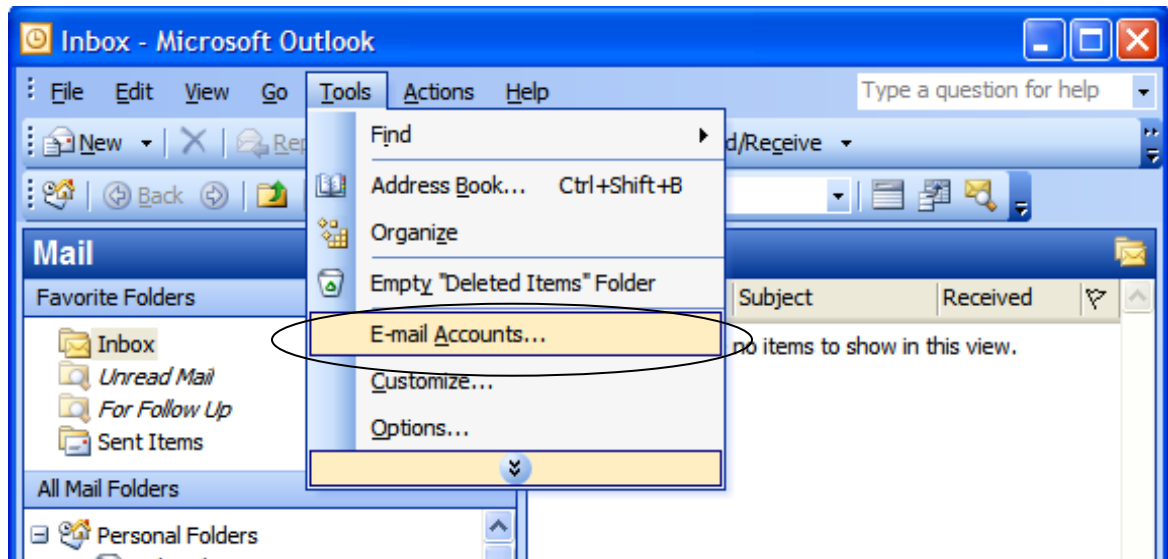


Microsoft Outlook Set-up Instructions

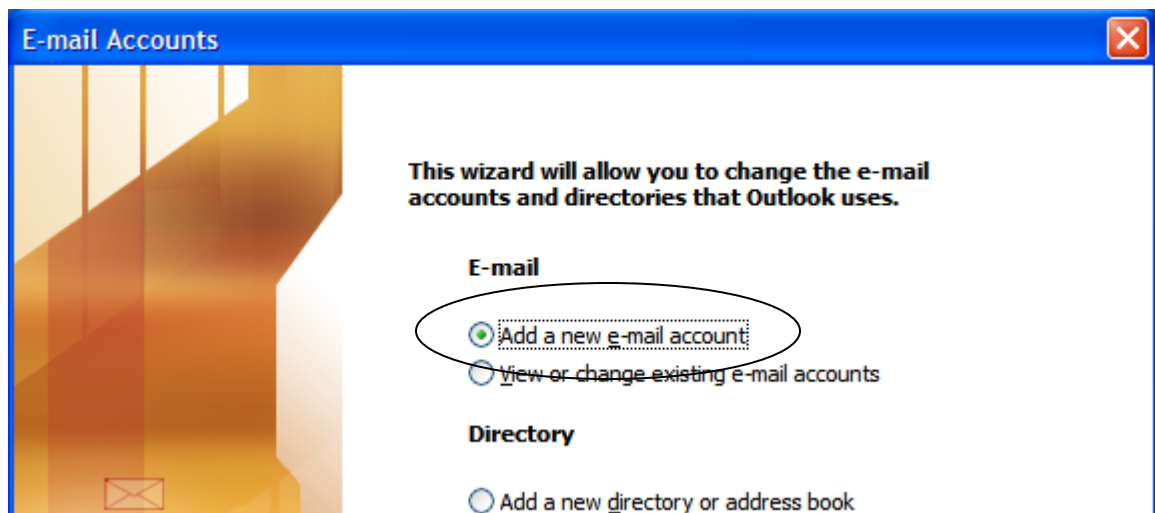
These instructions will take you through the steps in creating a new BEVCOMM e-mail account in OUTLOOK. Your existing "cvtel.net" account will remain active. This will assure that no e-mail messages will be missed during the transition to BEVCOMM. You'll also have the ability to **request e-mail forwarding**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

