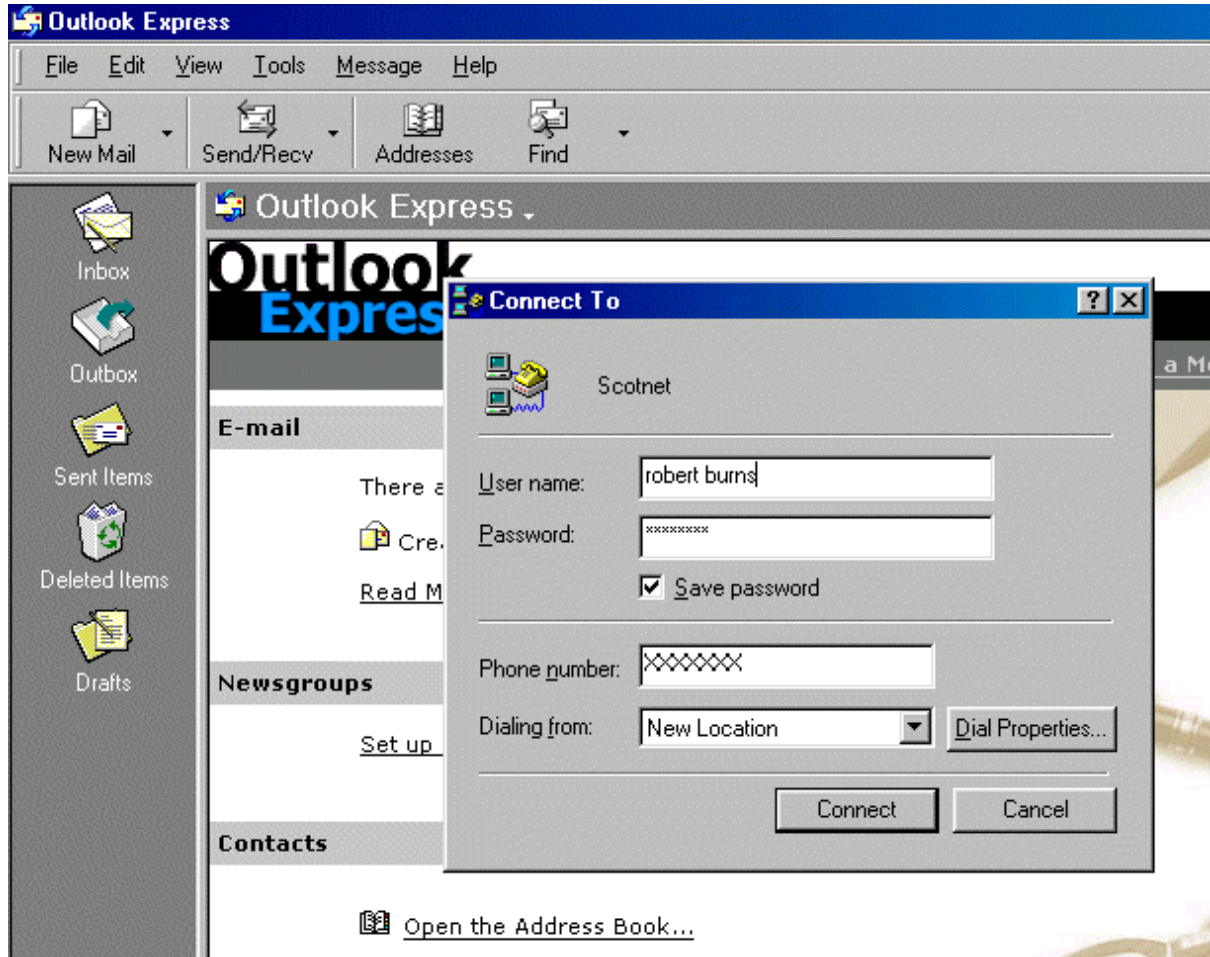


## **Configuring Outlook Express & Internet Explorer for Scotnet SurfTime**

When starting Internet Explorer or Outlook Express, you will be prompted to connect using the default Dial-Up-Networking connection. (See Creating a Dial-up Connection).

