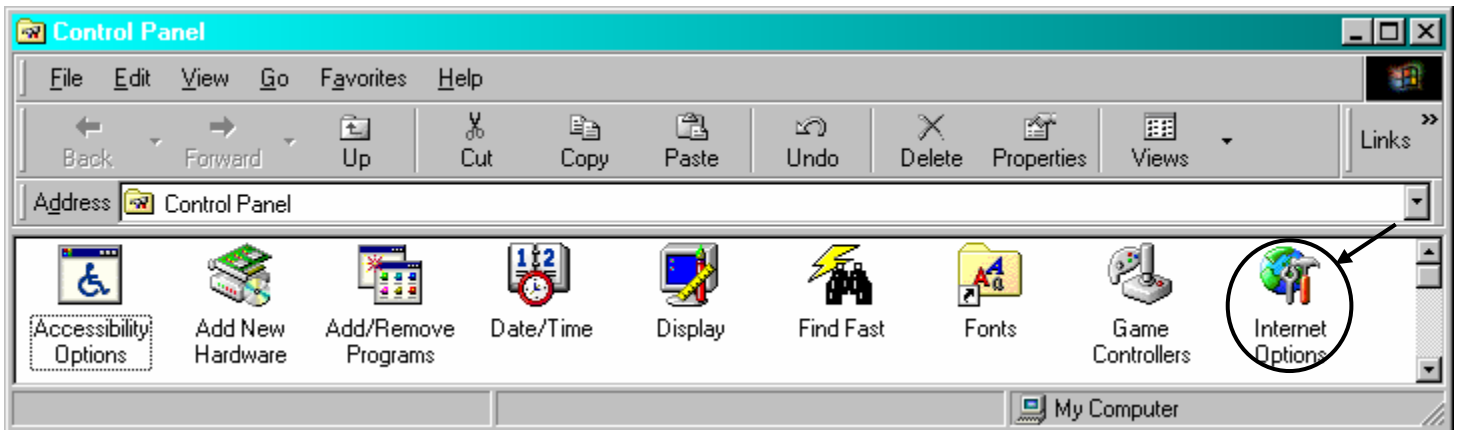


CONFIGURING THE INTERNET FOR WINDOWS 98

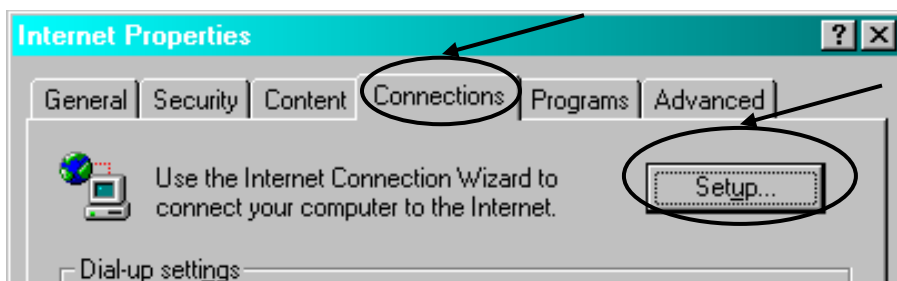
This step-by-step guide will configure the following programs in order to connect you to the Internet:

- A) *Internet Explorer* - The program you will use to access web pages on the World Wide Web (WWW)
- B) *Outlook Express* - The E-mail client program you will use to send and receive e-mail messages and access the OnlineNW news groups.

- 1) Click to the Windows 98 Start menu.
- 2) Move the mouse pointer onto the "Programs" menu.
- 3) Move the mouse pointer onto "Internet Explorer" Program Group. (File Folder Icon)
- 4) Click on "Connection Wizard" to start the Internet setup wizard.
 - If the connection wizard is not present here, do the following:
 - A) Go to "Start".
 - B) Now click "Settings".
 - C) Move the cursor over to "Control Panel".

