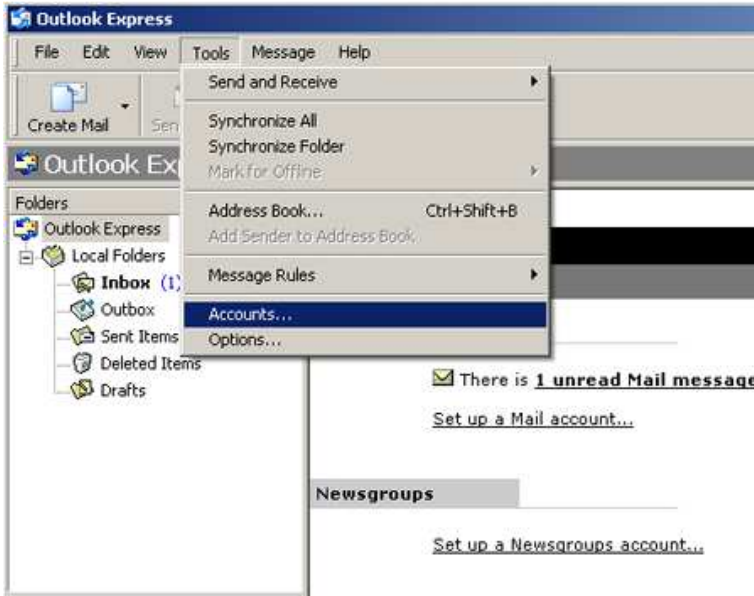# Email Instructions

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

Step 1. Open **Outlook Express**

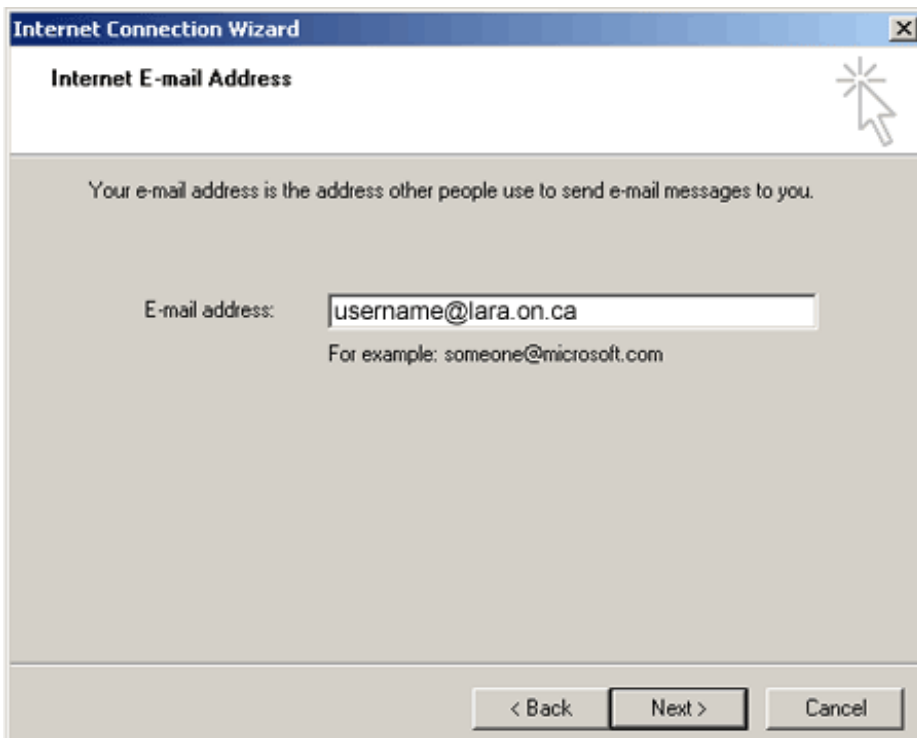Step 2. Go to the **Tools** menu and select the **Accounts** option.

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

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

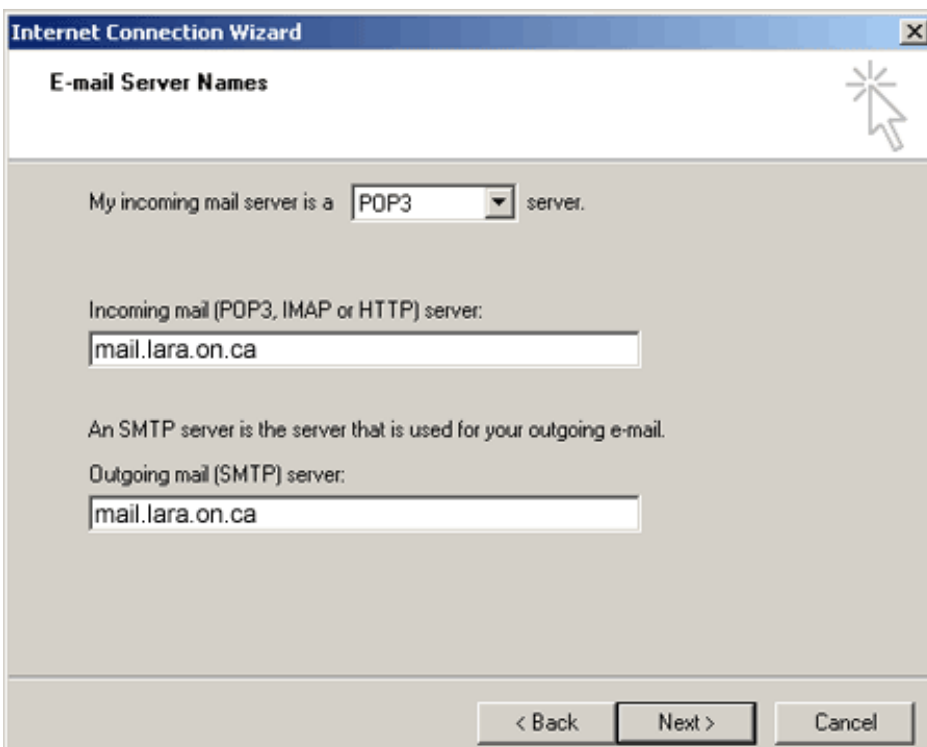Step 5. Type your **full name** in the Display Name box. Click **Next**.