1. To use the Scotnet connection, click on the "Connect to:" drop-down button.
2. Select the Scotnet connection you created earlier from the list.

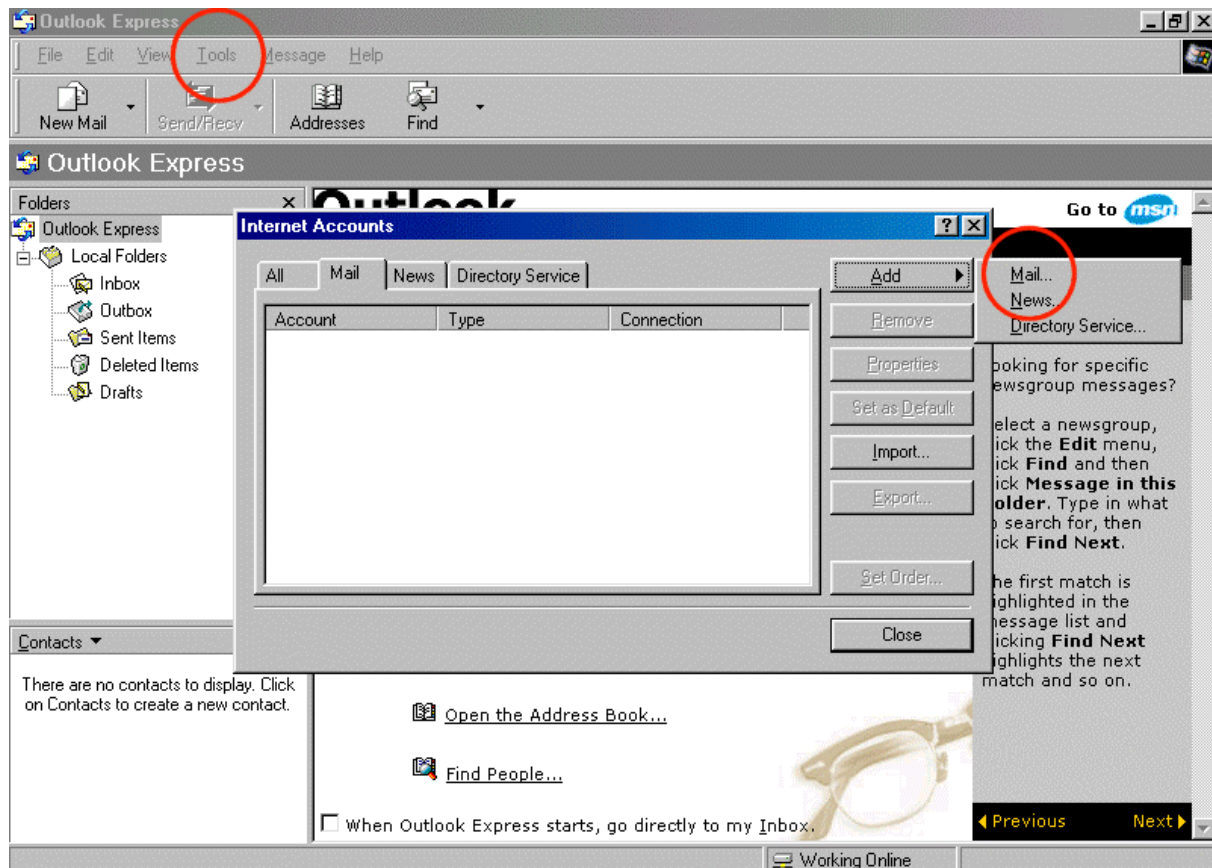


3. Click on the Connect button.

### **Outlook Express.**

If the set-up wizard runs, skip to the next step, otherwise you may first have to select a location for your Outlook Express files - the default suggested by Windows should be fine.