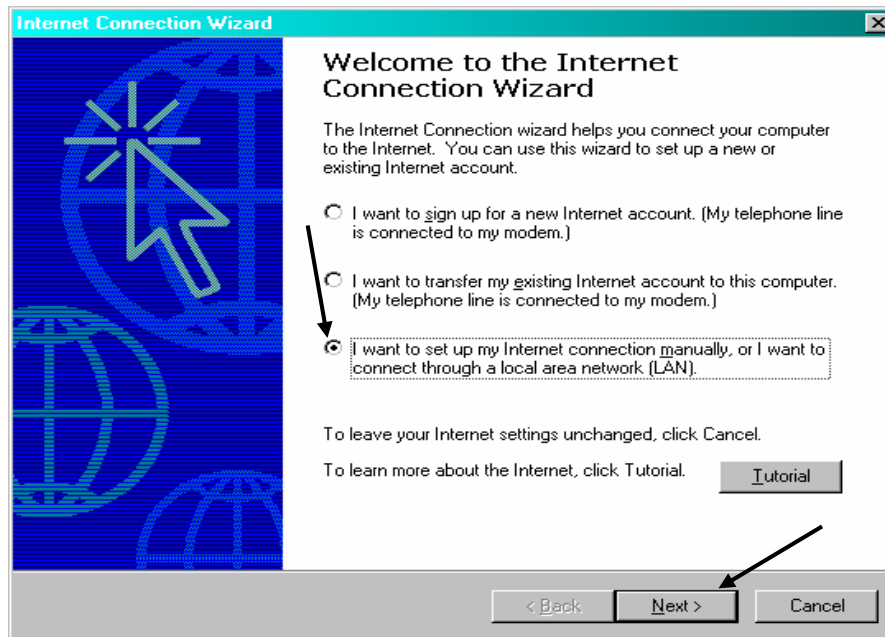


- D) Double Click on the globe icon that is labeled "Internet Options".
- E) On the "Internet Properties" window click on the tab that is labeled "Connections" and then click on the "Setup..." button.



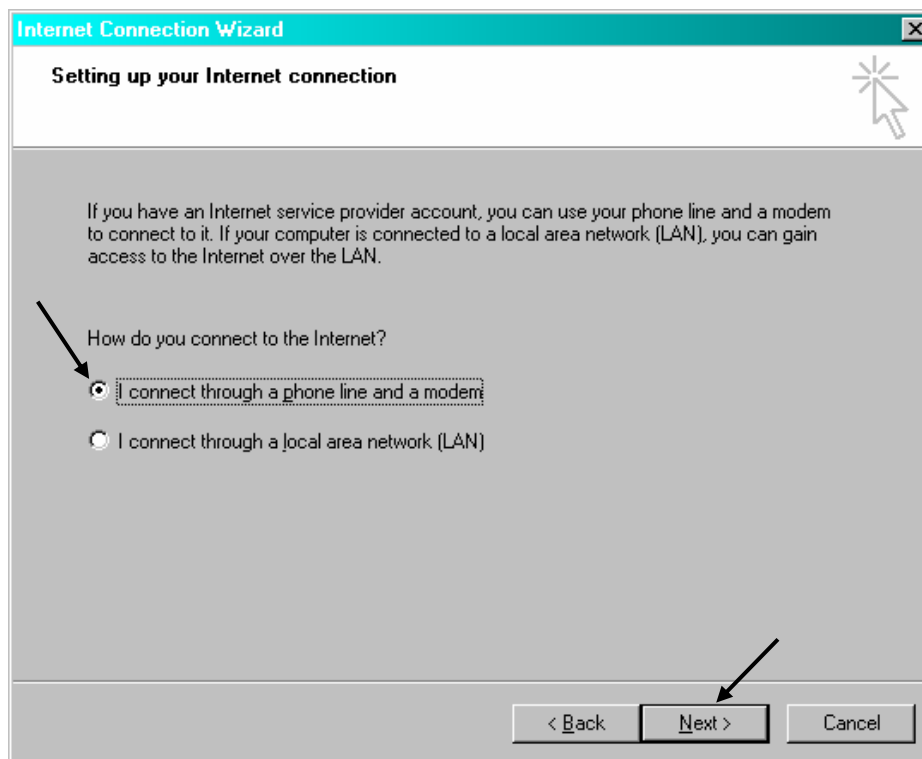
The Internet connection wizard should start, continue onto step #5

5) After the Wizard starts, you will have three options to choose from on the first screen. Choose the third option, "I want to set up my Internet Connection manually, or I want to connect through a local area network (LAN)".



