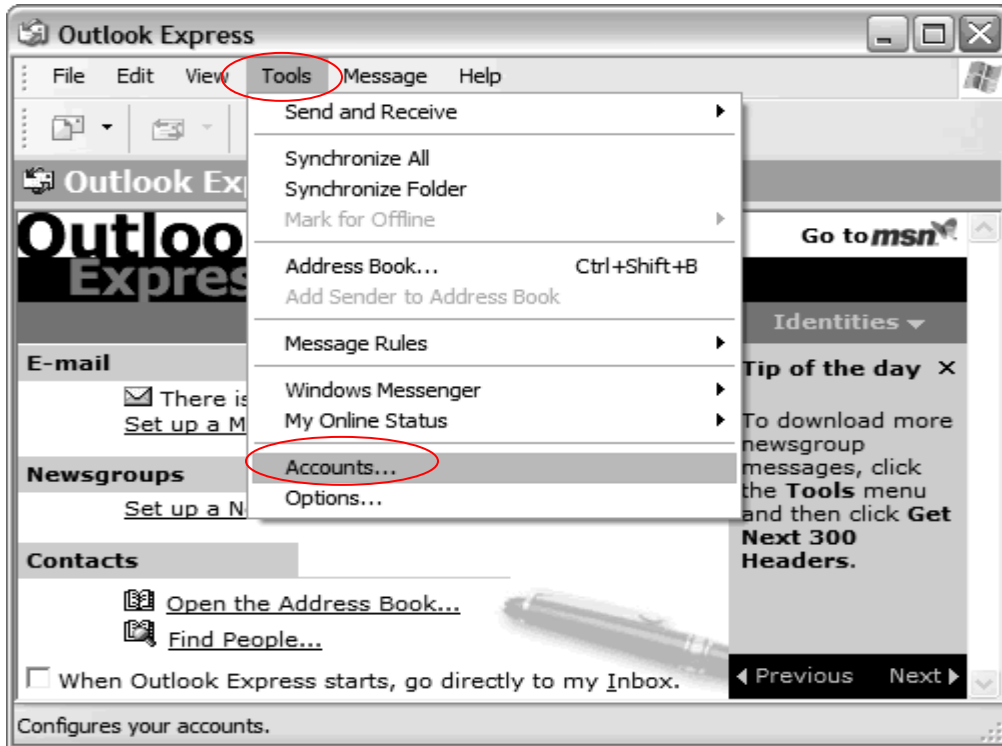


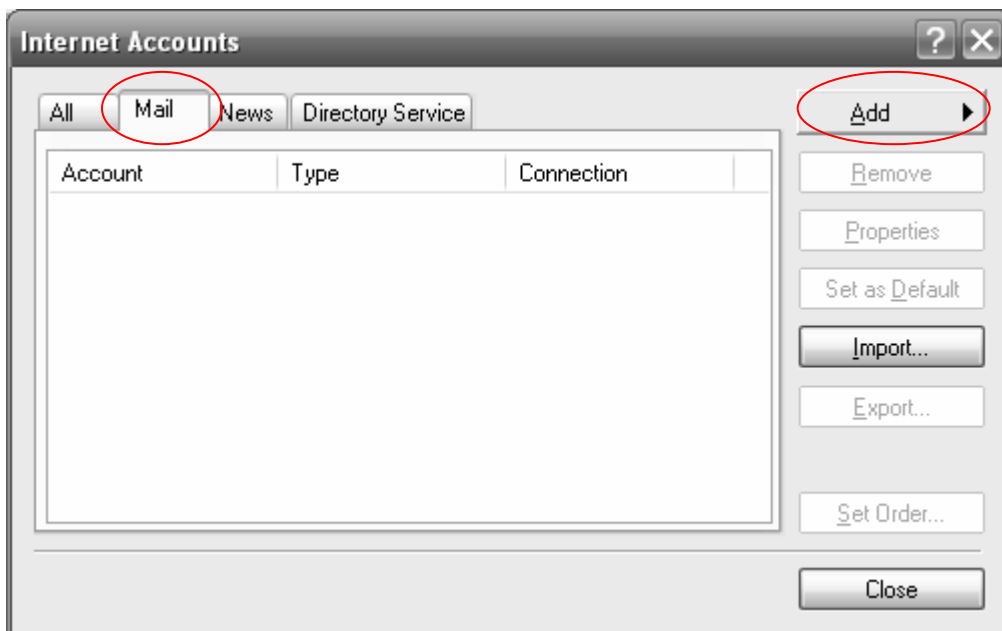
Setting Up Your PAC E-mail in Outlook Express

