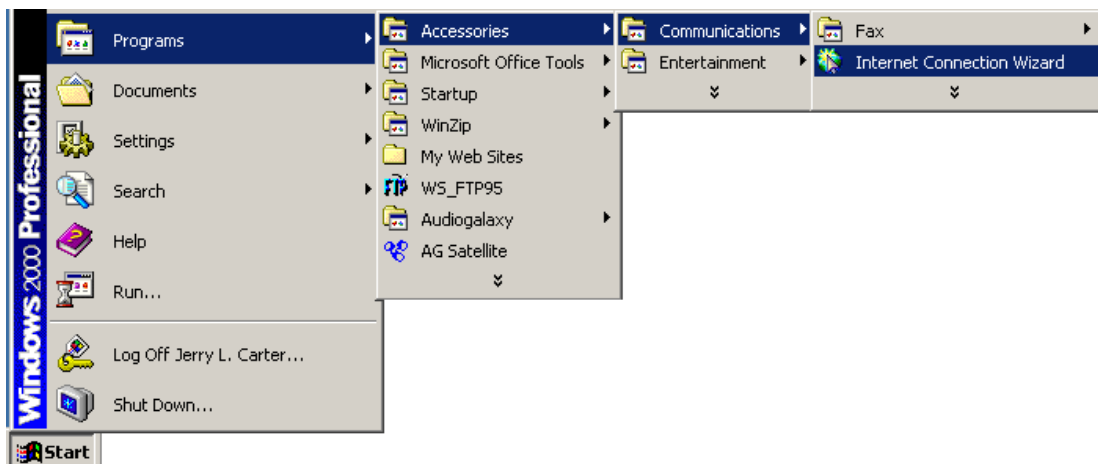


## Dial-Up Internet & E-mail Setup Instructions for Windows 2000

If, after you have read this document, you are still having difficulties with the installation, please contact En-Tel's Internet Help Desk at: **320-222-9800**.

<b>Help Desk Hours:</b>	<b>Monday – Friday</b>	<b>8:00 a.m. – 8:00 p.m.</b>
	<b>Saturday</b>	<b>8:00 a.m. – 12:00 p.m.</b>
	<b>Sunday</b>	<b>Closed</b>

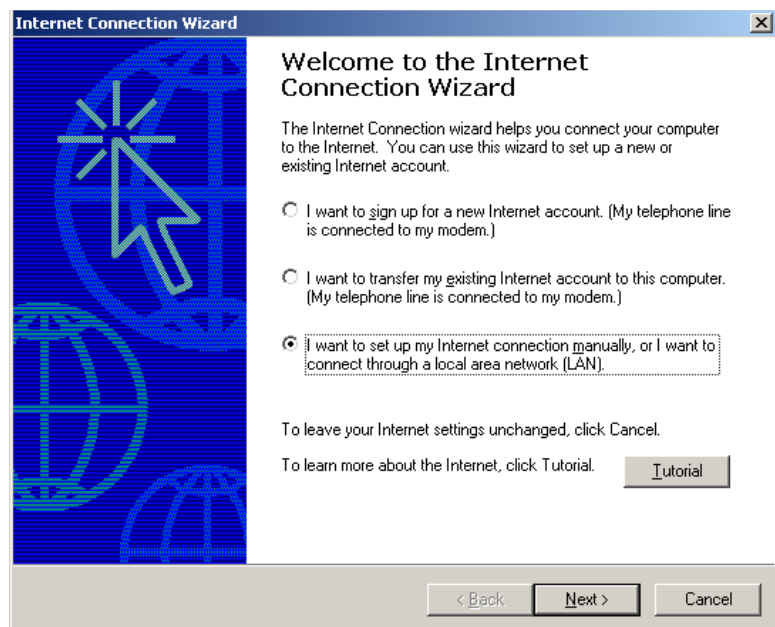
Click on **Start**, go to **Programs>Accessories>Communications** and click on **Internet Connection Wizard**. If you do not have an Internet Connection Wizard call the Help Desk for assistance.



The Internet Connection Wizard window will open.

Click on the radio button next to **I want to set up my Internet connection manually, or I want to connect through a local area network (LAN)**.

