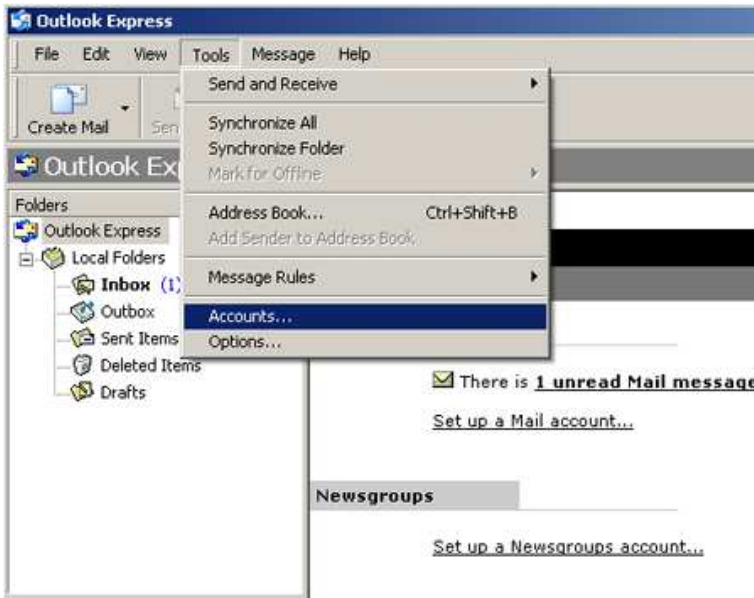


Email Instructions

For Outlook Express 6 (Windows 98/ME/2000/XP)

Step 1. Open **Outlook Express**

Step 2. Go to the **Tools** menu and select the **Accounts** option.



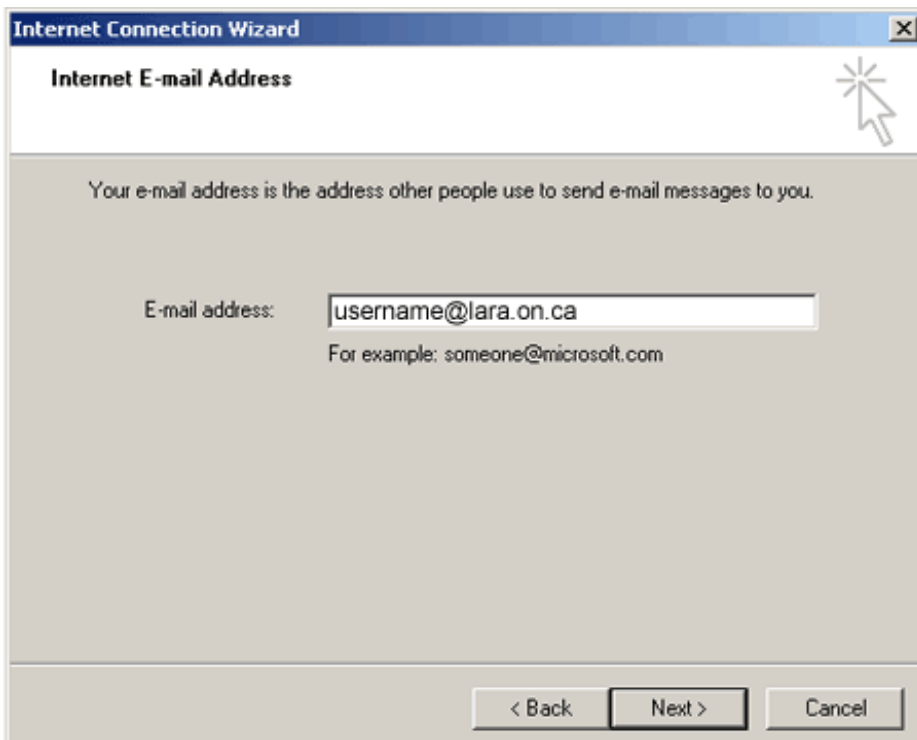
Step 3. Click on the **Mail** tab.

Step 4. Click on the **Add** button and choose **Mail**. This will start the mail wizard.

