Dear DiamondNet Customer,

As a DiamondNet Internet customer, you will have an email account with DiamondNet. To activate this on your compter, you will need to revise your Wndows settings if you use either Outlook or Outlook Express.

This handout describes how to make these changes:

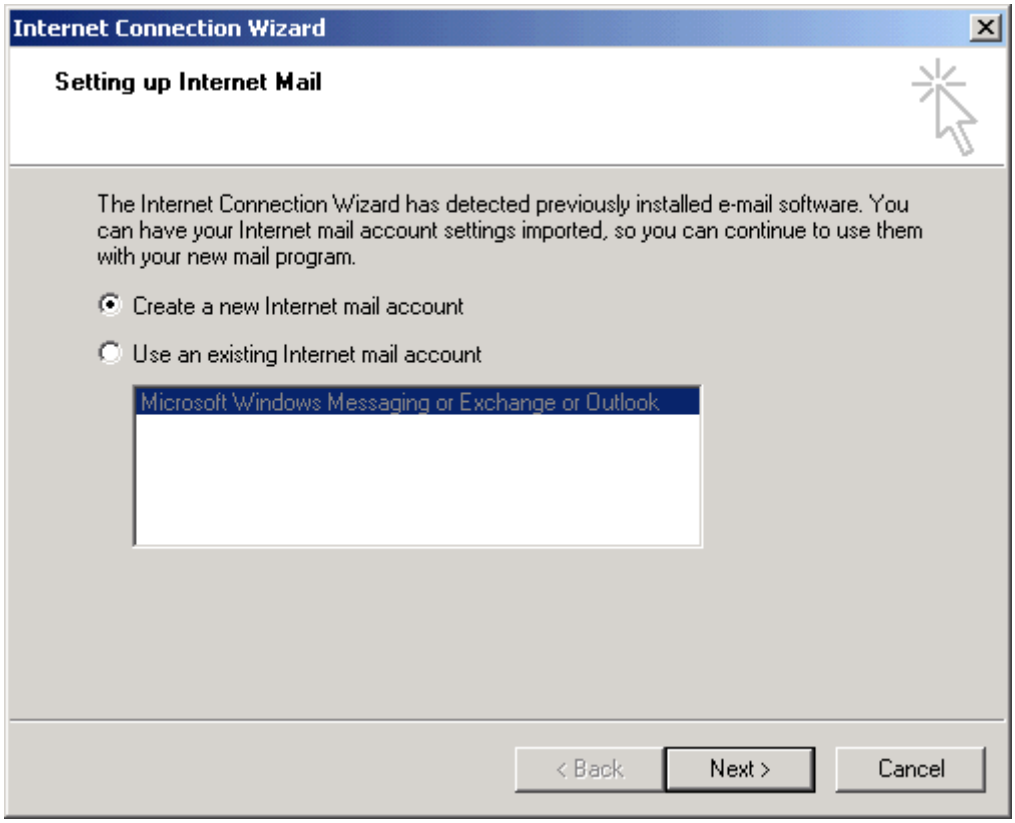
- For Outlook Express: Start on Page 1, below
- For Outlook: Start on Page 8

Email Setup Instructions for Outlook Express

To set up Outlook Express with your diamondnet.us user name and password, follow the steps outlined below.

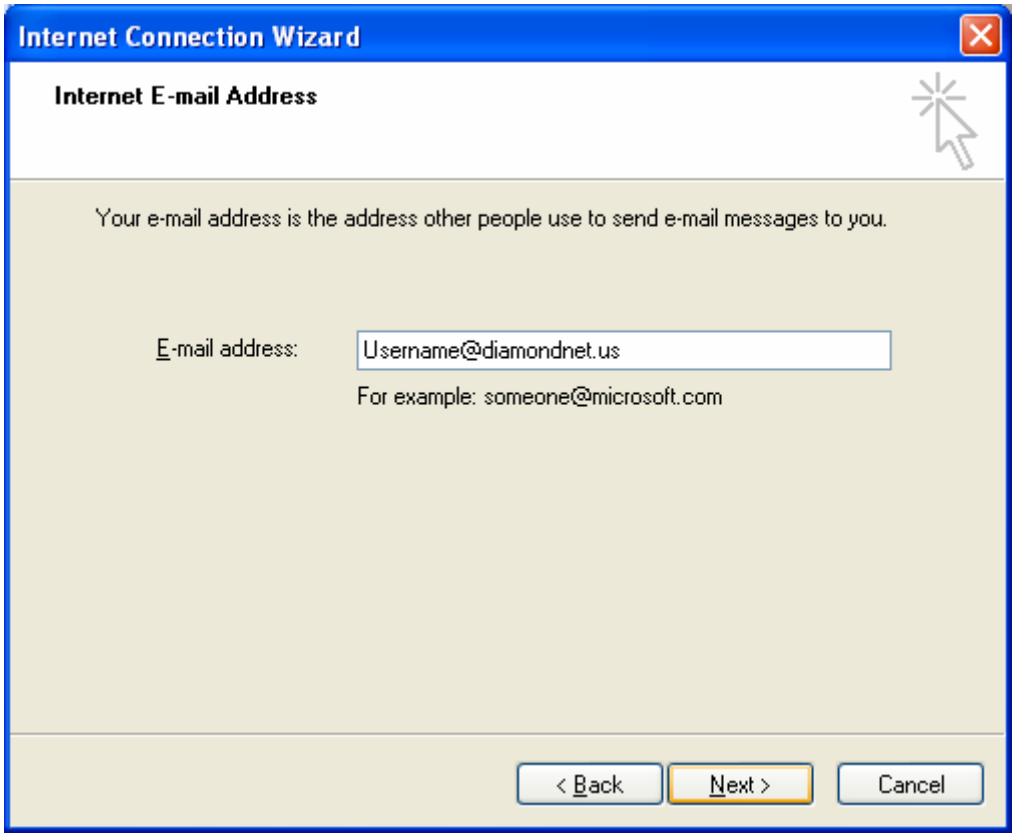
1. Open Outlook Express by double-clicking the **Outlook Express** icon on your desktop

