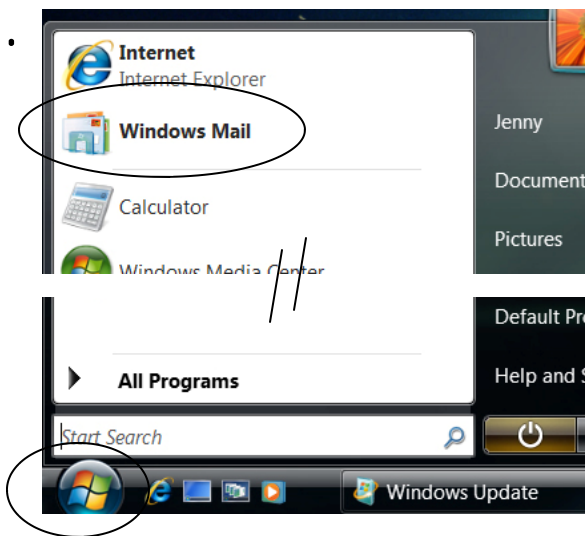


VISTA

Windows Mail Instructions

These instructions will take you through the steps in creating a new BEVCOMM e-mail account in Windows Mail. Your existing "cvstel.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.

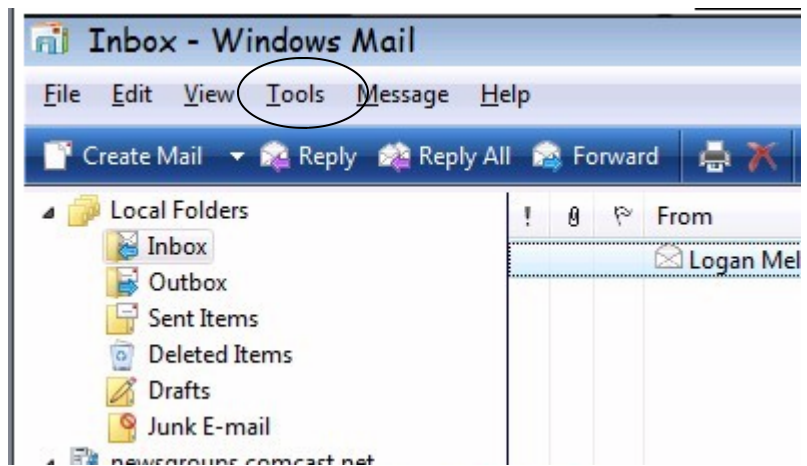
1.



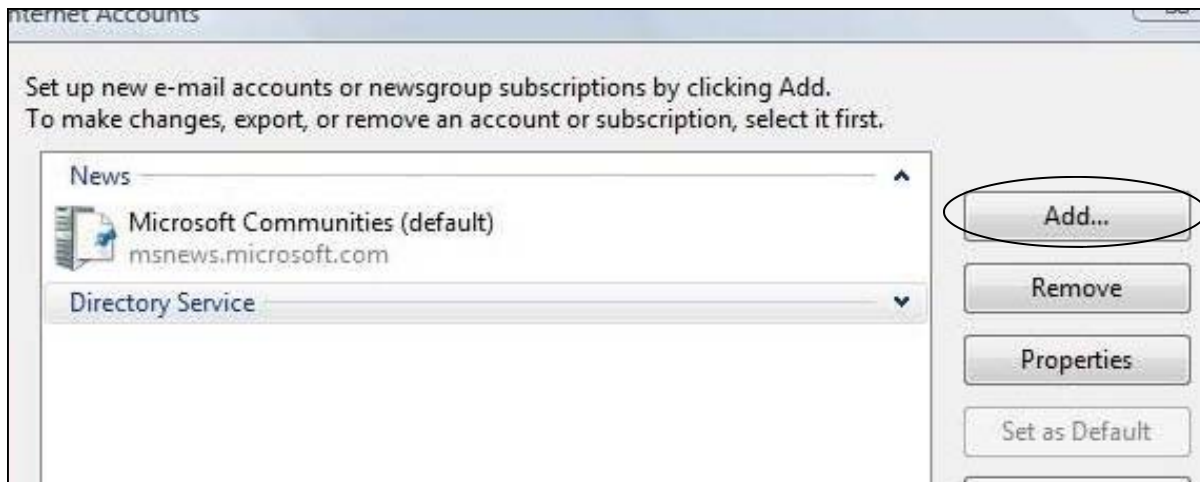
Click the VISTA start button and choose Windows Mail from the menu.

2.

