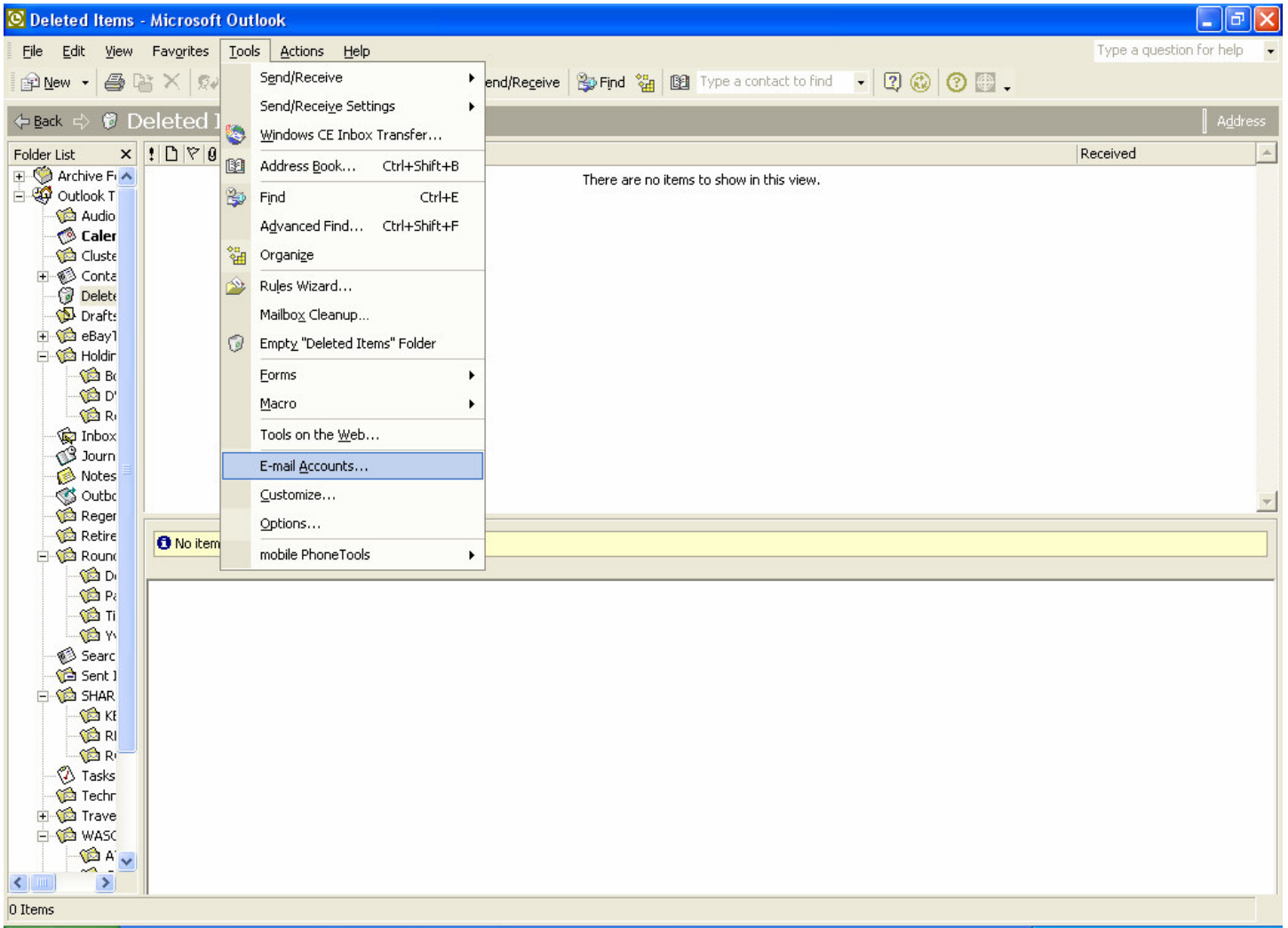
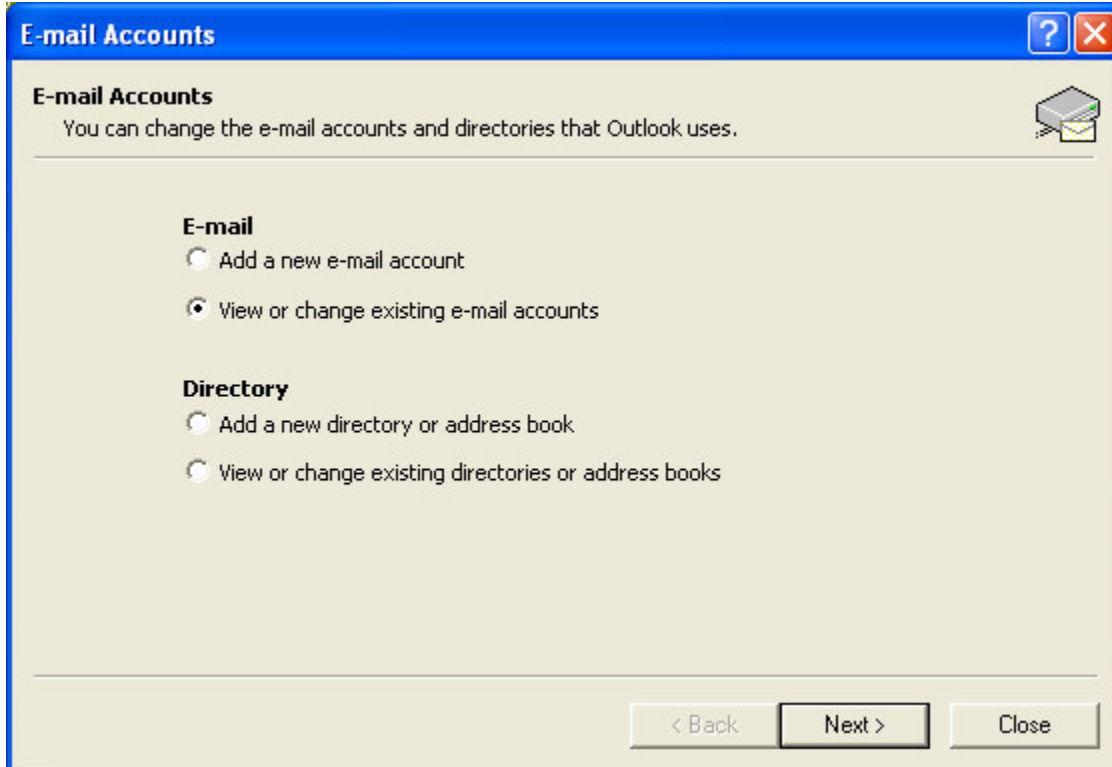


