

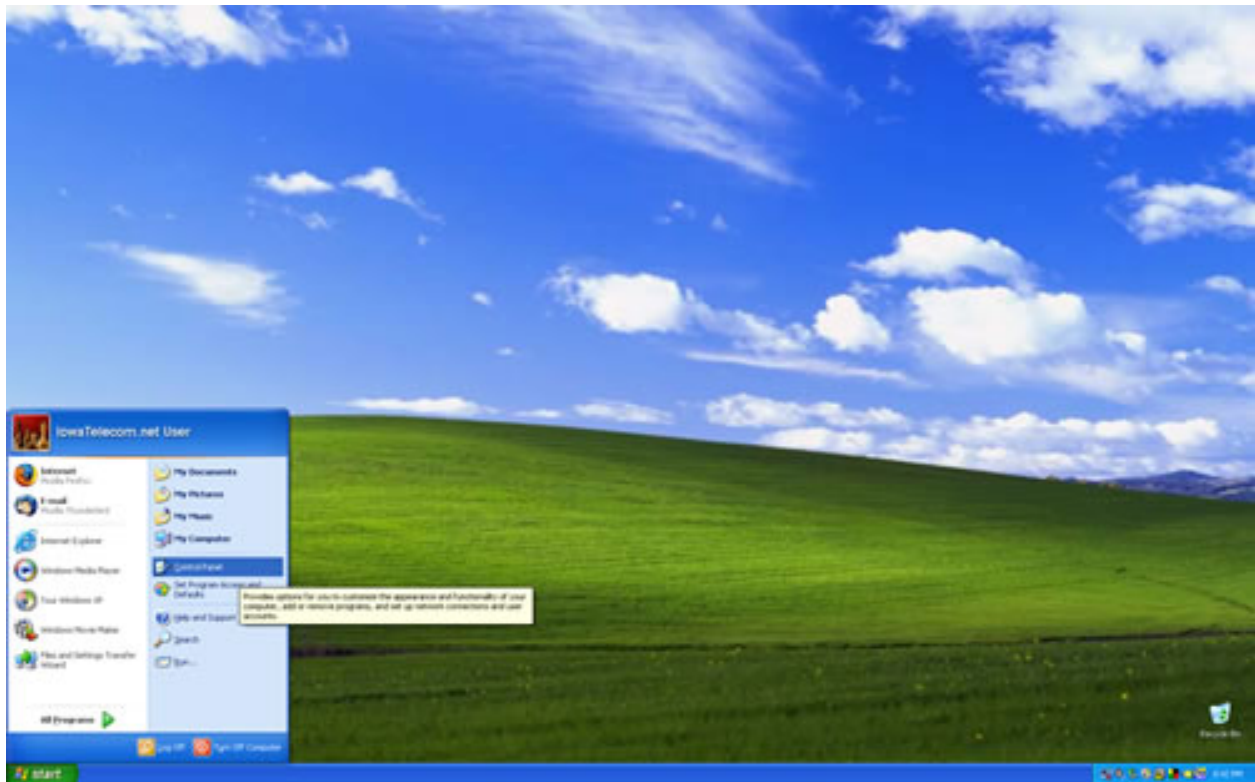
## DSL High-Speed Internet & E-mail Setup Instructions for Windows XP

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. – 3:30 p.m.</b>
	<b>Sunday</b>	<b>Closed</b>