Click **N**ext >



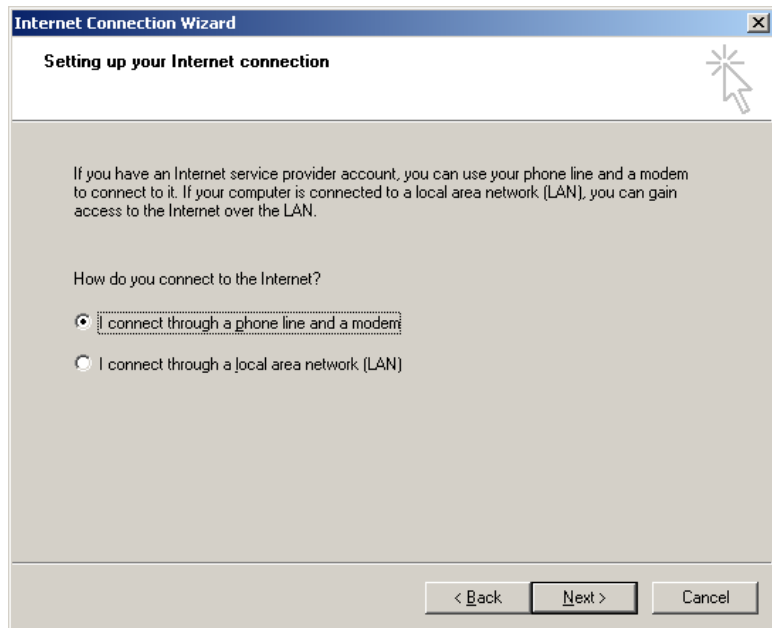
## Dial-Up Internet & E-mail Setup Instructions for Windows 2000

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The **Setting up your Internet connection** window will open.

Click on the radio button next to **I connect through a phone line and a modem**.

Click **Next >**



The screenshot shows the 'Internet Connection Wizard' window titled 'Setting up your Internet connection'. The text inside reads: 'If you have an Internet service provider account, you can use your phone line and a modem to connect to it. If your computer is connected to a local area network (LAN), you can gain access to the Internet over the LAN.' Below this, it asks 'How do you connect to the Internet?' with two radio button options: 'I connect through a phone line and a modem' (which is selected) and 'I connect through a local area network (LAN)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

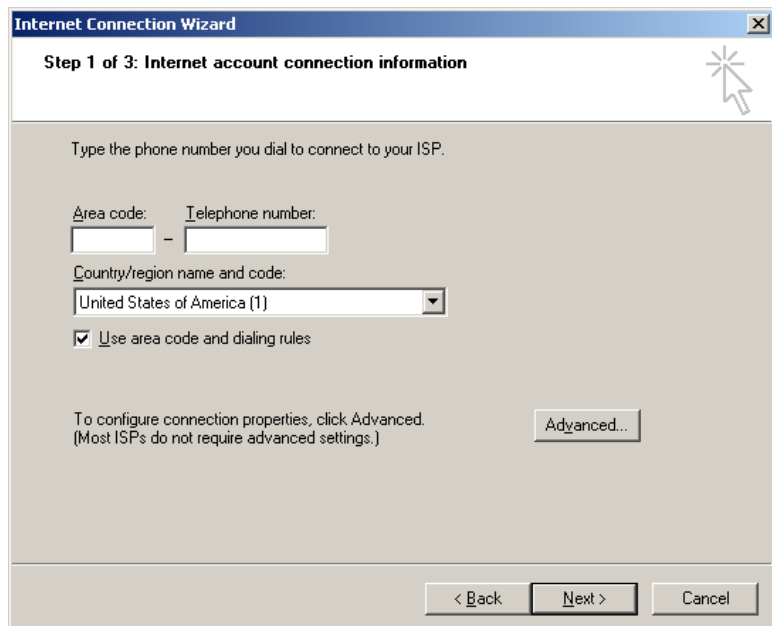
The **Step 1 of 3: Internet Account connection information** window will open.

At the phone number window, type in the phone number to call the modem pool. See the chart below.

### En-Tel Modem Pool Phone Number

222-9500

Click **Next >**



The screenshot shows the 'Internet Connection Wizard' window titled 'Step 1 of 3: Internet account connection information'. The text inside reads: 'Type the phone number you dial to connect to your ISP.' Below this, there are two input fields for 'Area code:' and 'Telephone number:' separated by a hyphen. A dropdown menu for 'Country/region name and code:' is set to 'United States of America (1)'. A checked checkbox labeled 'Use area code and dialing rules' is present. At the bottom right, there is an 'Advanced...' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

