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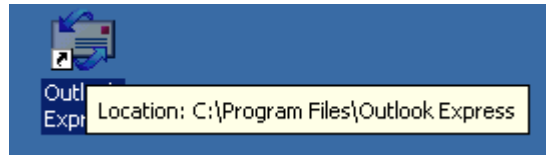
1st Email : _____@gtconline.com

2nd Email : _____@gtconline.com

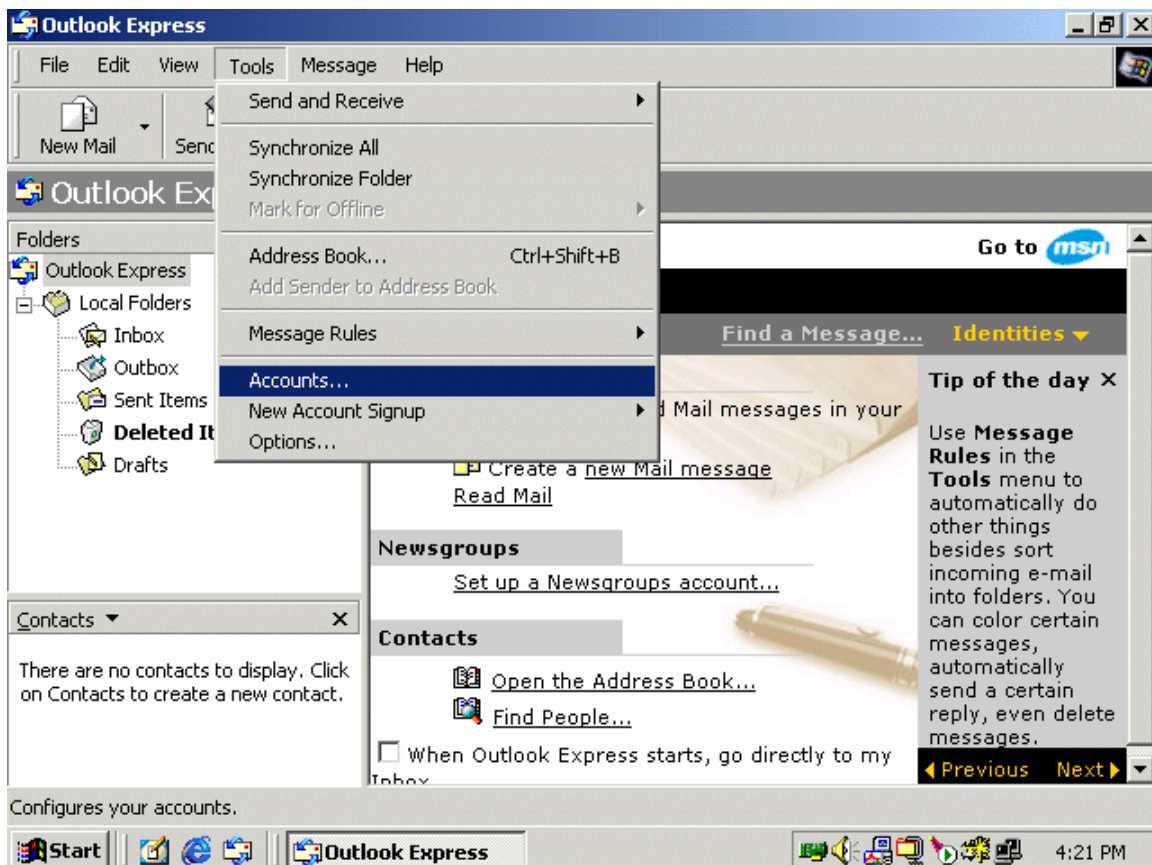
3rd Email : _____@gtconline.com

SETTING UP YOUR EMAIL WITH OUTLOOK EXPRESS

