



SUBJECT: Outlook Express 4.x Configuration

PLATFORM: Macintosh

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

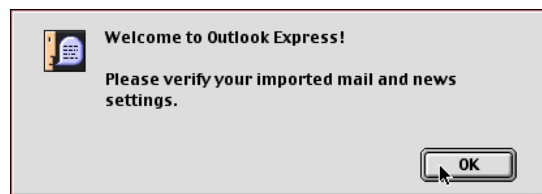
Starting and Setting up Outlook Express

On the Macintosh Desktop, double-click on the **Mail** icon.



If you have used Outlook Express before, you should end up in the Outlook Express **Inbox**. At the top, click on the **Edit** menu and then click on **Preferences**.

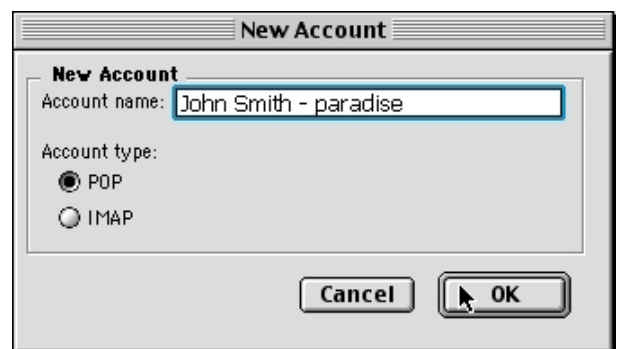
If you haven't used Outlook Express before, you'll probably see a dialogue box asking if you'd like to import from any other programs. This set-up guide assumes you don't need to, so click **No** and then click **OK** to the next message **Welcome to Outlook Express!**



You may be at a **New Account** window.

Account Name: refers to a group of settings specific to each user. Assuming multiple people are going to use the computer later, it will make things easier if you enter your full name, plus paradise in the box.

Ensure the dot is in **POP** and then click **OK**.



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 Fax toll free: 0800 36 72 00
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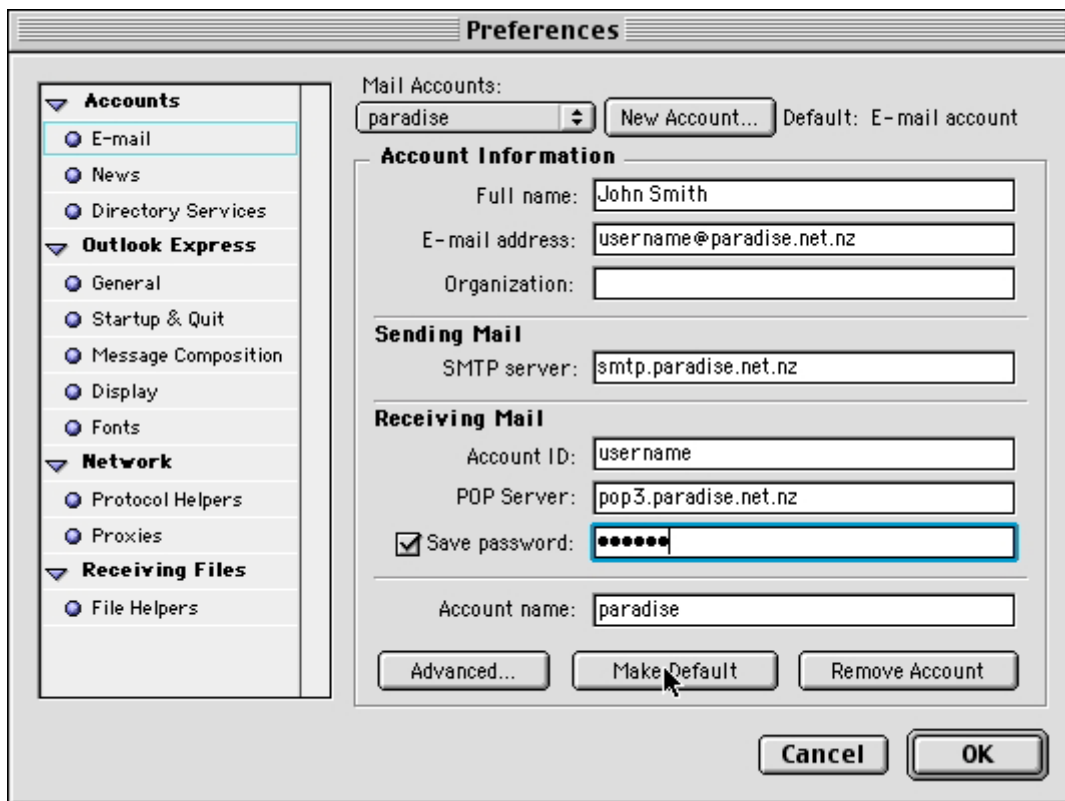
Disclaimer: This information is provided on an "as-is" basis. This is all the information on this product that paradise.net Technical Assistance can provide. We take no responsibility for any difficulties or problems that may arise from the installation and/or use of this product.



Editing Your E-mail Preferences

If you aren't already in the **Preferences** screen, then at the top, click on the **Edit menu** and then click on **Preferences**. If you've only just set up your Macintosh you'll probably find that some of the fields on the E-mail Preferences screen have already been filled in. Double-check the settings as follows:

- Full Name:** Your own name (Eg: John Smith)
- E-mail Address:** Your paradise email address (Eg: username@paradise.net.nz)
- Organization:** Not a necessary field and not really used, so you can leave it blank
- SMTP Server:** smtp.paradise.net.nz - *double and triple-check this... it's very dyslexic.*
- Account ID:** Your paradise mailbox username
- POP Server:** pop3.paradise.net.nz
- Save Password:** Put a tick in the little box and enter your paradise password.
- Account name:** Can be anything you want, as long as it is easy to understand.



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Editing your News Preferences

On the left of the Preferences window, click **News** (it's right underneath E-mail). If the New Account dialogue appears type **paradise news** into **Account name** and then click **OK**.



Server name:

- paradise news

Server address:

- news.paradise.net.nz

Display this news server...: ticked

Disabling your Proxy Settings



It is possible your computer may be configured to use a proxy server connection. This is not required on paradise and it will stop you from getting email or surfing the Internet.

On the left of the Preferences window, beneath the **Network** sub-heading (you may have to click on the little blue triangle to expand), click on **Proxies**.

On the right, ensure there is nothing selected. If you find a choice between Enable and Disable, then please put the dot in **Disable**.

Click **OK**

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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