## Dial-Up Internet & E-mail Setup Instructions for Windows 2000

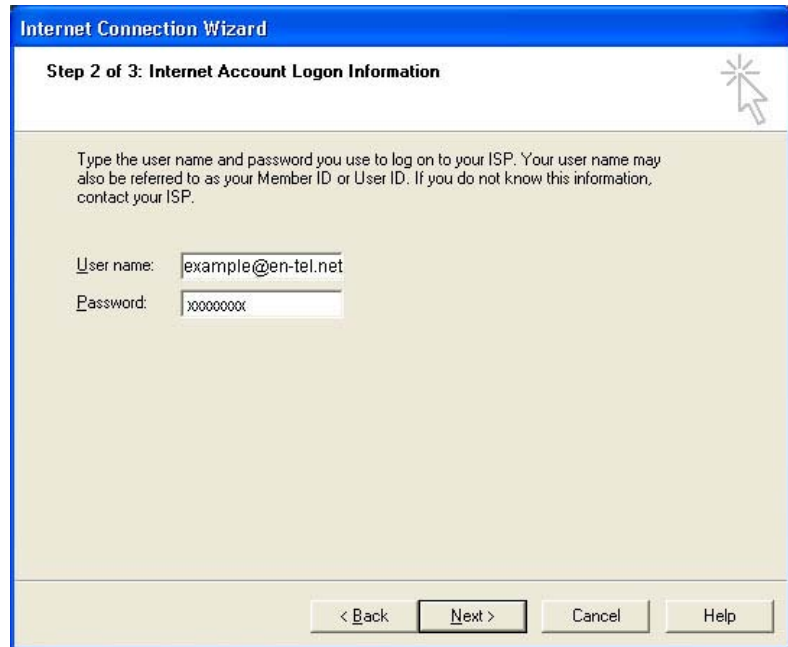
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The **Step 2 of 3: Internet Account Logon Information** window will open.

Type the account **U**ser name and **P**assword you chose on the En-Tel Dial-up Access Form.

**Note:** The **U**ser name is the same as your e-mail address.

Click **N**ext >

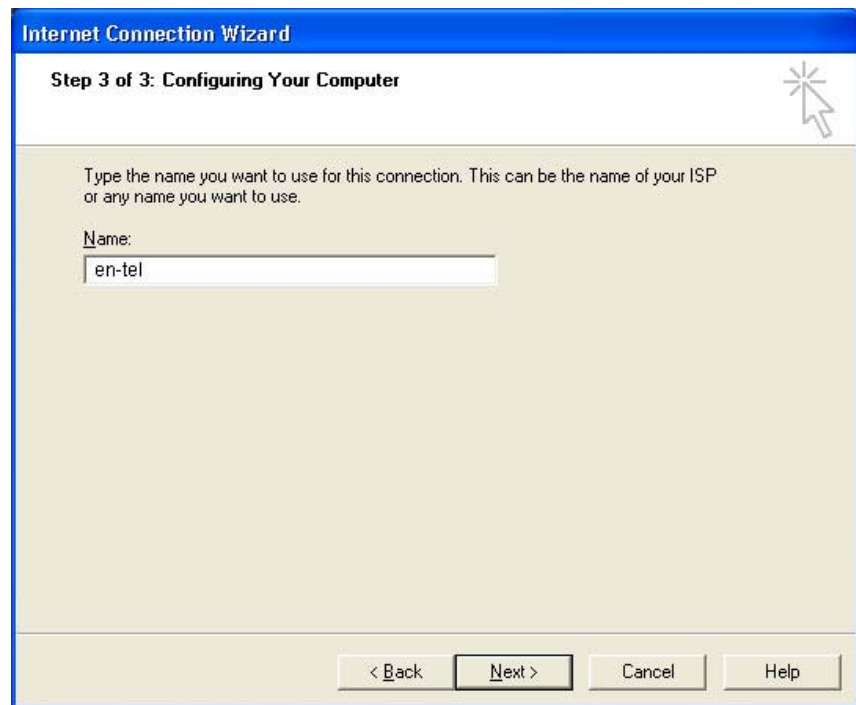


The screenshot shows the 'Internet Connection Wizard' window at 'Step 2 of 3: Internet Account Logon Information'. The window has a blue title bar and a light beige background. The text inside reads: 'Type the user name and password you use to log on to your ISP. Your user name may also be referred to as your Member ID or User ID. If you do not know this information, contact your ISP.' Below this text are two input fields: 'User name:' with the value 'example@en-tel.net' and 'Password:' with the value 'xxxxxxxx'. At the bottom of the window are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. A mouse cursor is visible in the top right corner.

The **Step 3 of 3: Configuring Your Computer** will open.

