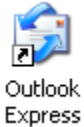
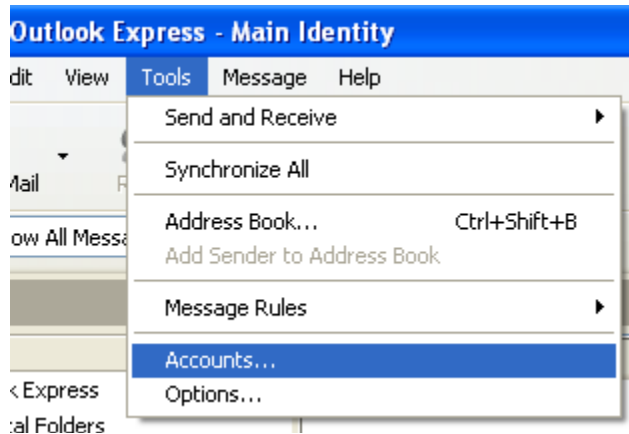


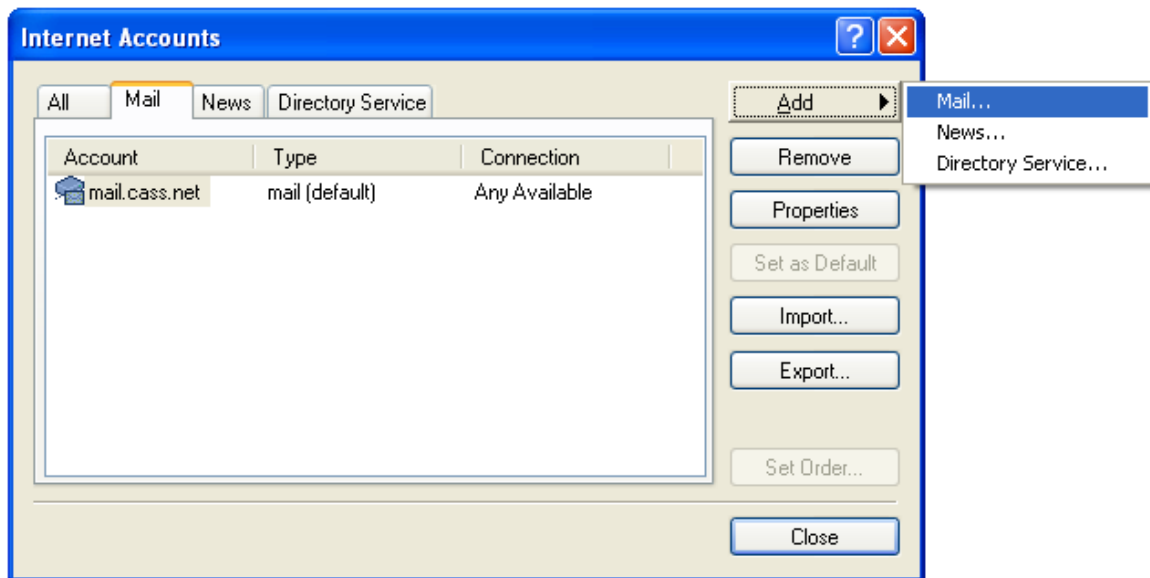
Setting up Outlook Express (Windows XP)



To begin, open up Outlook Express.



Once you're in Outlook Express, click on 'Tools' and then go to 'Accounts'. This takes you to the 'Internet Accounts' window.



You can click on the 'Mail' tab to see what, if any, email accounts are already setup. To setup a new account, click on 'Add', and then go to 'Mail'.

The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a mouse cursor icon. The text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a label "Display name:" followed by a text input field containing the word "Name". Below the input field is the text "For example: John Smith". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Next to Display name, type your name however you would like it displayed. Then click 'Next'.

The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a label "E-mail address:" followed by a text input field containing "help@cass.net". Below the input field is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Next to E-mail address, type in your full address and click 'Next'.

The screenshot shows the 'E-mail Server Names' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu set to 'POP3' with the text 'My incoming mail server is a POP3 server.' Below this, there is a text box for the 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'mail.cass.net'. Further down, there is a text box for the 'Outgoing mail (SMTP) server:' also containing 'mail.cass.net'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

At the top you can leave it set to POP3.

