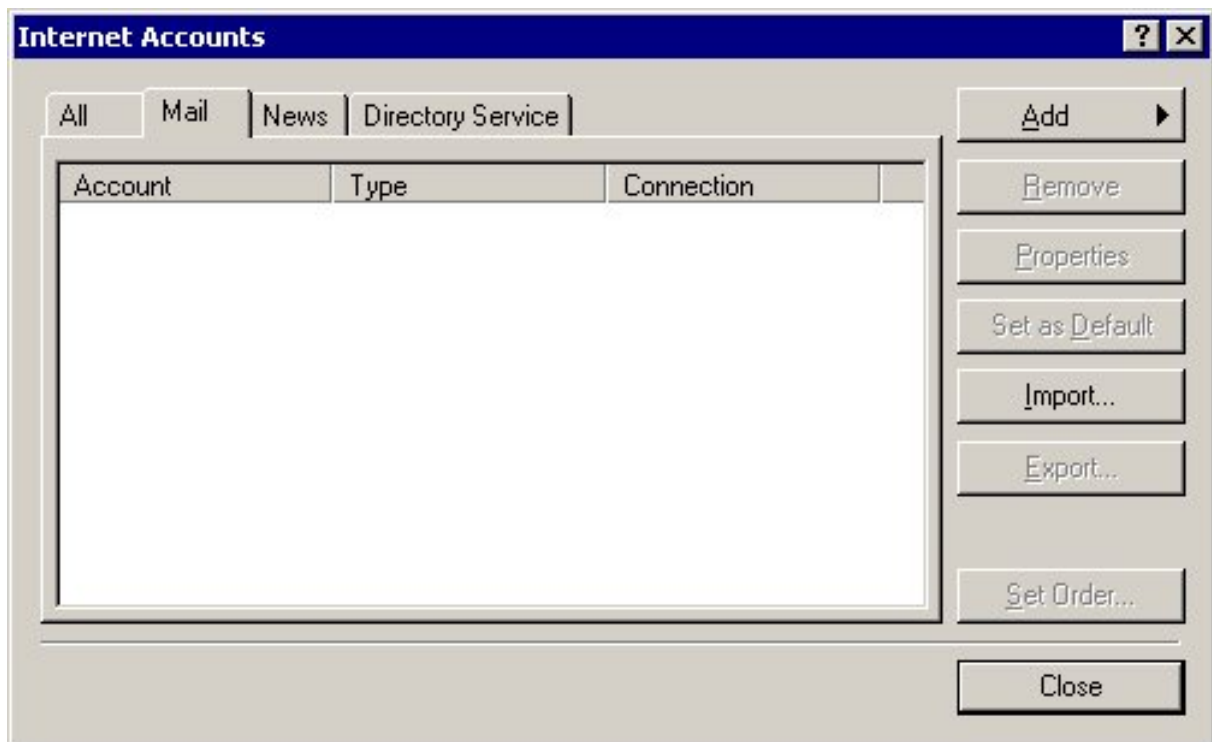


Please follow the steps in this document to create a new account in "Outlook Express". The configuration of your operating system or your internet connection is not part of this document.

The required information (e-mail address, account and password) can be found on your data sheet.

Menü: Tools -> Accounts



Please click on **Add** -> **E-Mail** to create a new account.

Please enter your name and hit **Next**.

