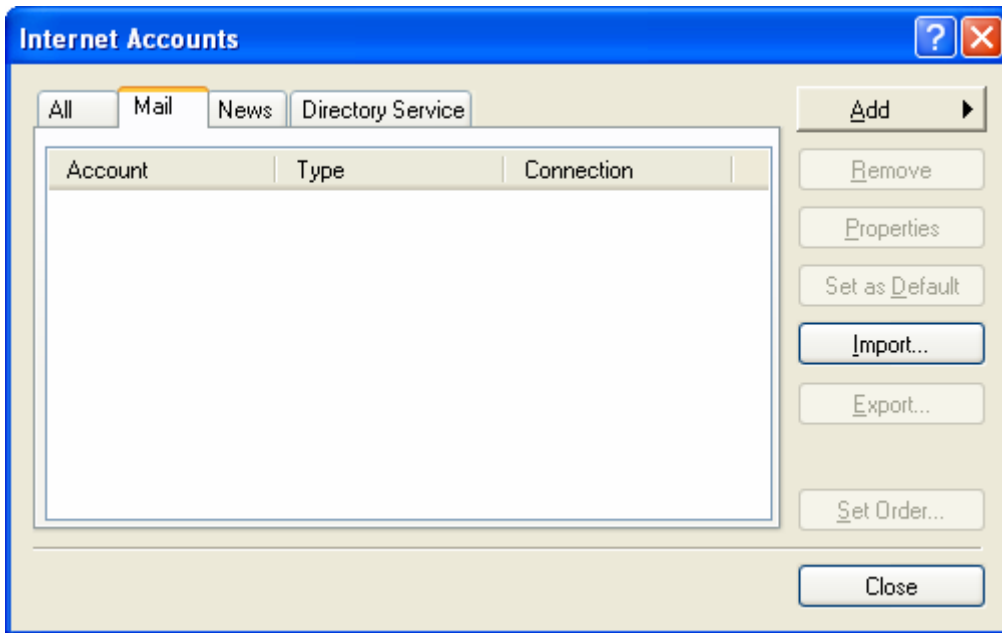


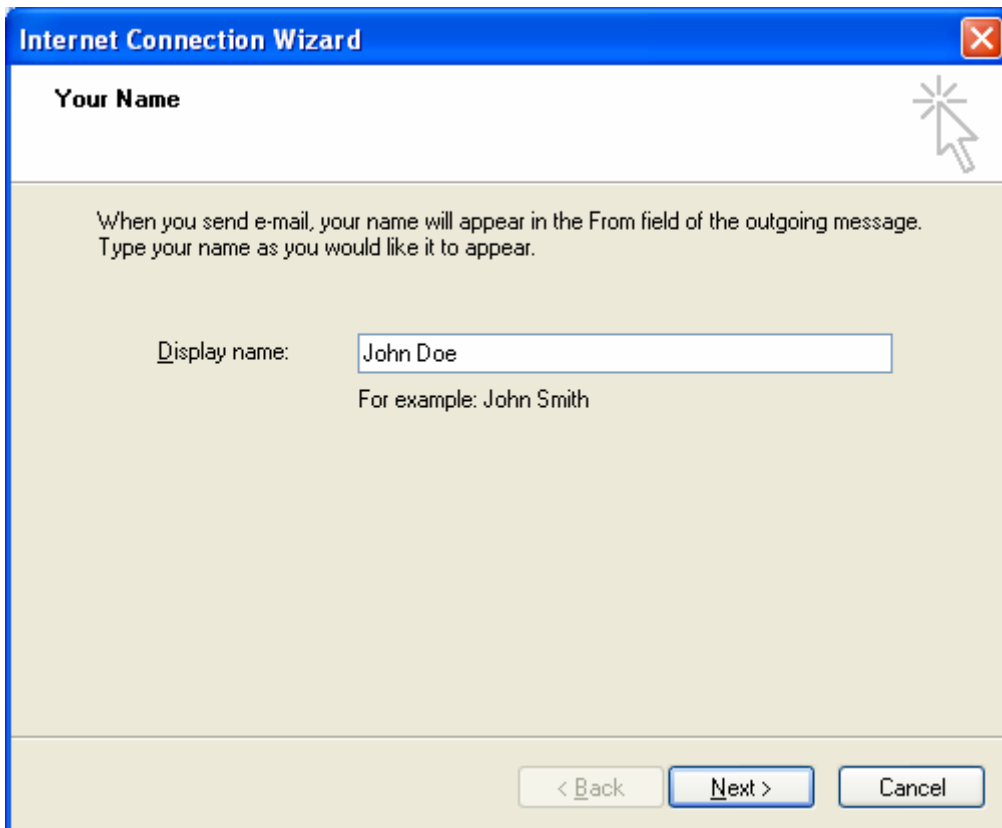


*MagnoliaWave Email
Set-up Guide*

To set up an email in Outlook Express, Open Outlook Express and click **Tools** and then **Accounts**.