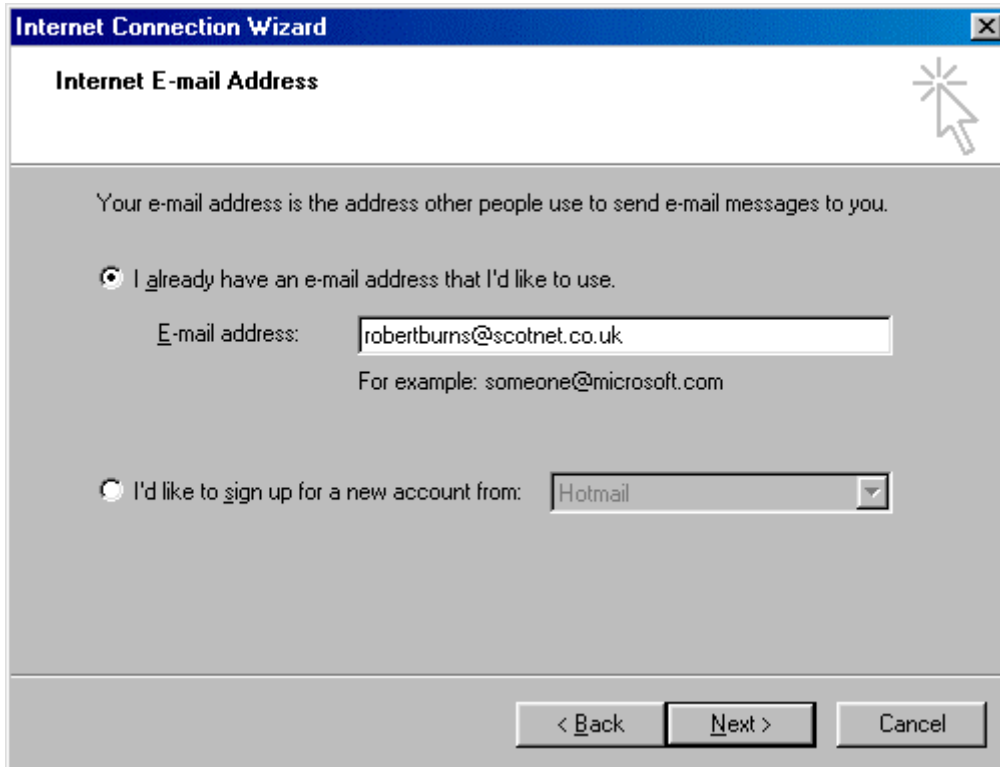
4. Choose "Accounts" from the "Tools" drop down menu and click on the Add button, then select the "Mail" option.



5. You will be asked to enter the Display Name - your name as you would like it to appear at the top of outgoing messages. (This is distinct from your e-mail address.)

A screenshot of the 'Internet Connection Wizard' dialog box, specifically the 'Your Name' step. The title bar reads 'Internet Connection Wizard'. The main heading is 'Your Name'. Below it, a text box contains the instruction: '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.' A text input field is labeled 'Display name:' and contains the text 'Robert Burns'. Below the input field, it says 'For example: John Smith'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

6. Click on "Next".  
Enter your E-mail Address as supplied to you by Scotnet.



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window has a blue title bar with the text 'Internet Connection Wizard' and a close button. Below the title bar is a header area with the text 'Internet E-mail Address' and a help icon (a star with a cursor). The main area contains the following text: 'Your e-mail address is the address other people use to send e-mail messages to you.' There are two radio buttons. The first is selected and is labeled 'I already have an e-mail address that I'd like to use.' Below this is a text box labeled 'E-mail address:' containing the text 'robertburns@scotnet.co.uk'. Below the text box is the text 'For example: someone@microsoft.com'. The second radio button is labeled 'I'd like to sign up for a new account from:' and is followed by a dropdown menu showing 'Hotmail'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

**Internet Connection Wizard**

**Internet E-mail Address**

Your e-mail address is the address other people use to send e-mail messages to you.

☒ I already have an e-mail address that I'd like to use.