Below, for both the Incoming and the Outgoing mail servers, you'll want to type: mail.cass.net

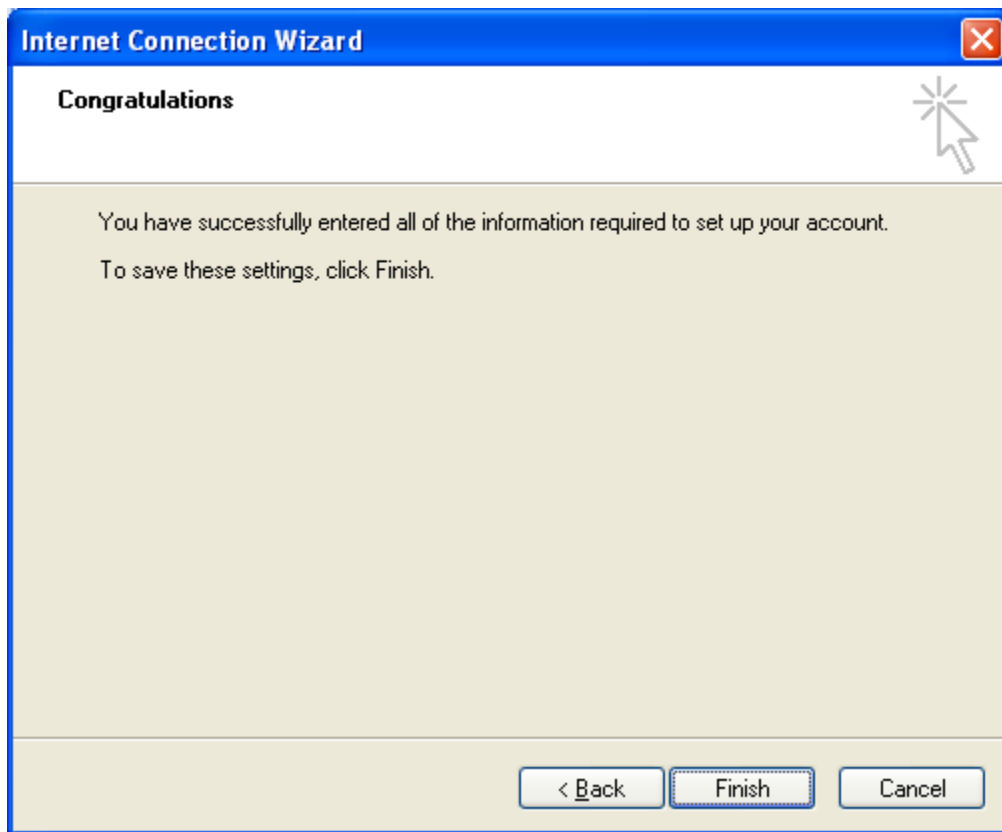
Once that's in, click 'Next'.

The screenshot shows the 'Internet Mail Logon' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text box for the 'Account name:' containing 'help'. Below that, there is a text box for the 'Password:' containing ten dots. A checkbox labeled 'Remember password' is checked. Below this, there is a paragraph of 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.' Below this text, there is a checkbox labeled 'Log on using Secure Password Authentication (SPA)' which is unchecked. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