Internet Connection Wizard

Your Name

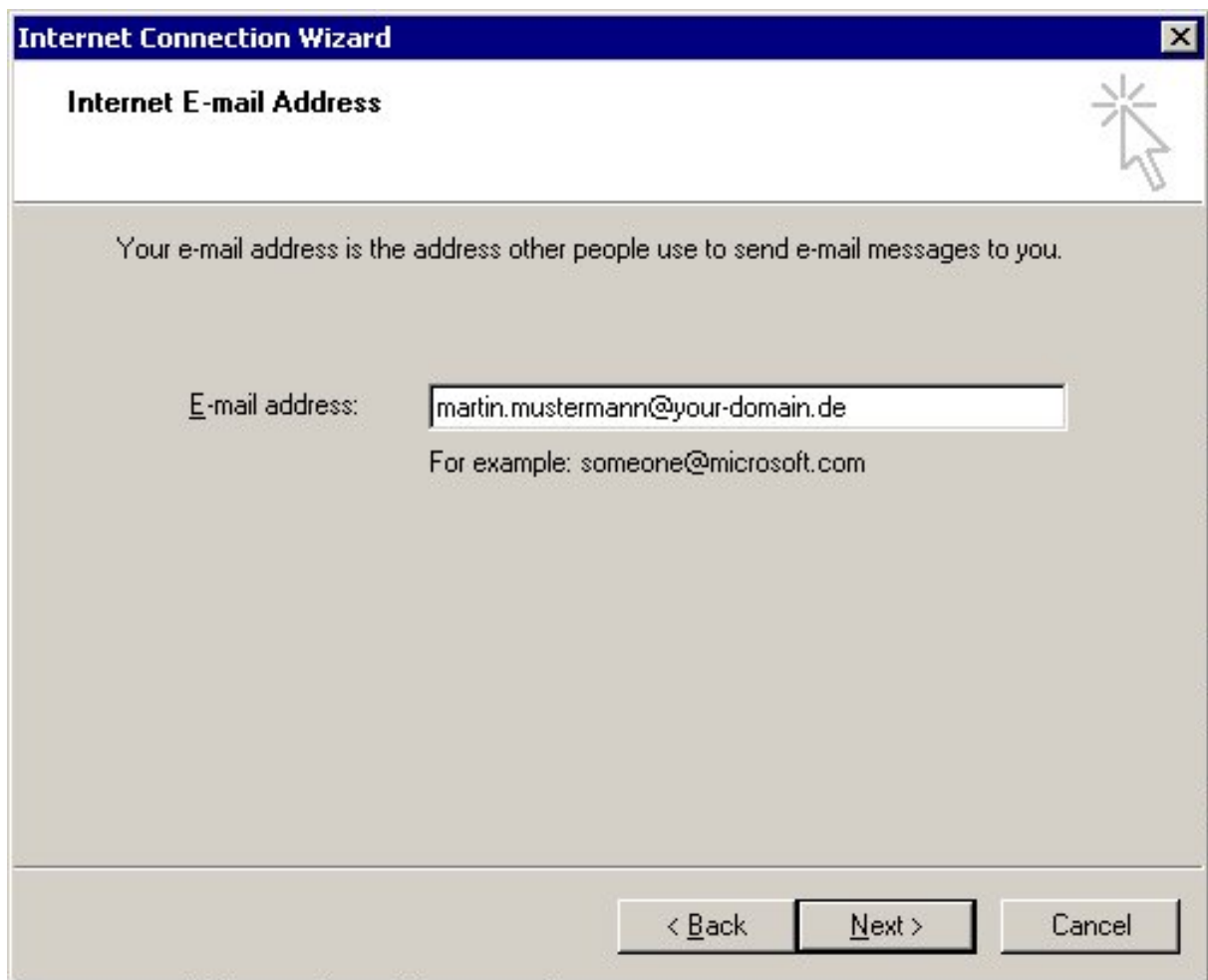
When you send e-mail, your name will appear in the From field of the outgoing message.
Type your name as you would like it to appear.

Display name:

For example: John Smith

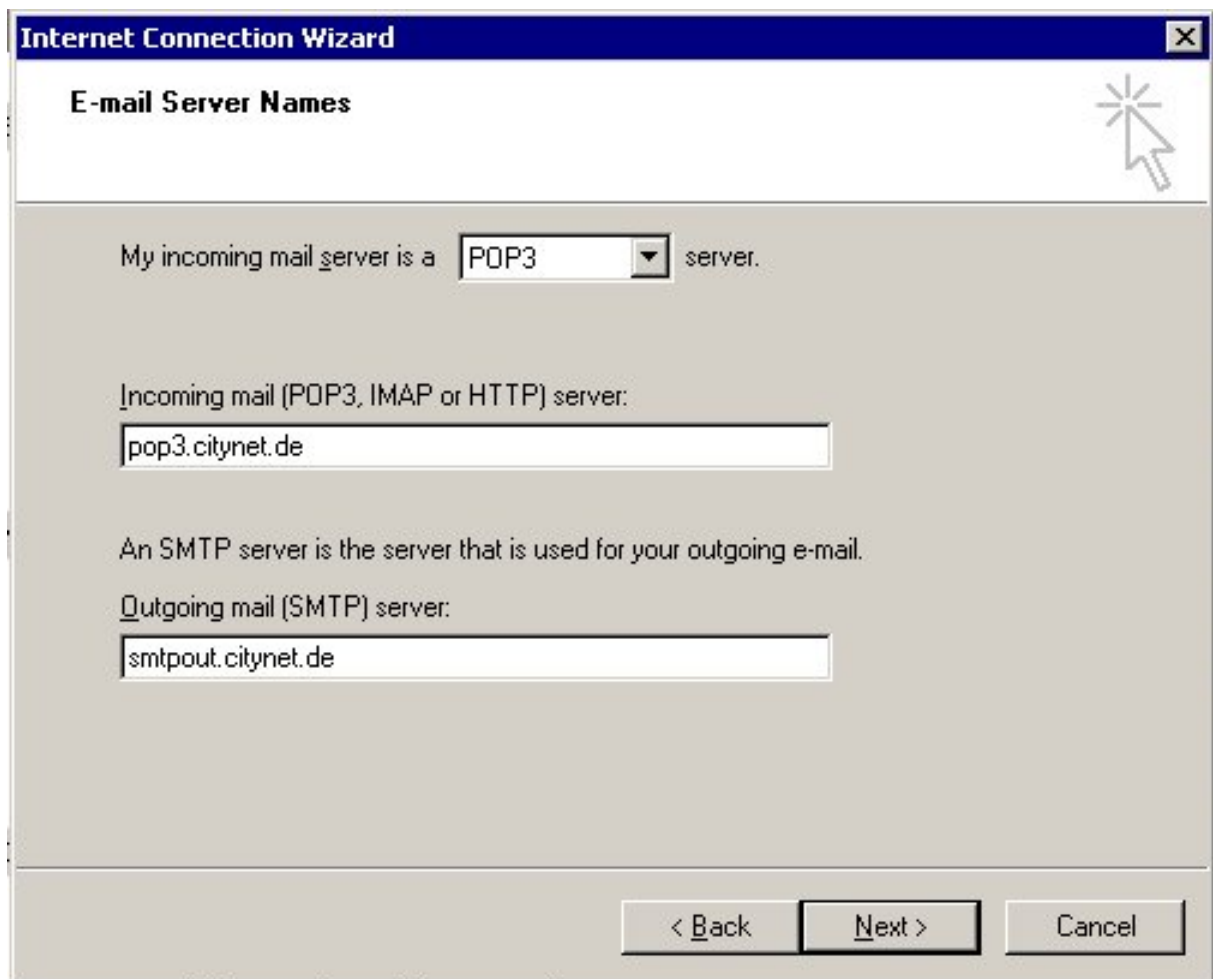
< Back Next > Cancel

Please enter your email address and hit **Next**.

