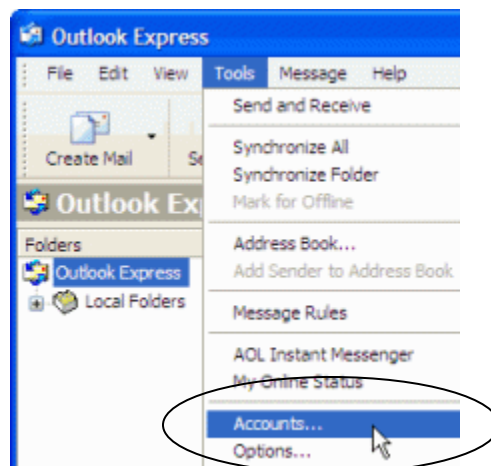


# Outlook Express Set-up Instructions

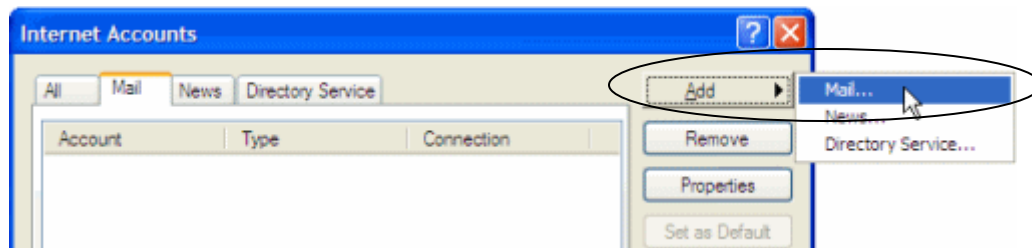
These instructions will take you through the steps in creating a new BEVCOMM e-mail account in Outlook Express. Your existing "cvtel.net" account will remain active. This will assure that no e-mail messages will be missed during the transition to BEVCOMM. You'll also have the ability to **request e-mail forwarding** once your BEVCOMM e-mail account is active.