E-mail address:

For example: someone@microsoft.com

☐ I'd like to sign up for a new account from:

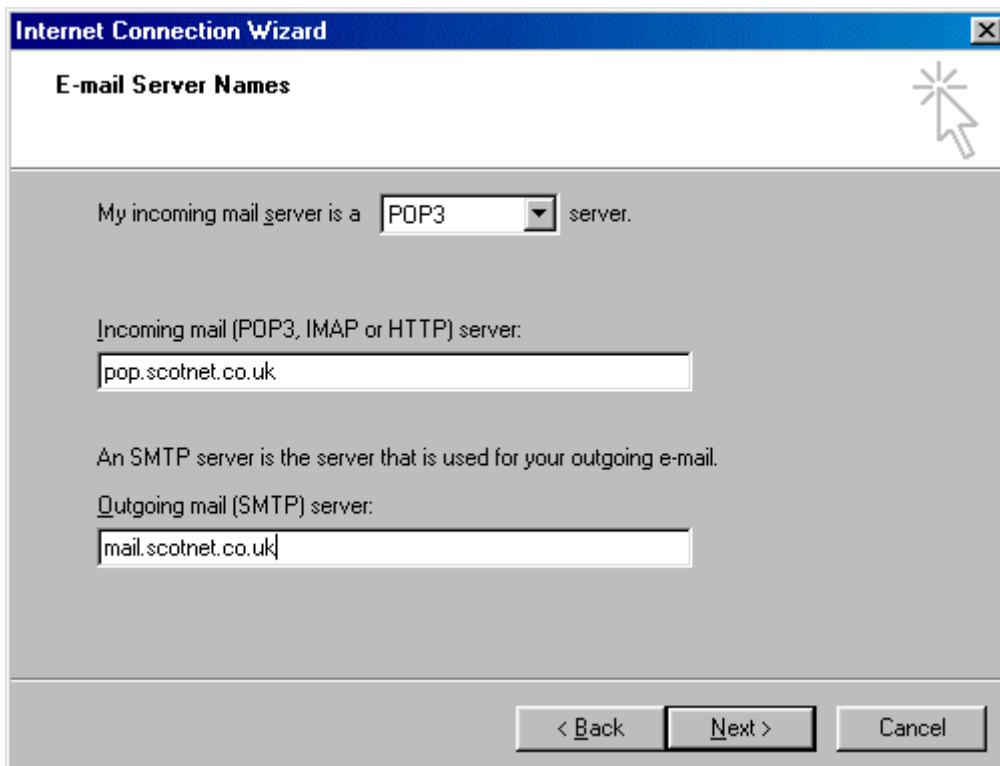
< Back   Next >   Cancel

7. Click on "Next".

The "E-mail Server Names" settings are now entered.

Your incoming mail server is a POP3 server.

Check that your Incoming mail server is pop.scotnet.co.uk, and that your Outgoing mail server is mail.scotnet.co.uk.



The screenshot shows the 'E-mail Server Names' step of the Internet Connection Wizard. The window has a blue title bar with the text 'Internet Connection Wizard' and a close button. Below the title bar is a header area with the text 'E-mail Server Names' and a help icon (a star with a cursor). The main area contains the following text: 'My incoming mail server is a' followed by a dropdown menu showing 'POP3' and the text 'server.' Below this is a text box labeled 'Incoming mail (POP3, IMAP or HTTP) server:' containing the text 'pop.scotnet.co.uk'. Below the text box is the text 'An SMTP server is the server that is used for your outgoing e-mail.' Below this is a text box labeled 'Outgoing mail (SMTP) server:' containing the text 'mail.scotnet.co.uk'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

**Internet Connection Wizard**

**E-mail Server Names**

My incoming mail server is a  server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