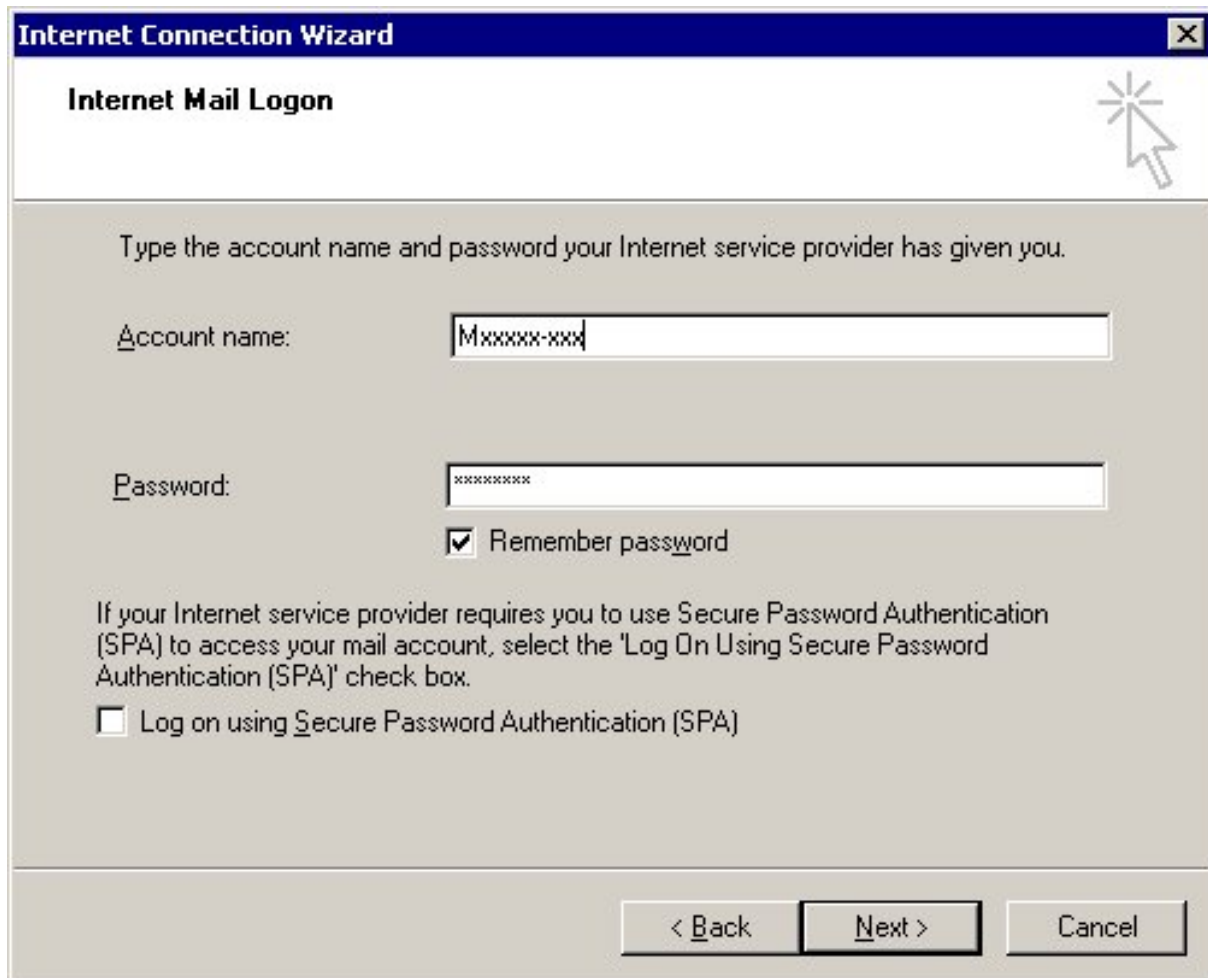


The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "Internet E-mail Address". Below the title bar, there is a help icon (a starburst with a mouse cursor) in the top right. The main text area contains the instruction: "Your e-mail address is the address other people use to send e-mail messages to you." Below this text is a label "E-mail address:" followed by a text input field containing the text "martin.mustermann@your-domain.de". Underneath the input field is an example: "For example: someone@microsoft.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

Please configure your settings according to this graphics and hit **Next**.



Please enter the User Name and password according to the information on your data sheet and hit **Next**. For security reasons your password will not be echoed.