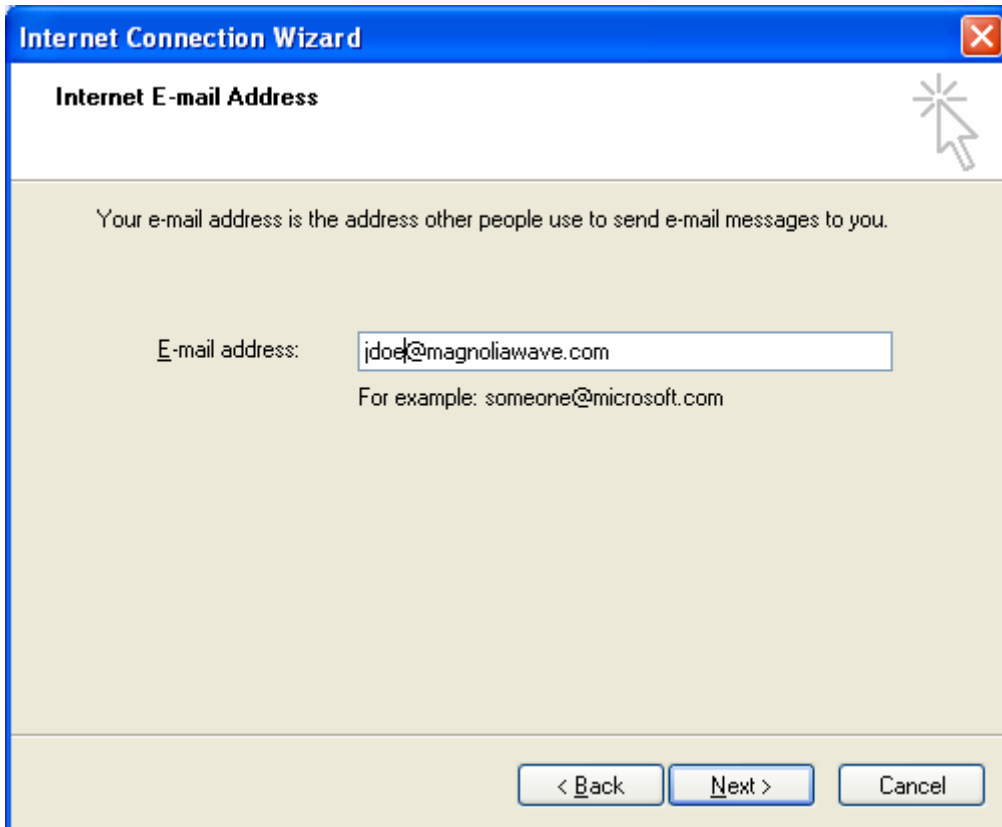
Then Click on the **Mail Tab**. On the right side, click Add --> Mail.



For Display Name, Type the name that you want to appear in the From Field in your outgoing email messages.