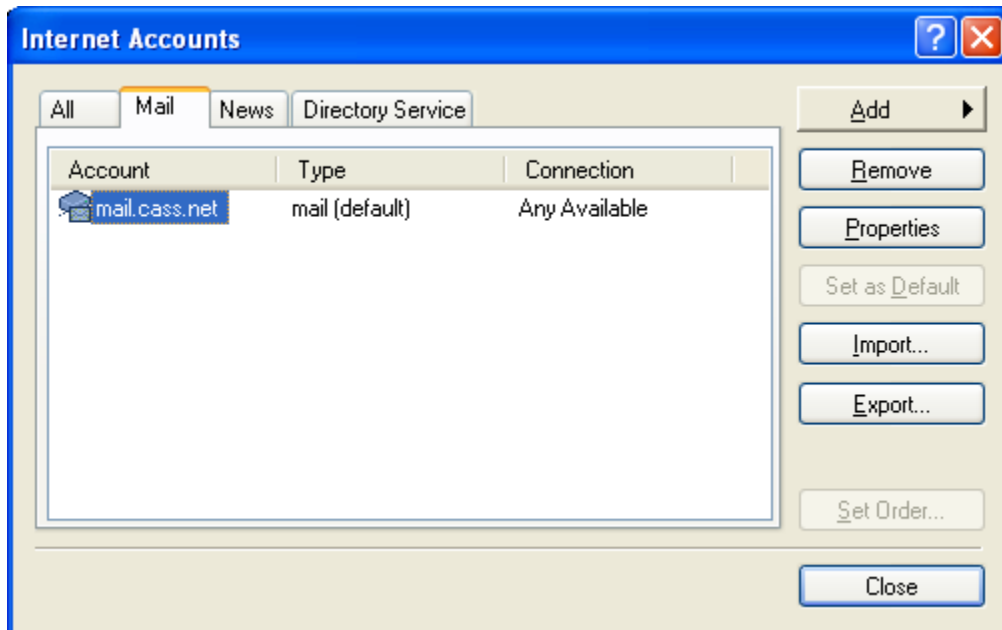
Here it asks for the 'Account name', which should already be there. It's the first part of your email address.

Below that, you need to type in your password, and check 'Remember password' if you'd like.

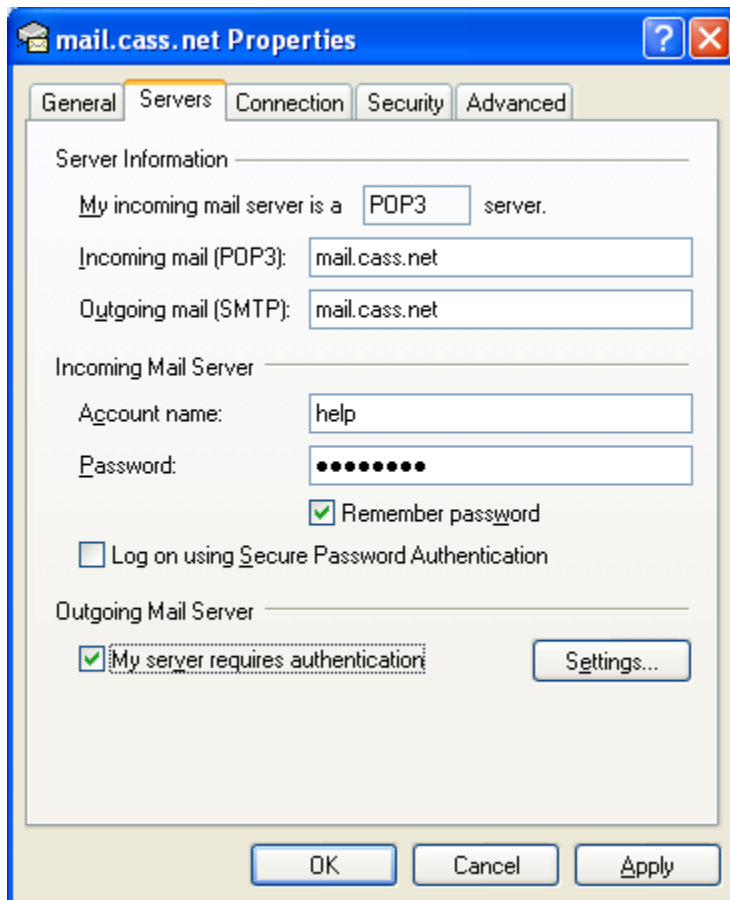
The bottom checkbox should remain unchecked. Click 'Next'.



Almost done, go ahead and click 'Finish'.



This takes you back to the 'Internet Accounts' window with your new account in place. Go to the right and click 'Properties'



At the top, click on the 'Servers' tab, and at the bottom check 'My server requires authentication'.

Click 'OK', and then 'Close', your email is ready to go.