1. In Outlook Express click **Tools + Accounts**.



Screen 1

2. Click Add. Choose Mail.



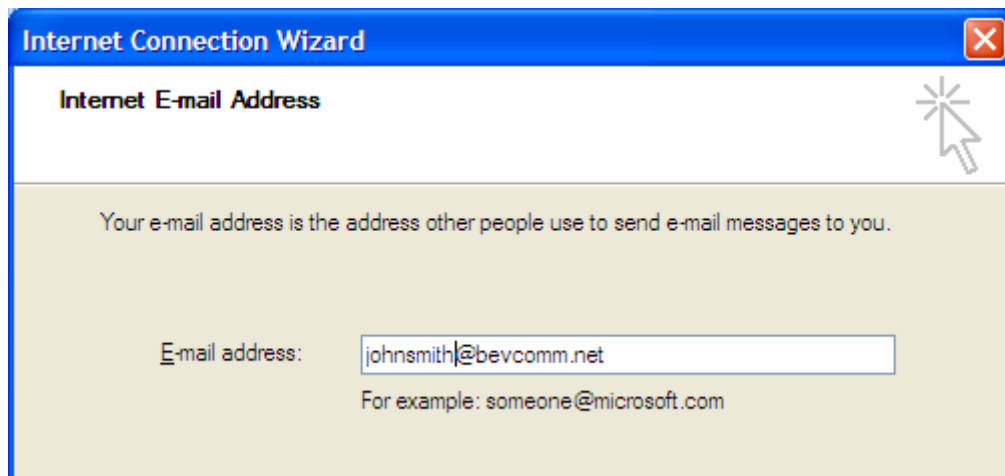
Screen 2

3. Enter your first and last name, business name, or family name.



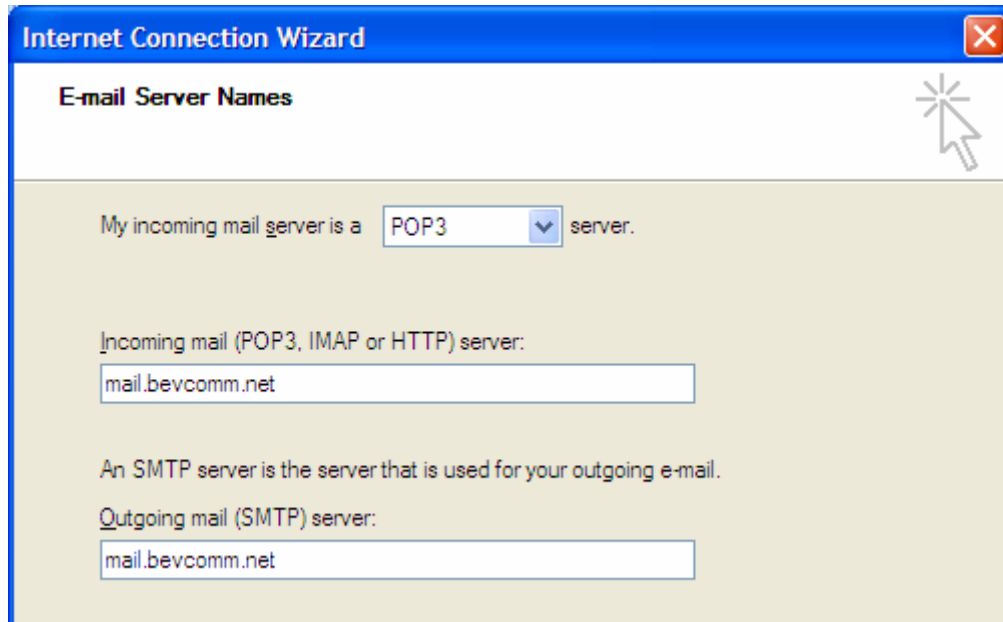
Screen 3

4. Enter your "bevcomm.net" e-mail address. Click Next.



Screen 4

5. Enter **mail.bevcomm.net** in both fields as shown. Click **Next**.



The screenshot shows the 'Internet Connection Wizard' window with the title 'E-mail Server Names'. It contains the following text and fields:

- 'My incoming mail server is a **POP3** server.'
- 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text box containing 'mail.bevcomm.net'.
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by a text box containing 'mail.bevcomm.net'.

Screen 5

5. Your account name should be shown. If not enter your account name (first part of your e-mail address). Enter your e-mail password. Click **Next**.

*Note: You'll want "remember password" checked to make it easy to check mail. However, do **NOT** check "log on using SPA"!*



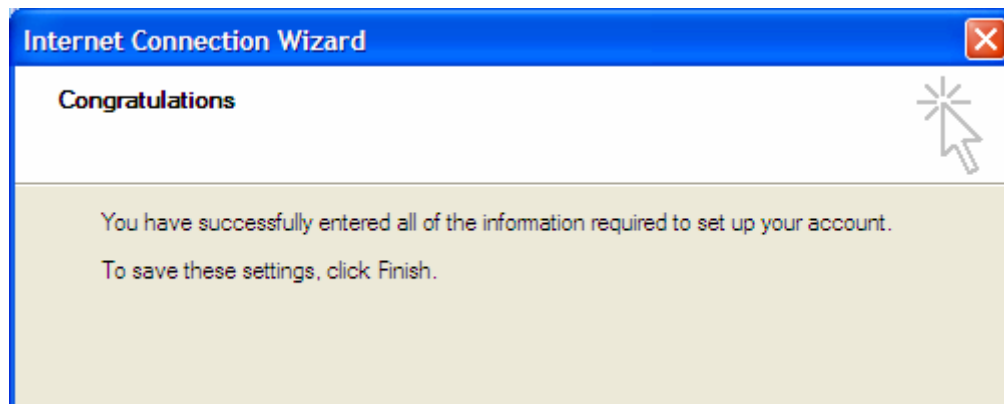
The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet Mail Logon'. It contains the following text and fields:

- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text box containing 'johnsmith'.
- 'Password:' followed by a text box with 10 dots and a cursor. An arrow points from a callout box to this field.
- 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)'.

The callout box contains the text: 'If you do not remember your password, please call BEVCOMM at 1-800-473-1442. A new password will be assigned to you.'

