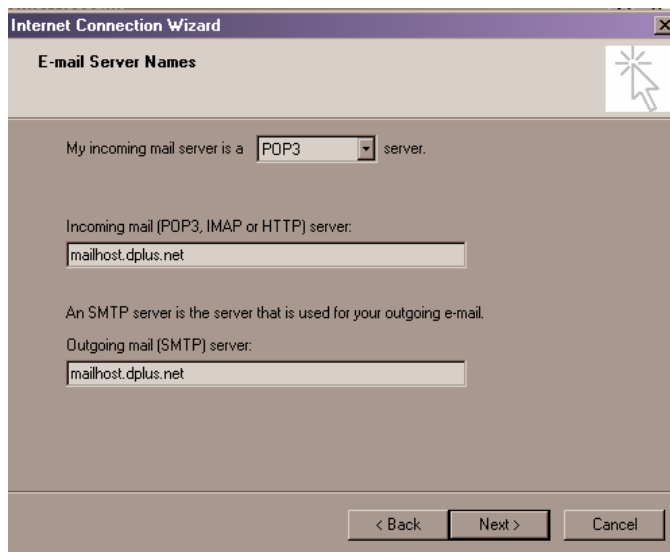
- Select **POP3** from the “My incoming mail server” is a _____ server pop-up menu.

For @dplus.net accounts

- Enter **pop.dplus.net** in the *Incoming mail (POP3) server* field.
Enter **smtp.dplus.net** in the *Outgoing mail (SMTP) server* field.

For @truenet.com accounts and domain email

- Enter **pop.truenet.com** in the *Incoming mail (POP3) server* field.
- Enter **smtp.truenet.com** in the *Outgoing mail (SMTP) server* field



The screenshot shows a window titled "Internet Connection Wizard" with a sub-tab "E-mail Server Names". The window contains the following text and input fields:

My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.
Outgoing mail (SMTP) server:

At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

7. Select **Log on using: POP account** (the first choice, as shown below).

Enter your TrueNet Internet username in the *POP account name* field. For example:

@dplus.net users: user "janedoe" would enter **janedoe** (NOT [janedoe@dplus.net](#)).

@truenet.com and domain email users: user janedoe would enter [janedoe@truenet.com](#) or [janedoe@your-company.com](#)

Enter your TrueNet Internet password in the Password field exactly -- CASE DOES MATTER! Click **Next**.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog contains the following elements:

- A title bar with a close button (X).
- A sub-header "Internet Mail Logon" with a help icon (question mark) and a mouse cursor icon.
- Instructional text: "Type the account name and password your Internet service provider has given you."
- "Account name:" label followed by a text input field containing the placeholder text "username".
- "Password:" label followed by a password input field containing "*****".
- 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)".
- Navigation buttons at the bottom: "< Back", "Next >", and "Cancel".

8. Click **Finish**.