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

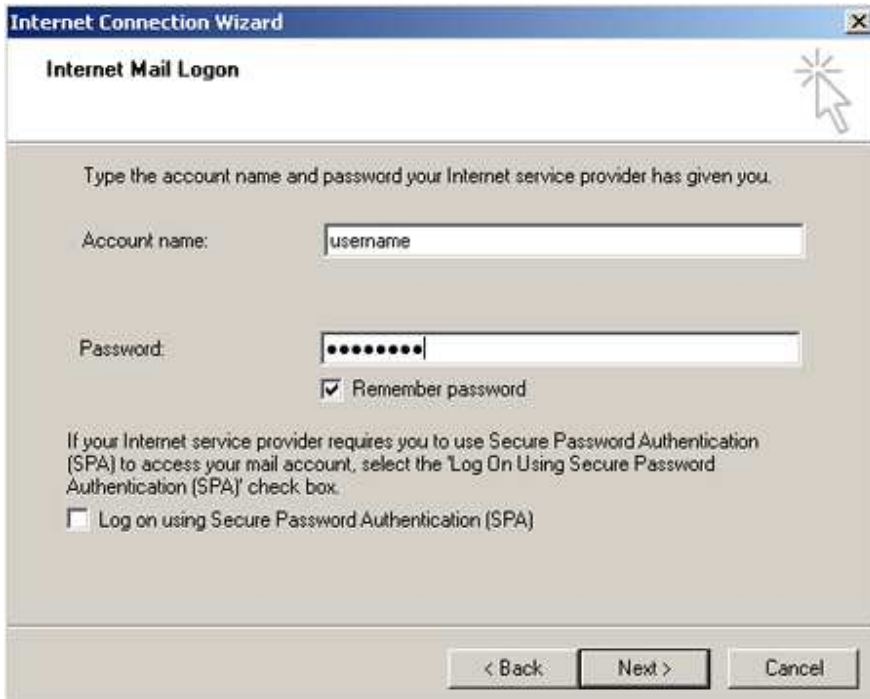Step 7. **Incoming mail server (POP3):** Type **mail.lara.on.ca**

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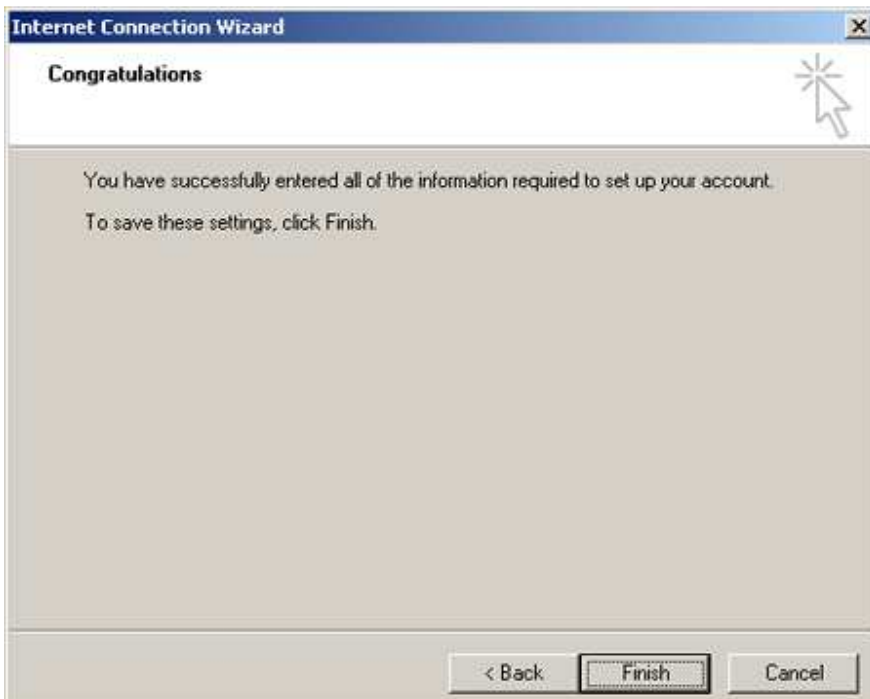
Step 9. Your username should now be displayed. Change this to your **full email address**

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

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