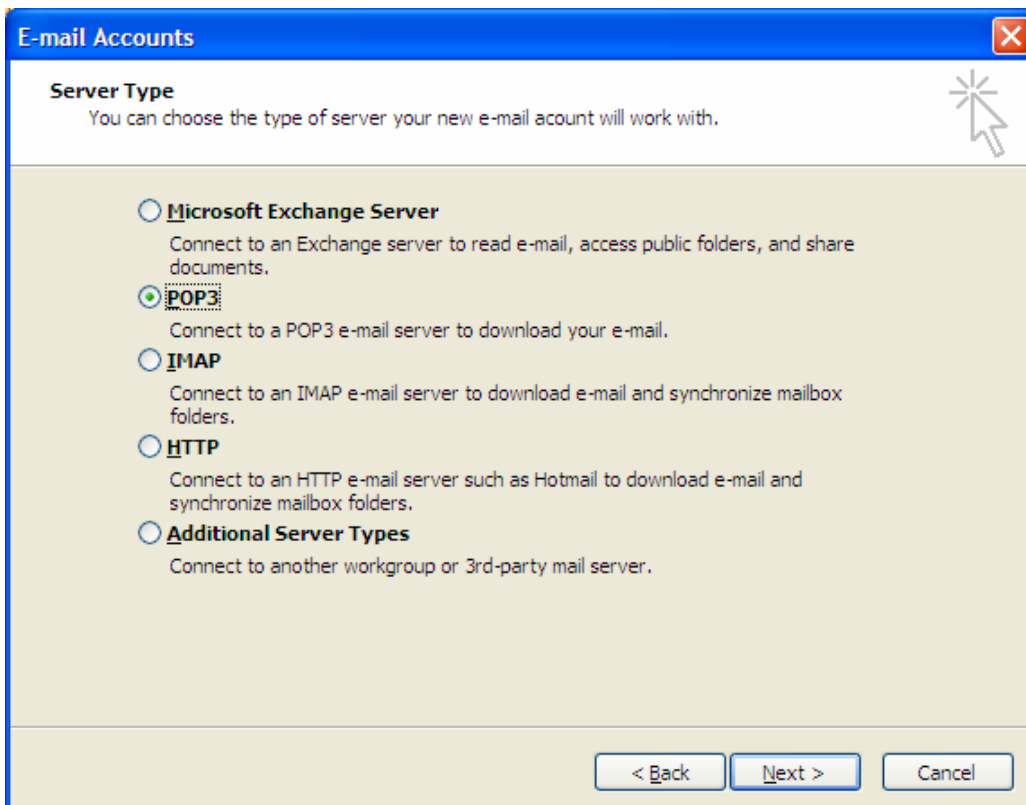
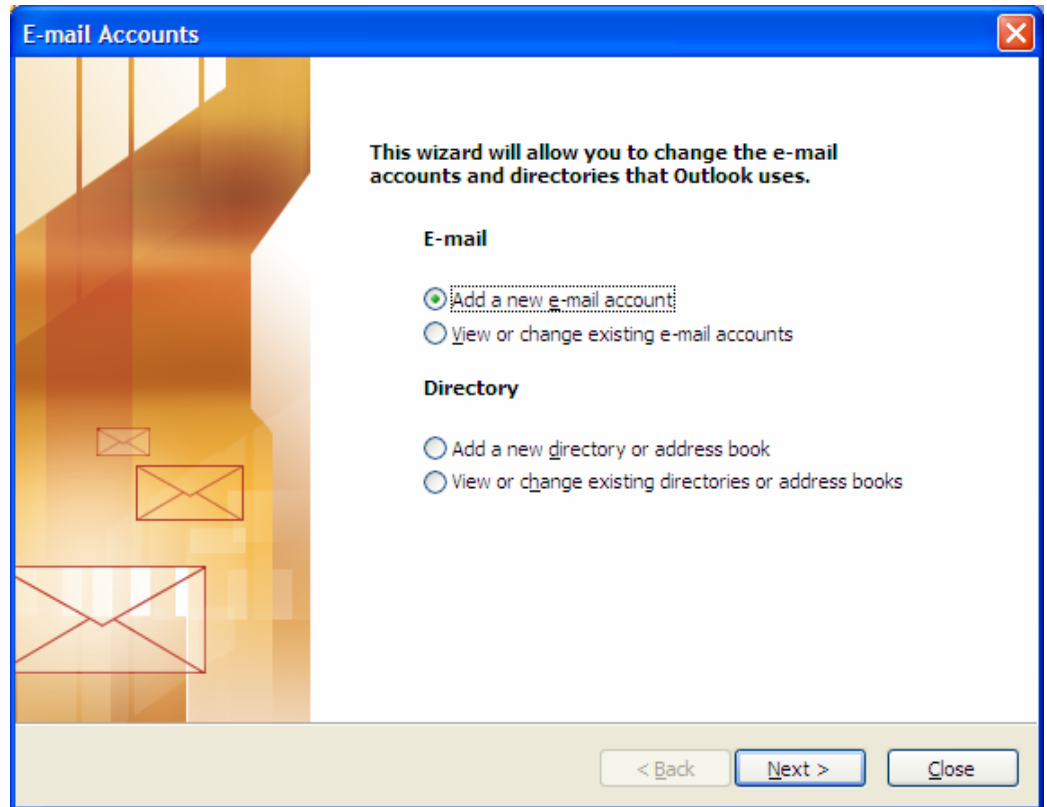


