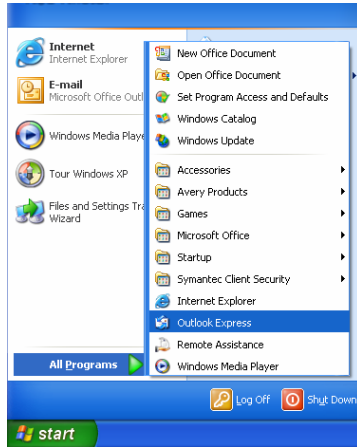
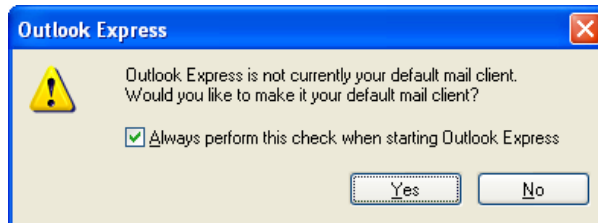


RUC Outlook Express E-Mail Setup Instructions

1. Click the start button
2. Point to Programs
3. Click Outlook Express



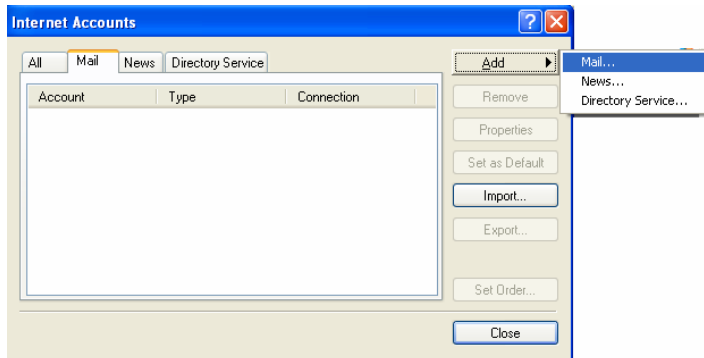
4. You may receive a warning stating that Outlook Express is not your default e-mail client. Click on Yes to make it your default e-mail client.



If the internet connection wizard starts up automatically skip to step 7. If the wizard does not automatically appear click Tools on the top menu and then select Accounts.



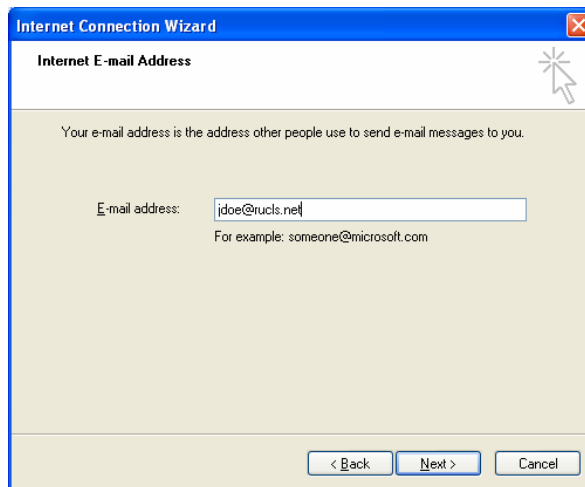
6. Click the mail tab, click the add button, and then select Mail...



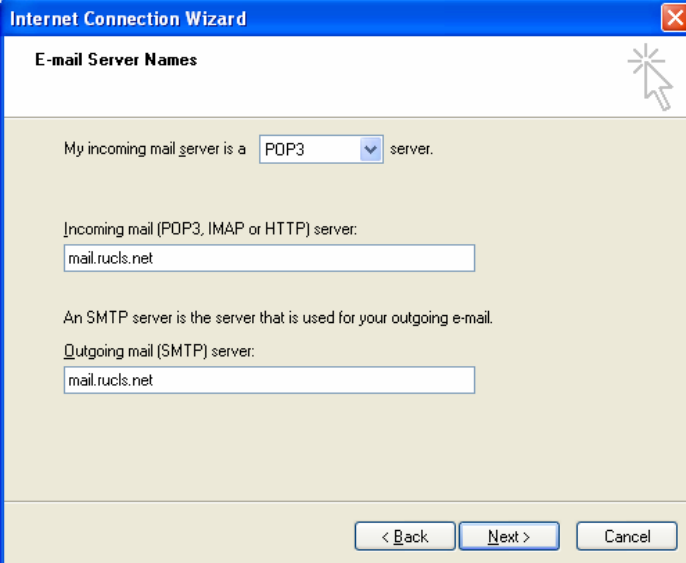
7. Type your name in the Your Name page and click next.



