



SUBJECT: Outlook Express 4.5 and Above

PLATFORM: Windows 98

Please Note: This document assumes you have already created a Dial-Up Networking Dialler. If not then please call the Helpdesk on 0800 46 72 72, and ask for the fax-out **Setting up a Dial-Up Networking Dialler** (for your version of Windows).

Depending on your operating system (and how many people have used it) there are several versions of this wizard. For the purposes of this exercise we will assume Outlook Express 4.5 running on Windows 98. Earlier versions of the wizard may include or not include some screens and may look a little different. Additional notes have been provided to help pull you through.

Starting and Setting up Outlook Express



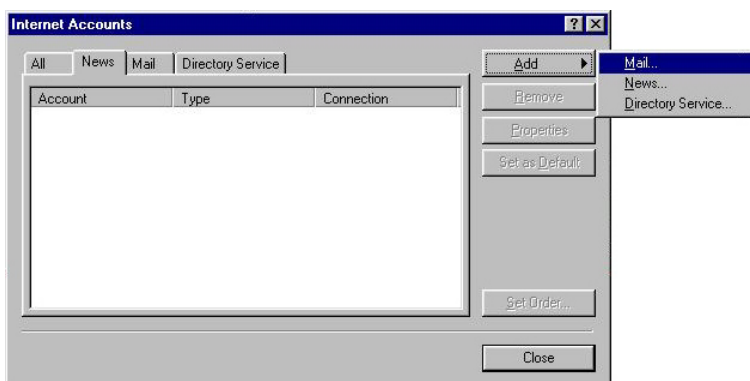
On the Windows Desktop, double-click on the **Outlook Express** icon.

Outlook Express may try to connect to the Internet. This indicates Outlook Express already has some form of account configuration (presumably your previous ISP). Just keep cancelling any prompts until Outlook Express is open and not doing anything.

The Internet Connection Wizard starts up. Good! Ignore the next section and go straight to **Using the Internet Connection Wizard** (page 2).

At the top, click on the **Tools** menu and then click on **Accounts**

At the top of **Internet Accounts**, click on the **Mail** tab. Ensure you have removed any email accounts you do not use by highlighting the account with your left mouse button and clicking on the **Remove** button. To add the new account click on the **Add** button and then **Mail**.



paradise.net Technical Assistance

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 Fax toll free: 0800 36 72 00
 E-mail: help@paradise.net.nz
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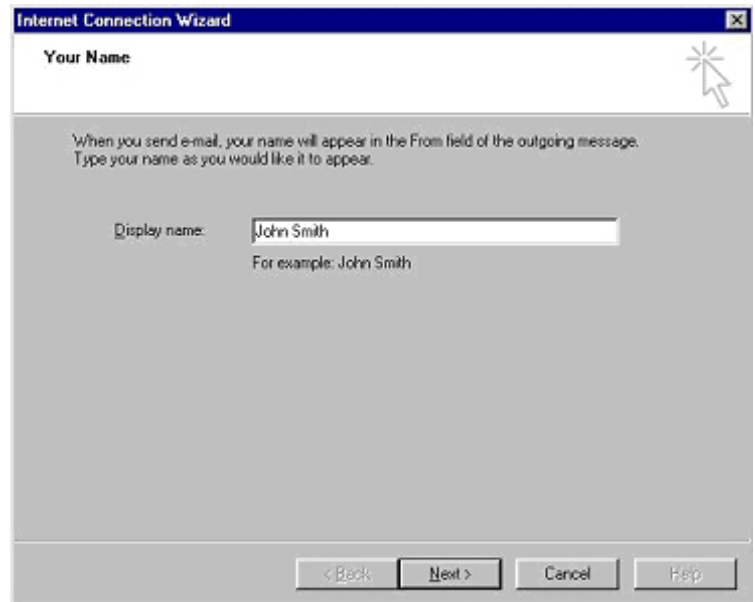
Using the Internet Connection Wizard

1. 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. There are no rules to this field, so make it look good.