2. The first time you start Outlook Express the **Internet Connection Wizard** will run. Select **Create a new Internet mail account** and click **Next** to continue

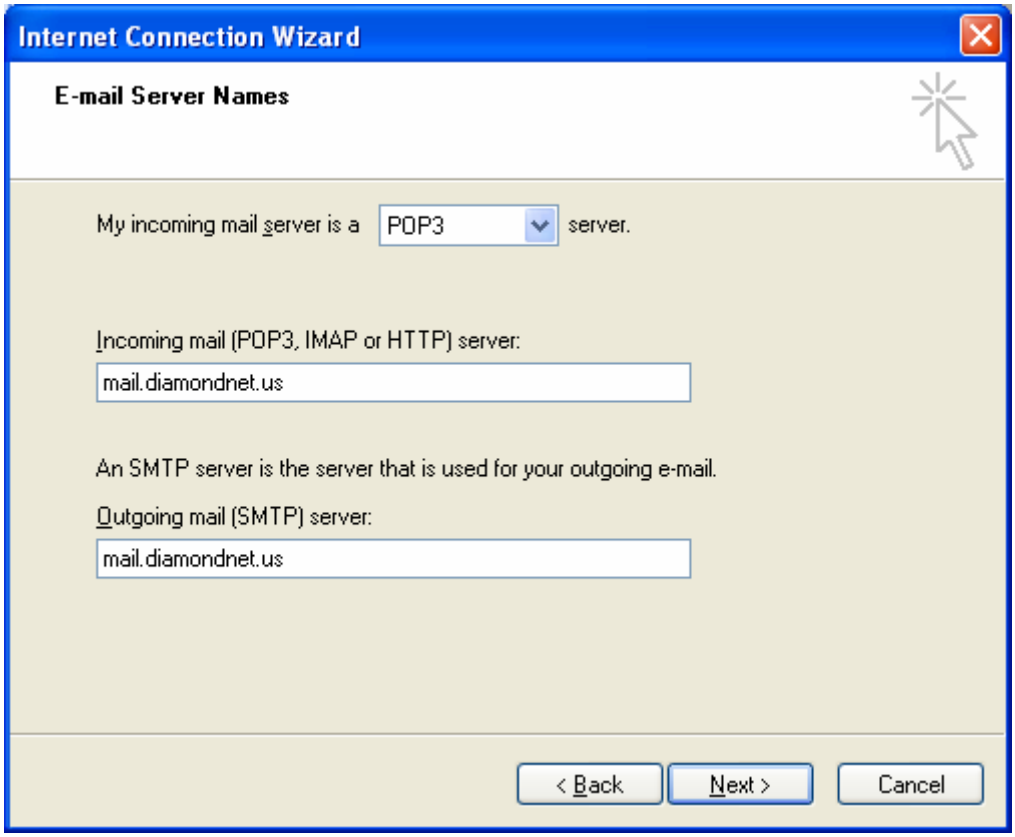


3. On the **Your Name** screen type in your name as you would like it to appear on your outgoing e-mail messages and click **Next** to continue

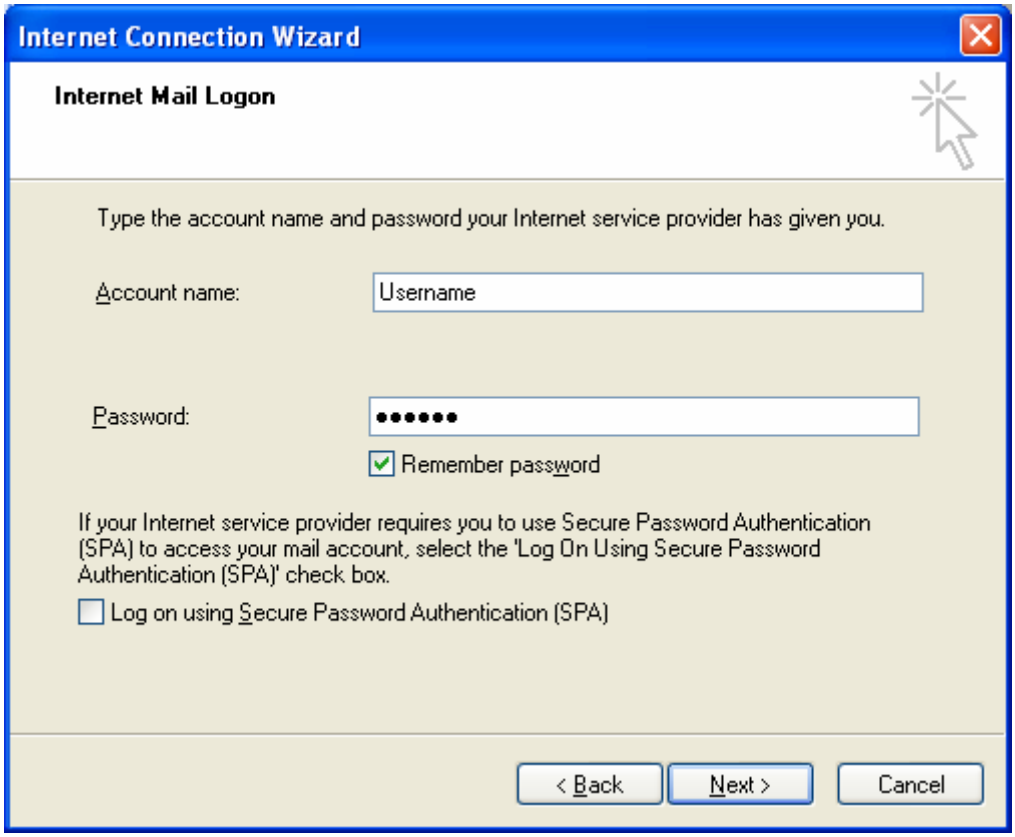
4. Type in your **@diamondnet.us** e-mail address on the **Internet E-mail Address** screen. Click **Next** to continue