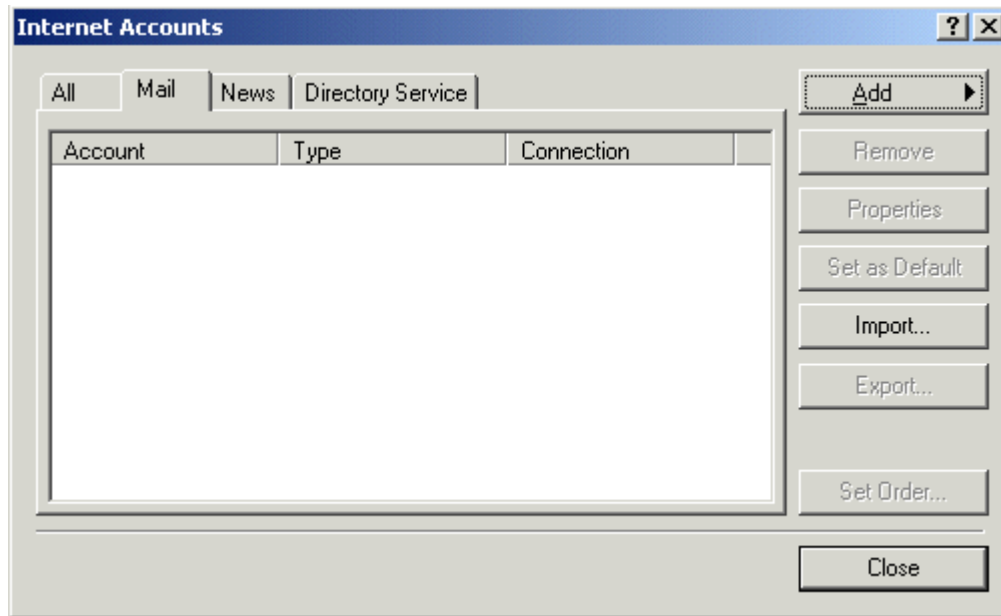
1. Double-click on the Outlook Express Icon on your desktop.



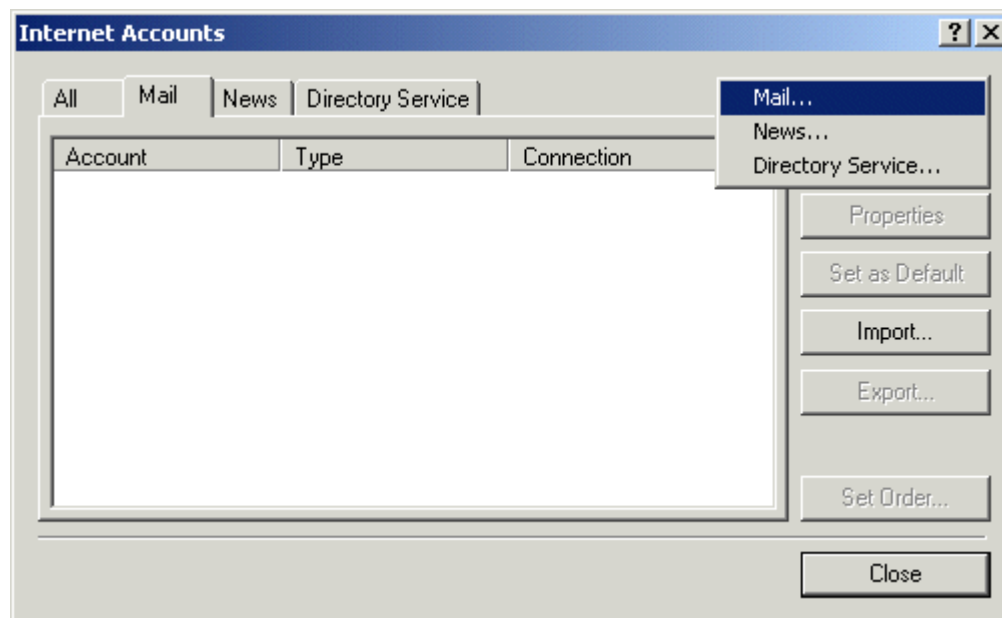
2. Outlook Express will open. At the top, you will see the Tools menu option. Click once on Tools, and then once on Accounts.



