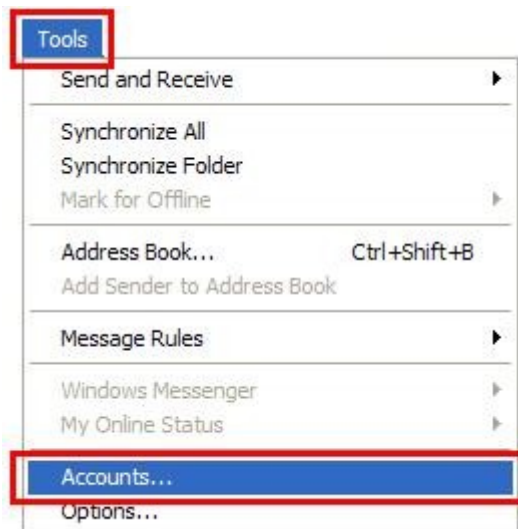


How can I add a new Easy Internet email account to Outlook Express?

To add a new Westnet email account to Outlook Express, please follow these steps:

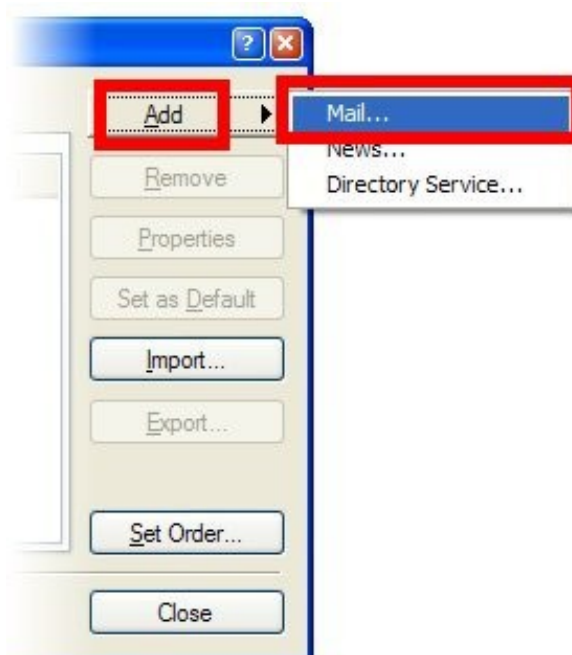
Step 1

- Open Outlook Express.
- Click on **Tools** in the top toolbar.
- Click on **Accounts**.



Step 2

- Click on the **Add** button.
- Click on **Mail**.



Step 3

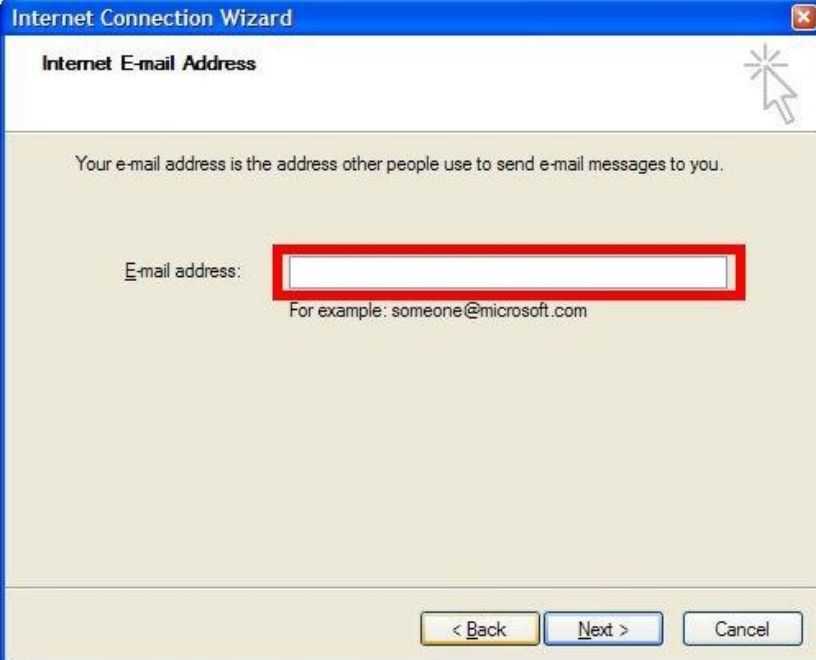
- Type a name into **Display Name** - this is the name that will be displayed when you send someone an email. Typically this will be your name or the names of the people using the email account, or possibly the name of your organisation. This does not have to be your Westnet username and can contain spaces and other special characters.
- Click on **Next**.



The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box with the following text: '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.' Below this text is a label 'Display name:' followed by a text input field. The input field is highlighted with a red rectangular border. Below the input field, there is a small text example: 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Step 4

- Type in your **email address** (ie. username@easynet.net.au)
- Click on **Next**.