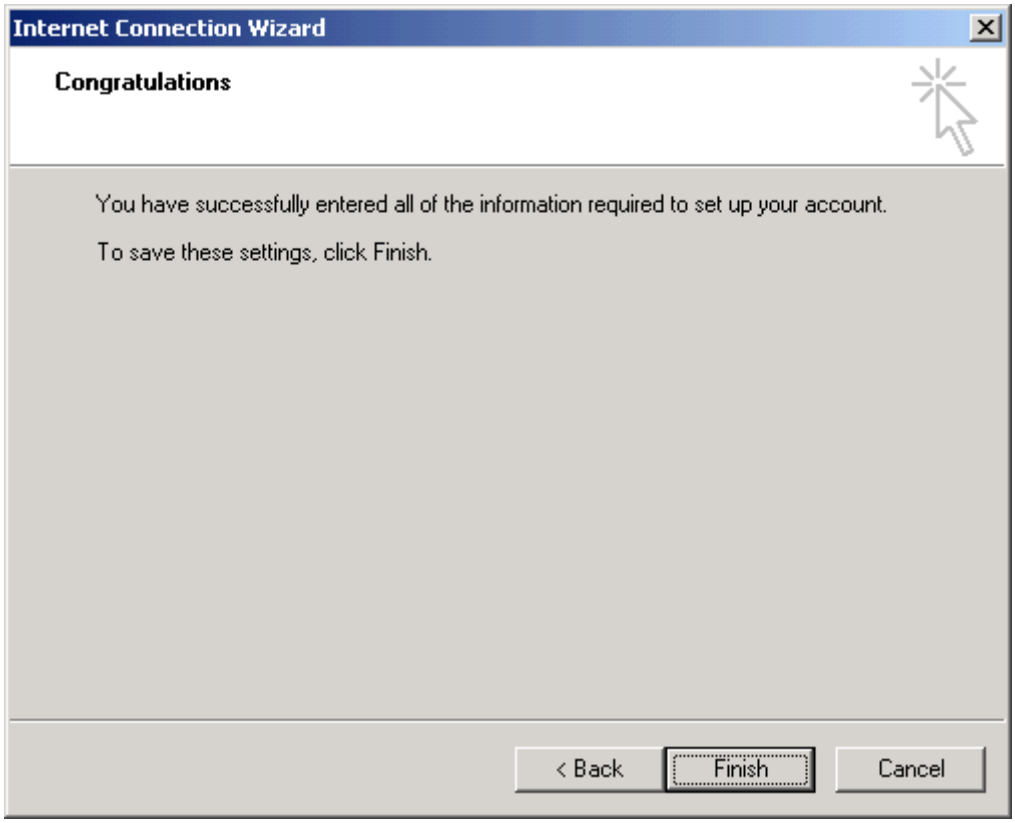
5. On the **E-mail Server Names** screen, select **POP3** from the drop down list. In the space provided below **Incoming mail (POP3, IMAP or HTTP) server:**, enter **mail.diamondnet.us**. Type in **mail.diamondnet.us** as your **Outgoing mail (SMTP) server:** and click **Next** to continue



6. On the **Internet Mail Logon** screen, type in your DiamondNet user name in the field titled **Account name:**. Your user name is everything leading up to, but not including the @diamondnet.us part of your e-mail address. For example, if your e-mail address is **test_account@diamondnet.us**, you would enter **test_account** as your **Account name:**. In the **Password:** field, enter in your DiamondNet assigned password. If you do not wish to enter your password every time you check your e-mail, put a check in the box labelled **Remember password**. Click **Next** to continue



7. Congratulations, you have now set up Outlook Express as your e-mail program. Click **Finish** to begin sending and receiving e-mail