Push the "Next" button at the bottom of the screen.

6) The next screen that comes up will ask you how do you connect to the Internet? Choose "I connect through a phone line and a modem line".



Push the "Next" Button at the bottom of the screen.

7) The Wizard will now ask you for the phone number that your computer has to dial into for Internet access. In the Telephone number field make sure you enter the area code with the phone number as we have to dial up to 10 digits now "503-472-5920".

Internet Connection Wizard

Step 1 of 3: Internet account connection information

Type the phone number you dial to connect to your ISP.

Area code: 503 Telephone number: 503-472-5920

Country/region name and code: United States of America (1)

Dial using the area code and country code

To configure connection properties, click Advanced.
(Most ISPs do not require advanced settings.)

Advanced...

< Back Next > Cancel

8) However, **DO NOT** select the "Dial with area code and country code. This box should not be checked." Push the "Next" button.

9) The Wizard will now ask for your Username and Password. Enter in the username that you picked out at our office. This should be your e-mail address **without** the @onlinenw.com. For example, if your e-mail address is "idoe@onlinenw.com", you will enter "idoe". Now, enter in your password in the box below. Please make sure that the username and password is all in Lower Case, unless specified otherwise when you picked them out. Press the "Next" Button.

Internet Connection Wizard

Step 2 of 3: Internet account logon information

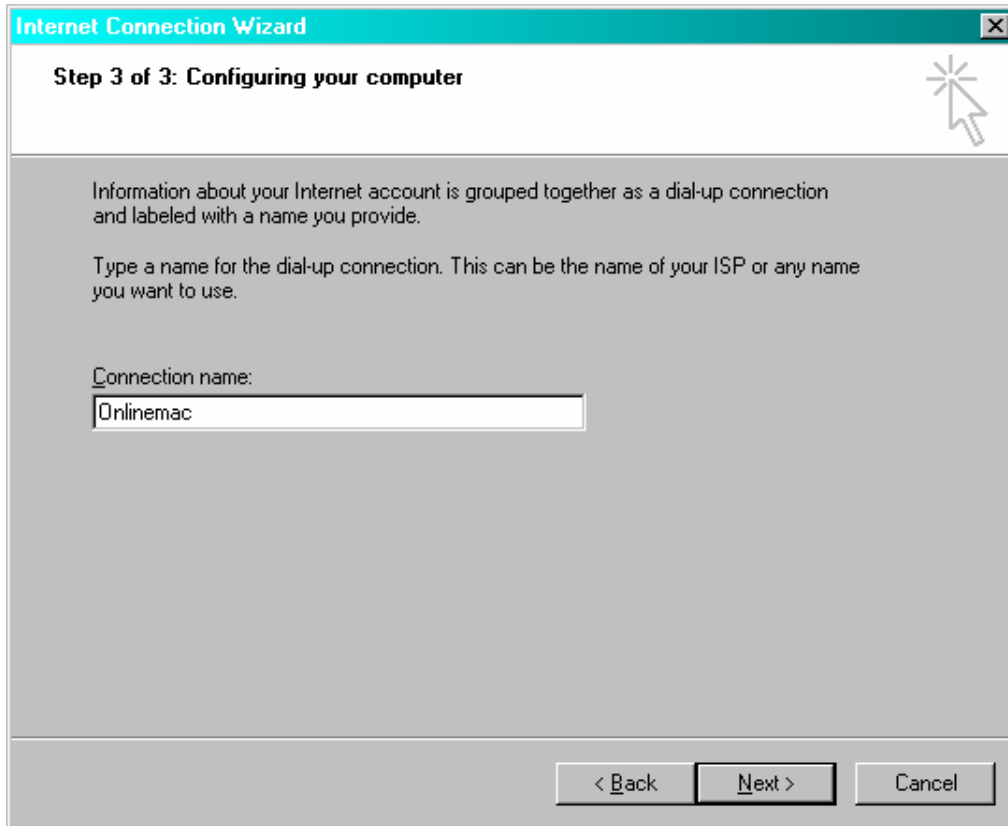
Type the user name and password you use to log on to your ISP. Your user name may also be referred to as your Member ID or User ID. If you do not know this information, contact your ISP.

