

SUBJECT: Outlook Express 5.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 haven't used Outlook Express before, then you should be placed into the **Outlook Express Setup Assistant** on the first **Welcome** screen.

This set-up document assumes you do not want to import at this time. Even if you do have settings to import from another programme, it is easier to do that *after* this initial set-up procedure.

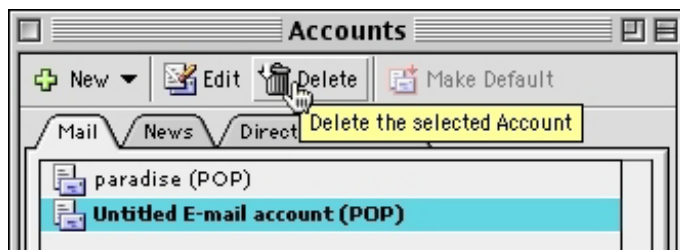
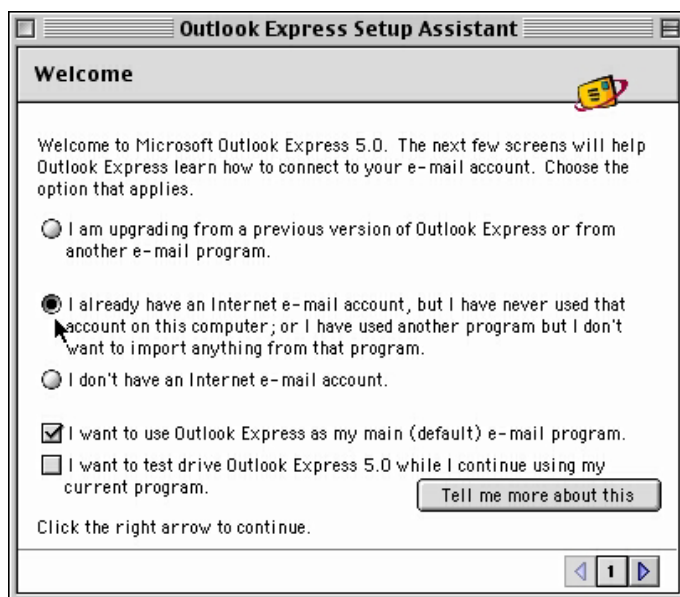
Put the dot in second option, **I already have an Internet email account...** and ensure there is a tick in the first tick-box **I want to use Outlook Express...**

Click the **right arrow** button to continue.

*If you have used Outlook Express before, you should be left in the **Inbox**.*

At the top, click on the **Tools** menu and then click on **Accounts**. In the new **Accounts** window, highlight any existing accounts you aren't intending to use and then click **Delete**.

Click the **New** button.



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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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.