To set Microsoft Outlook Express to automatically check your Pac email:

1. In Microsoft Outlook Express, select Tools > Accounts.



2. Select the "Mail" tab in the Internet Accounts window and click "Add."



3. Enter you PAC name and click Next.

The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box with 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.' Below this, there is a label 'Display name:' followed by a text input field containing 'School PAC'. Below the input field, there is an example: 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

4. Enter your PAC e-mail address and click Next.

The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box with the instruction: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this, there is a label 'E-mail address:' followed by a text input field containing 'school.pac@vcpac.ca'. Below the input field, there is an example: 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

5. On the E-mail Server Names window, enter your information as follows:

My incoming mail server is a

POP3 server

Incoming mail (POP3, IMAP or HTTP) server

vcpac.ca

Outgoing mail (SMTP) server

(Input your home SMTP server. For example: smtp.telus.net or shawmail If you are unsure, go back to the mail tab, select your home account, click properties, select the servers tab, and copy the contents of the outgoing mail)

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:

< Back

6. Enter your e-mail address for your account name and enter your password. Click Next.



Internet Connection Wizard

Internet Mail Logon

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

Account name:

Password:

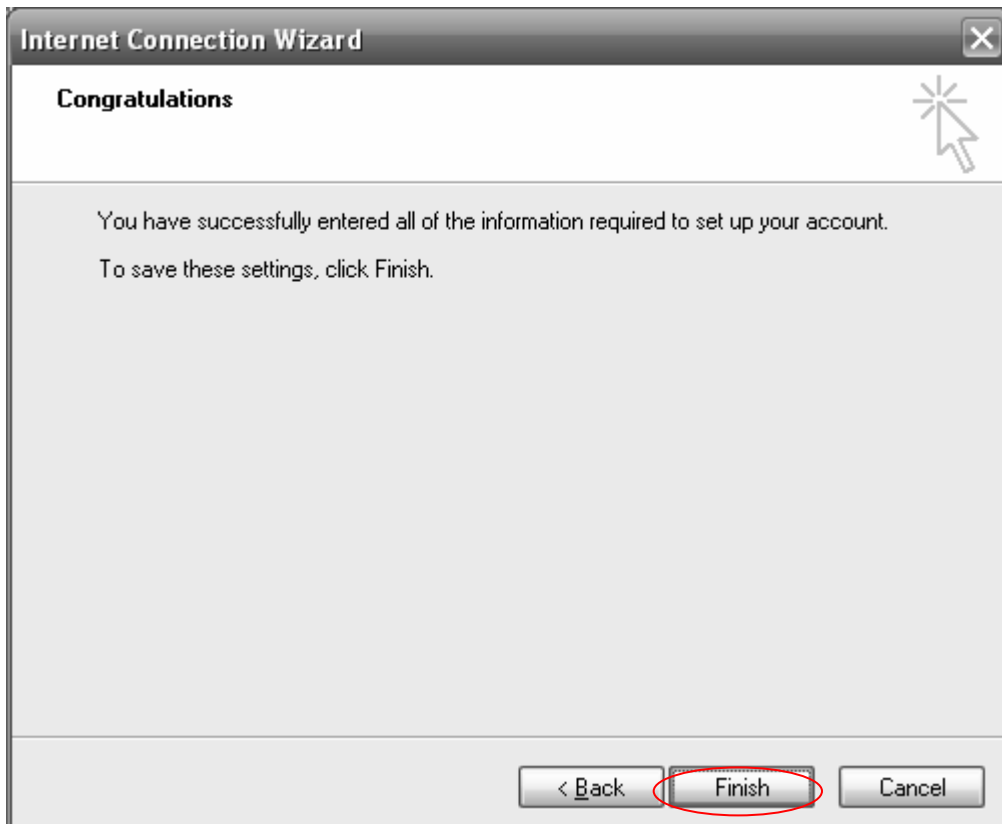
Remember password

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

7. Click Finish.



Internet Connection Wizard

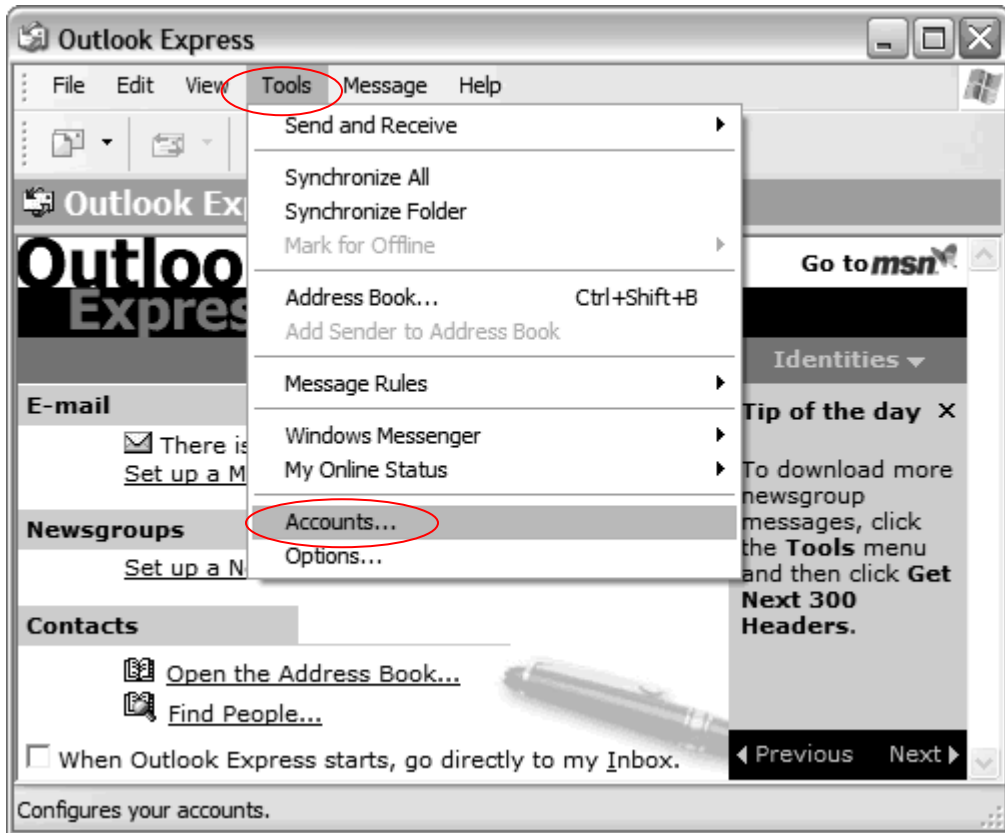
Congratulations

You have successfully entered all of the information required to set up your account.