8. On the Internet Explorer Address page type your e-mail address, and then click on the next button.

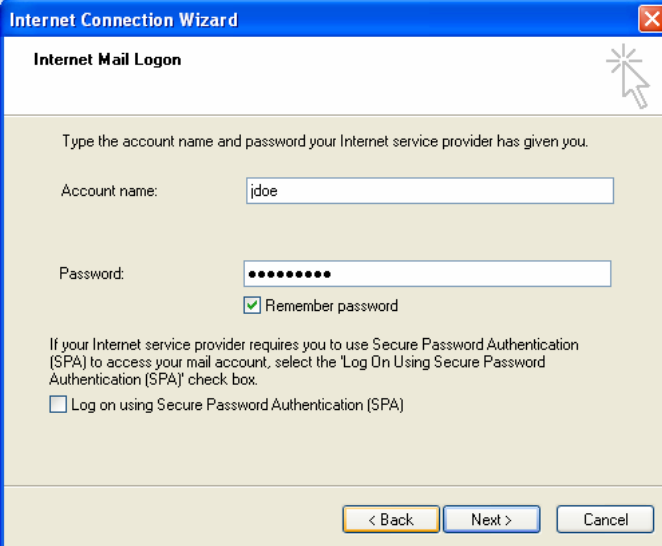


9. On the E-Mail Server Names page, fill in **mail.rucls.net** in both the incoming and outgoing boxes. Also be sure that POP3 is selected for the incoming mail server. Click next to continue.



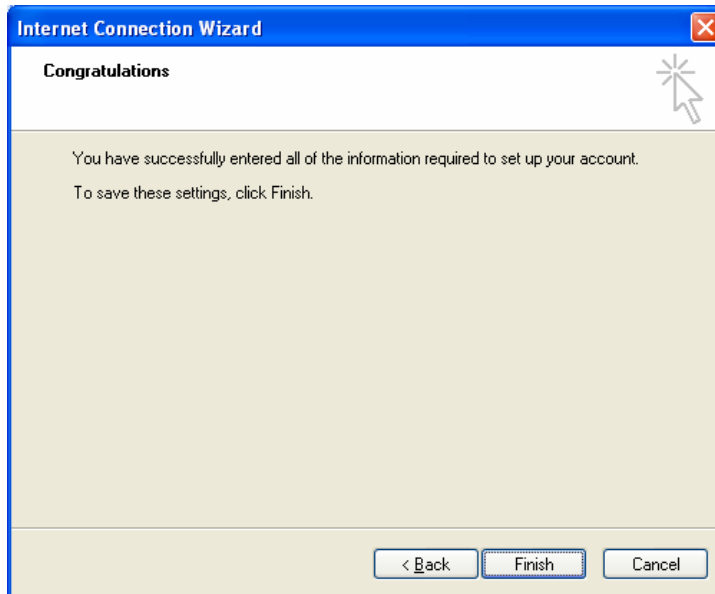
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' with a close button in the top right corner. The main title is 'E-mail Server Names'. Below the title, there is a dropdown menu for 'My incoming mail server is a' set to 'POP3' and the text 'server.'. Below this, there is a text box for 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'mail.rucls.net'. Further down, there is a text box for 'Outgoing mail (SMTP) server:' also containing 'mail.rucls.net'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

10. On the Internet Mail Logon page, fill in your username and password. Click on next to continue.



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard' with a close button in the top right corner. The main title is 'Internet Mail Logon'. Below the title, there is a text box for 'Account name:' containing 'jdoe'. Below that, there is a text box for 'Password:' containing a series of dots. Below the password box, there is a checked checkbox labeled 'Remember password'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

11. Click on finish to complete setting up e-mail. You are now ready to use your email account in Outlook Express.



Thank you for choosing RUC
--Receive up to 5 email accounts
--Receive 30Mb of email inbox space

Please contact our
Help Desk
at 768-HELP
if you are having difficulty.
Thank you.