Directions for checking your CityNet e-mail using Microsoft Outlook 2003

Under TOOLS in Microsoft Outlook 2003, click on *E-Mail Accounts*.

Choose *Add a new e-mail account*.

Click *Next*



Indicate a *POP3* server type.

Click *Next*

Enter your name where requested. Enter your CityNet e-mail address. Incoming mail server should be *pop3.citynet.net* Outgoing mail server should be *smtp.citynet.net*

Your User Name is a number that begins with *cx*

Your password was *gearup* when the computer was assigned to you. If you have changed it, use the new password here.

Click *More Settings*.

The screenshot shows the 'E-mail Accounts' wizard window. The title bar reads 'E-mail Accounts'. Below the title bar, it says 'Internet E-mail Settings (POP3)' and 'Each of these settings are required to get your e-mail account working.' The window is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. In 'User Information', 'Your Name' is 'Glenda GearUp' and 'E-mail Address' is 'gore.sc@westvirginia.com'. In 'Server Information', 'Incoming mail server (POP3)' is 'pop3.citynet.net' and 'Outgoing mail server (SMTP)' is 'smtp.citynet.net'. In 'Logon Information', 'User Name' is 'cx152619@westvirginia.cc', 'Password' is masked with asterisks, and 'Remember password' is checked. There is an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. In 'Test Settings', there is a 'Test Account Settings ...' button. At the bottom right, there is a 'More Settings ...' button. At the bottom of the window, there are '< Back', 'Next >', and 'Cancel' buttons.

Click on the Outgoing Server tab. Check *My outgoing server (SMTP) requires authentication* and then *Use same settings as my incoming mail server*. Click *OK*, then *Next*.

The screenshot shows the 'Internet E-mail Settings' wizard window, specifically the 'Outgoing Server' tab. The title bar reads 'Internet E-mail Settings'. The window has four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'Outgoing Server' tab is selected. It contains a checked checkbox for 'My outgoing server (SMTP) requires authentication'. Below this, there are three radio button options: 'Use same settings as my incoming mail server' (selected), 'Log on using', and 'Log on to incoming mail server before sending mail'. Under 'Log on using', there are fields for 'User Name' and 'Password', and a checked checkbox for 'Remember password'. There is also an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. At the bottom right, there are 'OK' and 'Cancel' buttons.

Click *Finish*

The screenshot shows the 'E-mail Accounts' wizard window at the 'Congratulations!' screen. The title bar reads 'E-mail Accounts'. The main area has a decorative background with mailboxes and says 'Congratulations!' and 'You have successfully entered all the information required to setup your account.' Below that, it says 'To close the wizard, click Finish.' At the bottom, there are '< Back' and 'Finish' buttons.

*You received your *cx* number at the January Site Coordinators meeting.