Type in En-Tel in the **N**ame field.

Click **N**ext >



The screenshot shows the 'Internet Connection Wizard' window at 'Step 3 of 3: Configuring Your Computer'. The window has a blue title bar and a light beige background. The text inside reads: 'Type the name you want to use for this connection. This can be the name of your ISP or any name you want to use.' Below this text is a single input field labeled 'Name:' with the value 'en-tel'. At the bottom of the window are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. A mouse cursor is visible in the top right corner.

## Dial-Up Internet & E-mail Setup Instructions for Windows 2000

The **Set Up Your Internet Mail Account** window will open.

If you want to setup Outlook Express as your e-mail client, click the radio button next to **Yes**.

**Note:** You may setup your Outlook Express mail later by following the instructions on the last page of this document. If you have Netscape, click **No**, then go to the last page of this document for set up instructions for Netscape Messenger.

Click **Next >**



The **Your Name** window will open.

Type your actual name in the **Display name** field. This will be the name people see when they receive an e-mail from you.

**Note:** You may use capital letters, spaces and punctuation in the **Display name** field.

Click **Next >**



## Dial-Up Internet & E-mail Setup Instructions for Windows 2000

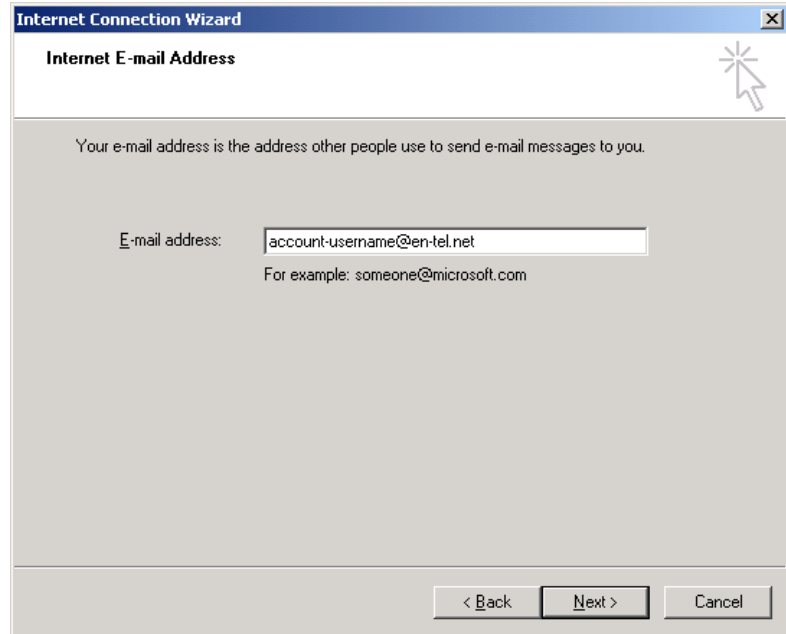
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The **Internet E-mail Address** window will open.

Type your e-mail address in the **E-mail address** field.

**Note:** Your e-mail address consists of your username you chose on the En-Tel Dial-up Internet Application form and @en-tel.net. If you have additional e-mail accounts with En-Tel, complete this wizard and then go to the last page of these instructions to set up an additional e-mail.

Click **Next >**



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet E-mail Address' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet E-mail Address'. The main text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this is a text input field labeled 'E-mail address:' containing 'account-username@en-tel.net'. A smaller example text below the field says 'For example: someone@microsoft.com'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

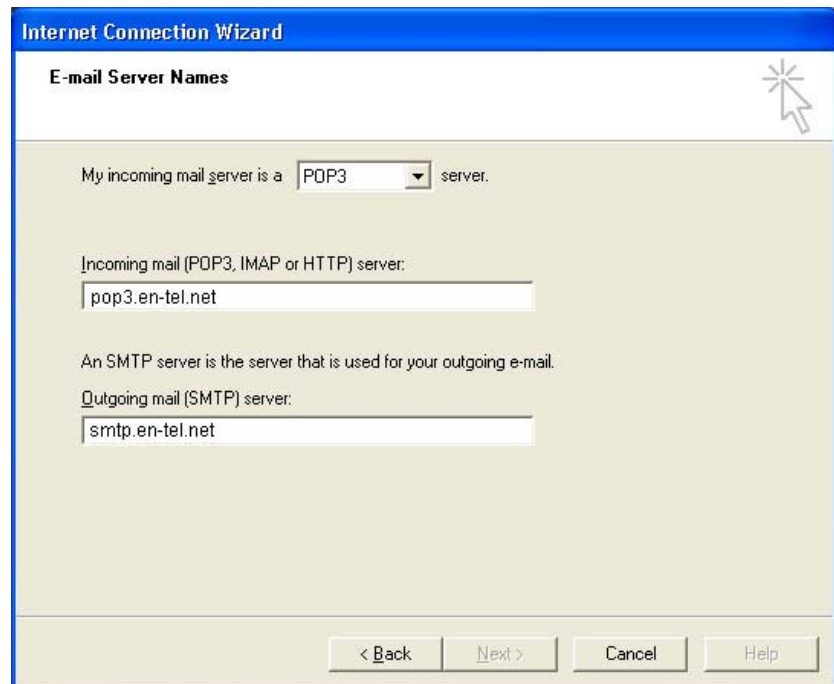
The **E-mail Server Names** window will open.