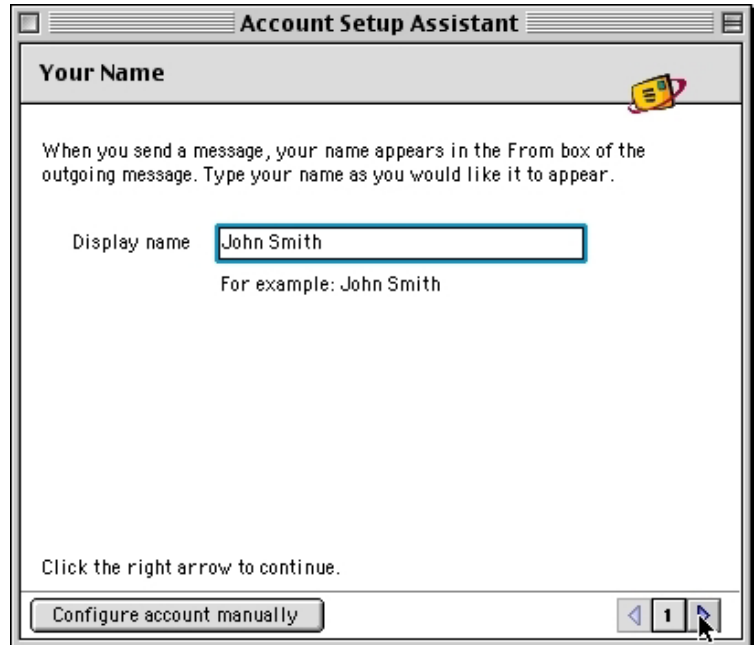
Outlook Express Setup Assistant

1. Your Name

When you send a message, your name appears in the From box 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 the **right arrow** to continue

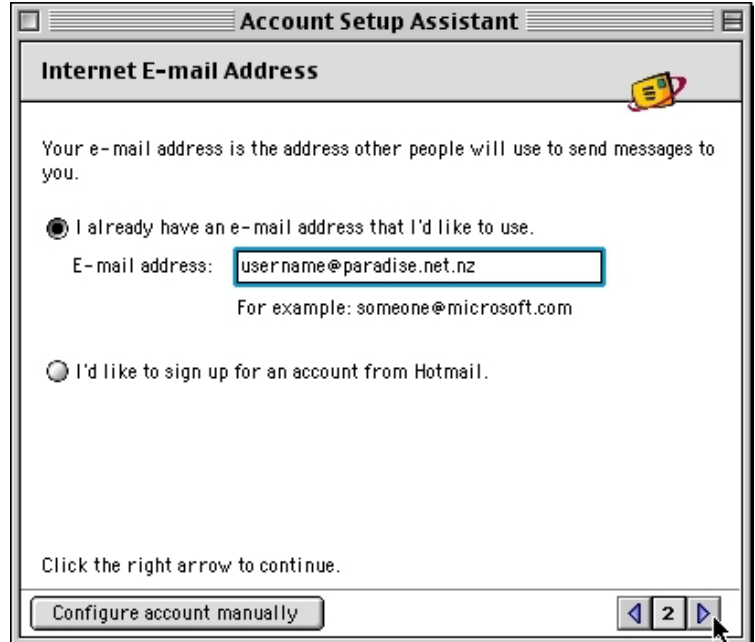


2. Internet E-mail Address

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 the **right arrow** to continue



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3. E-mail Server Names

My Incoming mail server is a(n):

- POP

Incoming mail (POP3, IMAP) server:

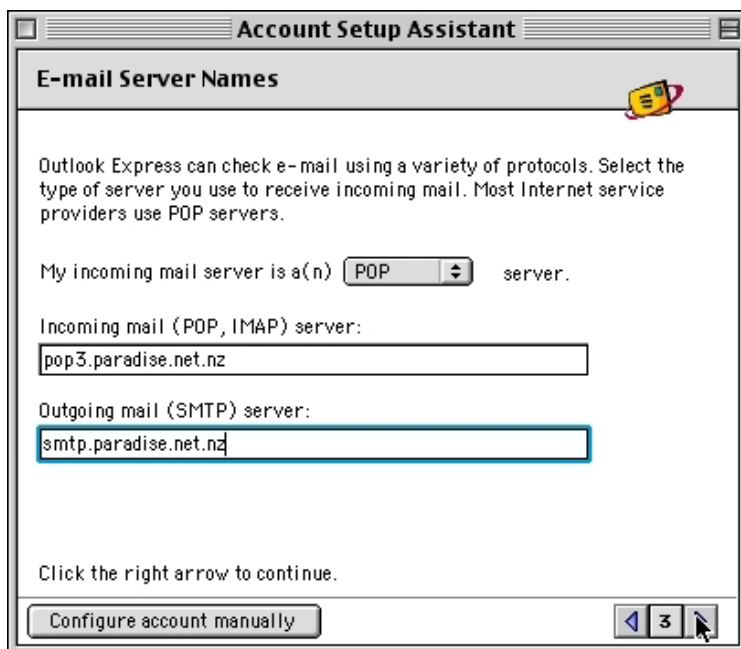
- pop3.paradise.net.nz

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.