1. In Microsoft Outlook, select Tools > E-mail Accounts.



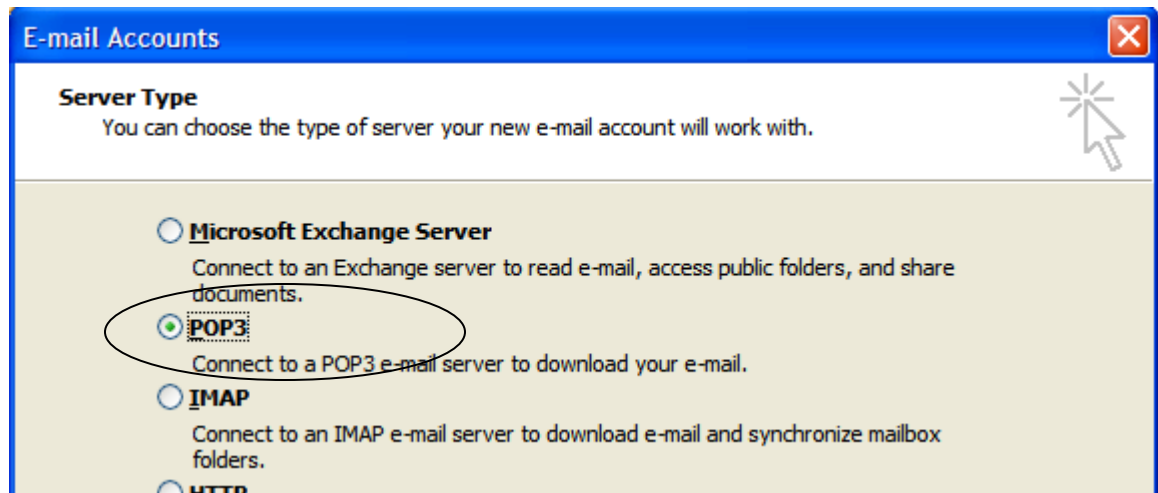
Screen 1

2. Select "Add a new e-mail account". Click Next.



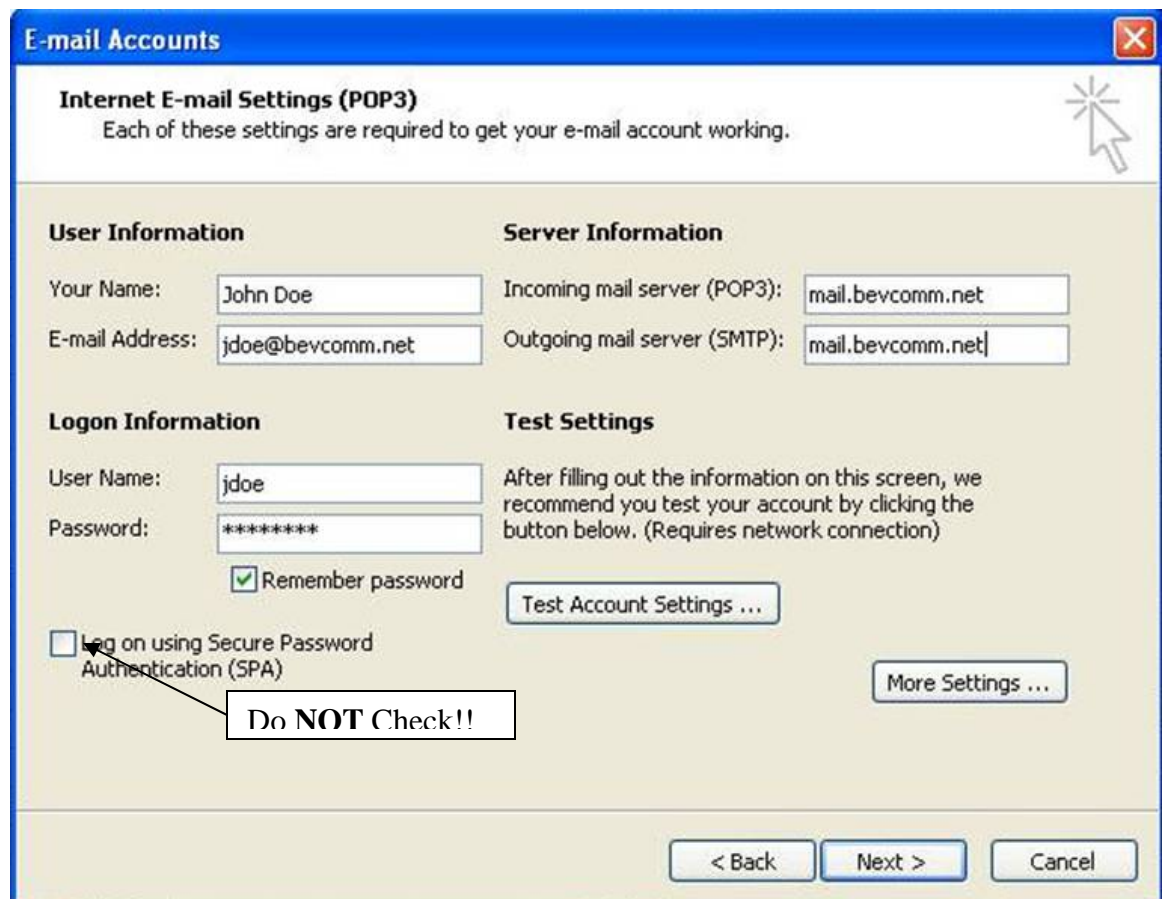
Screen 2

3. Select "POP3". Click Next.



Screen 3

4. Enter your e-mail information (see below). Click Next.



Screen 4