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

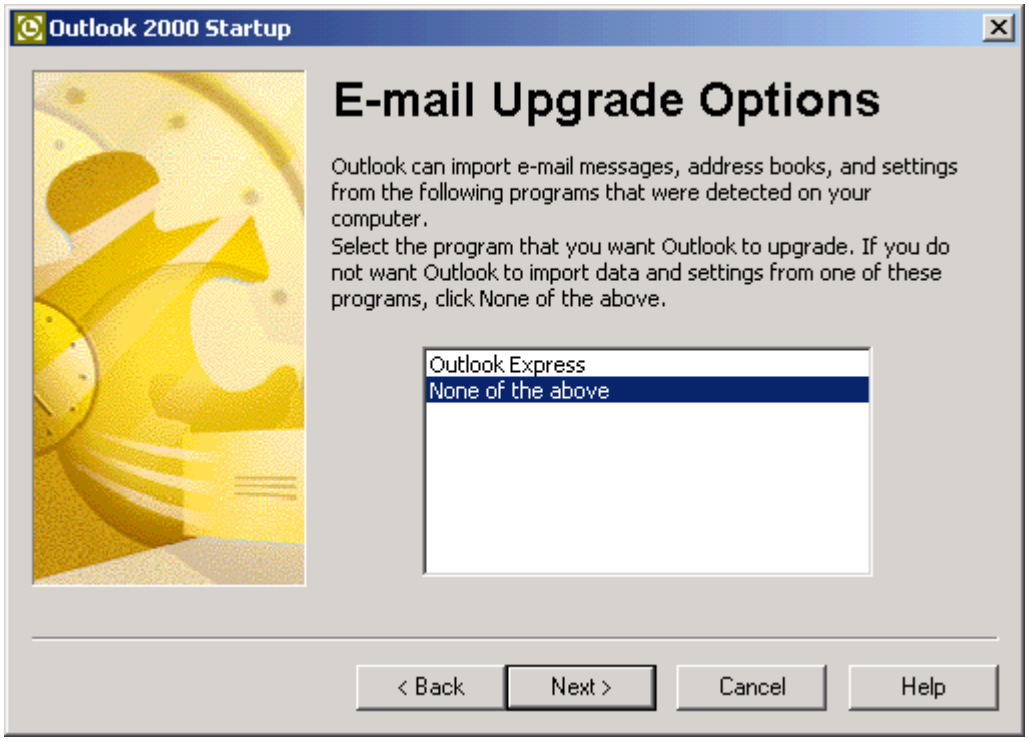
Email Setup Instructions for Outlook

To set up Outlook with your diamondnet.us user name and password, follow the steps outlined below.

1. Open Outlook 2000 by double-clicking the **Outlook** icon on your desktop

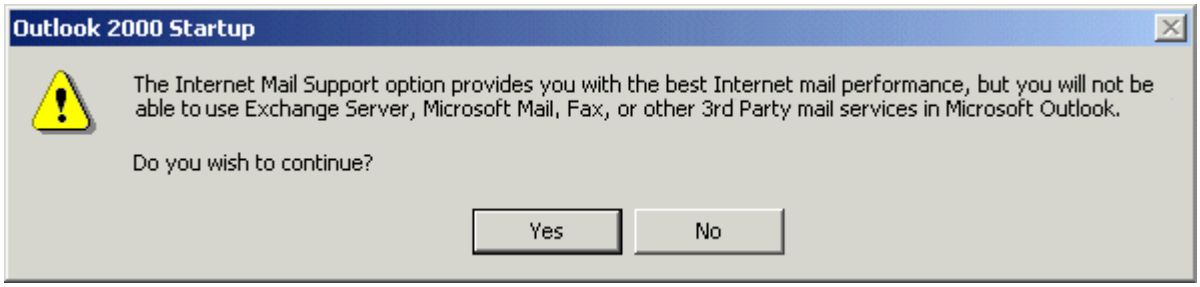
2. The first time you start Outlook the **Outlook 2000 Startup wizard** will run. Click **Next** to continue