Click the **right arrow** to continue



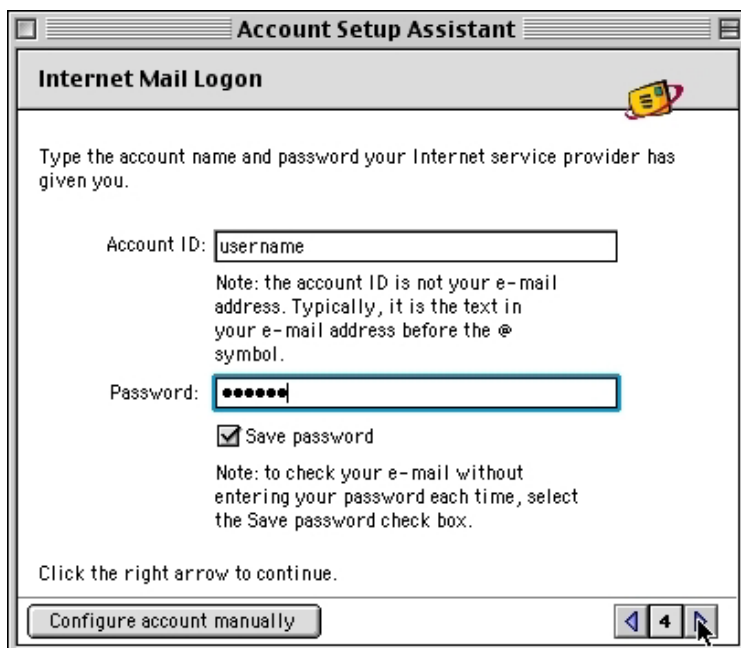
4. Internet Mail Logon

Account ID: is your paradise username

Password: is your paradise password

Save Password: is best ticked

Click the **right arrow** to continue



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5. Congratulations!

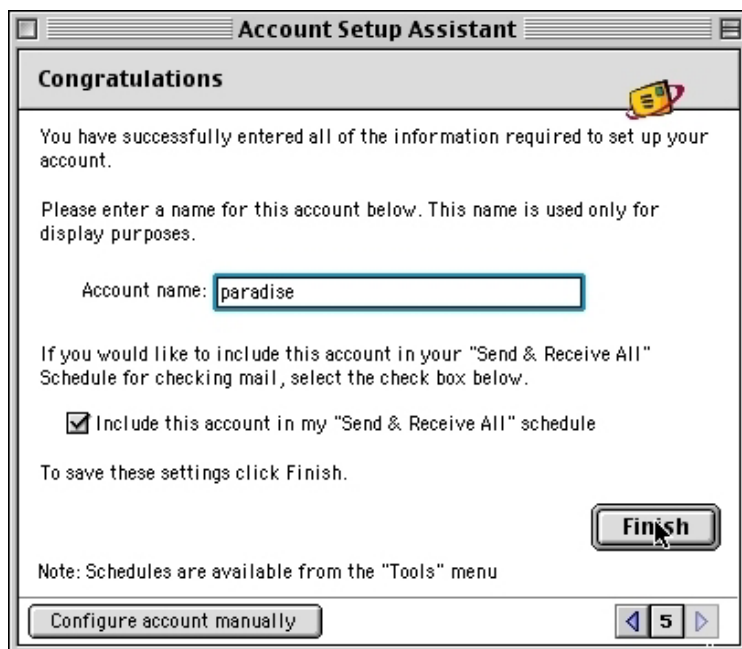
Account name: refers to a group of settings specific to each user. Assuming multiple people are going to use the computer later, it will make things easier if you enter your full name or paradise in the box.

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

To save these settings, click **Finish**

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

Close the **Accounts** window.



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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