To complete the e-mail settings shown in Screen 4 (above), enter your e-mail information as follows:

Your Name:.....Your first and last name, business name, or family name

E-mail Address: .Your full BEVCOMM e-mail address

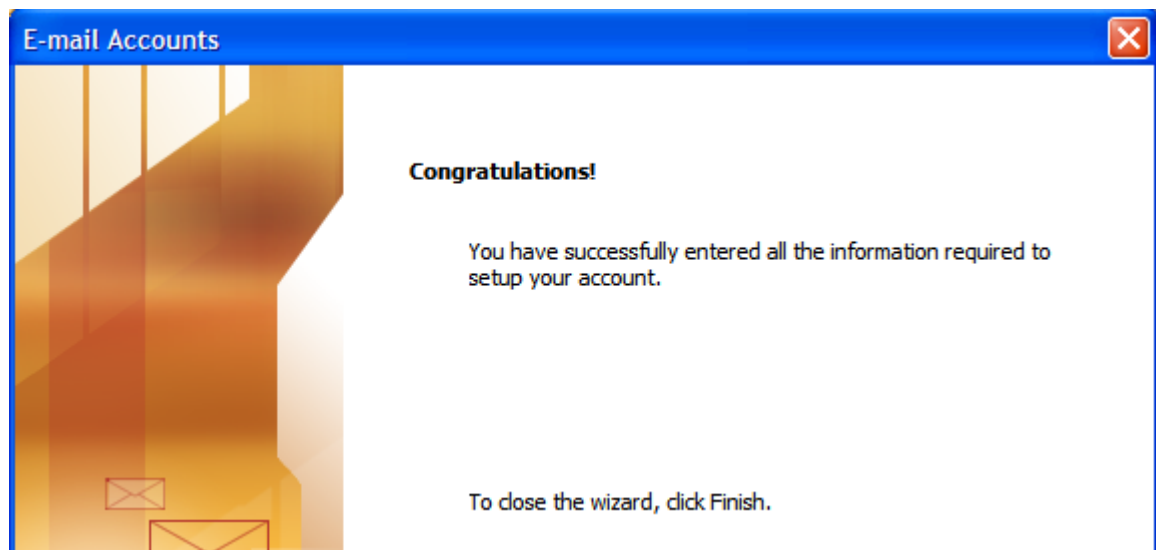
User Name:.....Your username (first part of your e-mail address)