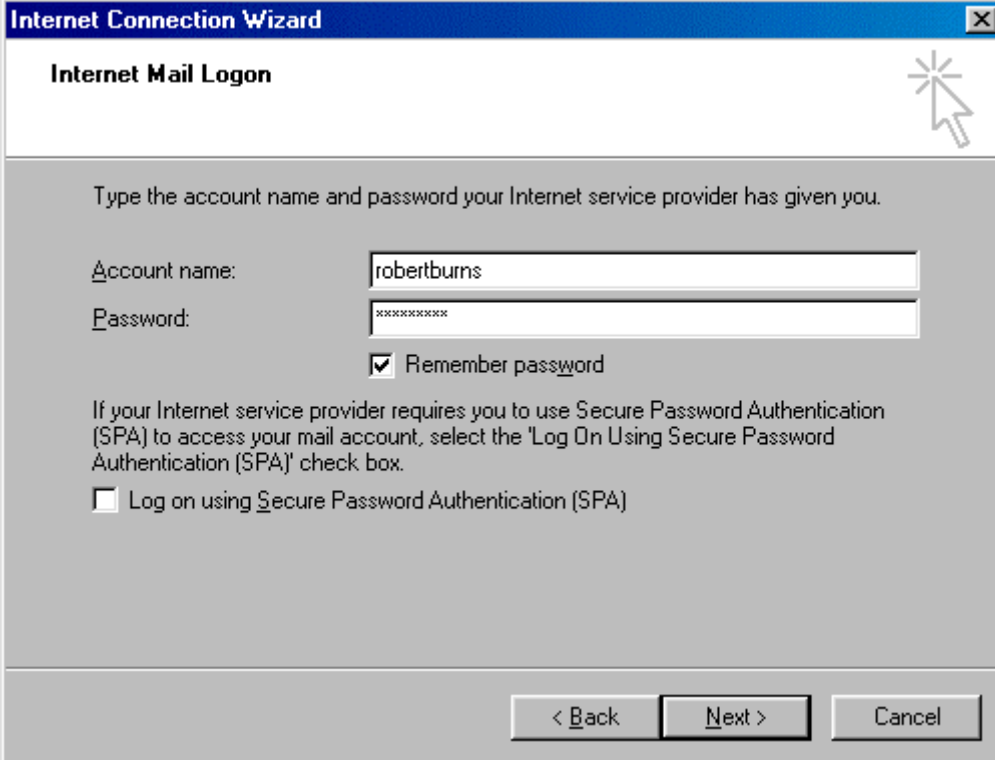
< Back   Next >   Cancel

8. Click on "Next".

Enter your "Internet Mail Logon" details.

You will need to enter your POP account name and Password as previously supplied to you by Scotnet.

- if you don't have separate ones they will be the same as your user name and password.



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window has a blue title bar and a white header area. Below the header, there is a grey area with text and input fields. The text says 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the text 'robertburns' and 'Password:' with a masked password 'xxxxxxxx'. Below the password field is a checked checkbox labeled 'Remember password'. Further down, 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'.

Internet Connection Wizard

Internet Mail Logon

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

Account name: robertburns

Password: xxxxxxxx

☒ Remember password

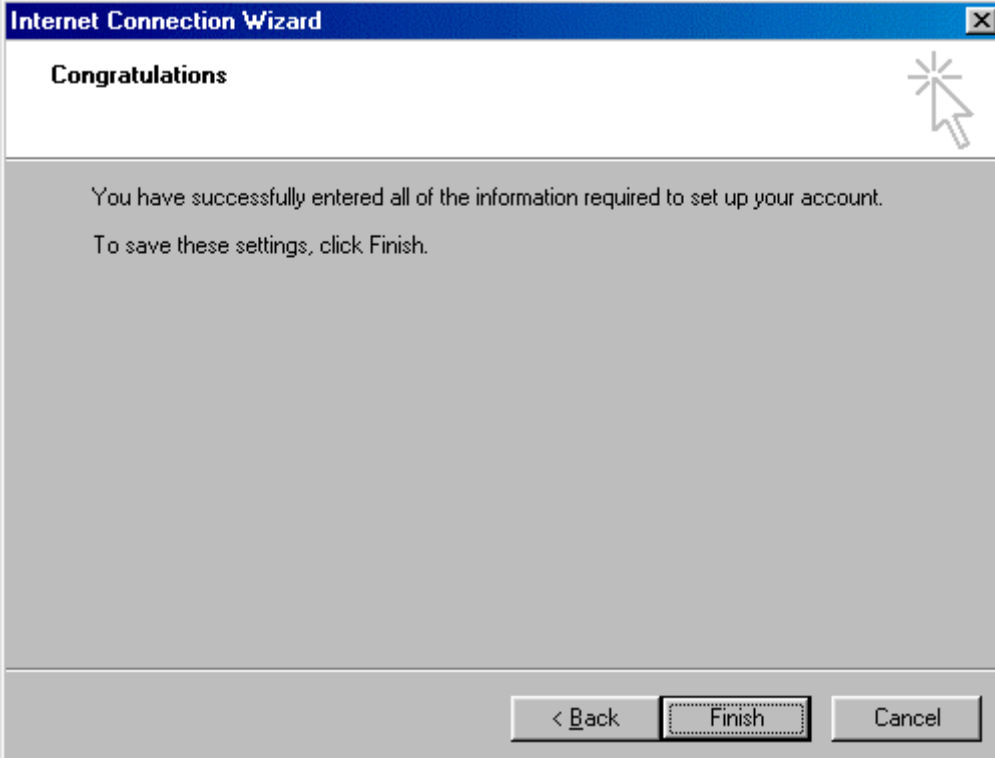
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