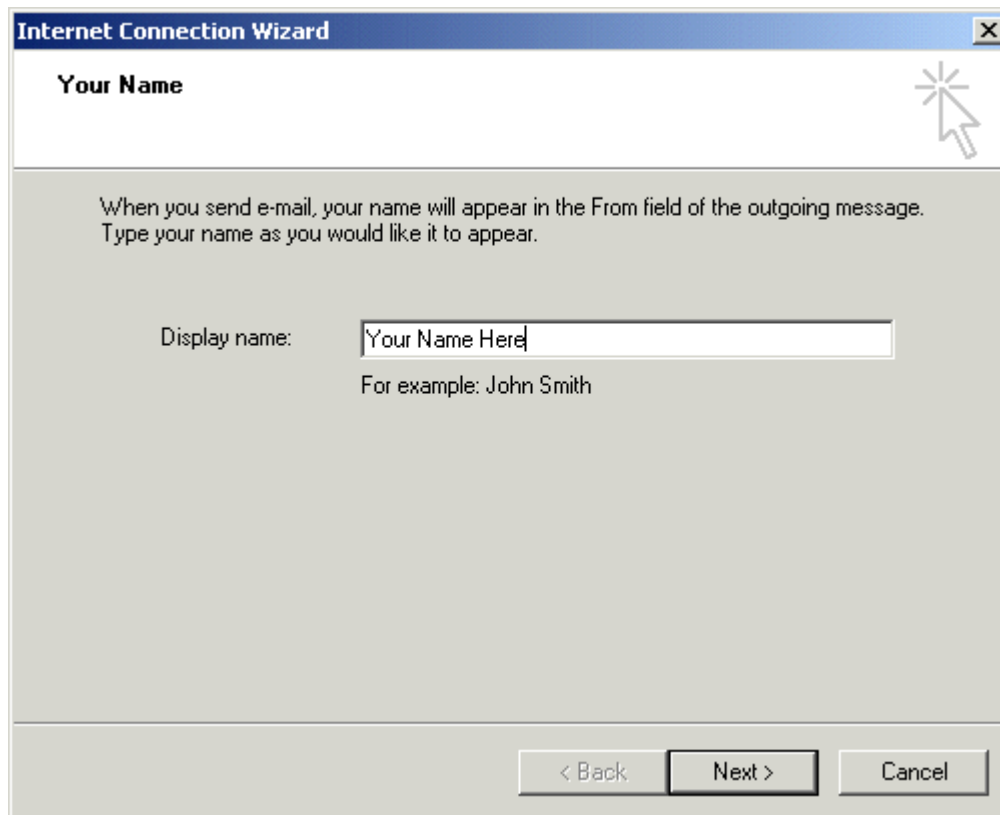
3. Next, you will see the Internet Accounts screen. Click once on the Mail tab to make sure it is selected. In the top right, click once on Add.