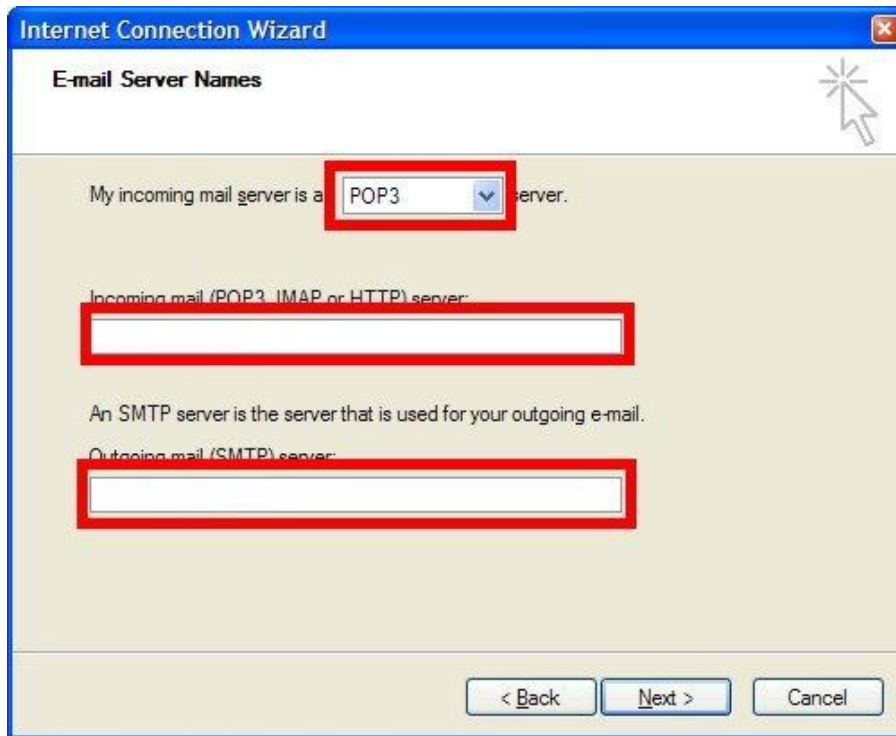


The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box with the following text: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this text is a label 'E-mail address:' followed by a text input field. The input field is highlighted with a red rectangular border. Below the input field, there is a small text example: 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Step 5

- Ensure the **My incoming mail server is** drop down box is set to **POP3**.
- In the **Incoming mail server** field, type **mail.easynet.net.au**

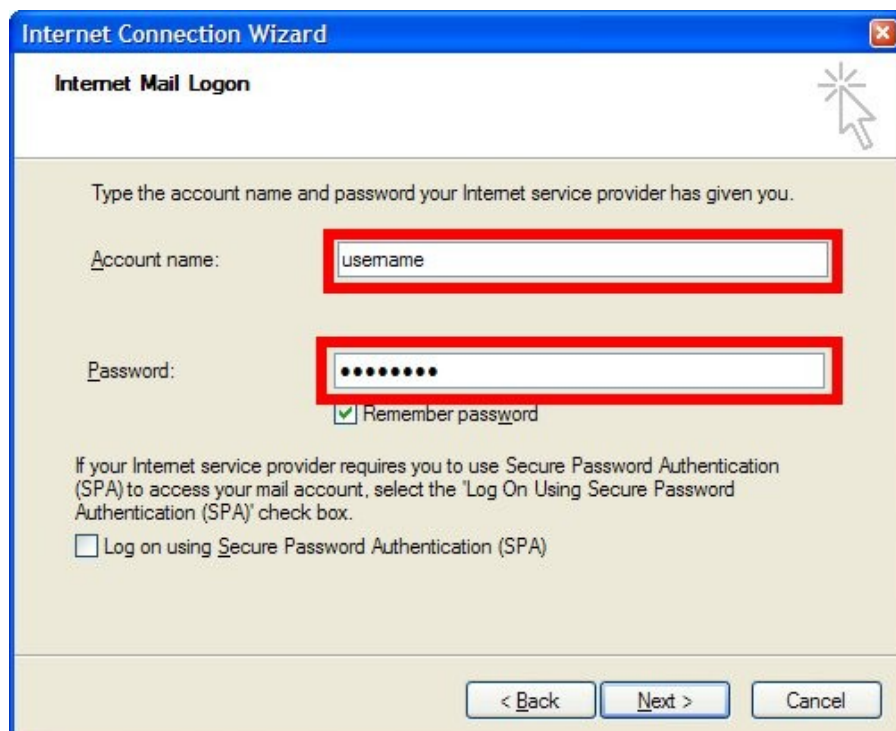
- In the **Outgoing mail server** field, type **mail.easynet.net.au**
- Click on **Next**.



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically 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.' The 'POP3' dropdown menu is highlighted with a red box. Below this, there are two empty text input fields: 'Incoming mail (POP3, IMAP, or HTTP) server:' and 'Outgoing mail (SMTP) server:'. Both of these input fields are also highlighted with red boxes. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Step 6

- Leave your username.
- In the **Password** field, type in the password associated with your email address.
- Click on **Next**.
- Click on **Finish**.



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet Mail Logon'. The main text reads: 'Type the account name and password your Internet service provider has given you.' There are two text input fields: 'Account name:' containing the text 'username' and 'Password:' containing a series of dots. Both of these input fields are highlighted with red boxes. Below the password field, there is a checked checkbox labeled 'Remember password'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.