3. On the **E-mail Upgrade Options** screen, select **None of the above** and click **Next**

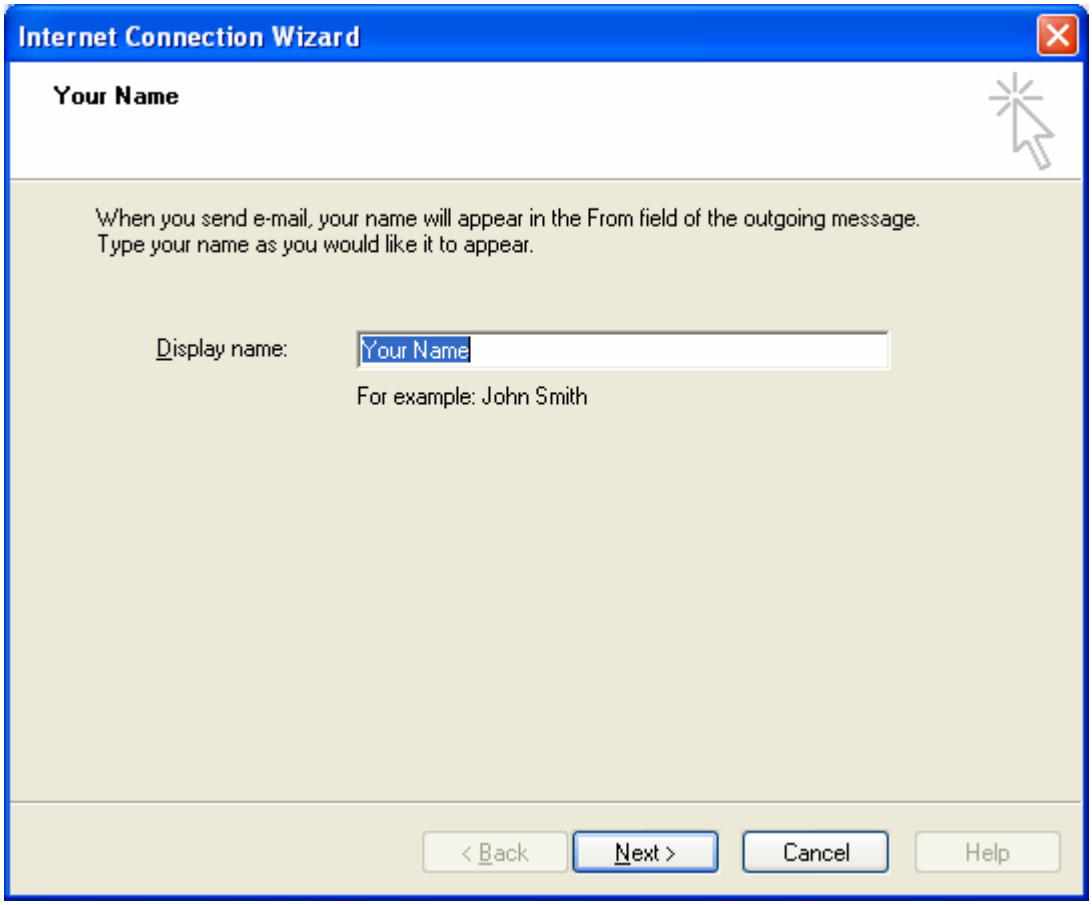


4. On the **E-mail Service Options** screen, select **Internet Only** and click next

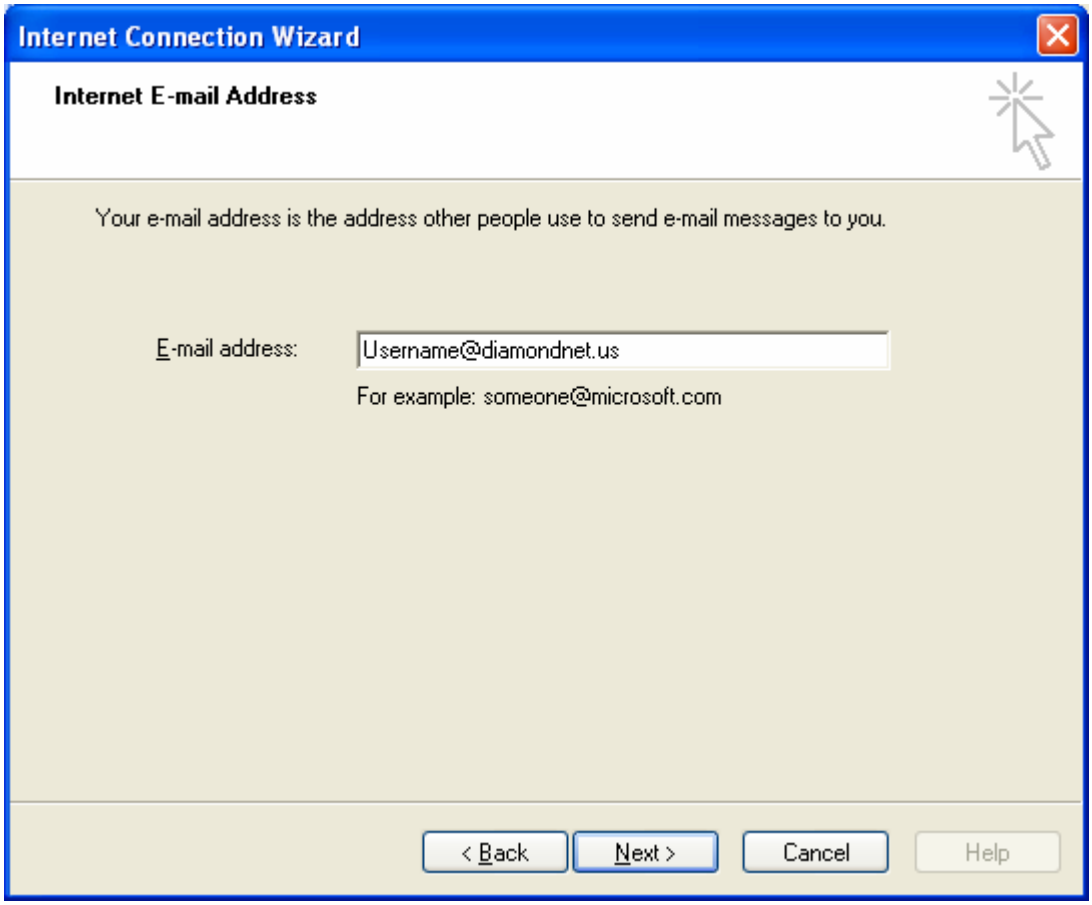
5. You may receive a warning message similar to the one below. If you do, click **Yes**



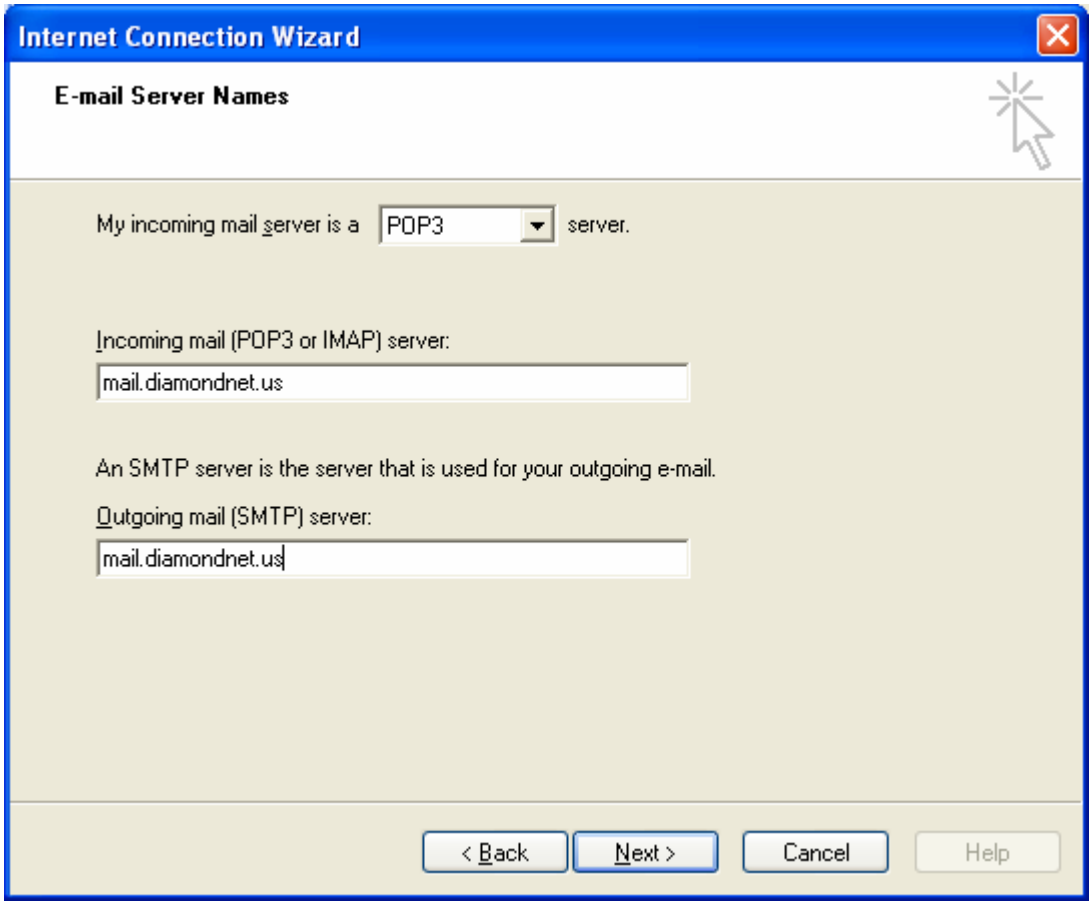
6. In the space provided next to **Display Name:**, type in your name and then click **Next**