4. Then, click once on Mail...

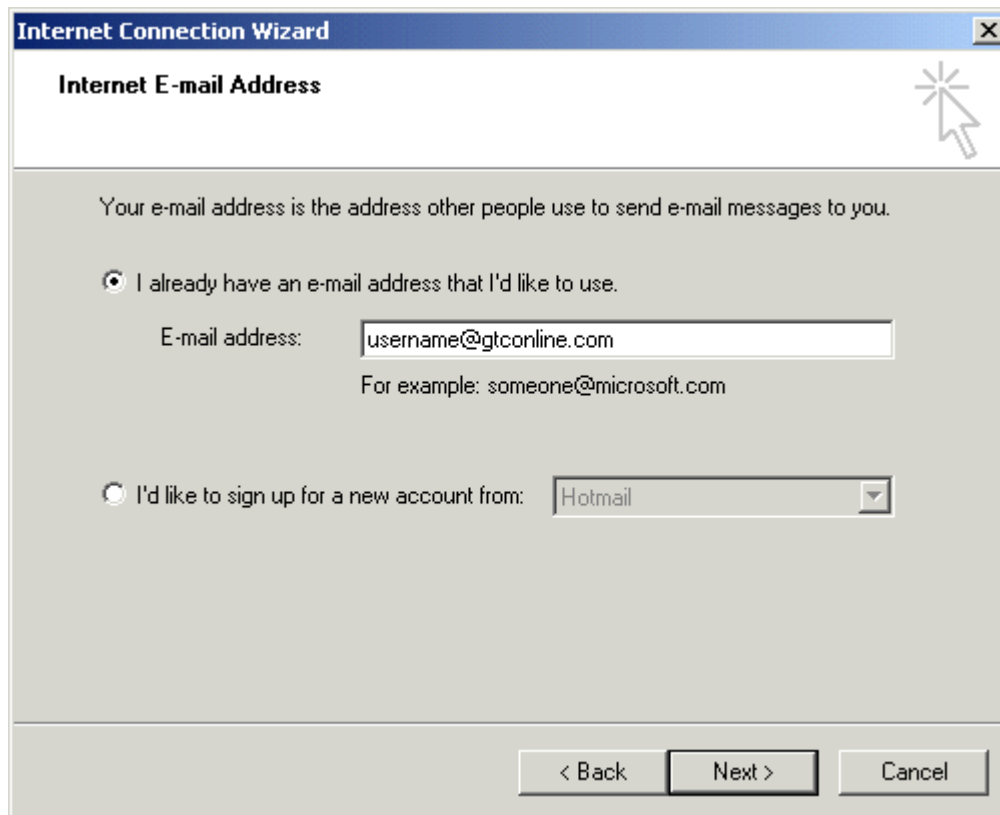


5. The next screen you see asks for a Display Name. Type your real name here. Click once on Next.



The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. Below the title bar, the text "Your Name" is displayed. To the right of this text is a mouse cursor icon pointing at a starburst symbol. Below this, a message reads: "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." Underneath this message is a text input field with the placeholder text "Your Name Here". Below the input field, the text "For example: John Smith" is shown. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

6. Then, you will be asked for your email address. Your email address will be the username you were given when you signed up, plus “@gtconline.com.”

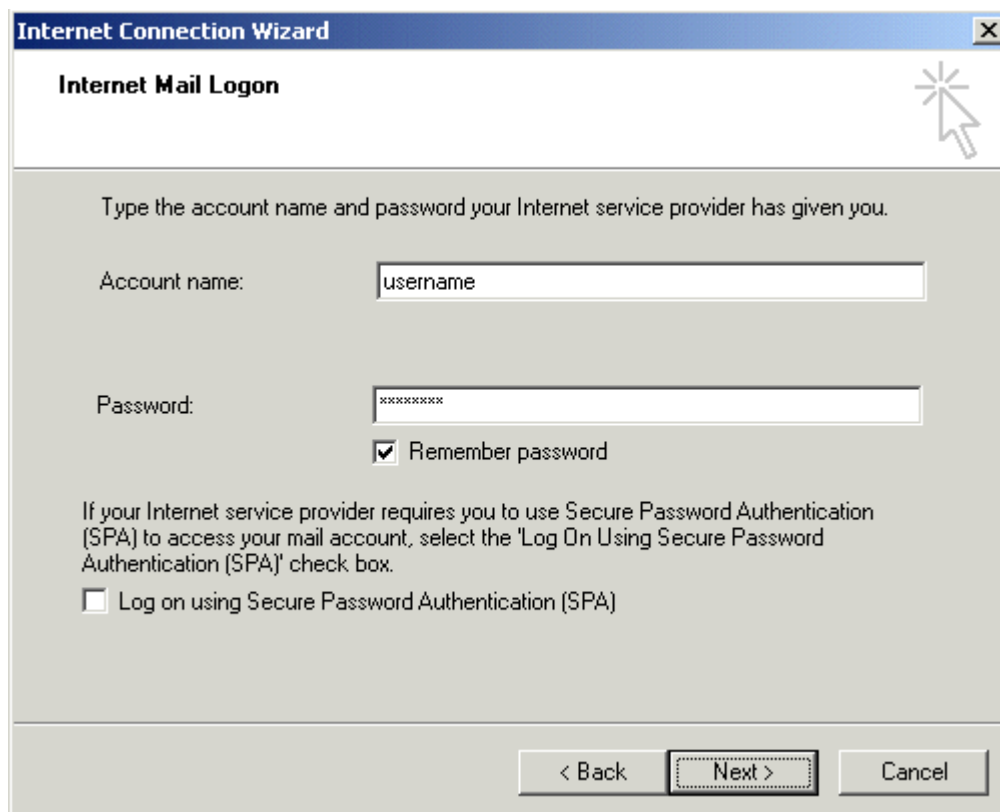


The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There are two radio button options. The first option, "I already have an e-mail address that I'd like to use," is selected. Below it is a text input field containing "username@gtconline.com" and a smaller example "For example: someone@microsoft.com". The second option, "I'd like to sign up for a new account from:", is unselected and followed by a dropdown menu currently showing "Hotmail". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

7. Next, you will be asked for your email server names. Your incoming and outgoing mail server names should be entered exactly as they appear in the illustration below.