User name: idoe

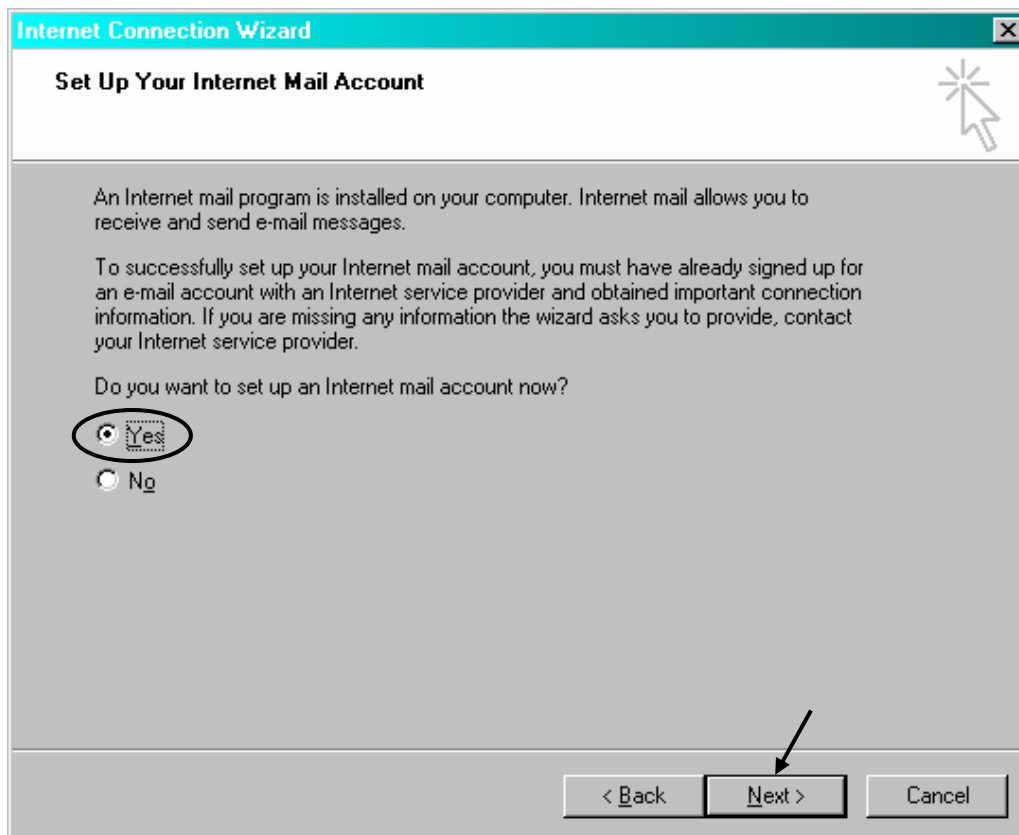
Password: *****

< Back Next > Cancel

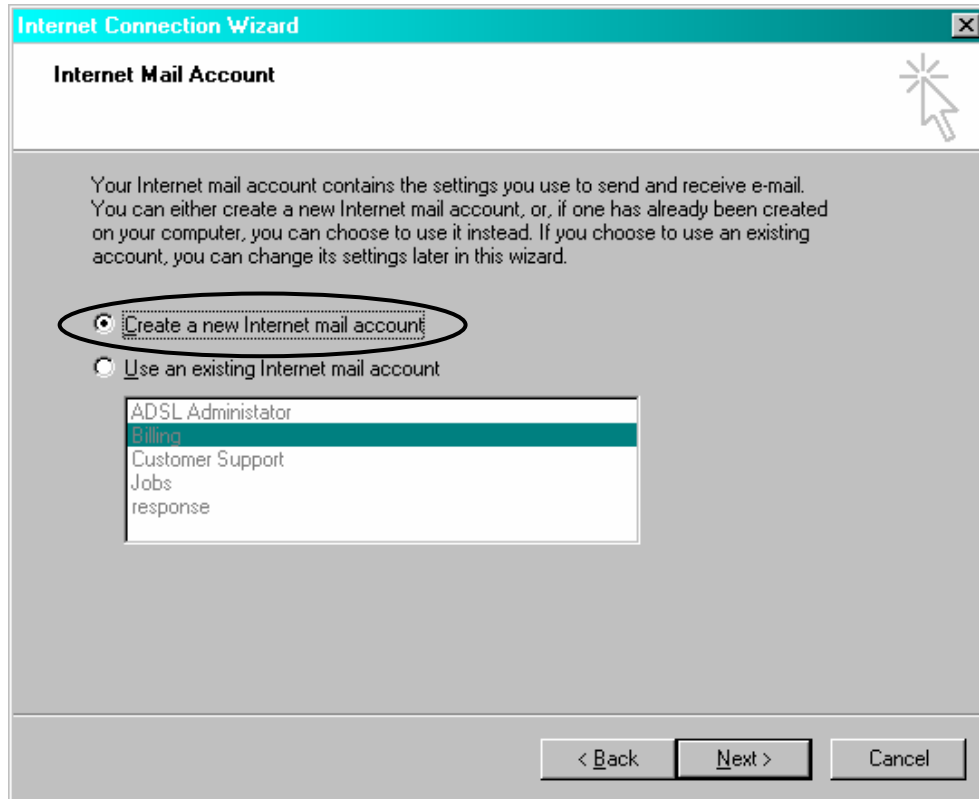
10) Now, you must enter a Dial-Up Connection