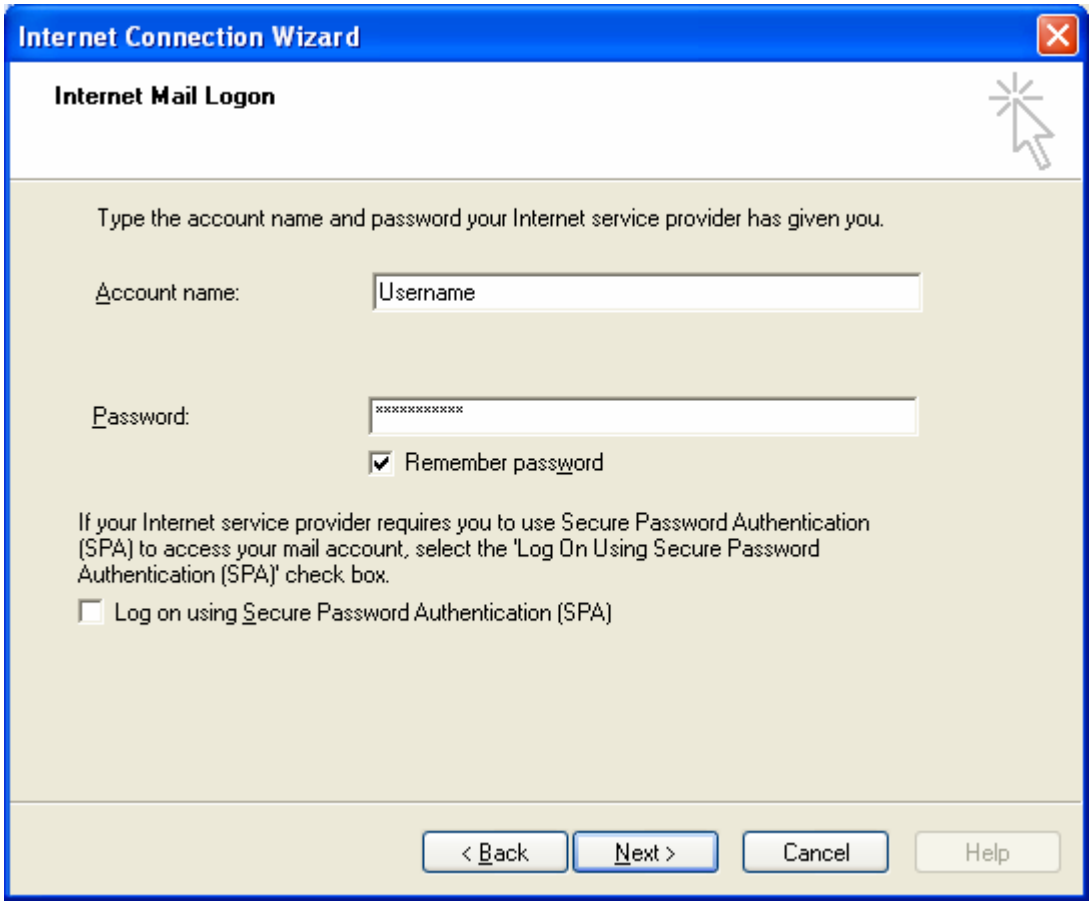
7. In the space provided next to **E-mail Address:**, type in your @diamondnet.us e-mail address and click **Next**