Managing Your E-mail Accounts

The instructions that follow below are based upon Microsoft Outlook, but the layout and function of most other e-mail programs is similar enough that these instructions will apply. The first thing that you need to do is open your mail program, such as Microsoft Outlook, Outlook Express, or other. At the top of the screen, you will see **“Tools”**. Click on that and a menu will drop down as shown below with a number of options listed. What you are looking for is **“E-mail Accounts”** (shown in light blue below).

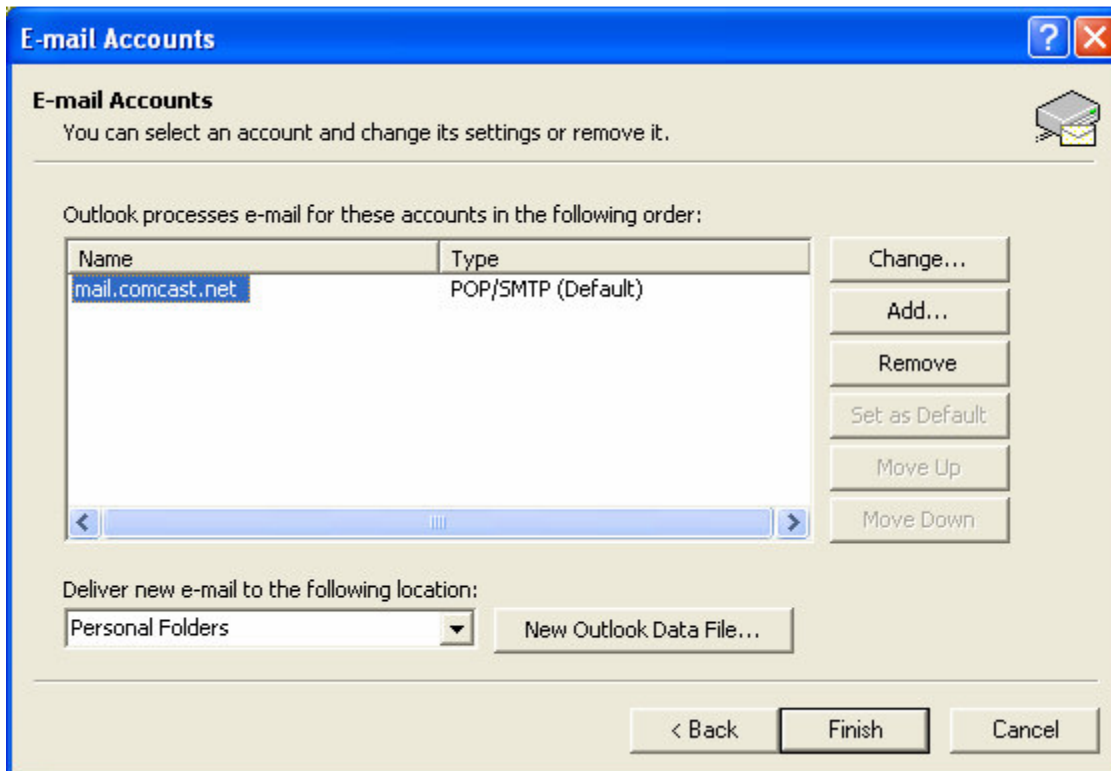


Select “**E-mail Accounts**” by clicking on it while it is highlighted and you get the following screen.



From this screen, make sure that the option “**View or change existing e-mail accounts**” is checked as it is above. Just click on “**Next**” at the bottom of the form, and you will be taken to the next screen which looks like the one below.

Generally, you will only see one e-mail account here. The account shown below is for Comcast. Other providers will look similar. Click on **“Change”**, the button in the upper right corner of the dialog box.