Eg: John Smith

Click **Next**



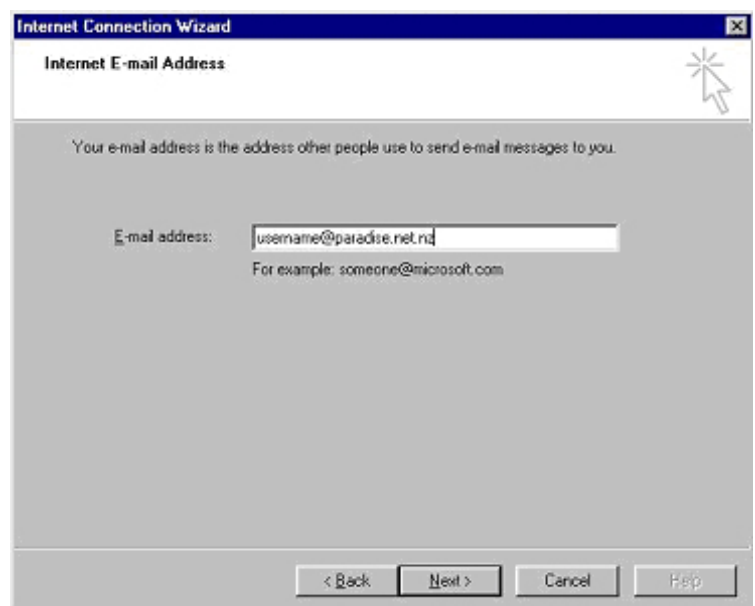
The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box containing 'John Smith'. Above the text box, there is a note: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below the text box, there is an example: 'For example: John Smith'. At the bottom of the window, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

2. Internet E-mail Address

Type in your own paradise e-mail address. Make sure to type it all in lower-case letters and it must use the correct form.

Eg: username@paradise.net.nz

Click **Next**



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box containing 'username@paradise.net.nz'. Above the text box, there is a note: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below the text box, there is an example: 'For example: someone@microsoft.com'. At the bottom of the window, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

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3. E-mail Server Names

My Incoming mail server is a:

- POP3

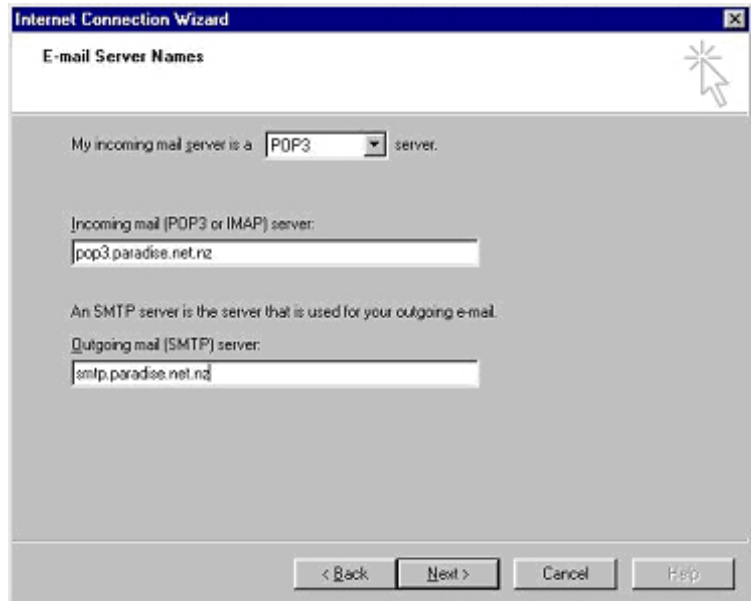
Incoming mail (POP3 or IMAP):

- pop3.paradise.net.nz

Outgoing mail (SMTP) server:

- smtp.paradise.net.nz

Be absolutely sure to use lower-case letters for the second two settings and take extra special care with smtp - it's a surprisingly dyslexic combination.