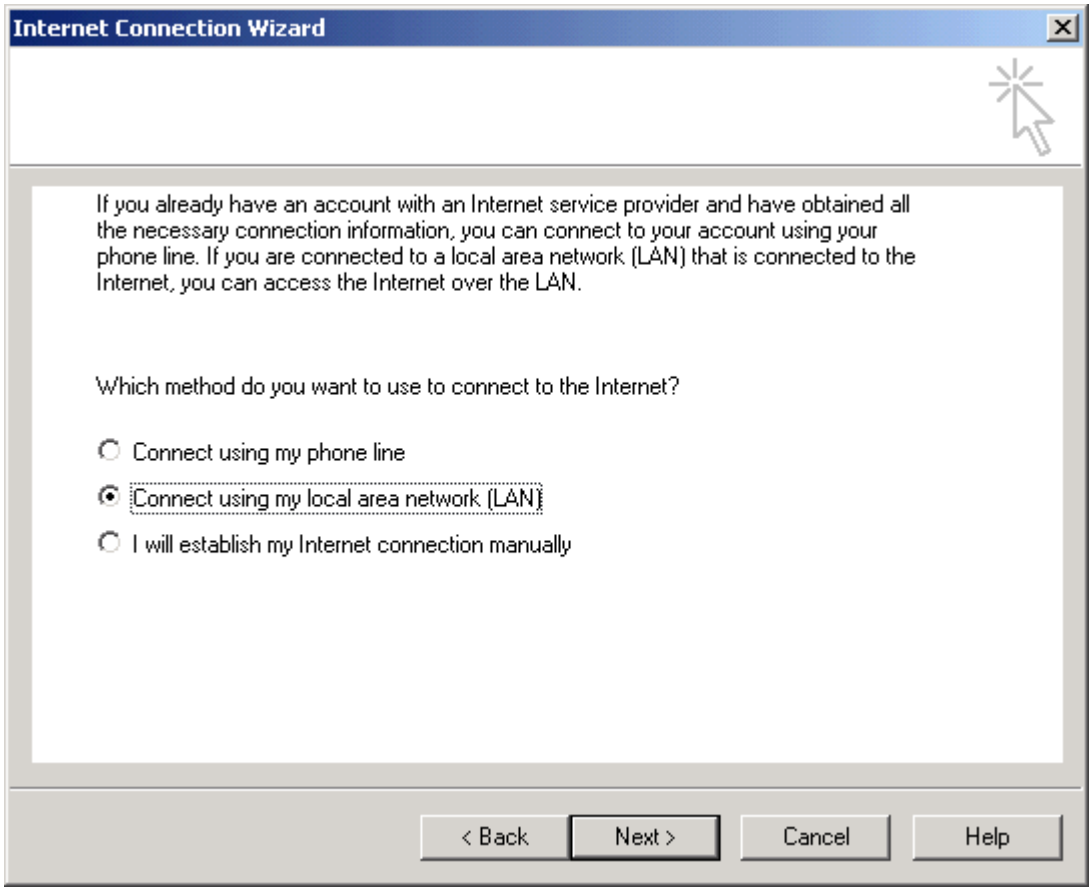
8. On the **E-mail Server Names** screen make sure you select **POP3** from the drop-down list. Type in **mail.diamondnet.us** as your **Incoming mail (POP3 or IMAP) server:** and **mail.diamondnet.us** as your **Outgoing mail (SMTP) server**. Click **Next** to continue.



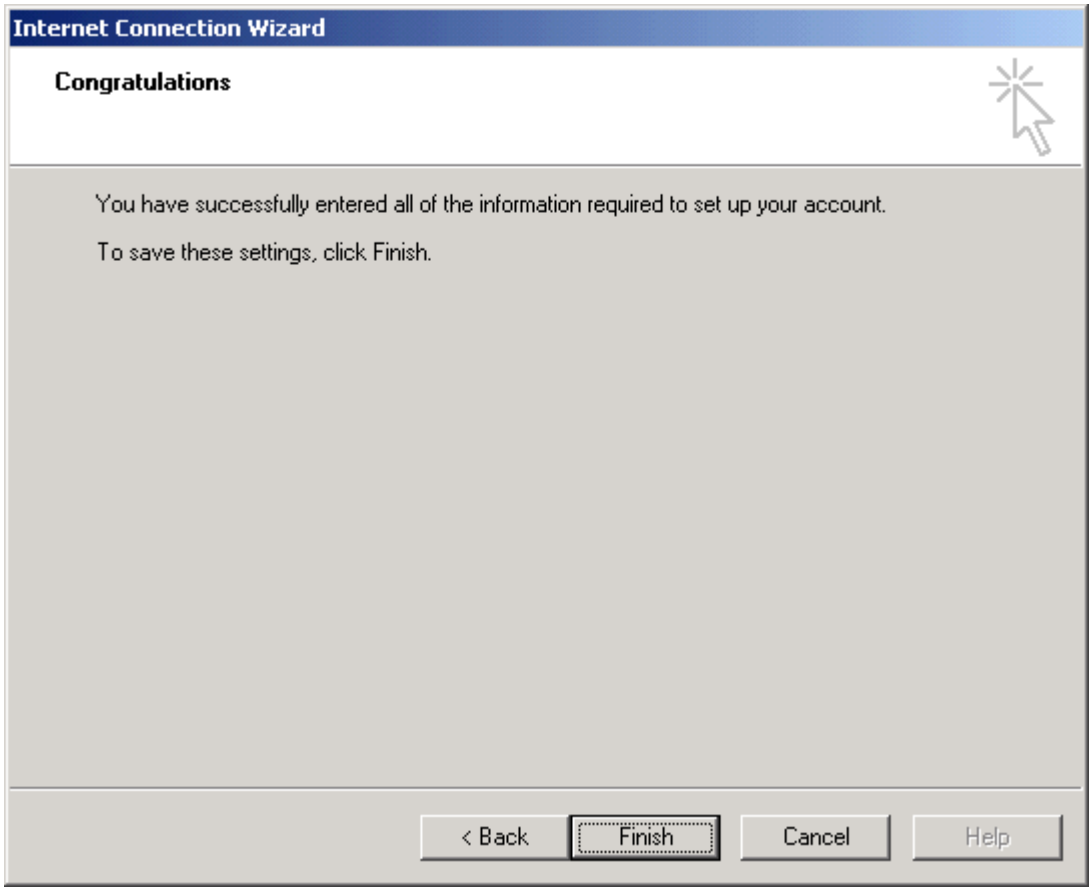
9. In the **Account name** field, enter your DiamondNet user name. If you had an e-mail address of **test_account@diamondnet.us**, you would enter **test_account** as your **Account name**. Type your password in the space provided, and put a check in the box labelled **Remember password** if you don't want to enter your password every time you check your mail. Click **Next** to continue



