

## **Configuring Emails**

### **How to Log On to Web Mail**

**1. You can easily check your E-Mail from Country Vision Cable's pages at:**

**<http://www.countryvisioncable.com>**

**2. For Logon: enter your FULL E-MAIL ADDRESS and enter Password, then click the Sign In button.**

**Remember that passwords are case-sensitive.**

### **How to Configure POP Mail**

**Outlook Express**

**Outlook 2000**

**Netscape Mail**

### **How to Configure POP Mail**

**POP (Post Office Protocol) mail is one of the standards for Internet email programs. Email programs such as Microsoft Outlook Express, Microsoft Outlook, Netscape Messenger, and Eudora are capable of sending and receiving POP e-mail. To enable your preferred POP mail program to connect to the POP mail server, you must add some information to your mail program. Information such as your user name, password, and POP mail server (incoming and outgoing). Here are instructions for configuring the most popular POP mail programs:**

#### **Configuring Microsoft Outlook Express**

- 1. From the Tools menu, choose Accounts. This will open the Internet Accounts dialog**
- 2. Click on the Mail tab to display any mail accounts already configured. If there are any,**  
**highlight and remove them with the Remove button. Click the Add button. A submenu will**

**appear. Choose Mail... and the Internet Connection Wizard will begin**

**3. At the Your Name dialog box, enter your full name and click the Next button**

**4. At the Internet E-mail Address dialog, enter your ENTIRE E-MAIL ADDRESS, then click the**

**Next button**

**5. At the E-mail server Names dialog:**

**Choose POP3 for server type**

**For incoming and outgoing mail servers, enter your assigned server names**

**(mail.countryvisioncable.com for incoming and smtp.countryvisioncable.com for outgoing will work for most)**

**Click the Next button**

**6. At the Internet Mail Logon dialog:**

**For Account name, enter your ENTIRE EMAIL ADDRESS**

**Enter your password, and choose whether or not to have Outlook remember your password**

**(optional)**

**Click on the Next button**

**7. At the Congratulations dialog, click the Finish button. You are now ready to use Outlook**

**Express**

## **Configuring Microsoft Outlook 2000**

**1. Run Outlook 2000**

**2. Click on the Tools menu.**

**If the Accounts menu item DOES NOT APPEAR, use the following procedure:**

**Click on the Tools menu**

**Choose the Options menu item. This will bring up the Options dialog**

**Click on the Mail Services tab on the top of the Options dialog**

**Click on the Reconfigure Mail Support button. This will bring up the Outlook 2000 Startup dialog**

**Choose the Internet Only selection and click the Next button. You are warned about switching to the Internet Only setting**

**Click Yes to continue. Outlook will then close.**

**Restart Outlook 2000 and the Internet Connection Wizard will begin**

**Skip to step #3**

**If the Accounts menu item DOES APPEAR, select it and the Internet Accounts dialog opens**

**Click the Add button. A submenu will appear. Choose Mail... and the Internet Connection Wizard will begin**

**Proceed to step #3**

**3. At the Your Name dialog box, enter your full name and click the Next button**

**4. At the Internet E-mail Address dialog, enter your ENTIRE E-MAIL ADDRESS, then click the Next button**

**5. At the E-mail server Names dialog:**

**Choose POP3 for server type**

**For incoming and outgoing mail servers, enter your assigned server names**

**(mail.countryvisioncable.com for incoming and smtp.countryvisioncable.com for outgoing will work for most))**

**Click the Next button**

**6. At the Internet Mail Logon dialog:**

**For Account name, enter your ENTIRE EMAIL ADDRESS**

**Enter your password, and choose whether or not to have Outlook remember your password**

**(optional)**

**Click on the Next button**

**7. When asked which method do you want to use to connect to the Internet, choose "connect using my local area network (LAN) and click the Next button**

**8. At the Congratulations dialog, click the Finish button. You are now ready to use Outlook**

**2000**

### **How to Configure Netscape Messenger**

- 1. From the Edit menu, choose Preferences. A dialog box will open.**
- 2. Under Category, open Mail Newsgroups by clicking on the button next to it.**
- 3. Highlight Identify and you are presented with the following screen. Enter the necessary information.**
- 4. Highlight Mail Servers and you are presented with the following screen. If there is an existing Incoming Mail Server listed, highlight it and click the Delete button.**
- 5. Click the Add button to open the Mail Server Properties dialog.**

**For Server Name, enter your assigned incoming server name  
(mail.countryvisioncable.com will work for most).**

**Make sure to set Server Type to POP3 Server**

**For User Name, enter your ENTIRE E-MAIL ADDRESS**

**Click OK**

**6. Under Outgoing mail (SMTP) server, enter your assigned outgoing mail server**

**(smtp.countryvisioncable.com will work for most).**

**Under Outgoing mail server user name, enter your ENTIRE E-MAIL ADDRESS.  
Click OK**

**7. You're now ready to send and receive e-mail through Netscape Messenger**