Example: John Doe

Click Next





The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "Internet E-mail Address". Below the title, there is a mouse cursor icon. The main text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this text, there is a label "E-mail address:" followed by a text input field containing "jdoe@magnoliawave.com". Underneath the input field, there is a small example text: "For example: someone@microsoft.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

Type your full email address

Example: jdoe@magnoliawave.com

Click Next

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:

For the incoming and outgoing mail servers,
Type **mail.magnoliawave.com**

Click Next

The screenshot shows a Windows 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." There are two input fields: "Account name:" containing "jdoe@magnoliawave.com" and "Password:" containing ten dots. A checked checkbox labeled "Remember password" is below the password field. Below that is a paragraph: "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." followed by an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom are three buttons: "< Back", "Next >" (highlighted with a yellow border), and "Cancel".

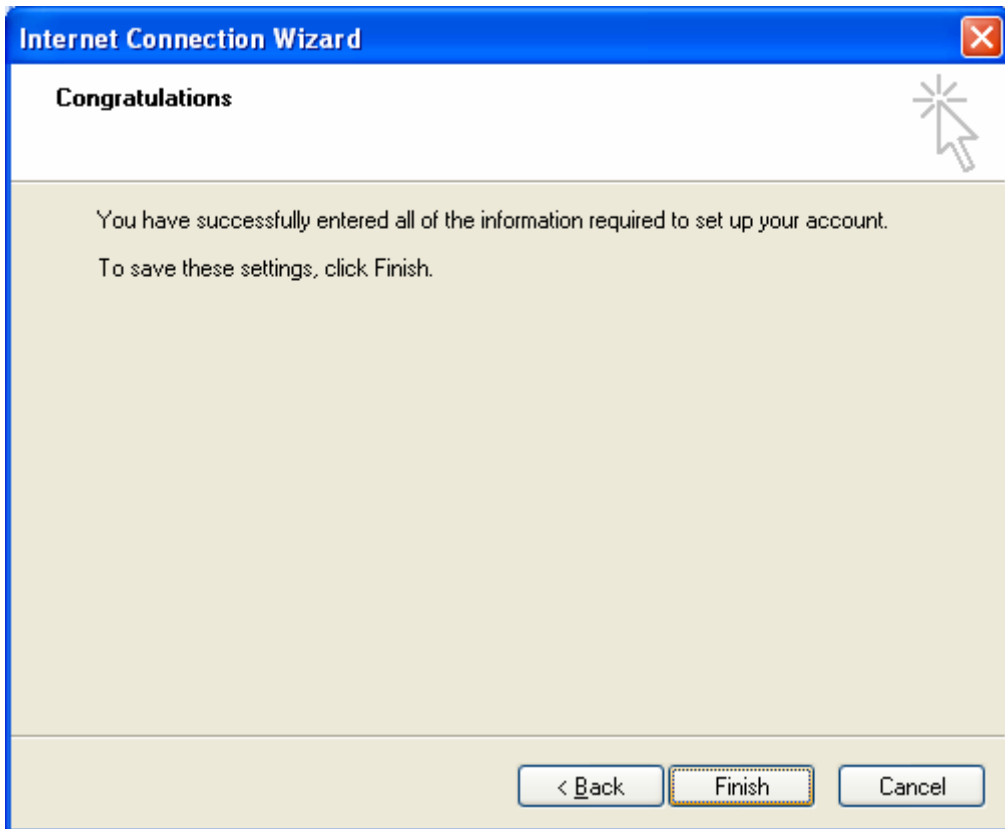
In the Account name field, type your whole email address.