☐ Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

Log on using Secure Password Authentication should not be selected.

9. Click on "Next".



The screenshot shows the 'Internet Connection Wizard' window with the 'Congratulations' tab selected. The window has a blue title bar and a white header area. Below the header, there is a grey area with text. The text says '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'.

Internet Connection Wizard

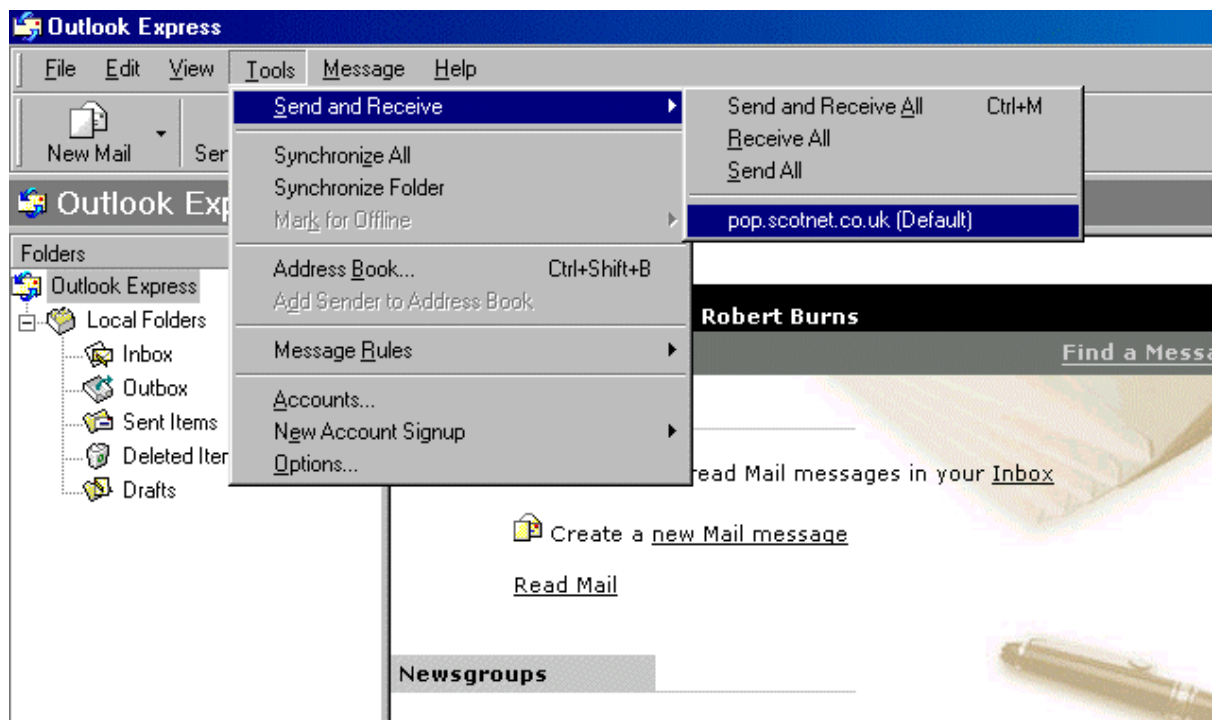
Congratulations

You have successfully entered all of the information required to set up your account.  
To save these settings, click Finish.