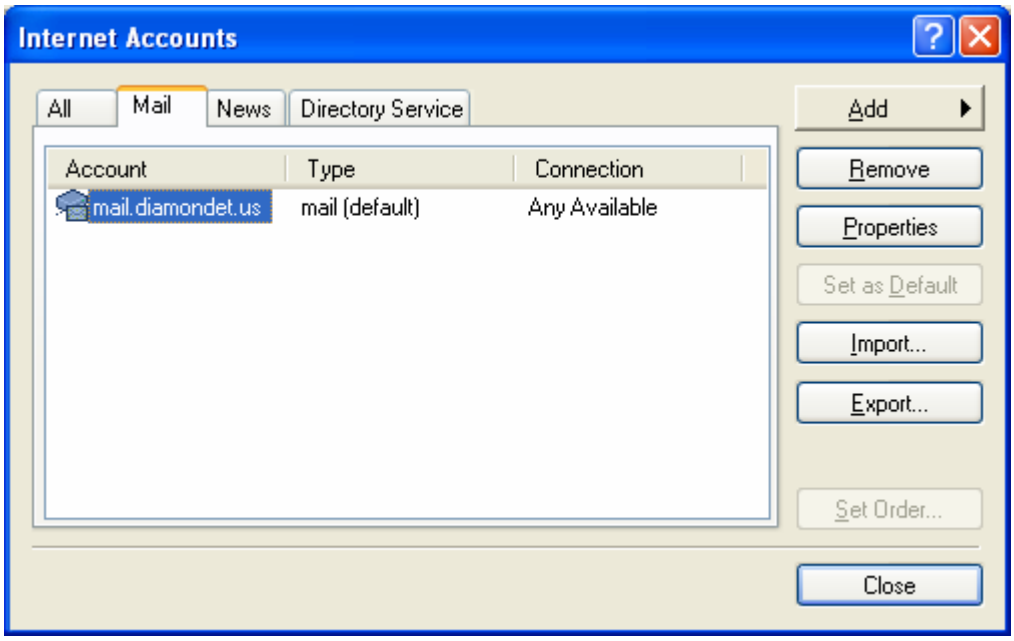
10. On the **Internet Connection Wizard** screen, select **Connect using my local area network (LAN)** and click **Next**

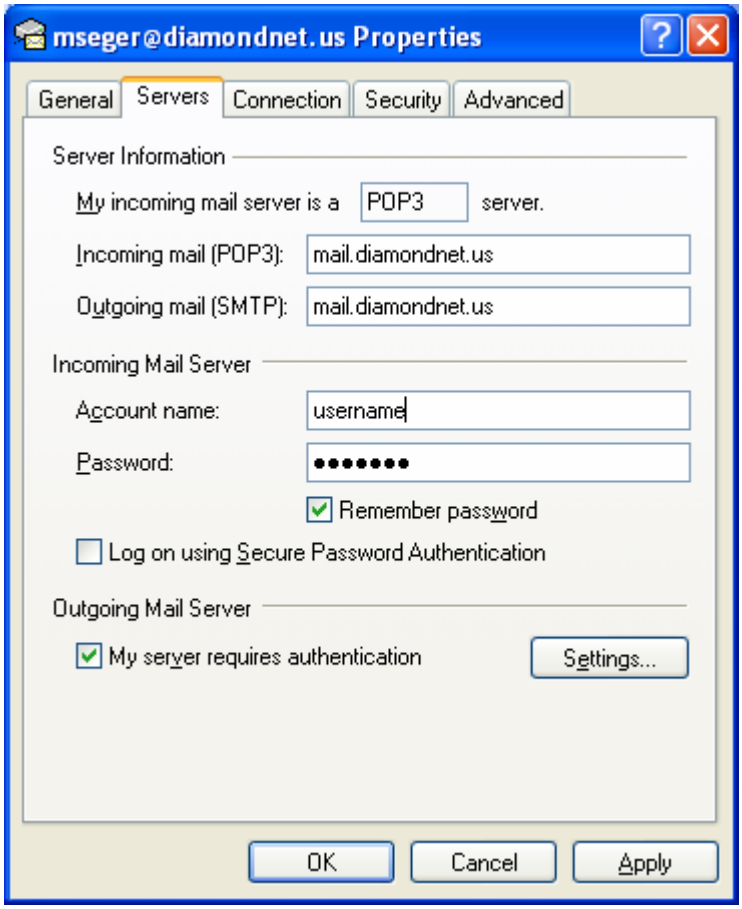


11. You have now finished setting up Outlook 2000 as your DiamondNet e-mail client. Click **Finish** to start using Outlook



Highlight your DiamondNet email account and choose properties. Click on the Servers tab and put a checkmark beside “My server requires authentication.”


Internet Accounts
All
Mail
News
Directory Service
Account
Type
Connection
mail.diamondet.us
mail (default)
Any Available
Add
Remove
Properties
Set as Default
Import...
Export...
Set Order...
Close


mseger@diamondnet.us Properties
General
Servers
Connection
Security
Advanced
Server Information
My incoming mail server is a
POP3
server.
Incoming mail (POP3):
mail.diamondnet.us
Outgoing mail (SMTP):
mail.diamondnet.us
Incoming Mail Server
Account name:
username
Password:
Remember password
Log on using Secure Password Authentication
Outgoing Mail Server
My server requires authentication
Settings...
OK
Cancel
Apply