Example: jdoe@magnoliawave.com

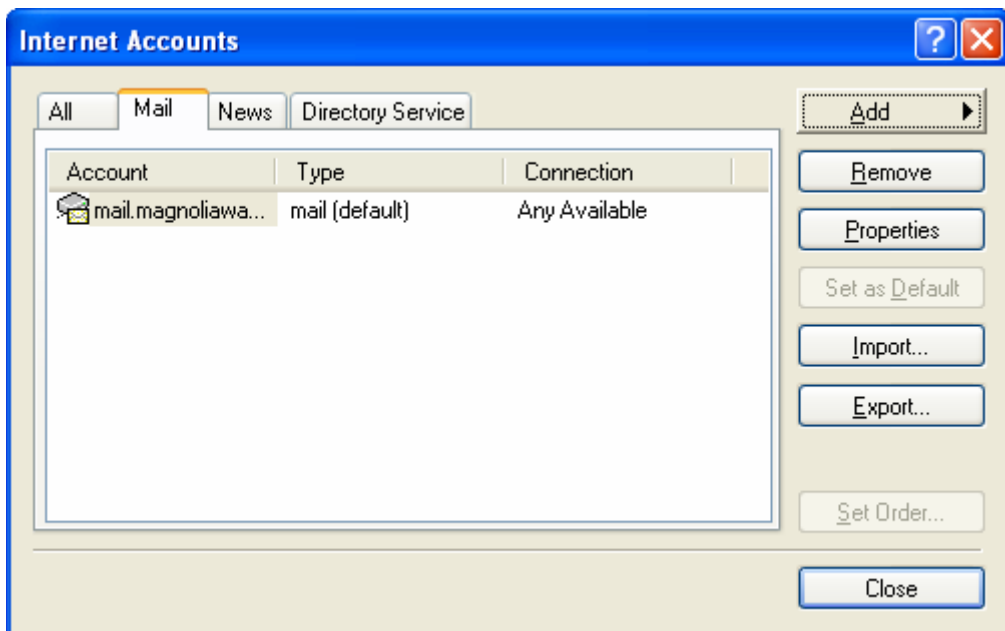
In the Password field, type your password. If you haven't changed your password through the webpage it will still be the same as your Account name.