---

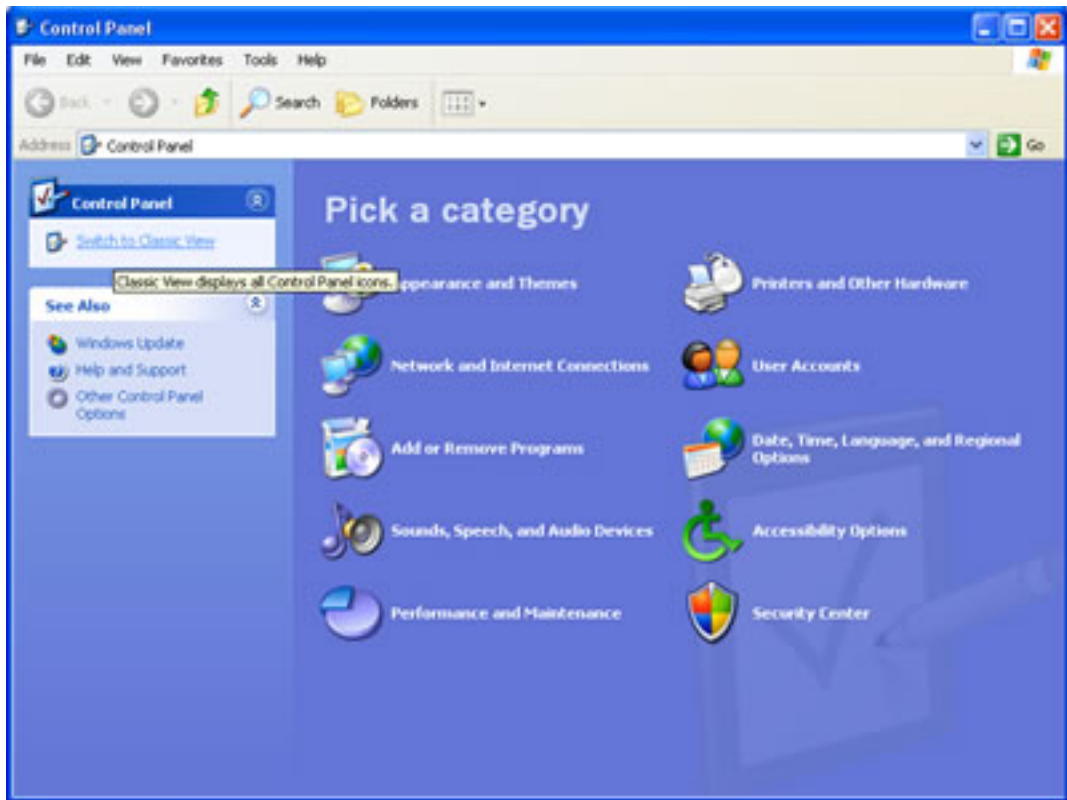
1. Click the **Start** Menu in the lower left hand corner, go to **Control Panel**.



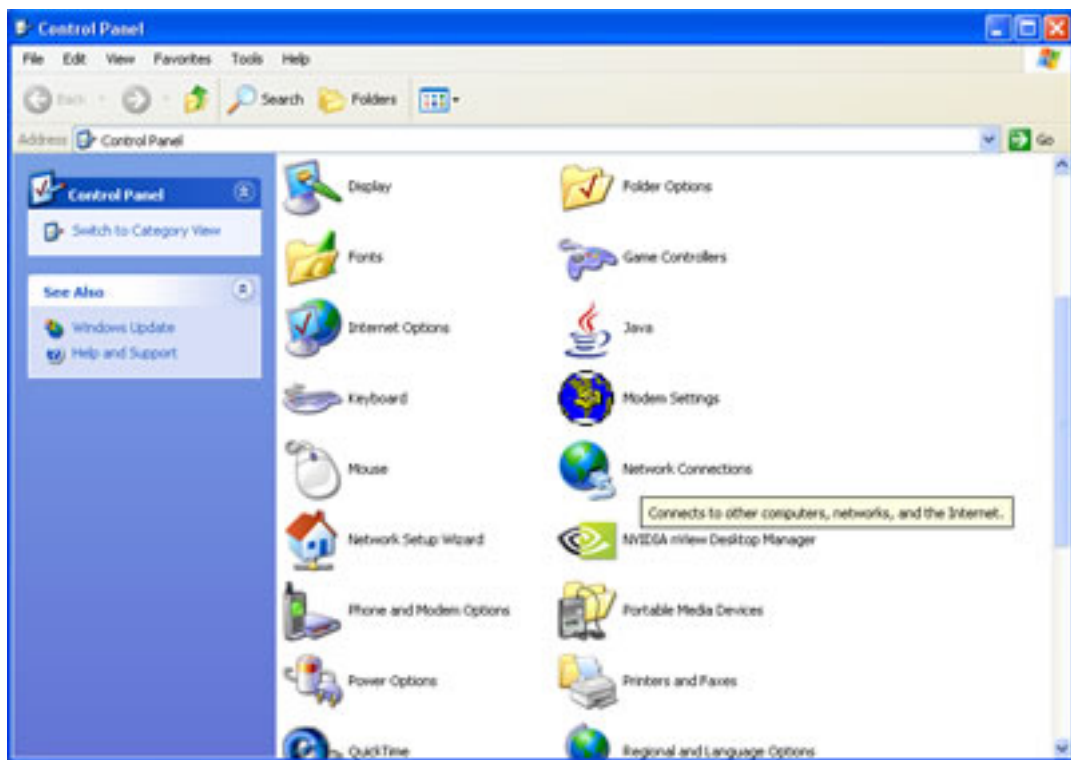
## DSL High-Speed Internet & E-mail Setup Instructions for Windows XP