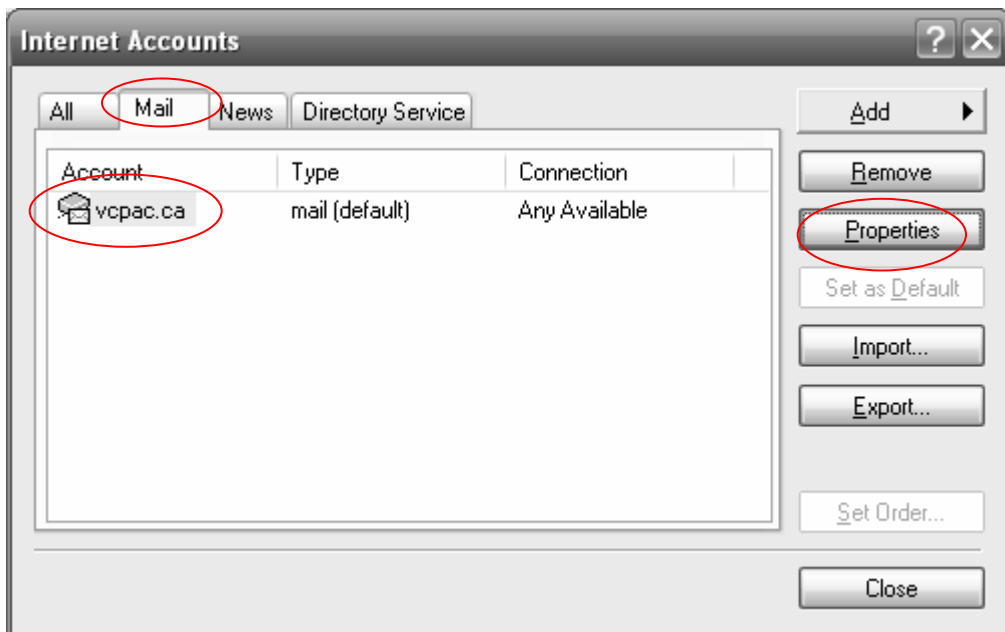
To save these settings, click Finish.