Password:Your e-mail password

Incoming mail server (POP3): mail.bevcomm.net

Outgoing mail server (SMTP): mail.bevcomm.net

5. Click Finish.



6. Now, click the "Send/Receive" button. This will check both e-mail accounts (Cannon Valley and BEVCOMM).

E-Mail Forwarding

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

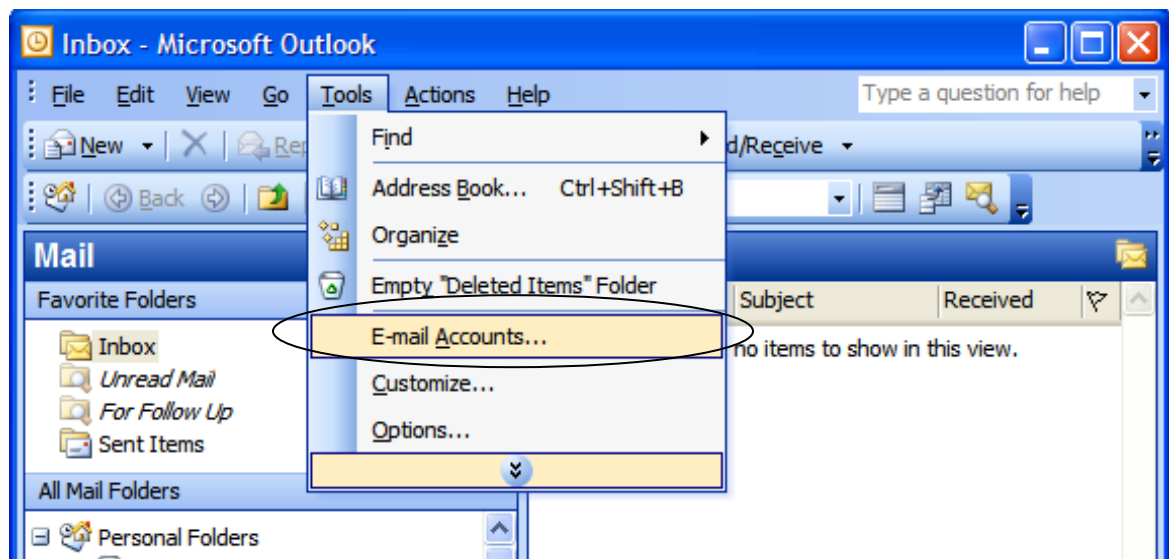
This e-mail will give you the option to forward your existing "cvtel.net" account to your new "bevcomm.net" account. Forwarding will allow you to receive all e-mails sent to your "cvtel.net" e-mail address. They will arrive in your new "bevcomm.net" e-mail account.

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

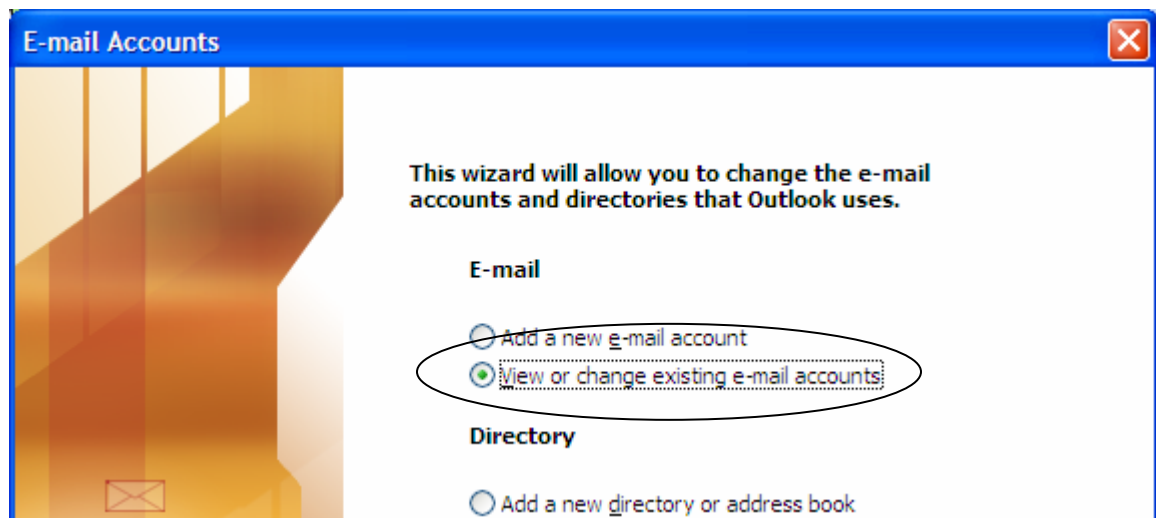
Follow the steps below to delete your existing "cvtel.net" account. You'll want to delete your account once you are certain all "cvtel.net" e-mails are removed from the mail server and/or your e-mail is forwarding to your "bevcomm.net" account.

1. In Microsoft Outlook, select Tools > E-mail Accounts.



Screen 5

2. Select "View or change existing e-mail accounts". Click Next.



Screen 6

3. Select your existing Cannon Valley e-mail account. Click Remove along the right. Click Finish. Click Yes to confirm deletion of the account.

