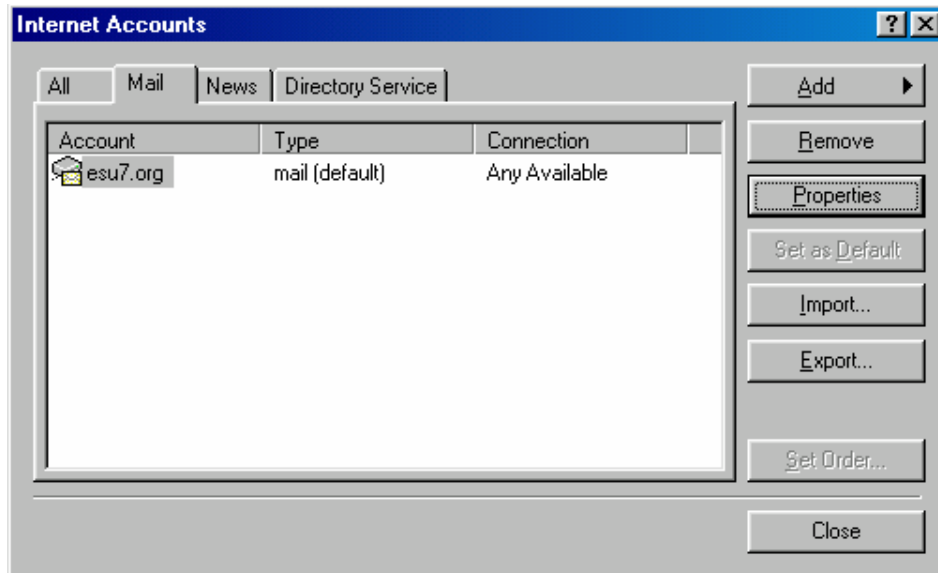


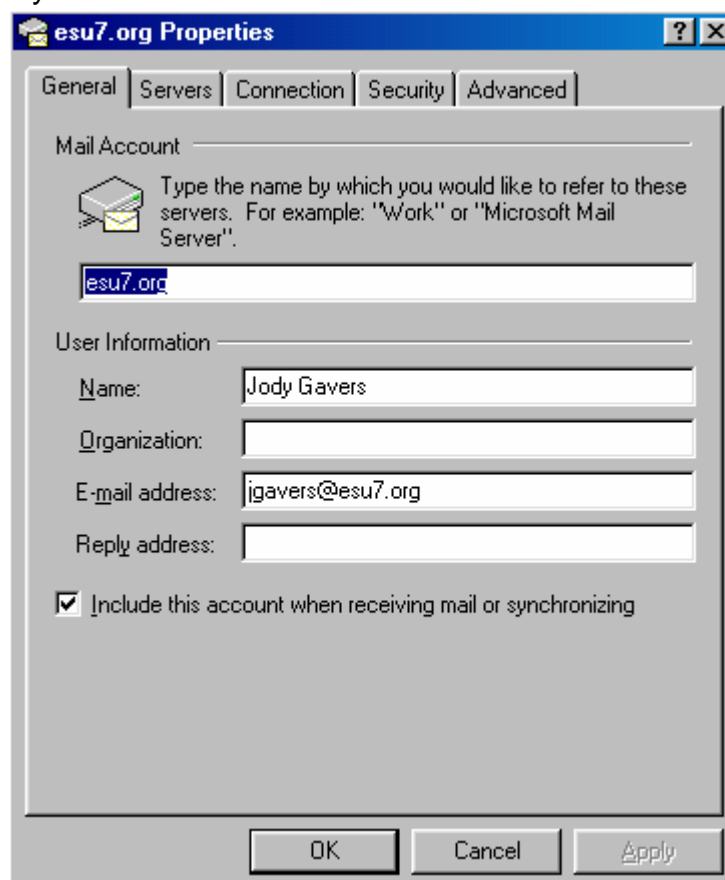
MAKING CHANGES TO YOUR E-MAIL ACCOUNT

If you have attempted to set up your account or need to make changes to your account using outlook express, Double Click Outlook Express on the desktop, go up to the tools menu option and drag down to Accounts. Click on the Mail tab and select the account you would like to make the changes to by single clicking it in the window.

Click on the properties button in the right hand column



. Click on the General Tab and put in your information. You may call your mail account whatever you choose to call it. EX:



Click on the Servers Tab and place your information in the correct text boxes:

esu7.org Properties

General Servers Connection Security Advanced

Server Information

My incoming mail server is a **POP3** server.

Incoming mail (POP3): esu7.org

Outgoing mail (SMTP): esu7.org

Incoming Mail Server

Account name: jgavers

Password: *****

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication

Settings...

OK Cancel Apply

Optional

If you want to type in your password each time you want to receive your e-mail uncheck the Remember password check box.