What you will see next is the screen below. Normally, your e-mail name and e-mail address will already appear under User Information—otherwise you would not be getting any e-mail. What the Service Provider will probably have you change will be under Server Information. They will probably have you type something into the two spaces that follow “Incoming mail server (POP 3)”, but most likely it will be following “**Outgoing mail server SMTP**”. If that setting is wrong, the mail server on your Service Providers network does not know what to do with the e-mail that you are trying to get it to send.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

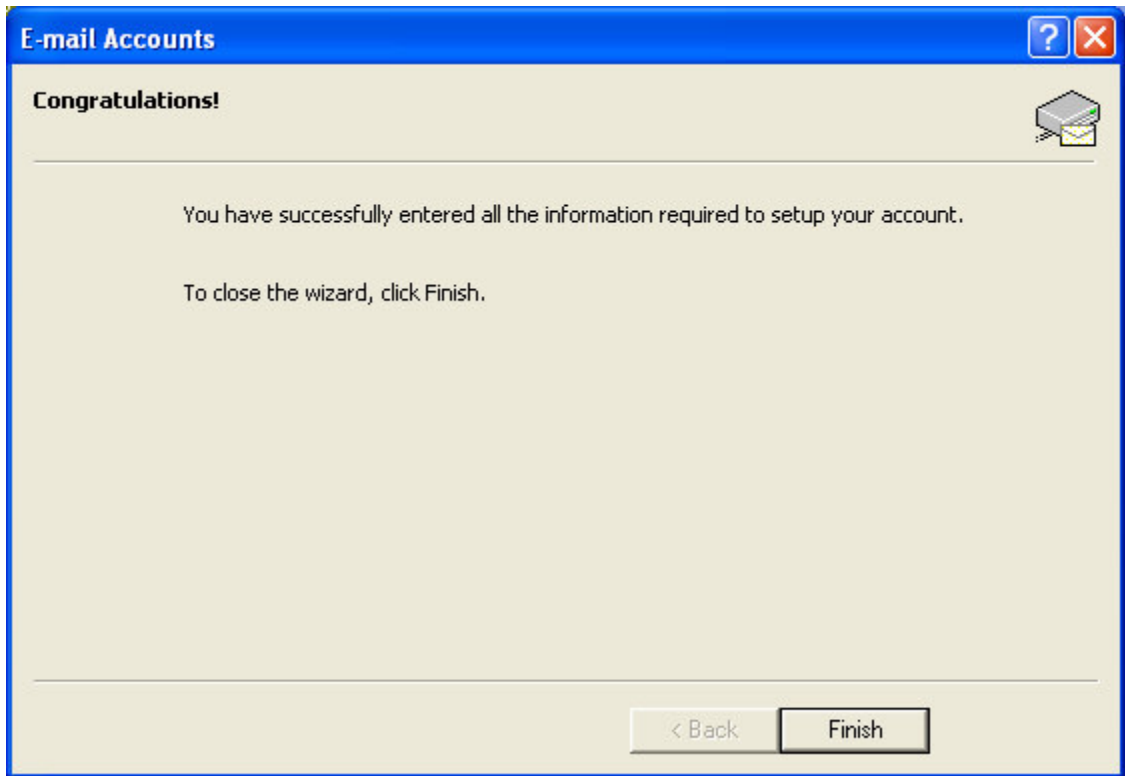
Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

They will then have you click “**Next**” at the lower right. The final screen will be a screen shown below that will ask if you want to save all of this by clicking on “**Finish**”.



You are done. Now when you try to send an e-mail from the WASCA website, it should work.