< Back **Finish** Cancel

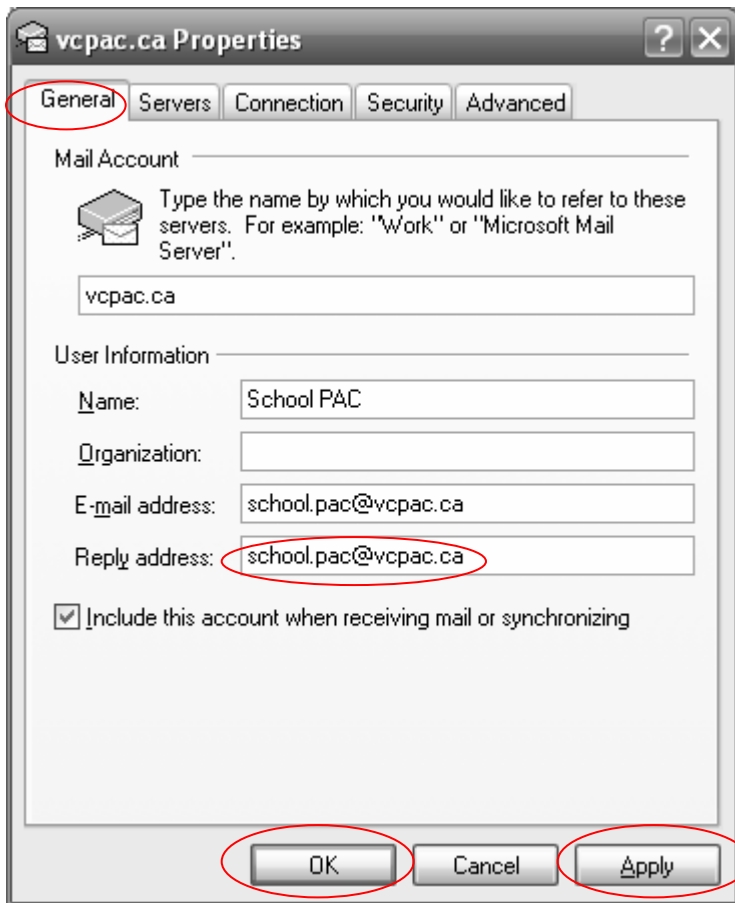
8. Return to the Tools > Accounts page



9. Select the Mail tab, highlight your PAC account, then click Properties



10. Enter your PAC email account in the Reply address line

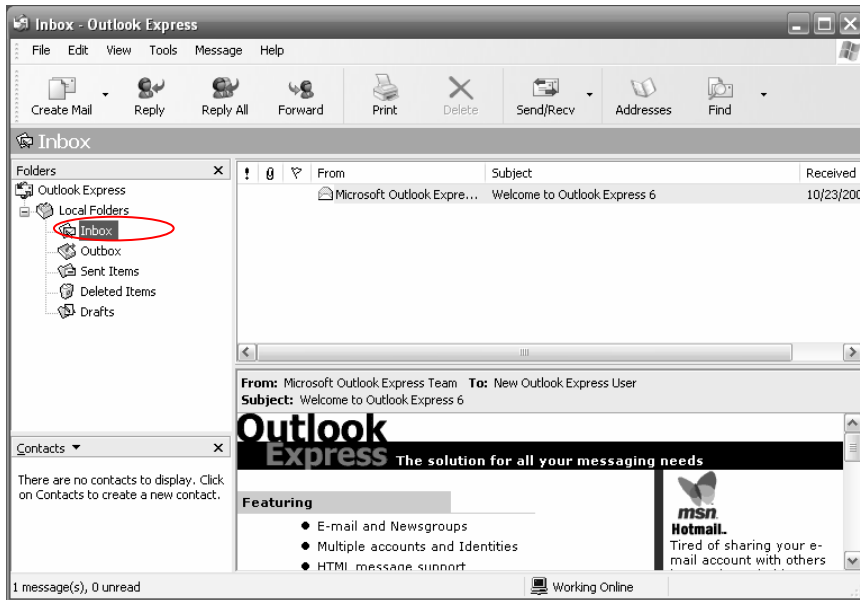


Click Apply, then OK

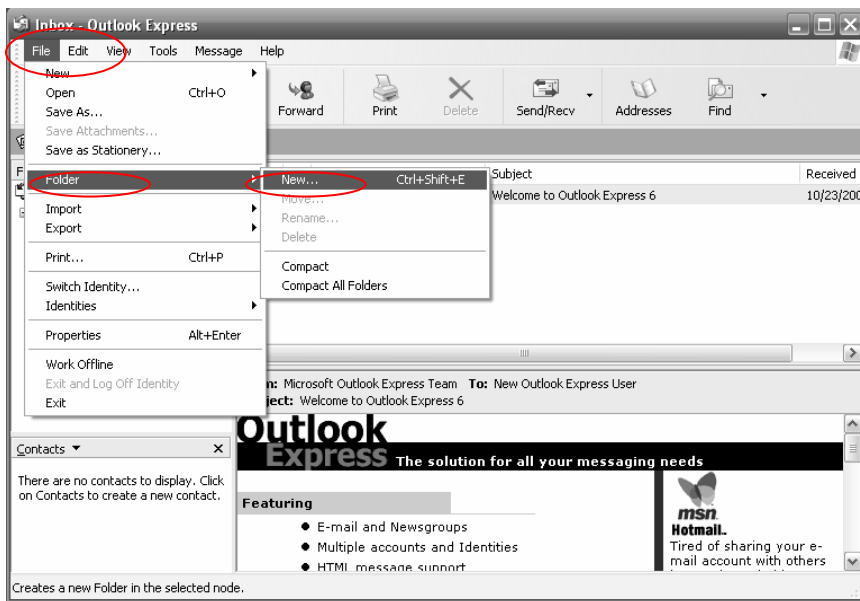
How to Create a New Folder

This section of the tutorial shows you how to set up a folder to receive your PAC emails so they remain separate from your personal messages.