name. Type "OnlineNW" in the data field. Push the "Next" button.



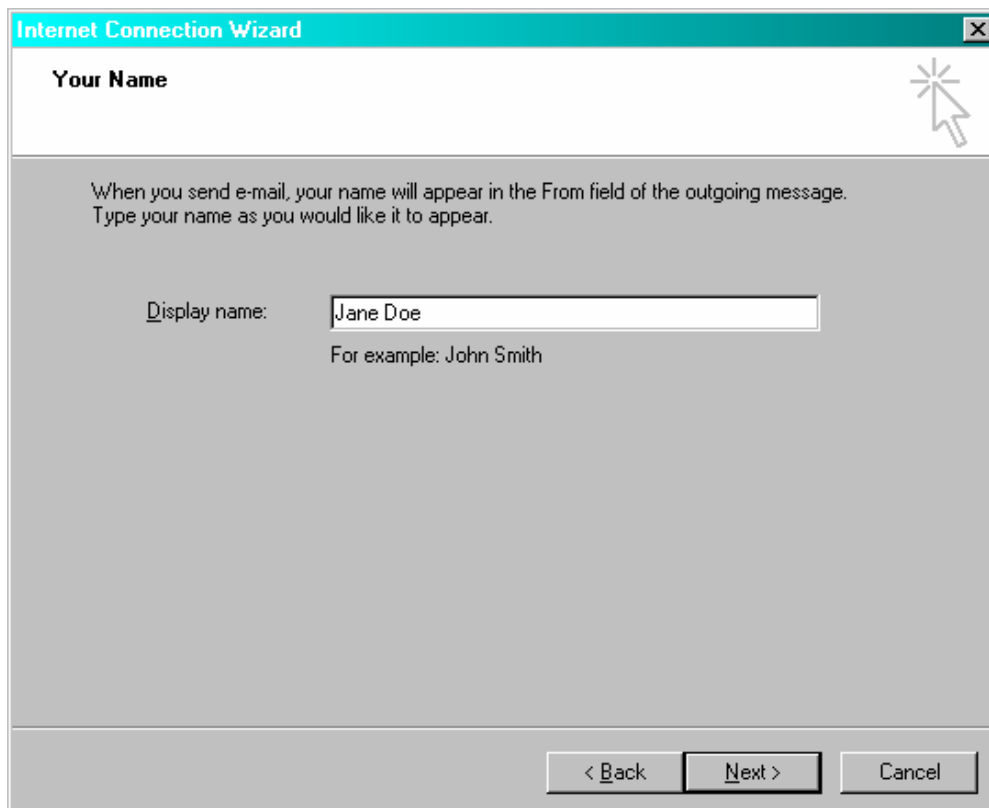
11) Time to set up your Internet mail account. Choose "Yes" and press "Next".



