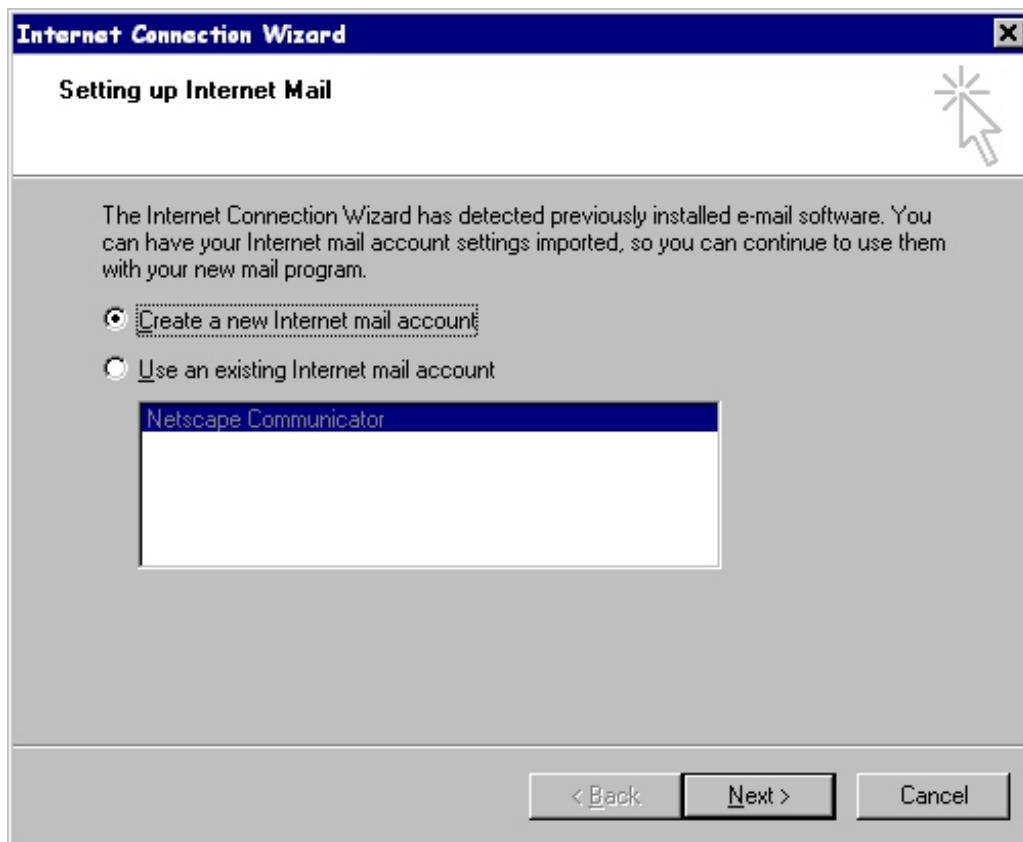


ASDM Online

Outlook Express Setup Instructions

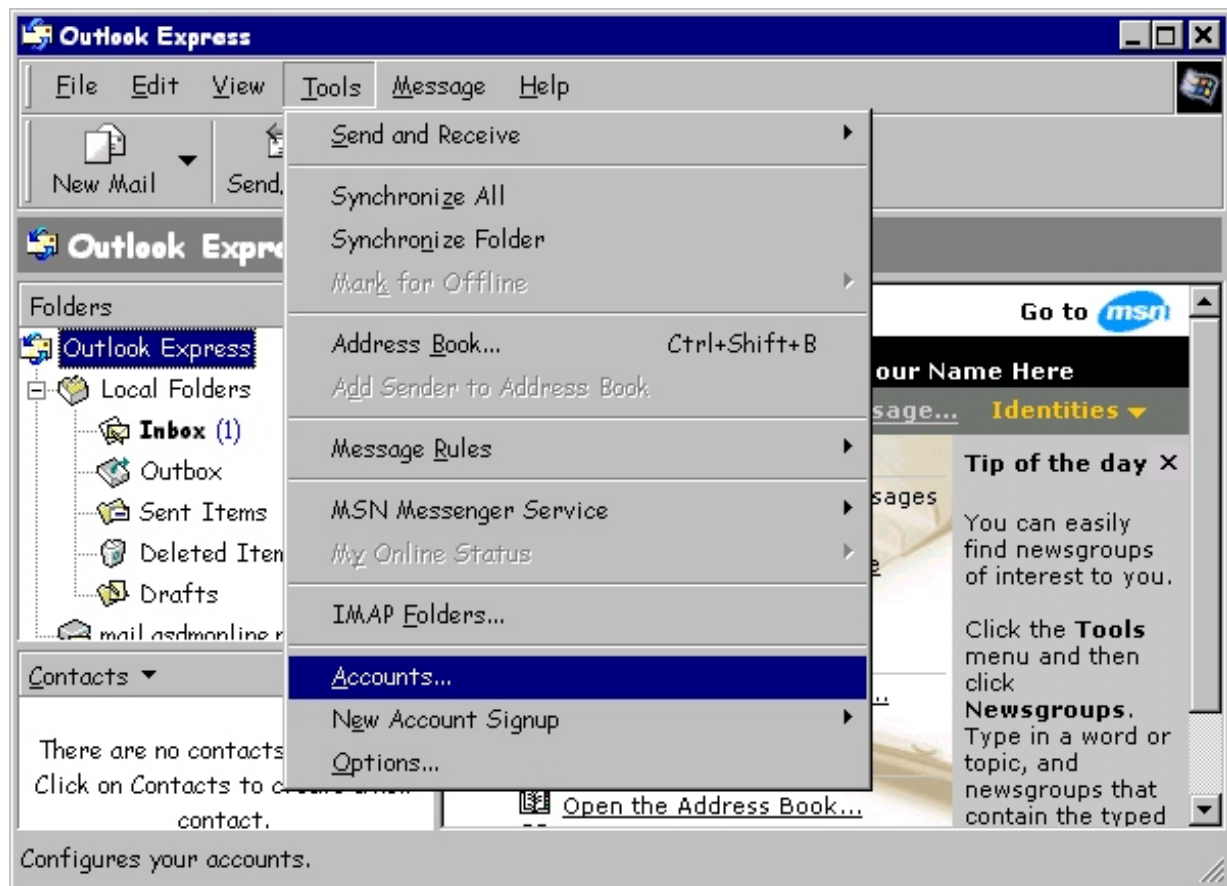
To create a new e-mail connection:

1. Double-click **Outlook Express**. If this is the first