---

2. On the left hand side of the **Control Panel**, click on **Switch To Classic View**. If it reads **Switch To Category View** already, ignore this step.



3. In the list of **Control Panels**, choose **Network Connections**.

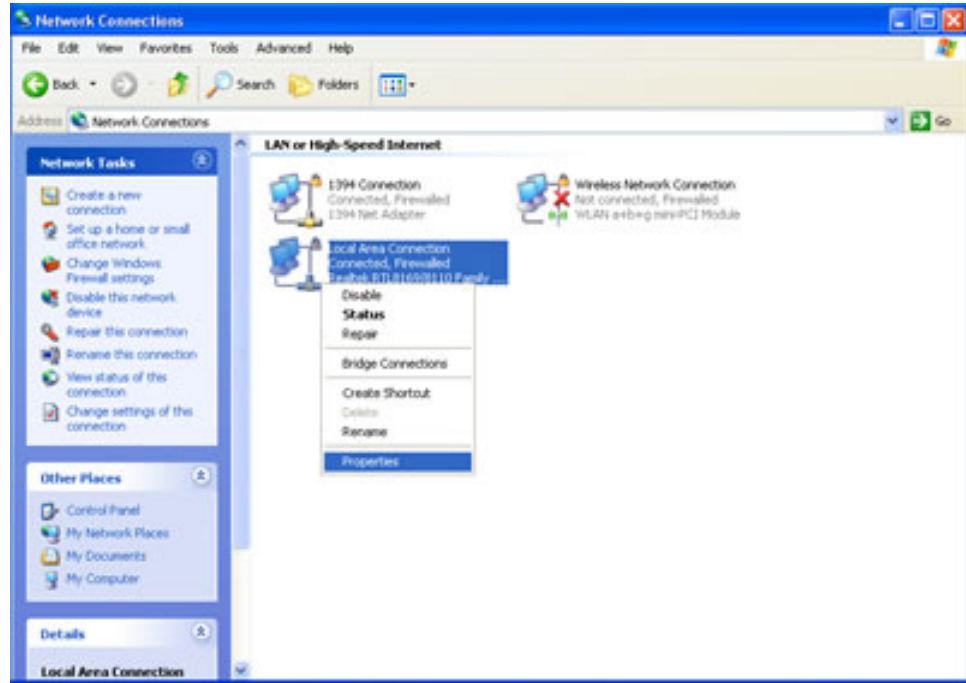


## DSL High-Speed Internet & E-mail Setup Instructions for Windows XP

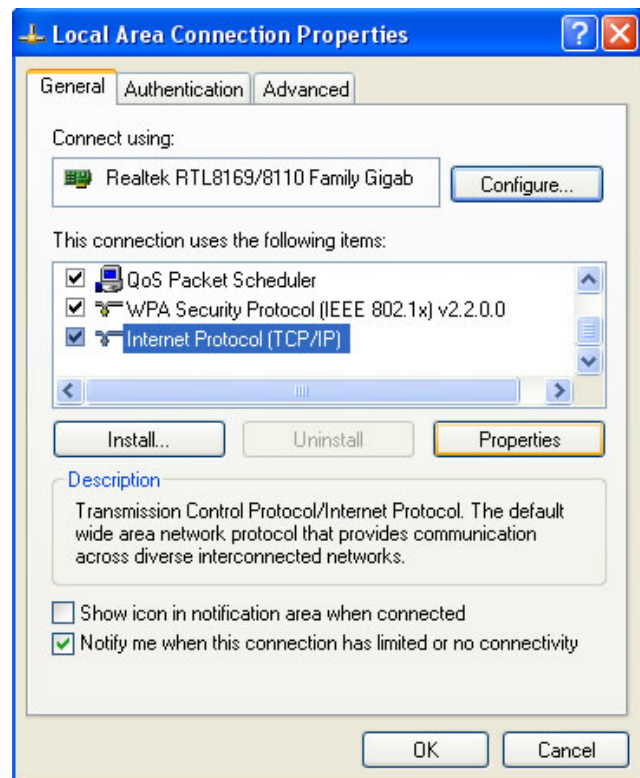
---

4. Locate your connection.  
Right-click on **Local Area Network Connection**.

Then click on **Properties**.



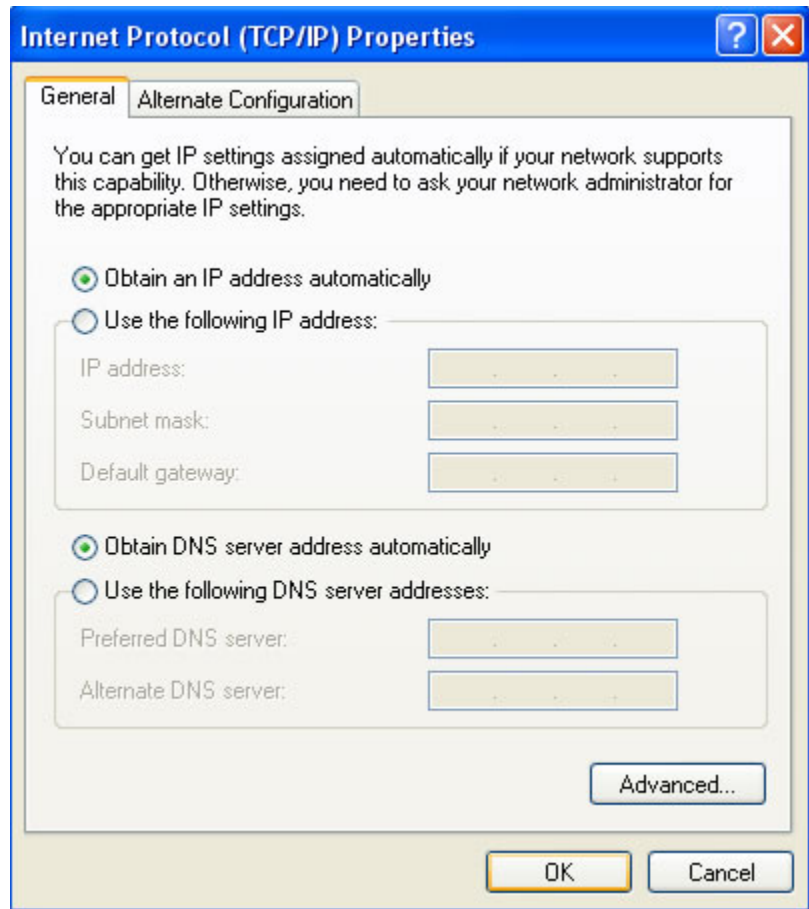
5. In the list under "This connection uses the following items:", locate **Internet Protocol (TCP/IP)** and click once to highlight it. Then click **Properties**.



## DSL High-Speed Internet & E-mail Setup Instructions for Windows XP

---

6. Click on the **General** tab. Make sure that there is a dot in **Obtain DNS server address automatically**.



7. Click the **OK** buttons until you exit all the windows. Reboot your computer, and you are ready to connect to the Internet!

## **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.

## DSL High-Speed Internet & E-mail Setup Instructions for Windows XP

---

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

#### Netscape Messenger E-mail – Using the Mail 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 **H**elp 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.

F:\Admin\Internet Setup Instructions\En-Tel\DSL\ITS DSL & Email Windows XP.doc 10/07/09 sm