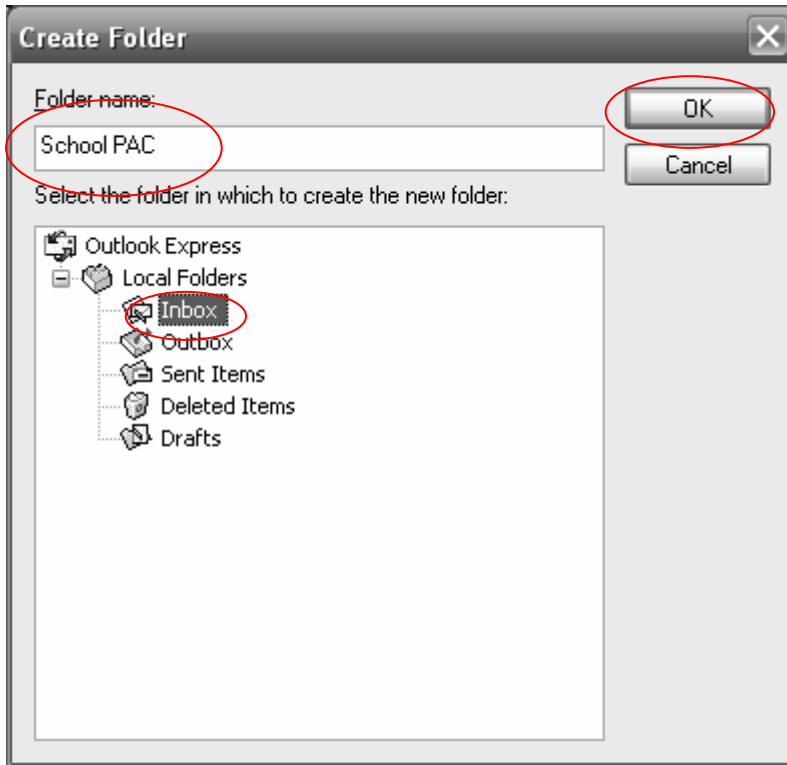
1. Highlight Inbox



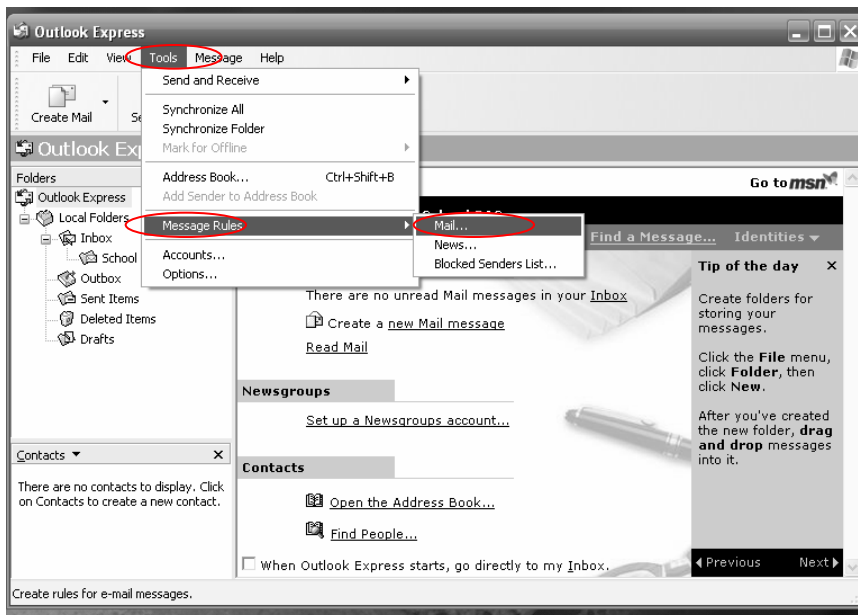
2. Click on File > Folder > New



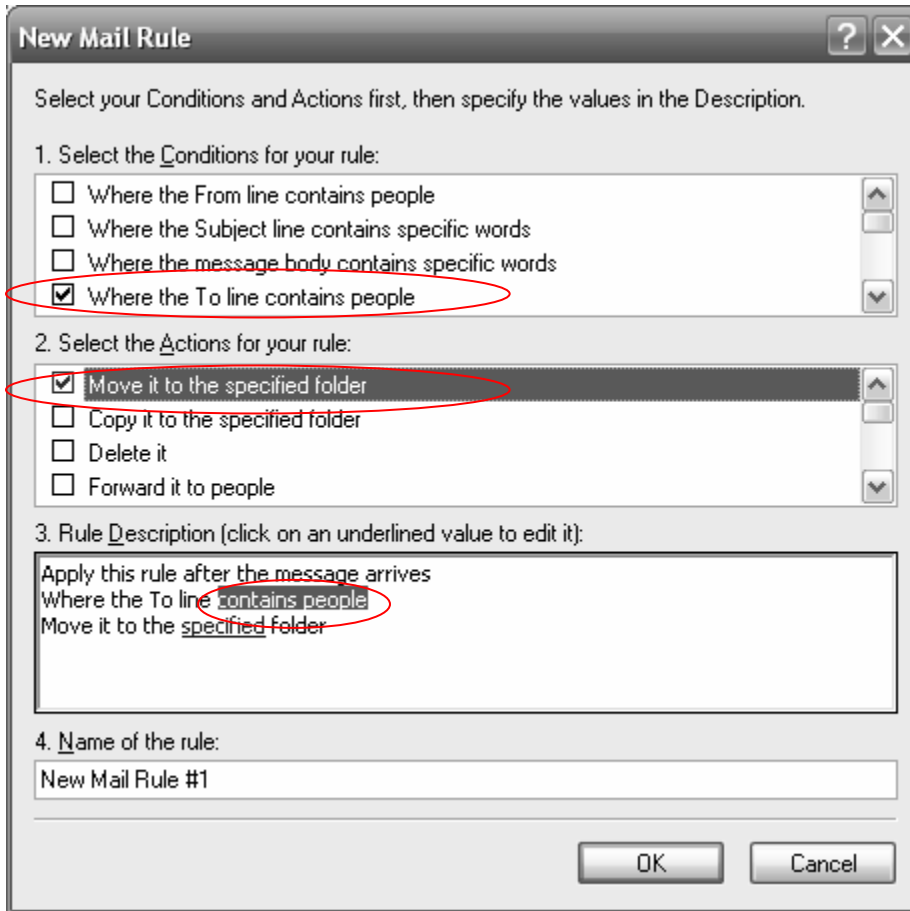