account to be created, you will be greeted with the following screen. If you are creating an additional account, please skip to step 3.



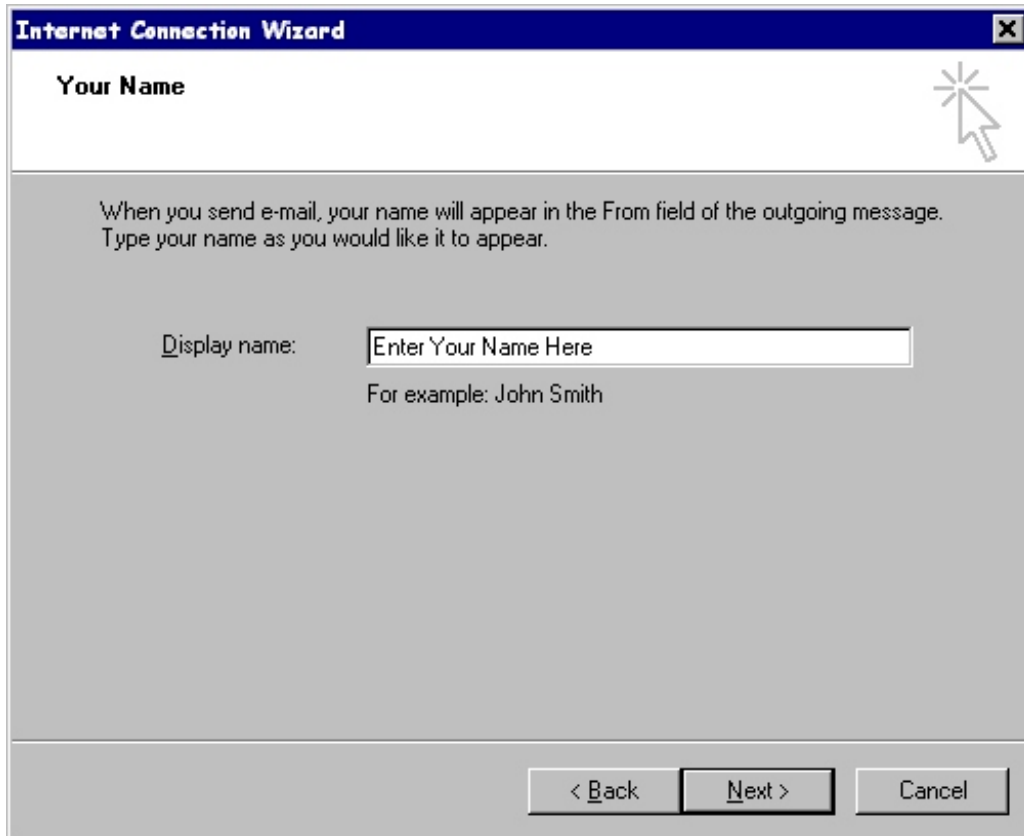
2. Click **Next** to continue. Go to Step 5.