****Remember**** If you do change your password through the web page, you also have to change it here.

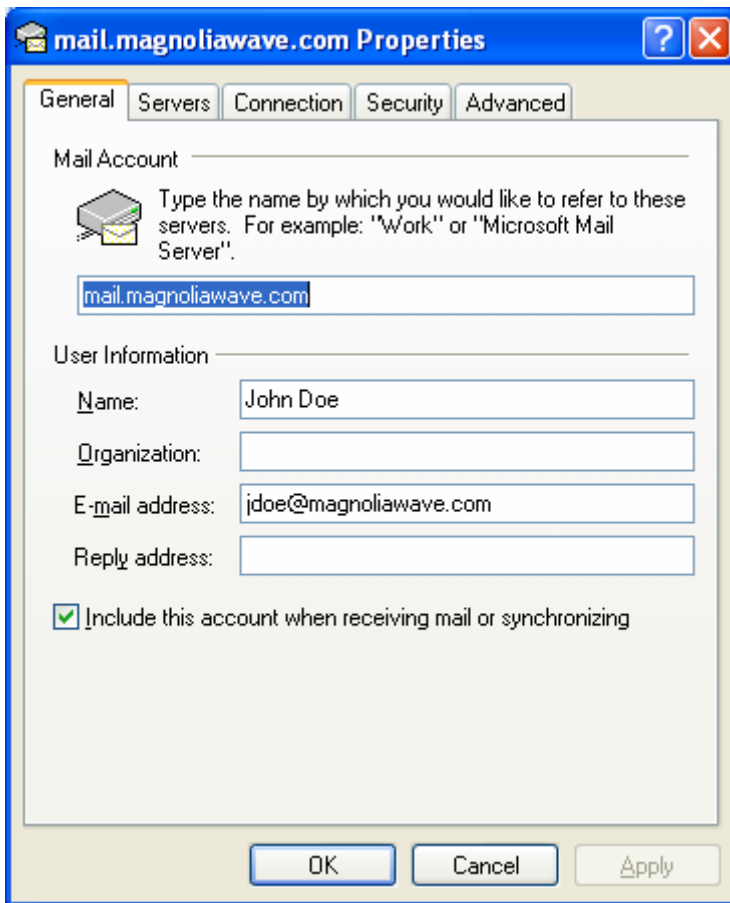
Click Next



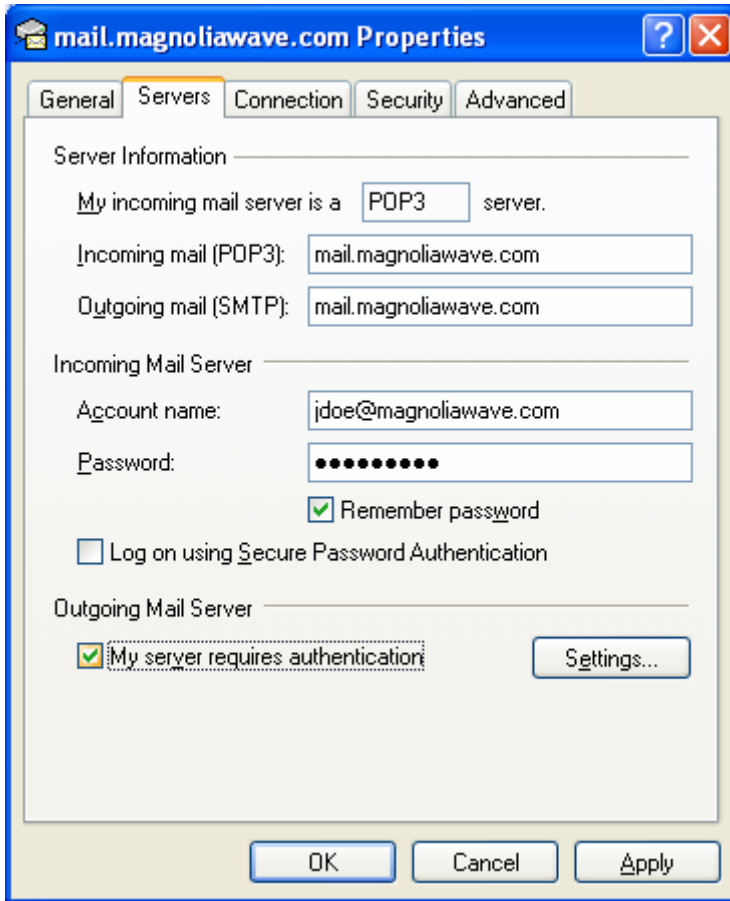
Click Finish



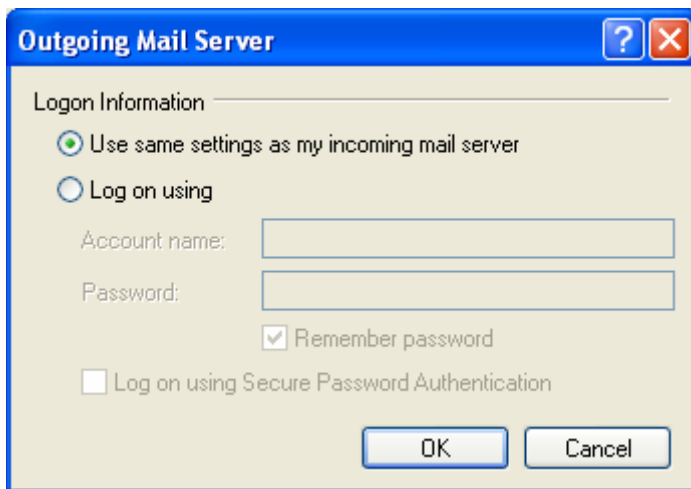
To set up your outgoing email address you will need to click on your new mail account and then click on **properties**.