3. Type in your school PAC name, select Inbox, and then click OK



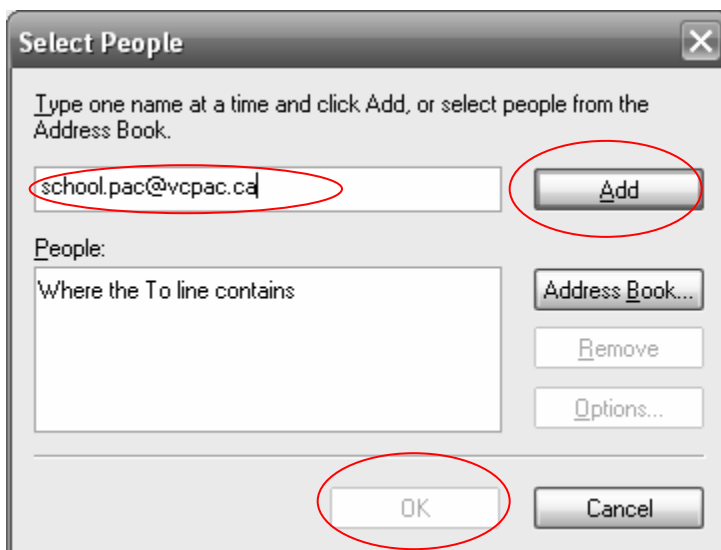
4. To create the rule that sorts your mail to your new folder, select Tools > Message Rule > Mail