Screen 6

6. Click **Finish**.



Screen 7

## Request E-Mail Forwarding

Once you've completed the steps above, you will receive an e-mail from BEVCOMM Internet ([cvtel@bevcomm.net](mailto:cvtel@bevcomm.net)) with the subject "NOTICE: E-Mail Forwarding".

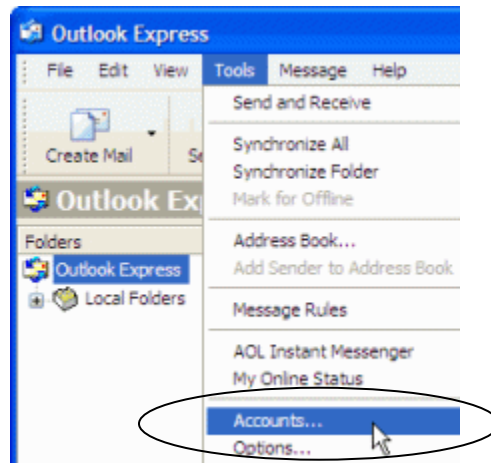
This e-mail will give you the option to forward your existing "cvtel.net" account to your new "bevcomm.net" account. Forwarding will allow you to receive all e-mails sent to your "cvtel.net" e-mail address. They will arrive in your new "bevcomm.net" e-mail account.

Simply click the link (usually blue) in the e-mail message to open the web page and select YES to request e-mail forwarding. You will receive a confirmation e-mail once the forwarding is in place. *If you do not want to miss any e-mails sent to your "cvtel.net" account, we recommend you request this forwarding option.*

## Deleting Existing Cannon Valley Account

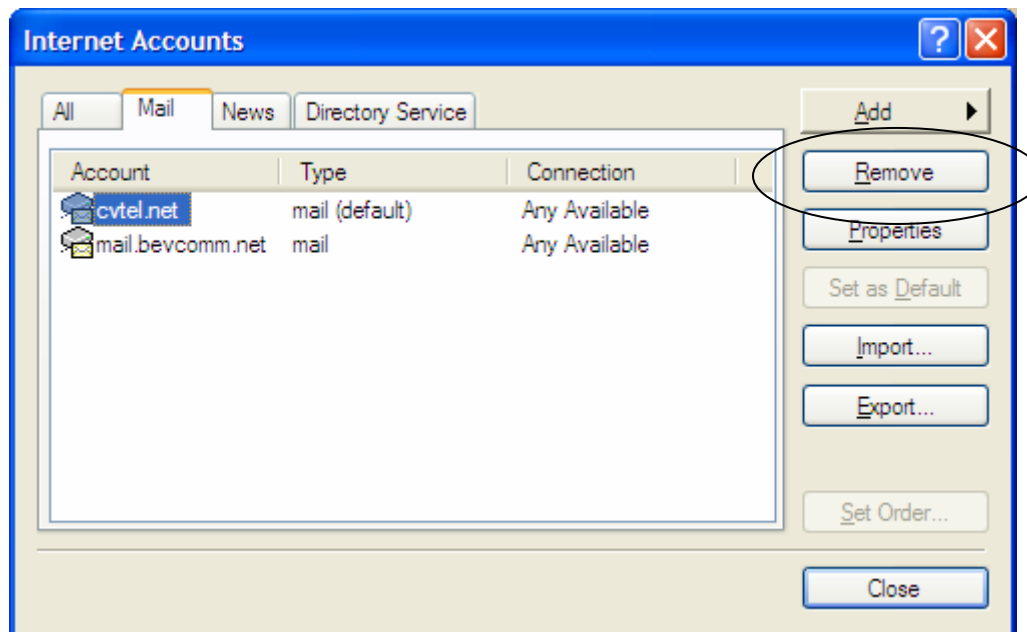
Follow the steps below to delete your existing "cvtel.net" account. You'll want to delete your account once you are certain all "cvtel.net" e-mails are removed from the mail server and/or your e-mail is forwarding to your "bevcomm.net" account.

1. In Outlook Express click **Tools + Accounts**.



Screen 8

2. Click on the MAIL tab and select your "cvtel.net" account (it should be highlighted in blue as shown in Screen 2). Click Remove along the right. Click Yes to confirm deletion.



Screen 9