Make sure that your **Incoming mail server** field is set to POP3.

In the **Incoming mail server** field, type in **pop3.en-tel.net**.

In the **Outgoing mail server** field, type in **smtp.en-tel.net**.

Click **Next >**



The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' and the subtitle is 'E-mail Server Names'. The main text reads: 'My incoming mail server is a POP3 server.' Below this is a dropdown menu set to 'POP3'. The next section is 'Incoming mail (POP3, IMAP or HTTP) server:' with a text input field containing 'pop3.en-tel.net'. The next section is 'An SMTP server is the server that is used for your outgoing e-mail.' followed by 'Outgoing mail (SMTP) server:' with a text input field containing 'smtp.en-tel.net'. At the bottom right, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

## Dial-Up Internet & E-mail Setup Instructions for Windows 2000


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The **Internet Mail Logon** window will open.

In the **Account name** field, enter username-en-tel.

Type in your **Password**. Remember your password will only show up as asterisks.

Click **Next >**



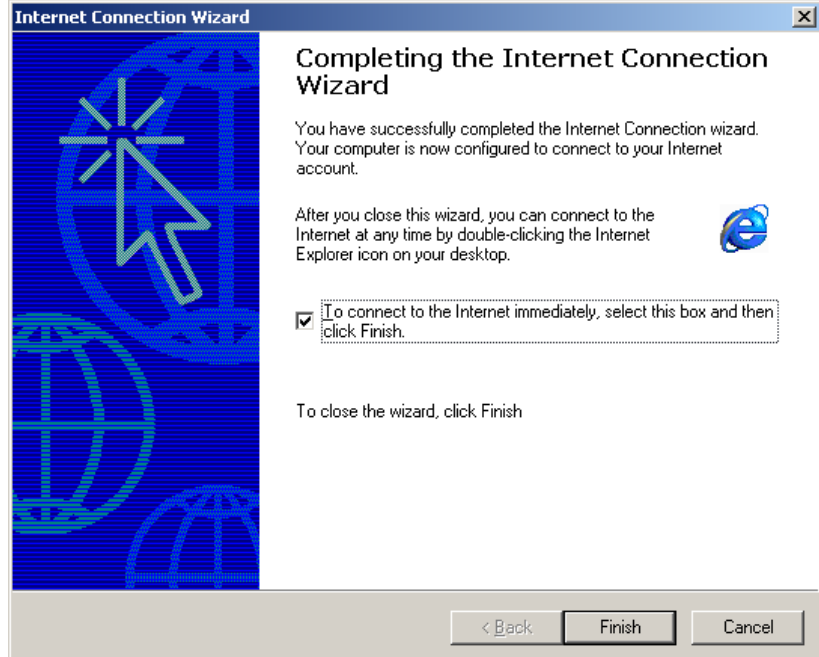
The screenshot shows the 'Internet Mail Logon' window within the 'Internet Connection Wizard'. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet Mail Logon'. It contains the following elements:

- Instruction: 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' field with the text 'username-en-tel' entered.
- 'Password:' field with asterisks '\*\*\*\*\*' entered.
- A checked checkbox labeled 'Remember password'.
- 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.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.
- Navigation buttons at the bottom: '< Back', 'Next >', 'Cancel', and 'Help'.

The **Internet Connection Wizard** window will open.

Congratulations! You are ready to log on to the Internet using En-Tel's Internet service.

Click **Finish** to log on to the Internet.