3. If this is an additional e-mail account, you must select Tools from the menu and click on Accounts.



4. You will be shown another form (not shown in this document). Click on the Mail tab (on the top) and choose Add and select Mail ...

5. The following form allows you to enter a “friendly” name that would be easier for other people to recognize who is sending them mail. Typically most people enter their full name in the following box but you can enter anything like a nickname, etc. This is not your e-mail address! You will enter your e-mail address later.



The image shows a screenshot of a Windows dialog box titled "Internet Connection Wizard". The dialog box has a blue title bar with a close button (X) in the top right corner. Below the title bar, the text "Your Name" is displayed in a bold font. To the right of this text is a mouse cursor icon pointing at a starburst symbol. Below this, there is a paragraph of text: "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." Below the text is a label "Display name:" followed by a text input field containing the placeholder text "Enter Your Name Here". Below the input field is the text "For example: John Smith". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

6. On this form you specify the type and the name of the mail servers. In order to send and receive e-mail through ASDM Online, the incoming and outgoing mail servers must be specified as shown below. You do have a choice of POP3 or IMAP as the protocol to retrieve your mail. I will attempt to explain the difference.
- a. When you retrieve your e-mail via a POP3 server the e-mail is normally downloaded and stored on your computer. Any already downloaded e-mail is inaccessible from any other computer. You are typically not limited to the amount of e-mail that can be store because it is stored on your local computer.
 - b. When you retrieve your e-mail via a IMAP server the e-mail is copied to your local computer but stays on the server. When you Send/Receive e-mail, Outlook Express synchronizes your mail locally with the mail on the server. This way you can read your e-mail through the Webmail client (check the website for this) or another IMAP client. You are limited on the number of messages that can be stored by the space restrictions of the server.

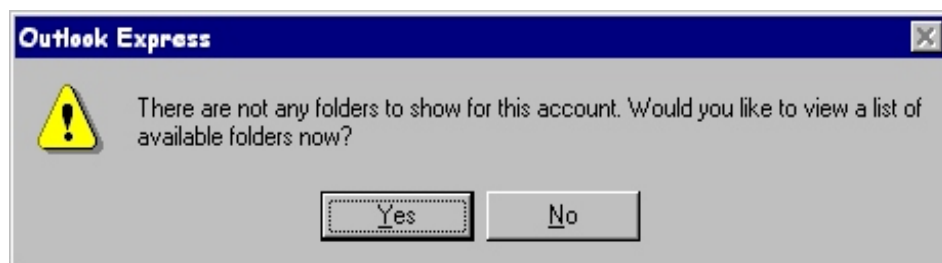
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main title of the dialog is "E-mail Server Names". Below the title bar, there is a dropdown menu set to "IMAP" with the text "My incoming mail server is a" on the left and "server." on the right. Below this, there is a text input field labeled "Incoming mail (POP3, IMAP or HTTP) server:" containing the text "mail.asdmonline.net". Further down, there is another text input field labeled "Outgoing mail (SMTP) server:" also containing "mail.asdmonline.net". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible over a star icon in the top right area of the dialog.

7. This is the form where you enter your username and password. Please enter them in lower case or you may not be able to send or receive mail.