< Back Finish Cancel

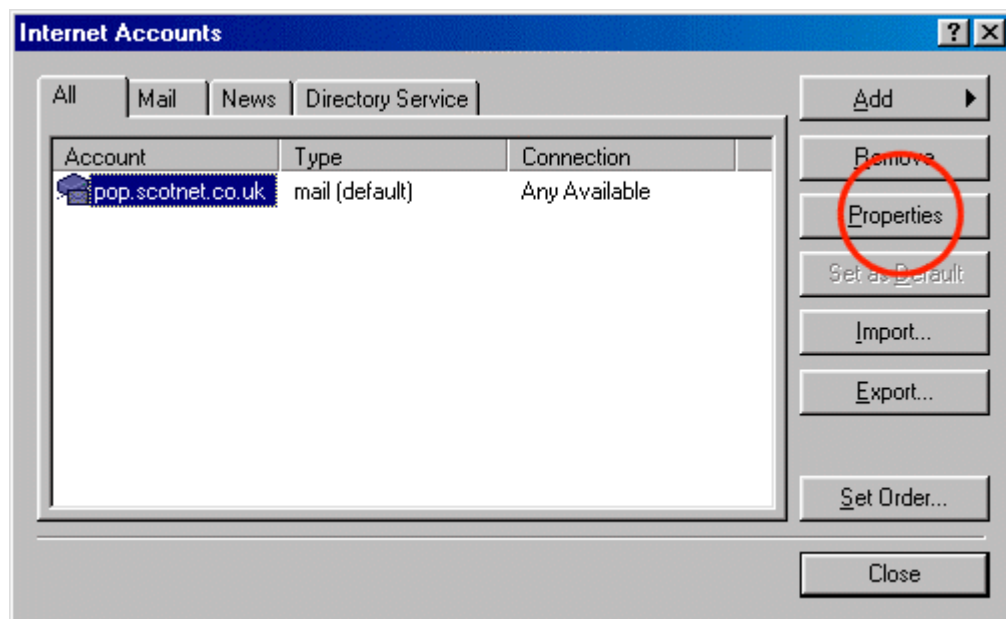
10. When you click Finish on the next screen, you may be asked to insert your Windows CD.

11. To send and receive e-mail using your newly created Scotnet account click the "Tools" drop down menu. Select "Send and Receive" and choose your preferred option. Your Scotnet account will be found at the bottom of this menu.

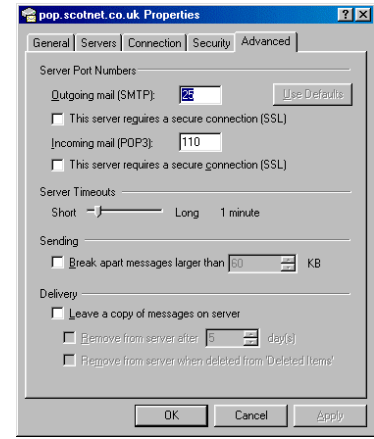
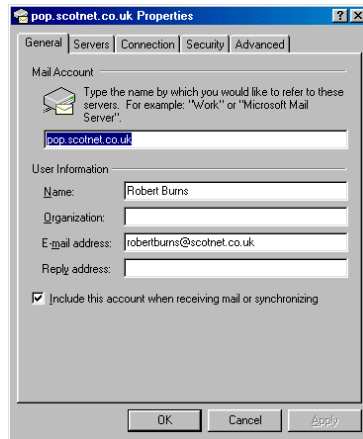


## Account Properties

You can display and alter your dial-up account properties from Outlook Express. From the "Tools" drop down menu select "Accounts". Highlight the Scotnet account and select the "Properties" button from the right side of the "Internet Accounts" dialogue box.



The "General", "Servers" and "Advanced" tabs detail settings that are most usually referenced to when your settings require alteration.



