



Email Account Setup Instructions

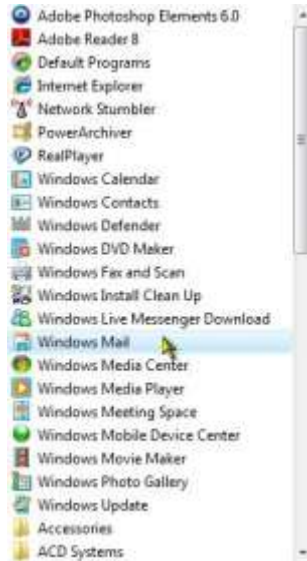
Windows Vista / Windows Mail

Windows Mail is the basic email client that comes free on any Windows Vista installation. Follow these simple steps to get your email up and running.

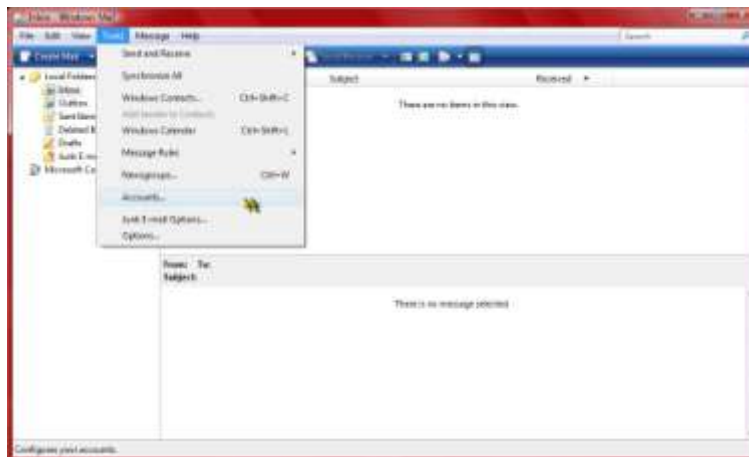
1. First click on the Vista “Start” button at the lower left of your screen.



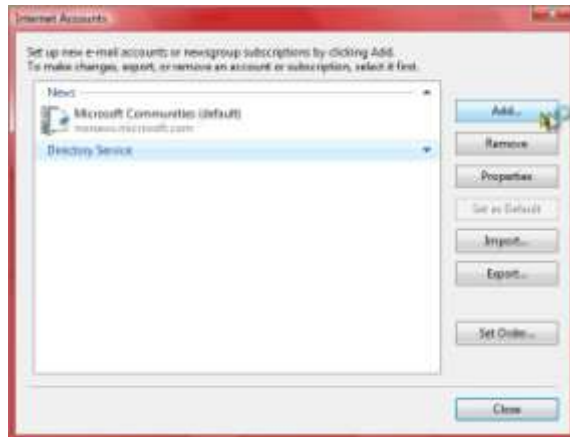
2. Next, click on the “All Programs” link then find “Windows Mail” in the programs list.



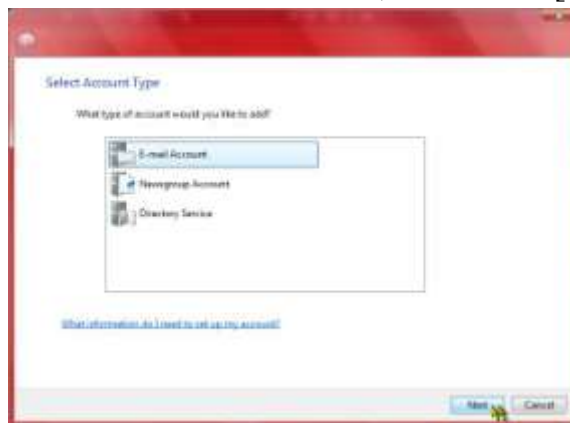
3. In the Windows Mail main window, click on “Tools” then choose “Accounts...” from the sub-menu.



4. In the “Internet Accounts” window, click on the [Add...] button on the right side.



5. Select “E-mail Account”, then click [Next]



6. Enter your name as prompted, then click [Next].



7. Enter your full email address as prompted, then click [Next].



8. Enter server information as follows, then click [Next].

Incoming e-mail server type: POP3

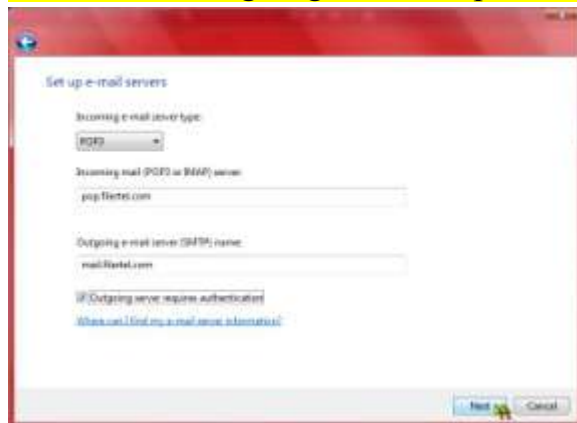
Incoming mail (POP3 or IMAP) server:

pop.filertel.com

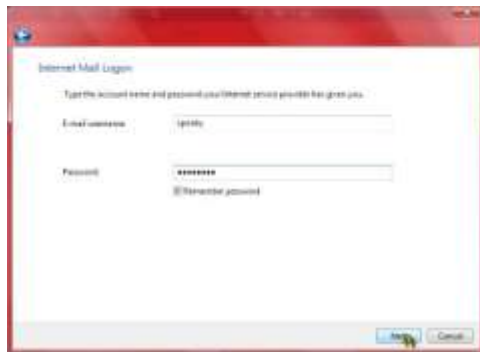
Outgoing e-mail server (SMTP) name:

mail.filertel.com

Check the “Outgoing server requires authentication” box.



9. Enter the password for your account as prompted, then click [Next].



10. That is all you need to do to setup Windows Mail. Click [Finish] on the “Congratulations” window.



11. Checking your mail...



12. Your Windows Mail is now setup and ready to send and receive email. If you have any problems with email after completing these steps, please call 326-3700 for technical support.