4. Internet Mail Logon

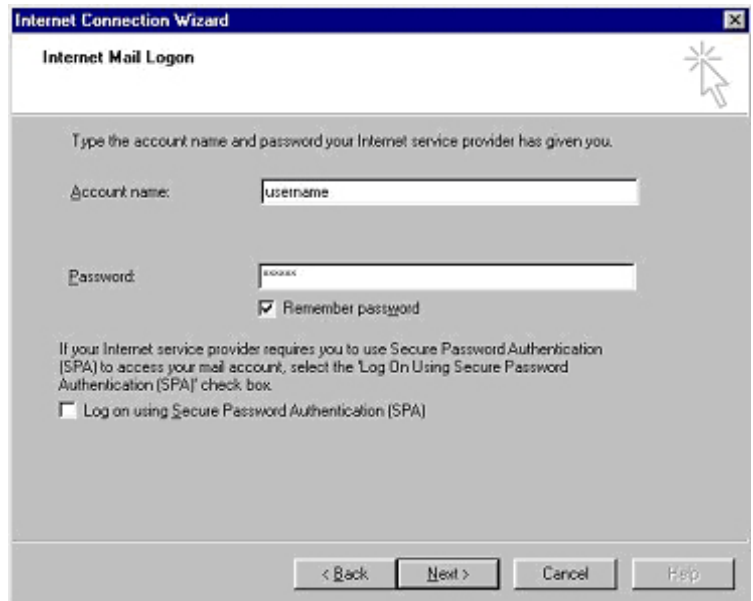
Account Name: is your paradise username

Password: is your paradise password

Paradise *doesn't* required Secure Password Authentication. So don't touch the tick-box (please leave it blank).

Click **Next**

*Earlier versions of the wizard will then offer a **Friendly Name** screen. The default offering of pop3.paradise.net.nz will suffice but you can change it if preferred. Click **Next**.*



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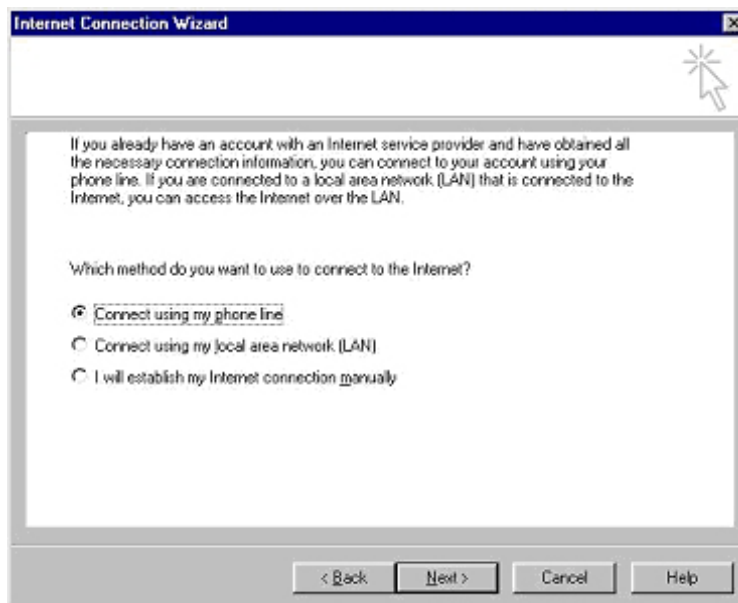
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5. Type of Connection

Choose **Connect using my phone line**

*Earlier versions of the wizard may have the **paradise dial-up** option on this screen. Choose **Use an existing dial-up connection** and then highlight the **paradise connection**.*