Step 5. Type your **full name** in the Display Name box. Click **Next**.



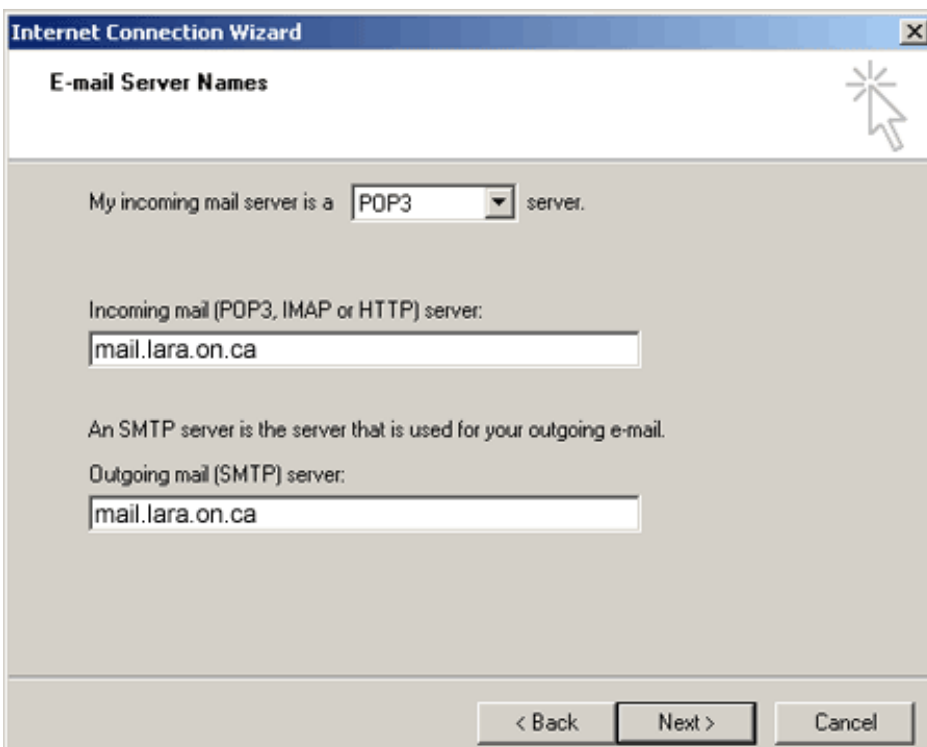
Step 6. Type your **full E-mail address**. An example of this would be `username@lara.on.ca`. Click **Next**.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet E-mail Address". Below the sub-header is a mouse cursor icon. The main text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a text input field containing "username@lara.on.ca". Underneath the input field is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Step 7. **Incoming mail server (POP3)**: Type `mail.lara.on.ca`

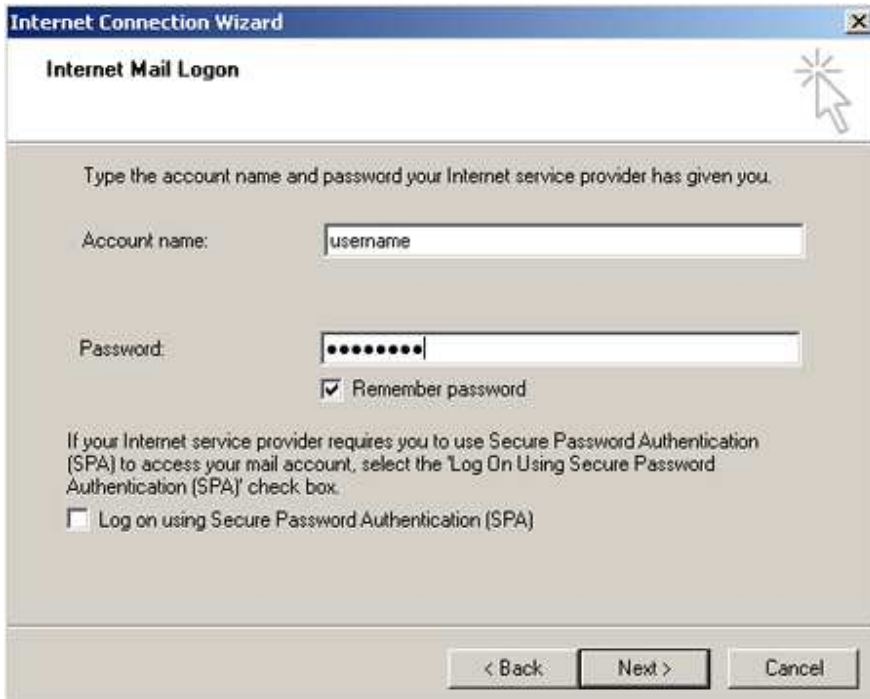
Step 8. **Outgoing mail server (SMTP)**: Type `mail.lara.on.ca` (for dial-up customers) or `smtp.pppoe.ca` (for high speed customers). Click **Next**.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". Below the sub-header is a mouse cursor icon. The main text reads: "My incoming mail server is a server." Below this is a text input field containing "mail.lara.on.ca". Underneath the input field is the text "Incoming mail (POP3, IMAP or HTTP) server:". Below this is another text input field containing "mail.lara.on.ca". Underneath the input field is the text "An SMTP server is the server that is used for your outgoing e-mail." Below this is a text input field containing "mail.lara.on.ca". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