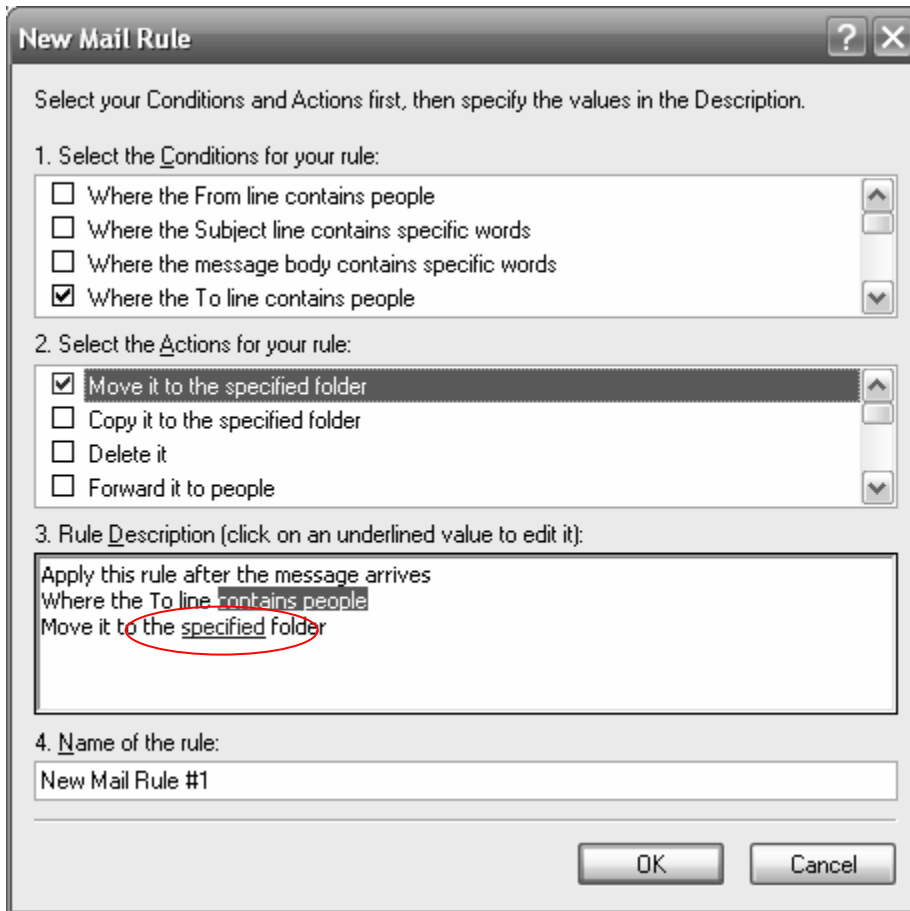
5. Check the following two boxes, click 'contains people'



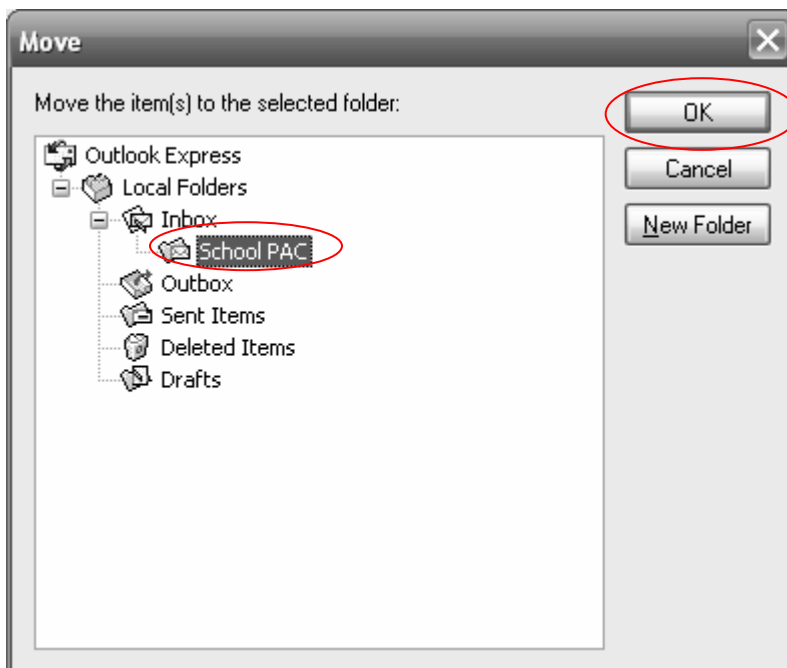
6. Enter your PAC email address, then click 'Add', and then OK



7. Click 'specified'



8. Highlight your PAC folder , then click OK



9. Click OK to complete the process