The screenshot shows the 'Completing the Internet Connection Wizard' window. The window title is 'Internet Connection Wizard' and the subtitle is 'Completing the Internet Connection Wizard'. It contains the following elements:

- Message: 'You have successfully completed the Internet Connection wizard. Your computer is now configured to connect to your Internet account.'
- Text: 'After you close this wizard, you can connect to the Internet at any time by double-clicking the Internet Explorer icon on your desktop.' (Accompanied by a small Internet Explorer icon).
- A checked checkbox with the text: 'To connect to the Internet immediately, select this box and then click Finish.'
- Text: 'To close the wizard, click Finish'.
- Navigation buttons at the bottom: '< Back', 'Finish', and 'Cancel'.

### E-mail Setup Instructions

#### Outlook Express - To add an e-mail account

If you are using Outlook Express for the first time, you may get a connection wizard when you open the program. Follow the instruction in the wizard. **Note:** at the beginning of the wizard, it may ask you if you want to open a new account or use an existing account. You want to use an existing account. Fill in the questions in each window with the information provided by En-Tel Communications and click **Next**.

**When the installation is complete, click Finish.**

1. Open **Outlook Express**. On the **Tools** menu, click **Accounts**.
2. Click on the **mail** tab.
3. In the **Internet Accounts** dialog box, click the **Add** button.
4. Select **Mail** to open the Internet Connection Wizard, and then follow the instructions to establish a connection with a mail or news server.
5. Display Name: (Your Real Name, e.g., John Smith). Click **Next**.
6. Choose I already have an e-mail address I'd like to use. Type in your e-mail address provided by En-Tel (e.g., example@en-tel.net). Click **Next**.
7. The incoming mail server type is a **POP3** server. The incoming mail (POP3) is: **pop3.en-tel.net** (in small, lowercase letters). The outgoing mail (**SMTP**) is: **smtp.en-tel.net** (in small, lowercase letters). Click **Next**.
8. Type in your **Account Name**. It's your e-mail address (e.g., example@en-tel.net). Put in your password. If you type in your password here and select **Remember Password**, you won't have to do it each time you try to check your mail. Click **Next**. Click **Finished**.
9. After you click **finished**, you will return to the **Internet Accounts** dialogue box. Make sure your new account is highlighted. On the right side of the box, select the **Properties** button.
10. Click on the **Servers** tab. Put a check mark in the box to the left of **My server requires authentication**. Click **Settings**.
11. Select **Log on using**. In the **Account name** field, type in the first part of your e-mail address hyphen en-tel (e.g., example-en-tel).
12. In the **Password** name field, type in your password and put a check mark in the box to the left of **Remember password**. Click **OK**.
13. Click on the **Advanced** tab. In the **Outgoing mail (SMTP)** field, type in **587**. Click **OK**.
14. You are now **finished**. Click **Close**.

To learn how to use your e-mail program, click on **Help** on the tool bar at the top of the Outlook Express window. Click on Contents and Index. In this help window, you may read on how to use all of the functions of Outlook Express mail.

### E-mail Setup Instructions *(continued)*

#### **Netscape Messenger E-mail - Using the Mail & Newsgroups Setup Program:**

If you have just installed Messenger or have yet to set your preferences for sending and receiving mail, you will be prompted to use the Mail & Newsgroups setup program (Windows and Mac OS only) when you first open your Inbox. **Note:** *En-Tel no longer offers Newsgroups.*

The setup program asks you to provide settings for required preferences. If you do not know a setting, you must exit the program and consult En-Tel's Help Desk. You can always change these settings later by choosing Preferences from the Edit menu and selecting the Mail & Newsgroup Preferences category.

#### **To use the Mail Setup Program:**

1. Be sure to type the following information exactly as it's given to you. Match uppercase and lowercase characters. Click Forward or Back to move through the panels. To cancel your changes click the window's close box.
  - Your username on the mail server. Same as your **E-mail Account**.
  - Your password for the mail server. Same as your **Account Password**.
  - Your reply-to or return address. Your return address is usually your username combined with your site and domain names (e.g., helpdesk@en-tel.net).
  - Your real name: Netscape Messenger includes it with your username when you send a message. (Hint: Put your name here how you would write it on any application, e.g., John Smith.)
  - The incoming mail server is a **POP3** server. The incoming mail (POP3) is: **pop3.en-tel.net** (in small, lowercase letters).
  - The outgoing mail (**SMTP**) is: **smtp.en-tel.net** (in small, lowercase letters).
2. Click **OK**.

You are finished. To learn how to use your e-mail program, click on **Help** on the tool bar at the top of the Netscape window. Click on Help Contents. In this Help window you may read on how to use all of the functions of Netscape Messenger.