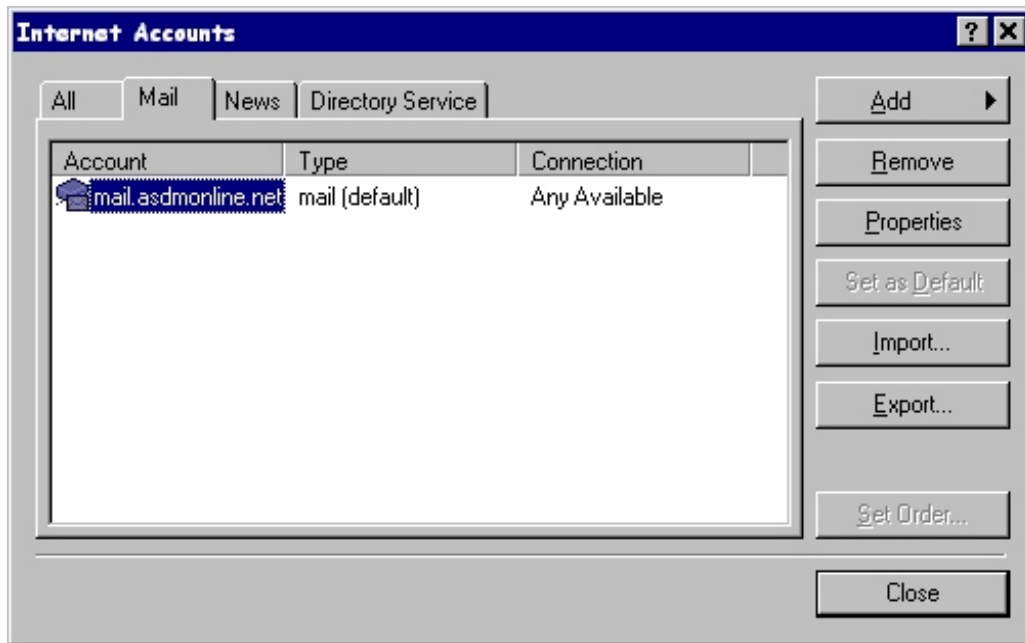
The screenshot shows a dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" with the text "username" and "Password:" with "xxxxxxxx". A checked checkbox labeled "Remember password" is located below the password field. 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 dialog, there are three buttons: "< Back", "Next >", and "Cancel".

8. Click Next. Review your settings then click Finish.
9. If you selected IMAP then you will get a message asking you if you want to view a list of folders or synchronize your folders. Go ahead and click Yes. If it fails, don't panic, it is not a big problem. When you connect it will attempt again.



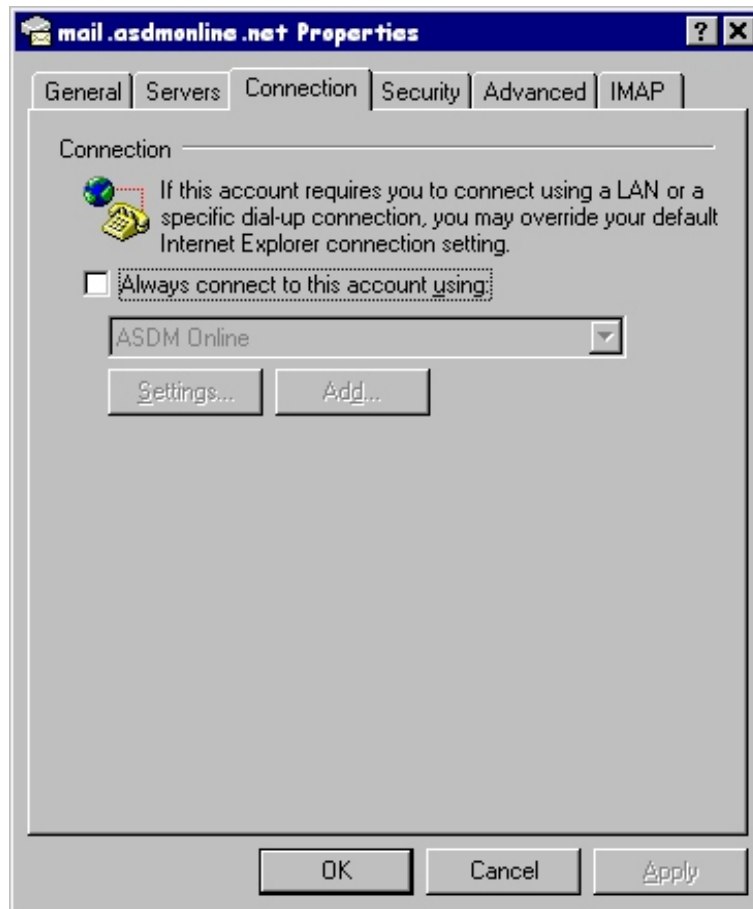
The screenshot shows a dialog box titled "Outlook Express" with a yellow warning icon on the left. The text inside the dialog reads: "There are not any folders to show for this account. Would you like to view a list of available folders now?" At the bottom of the dialog, there are two buttons: "Yes" and "No".

10. You should see a window that looks like this when you are done. You may have multiple account names. If you do have multiple account names, make sure that you select asdmonline.net as the default account!



11. If you have multiple dial-up accounts, make sure that the account for ASDM Online (mail.asdmonline.net) is the only account that has a dial-up connection specified. All other accounts should be listed as Any Available (see the dialog box above).

12. The connection can be changed by double clicking on the specific connection, clicking on the Connection tab and selecting whether or not you “Always” want to connect to this account using a certain dial-up provider. This is one place that you may have to experiment a little to make the connection work. If you have problems, please contact one of our support staff.



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Note: Check the website frequently for tips, tricks and the latest information.