Click **Next**

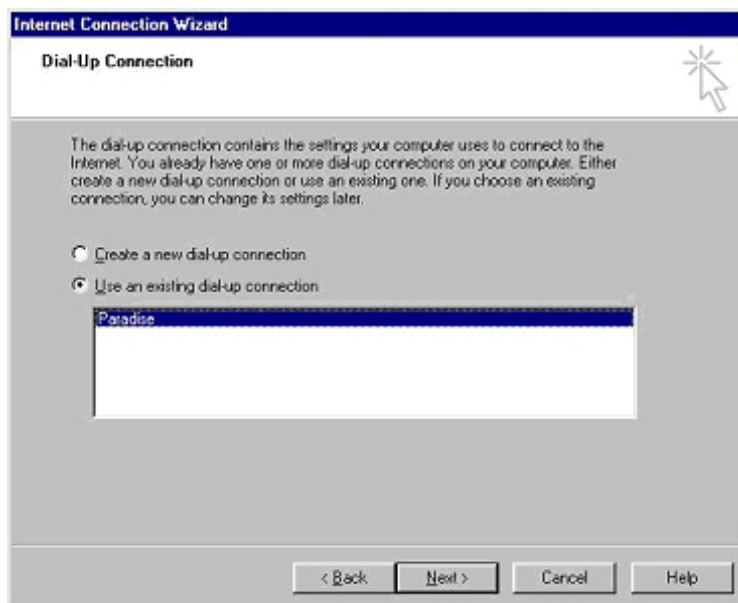


6. Dial-Up Connection

Choose **Use an existing dial-up connection** and then highlight the **paradise connection**.

*If you are on a screen asking if you want to set up a **News account**, choose **no** and then click **Next**. At the next screen asking if you want to set up a **Directory service**, choose **No** again.*

Click **Next**



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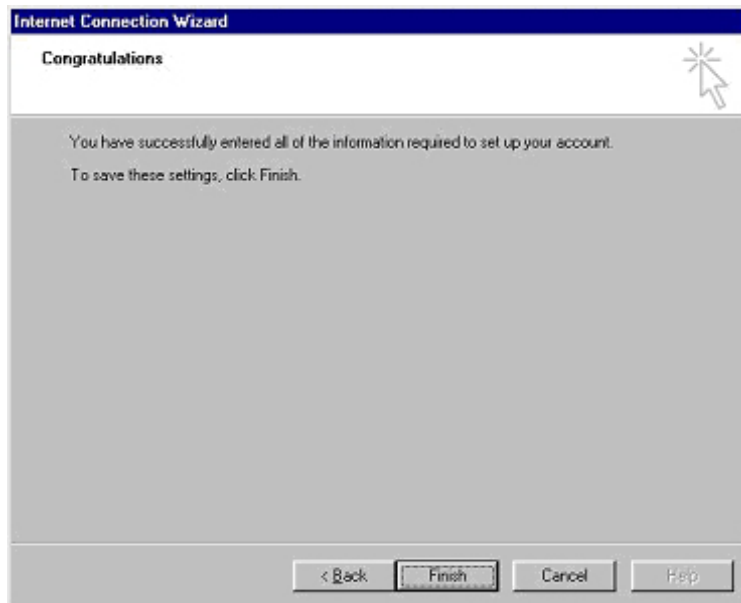
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7. Congratulations!

You have successfully entered all of the information required to set up your account.

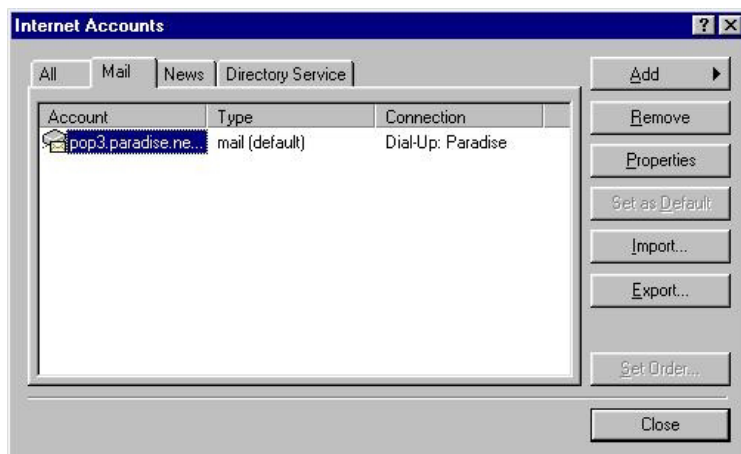
To save these settings, click **Finish**



8. Internet Accounts

You will be back at the Internet Accounts screen with a new account highlighted. You can review any advanced settings by clicking on **Properties**, but that's not necessary at this stage.

Click **Close**



Congratulations!

That's it. You are now ready to start sending and receiving your paradise e-mail with Outlook Express. If you haven't already done so, you should configure **Internet Explorer** to start surfing the Internet.

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