## Internet Explorer.

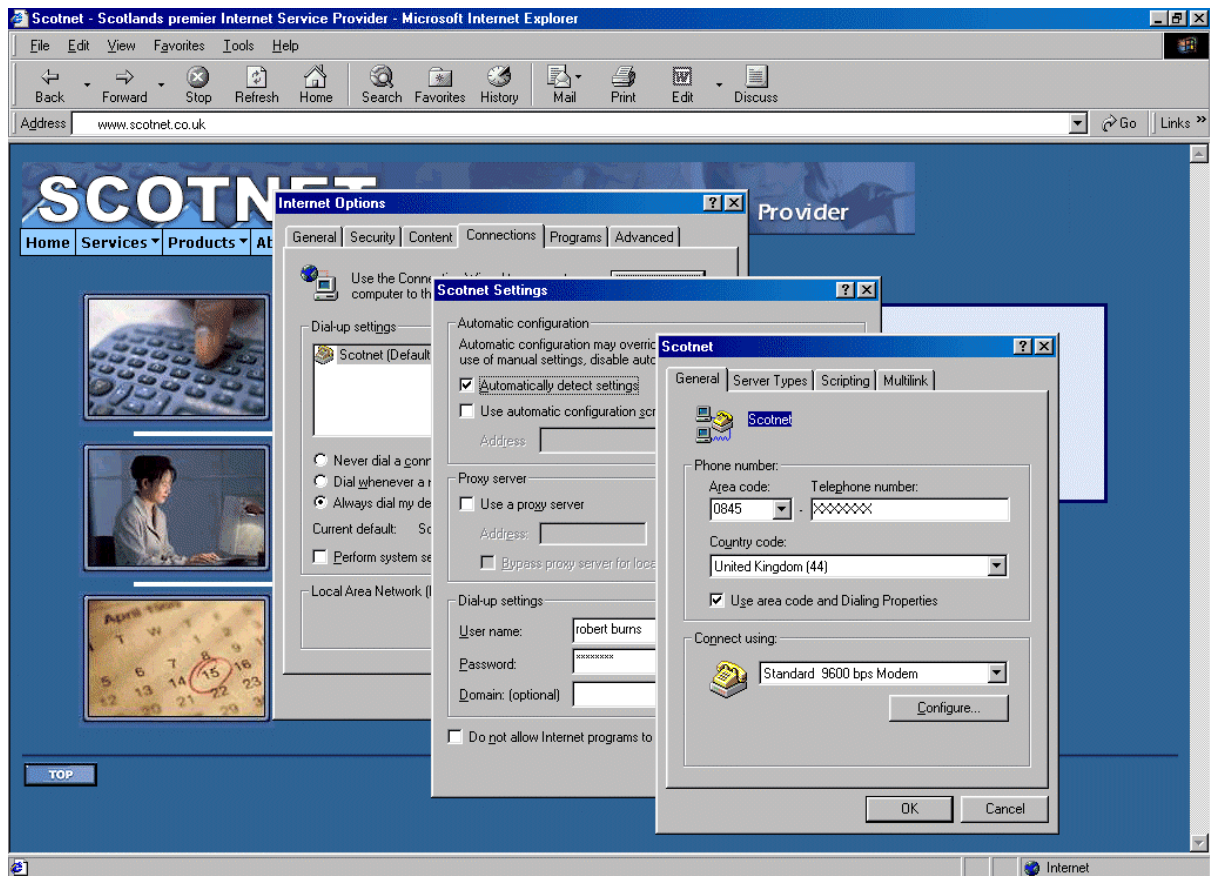


You can display and alter your dial-up settings from Internet Explorer.

From the TOOLS Drop Down Menu select INTERNET OPTIONS.

From the Internet Options Dialogue Box select the CONNECTIONS tab.

From here you are able to view and alter your dial-up settings and properties including the configuration of your modem.



Whilst on-line, an icon will be displayed on right of the "Taskbar" that indicates that you are connected.

To stop the connection double click the taskbar icon and click the disconnect button.

### **Scotnet Support**

**t: 0845 270 0010**

**e: [sales@scotnet.co.uk](mailto:sales@scotnet.co.uk)**