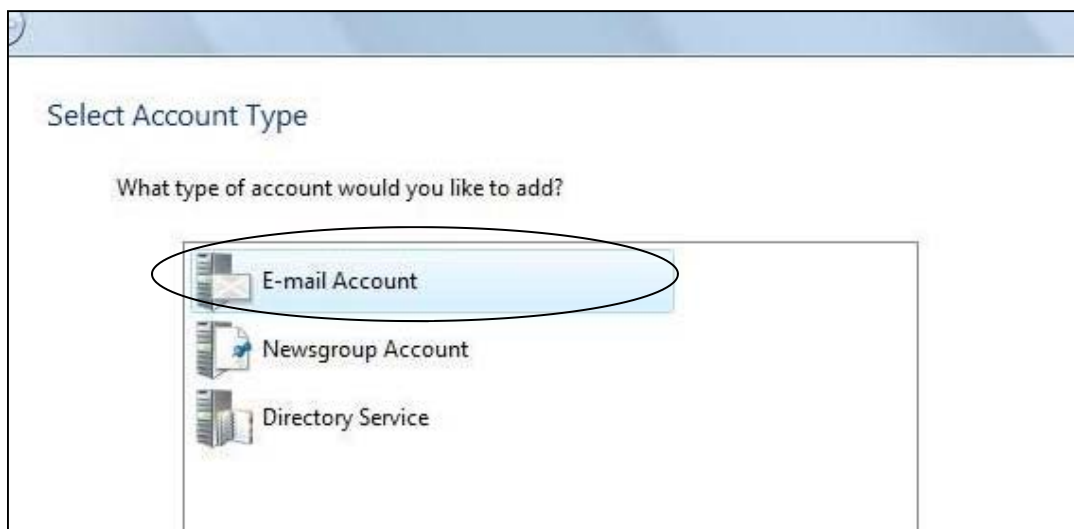
Click TOOLS + ACCOUNTS from the menu.



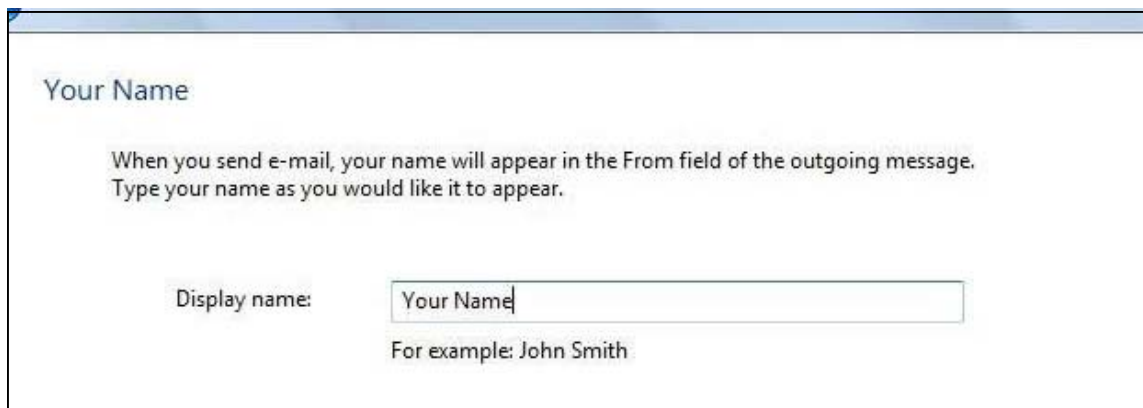
3. Click **ADD**. Then Click **NEXT**.



4. Choose **E-Mail Account**. Click **NEXT**.



5. Enter your first and last name. Click **NEXT**.



6. Enter your complete e-mail address. Click **NEXT**.

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

7. Enter **mail.bevcomm.net** in incoming and outgoing mail server fields as shown below. Click **NEXT**.

Set up e-mail servers

Incoming e-mail server type:

Incoming mail (POP3 or IMAP) server:

Outgoing e-mail server (SMTP) name:

Outgoing server requires authentication

[Where can I find my e-mail server information?](#)

DO NOT check this box!

8. Enter your e-mail user name (*the first part of your e-mail address*) and your password. Click **NEXT**.

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

E-mail username:

Password: Remember password

If you do not remember your e-mail password, please call BEVCOMM at 1-800-473-1442. A new password will be assigned to you.

9. Click **FINISH** in the “congratulations” screen. Then click **CLOSE**.
Click **Send/Receive** to check for any new messages.

Request 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.

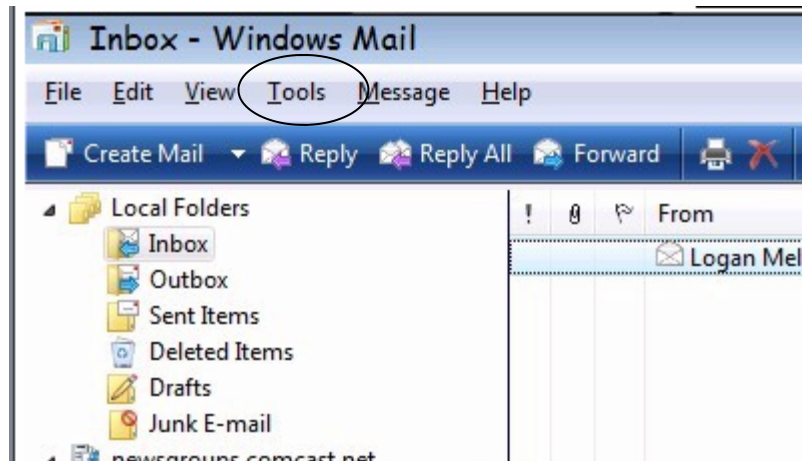
Simply click the link (usually blue) in the e-mail message to open the web page and select YES to request e-mail forwarding. You will receive a confirmation e-mail once the forwarding is in place. *If you do not want to miss any e-mails sent to your “cvtel.net” account, we recommend you request this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

Click TOOLS + ACCOUNTS from the menu.



2. **Select your existing “cvtel.net” account. Click Remove. Click Yes to confirm deletion.**