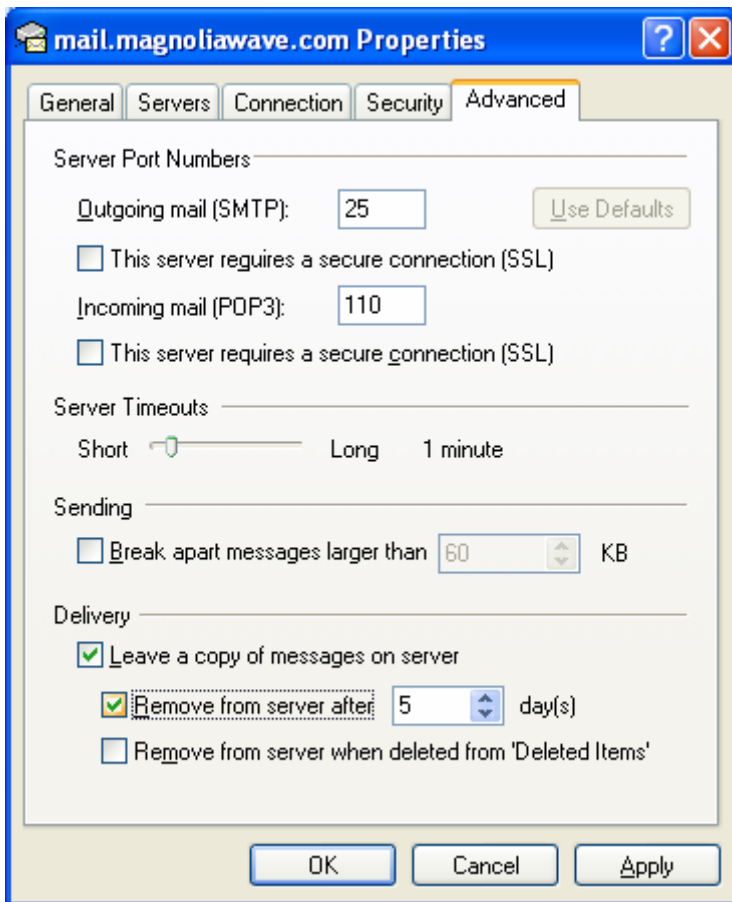
Click on the **server tab**.



Under Outgoing Mail Server.
Check My server requires authentication.
Then Click **Settings**.



Verify that Use same settings as my incoming mail server is selected.
Then Hit **OK**



This step is optional, if you would like to keep a copy of your emails on the server for X amount of days.

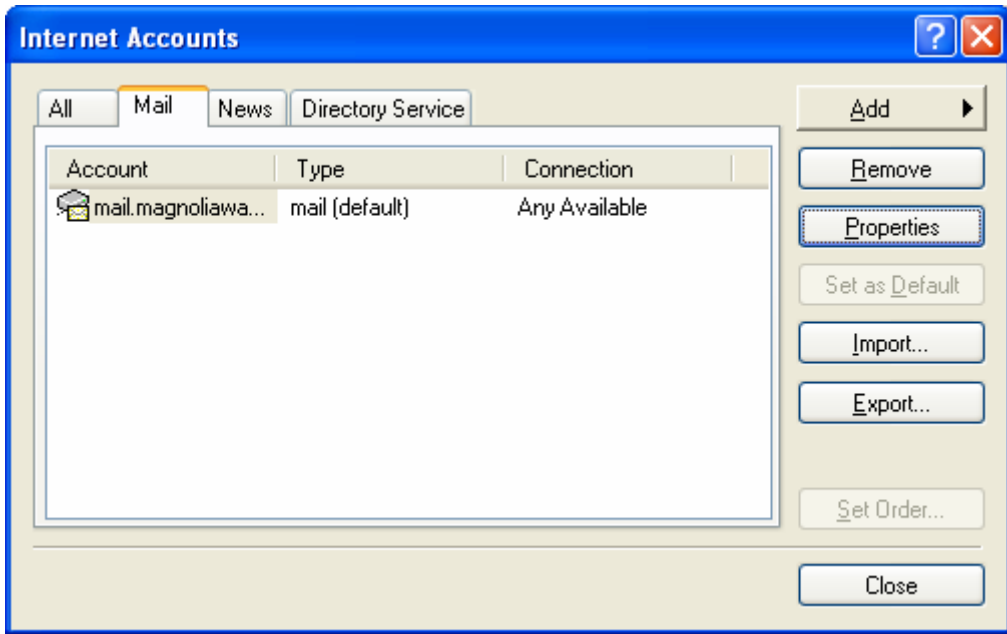
Click the **Advanced** tab.

Go down and put a check mark on Leave a copy of messages on server.

Also put a check mark on Remove from server after X days.

I usually keep my messages on the server for 5 days. In case you need to check your mail through the web browser at a different PC your most recent emails will still be there. Also this will free up your amount of space that you are allocated on the server.

Click **OK**



Click **Close**