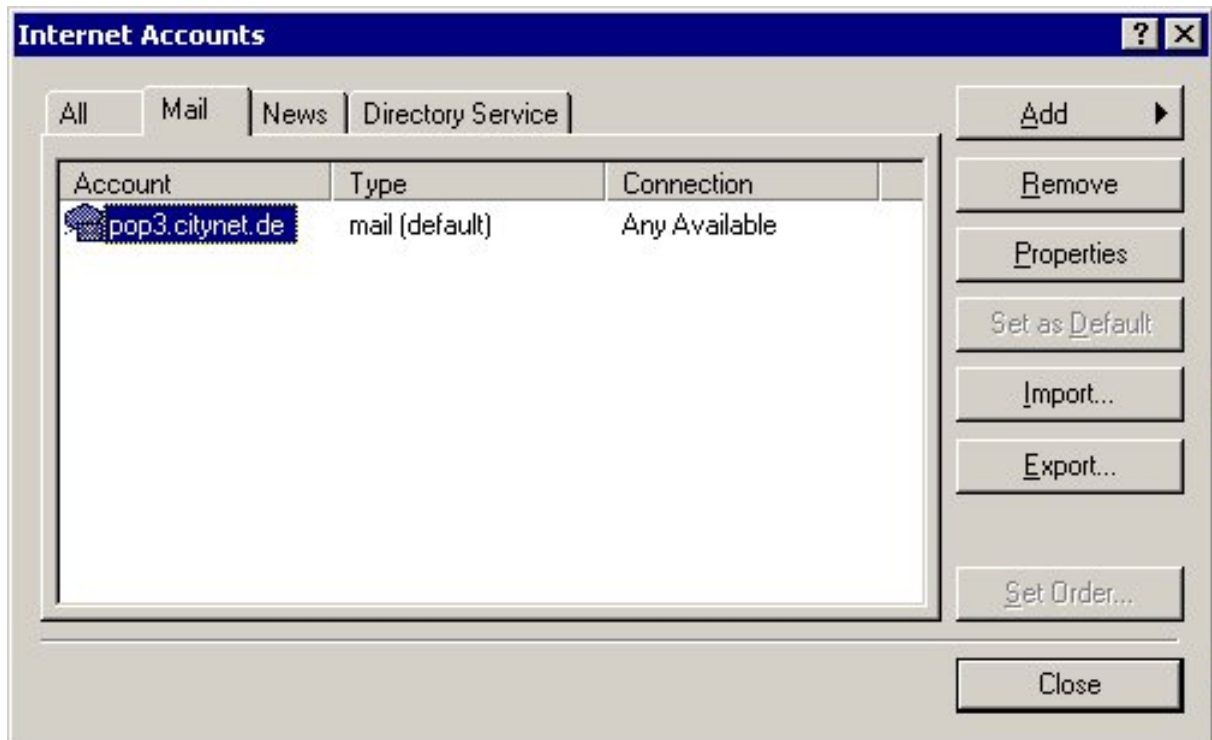


The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" containing "Mxxxxx-xxx" and "Password:" containing "xxxxxxxx". A checked checkbox labeled "Remember password" is located below the password field. Below this, there is explanatory 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." and an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

Your account is successfully created; hit **Next** to close the wizard.



Hit the tab “**Mail**”, your new account should be listed here. Highlight your account and click on **Properties** to do the final settings.



Click on the Tab “Servers” and modify your settings according to this example.

pop3.citynet.de Properties [?] [X]

General Servers Connection Security Advanced

Server Information

My incoming mail server is a **POP3** server.

Incoming mail (POP3): pop3.citynet.de

Outgoing mail (SMTP): smtpout.citynet.de

Incoming Mail Server

Account name: Mxxxxx-xxx

Password: xxxxxxxx

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication [Settings...]

OK Cancel Apply

Please click on “Settings” and check your settings according to the graphics shown below.

Outgoing Mail Server ? X

Logon Information

Use same settings as my incoming mail server

Log on using

Account name:

Password:

Remember password

Log on using Secure Password Authentication

OK Cancel

Congratulations, you're created successfully a new email account.

If you have further questions, please feel free to drop us a note to hotline@citynet.de or give us a call at 01803 / 232127.