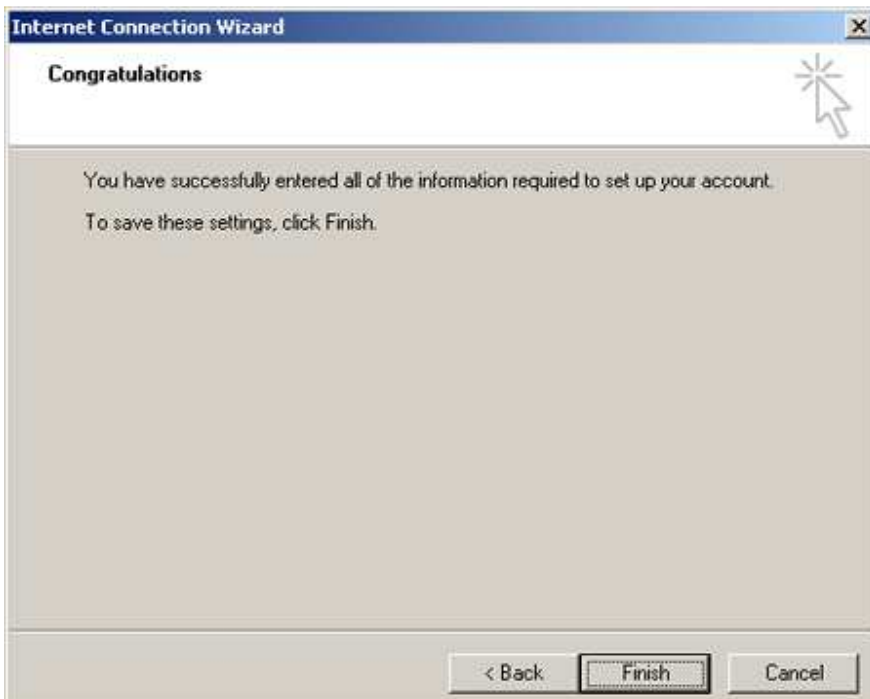
Step 9. Your username should now be displayed. Change this to your **full email address**

Step 10. Click the **Password** box and type in your password. Click **Next**.



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet Mail Logon'. The main text reads: 'Type the account name and password your Internet service provider has given you.' Below this, there are two input fields: 'Account name:' with the text 'username' and 'Password:' with a masked password of ten dots. A checked checkbox labeled 'Remember password' is located below the password field. At the bottom, there is a paragraph of text: '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.' Below this text is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Step 11. Click **Finish**. Close the **Accounts** window.



The screenshot shows the 'Internet Connection Wizard' window with the 'Congratulations' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Congratulations'. The main text reads: 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.' At the bottom of the window, there are three buttons: '< Back', 'Finish', and 'Cancel'.