The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "E-mail Server Names". Below this, there is a dropdown menu set to "POP3" with the text "My incoming mail server is a" on the left and "server." on the right. Underneath, the label "Incoming mail (POP3, IMAP or HTTP) server:" is followed by a text input field containing "pop.gtconline.com". Below that, the label "An SMTP server is the server that is used for your outgoing e-mail." is followed by the label "Outgoing mail (SMTP) server:" and a text input field containing "smtp.gtconline.com". At the bottom of the window, there are three buttons: "< Back", "Next >" (which is highlighted with a dashed border), and "Cancel".

8. Then, you will be asked for your account name and password. The account name should already be displayed for you. Type in the password you chose when you signed up. Be sure that Remember Password is checked, and then click Next.



The image shows a screenshot of a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog box has a standard Windows window title bar with a close button (X) in the top right corner. Below the title bar, there is a close button (X) and a help icon (a starburst with a mouse cursor). The main content area contains the following text and controls:

Type the account name and password your Internet service provider has given you.

Account name:

Password:

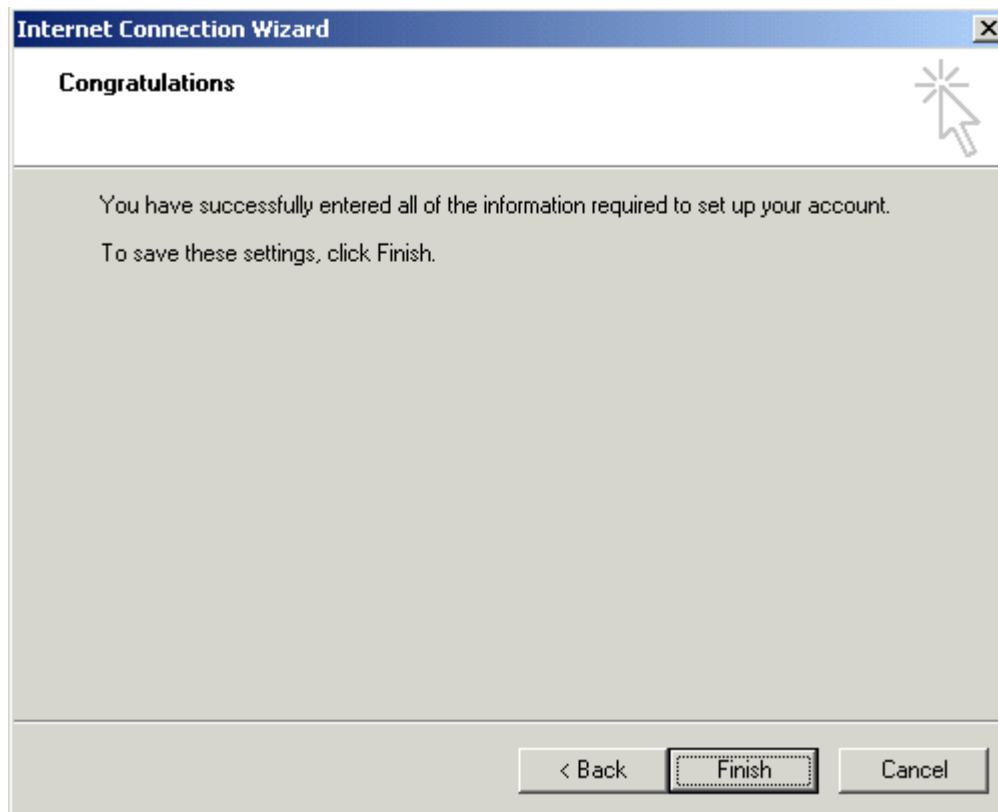
Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

At the bottom of the dialog box, there are three buttons: "< Back", "Next >" (which is highlighted with a dashed border), and "Cancel".

9. You have successfully set up your Glenwood email account. Click on Finish.



10. Finally, you will return to the Internet Accounts screen where you will see the account you just created now displayed beneath the Mail tab.