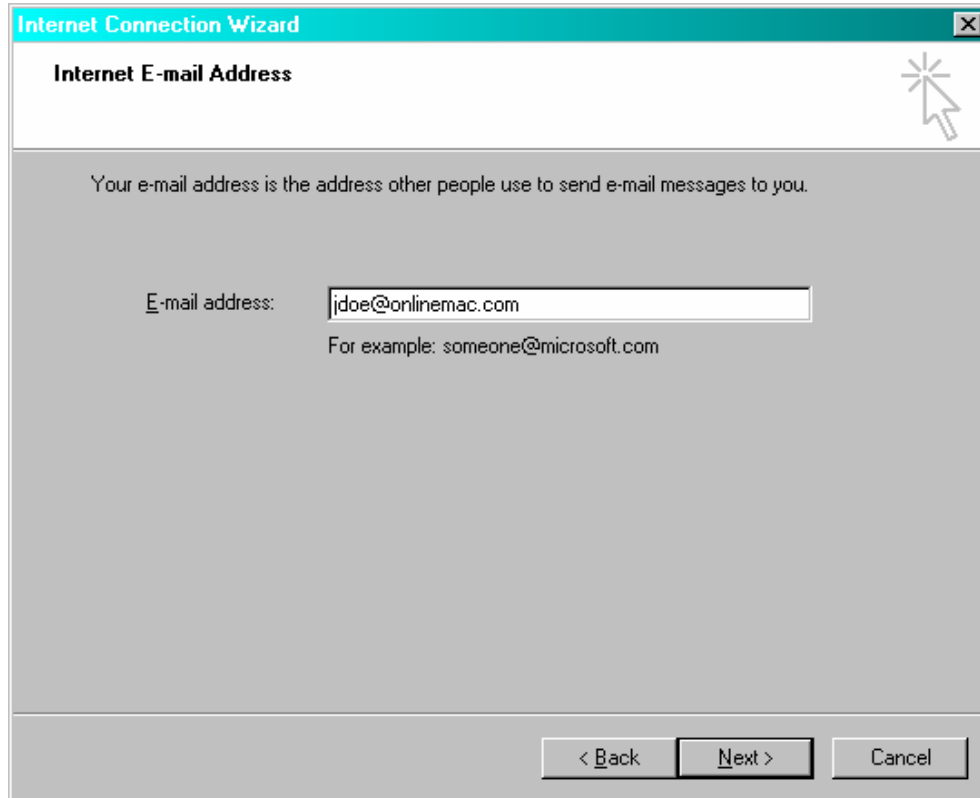
12) Choose "Create a New Internet mail account" and press "Next".



13) Now choose a Display name. This will be the name that appears in the "From" Field when someone receives a mail message from you. You can use your Full Name if you like, or maybe a Nickname. Push "Next".

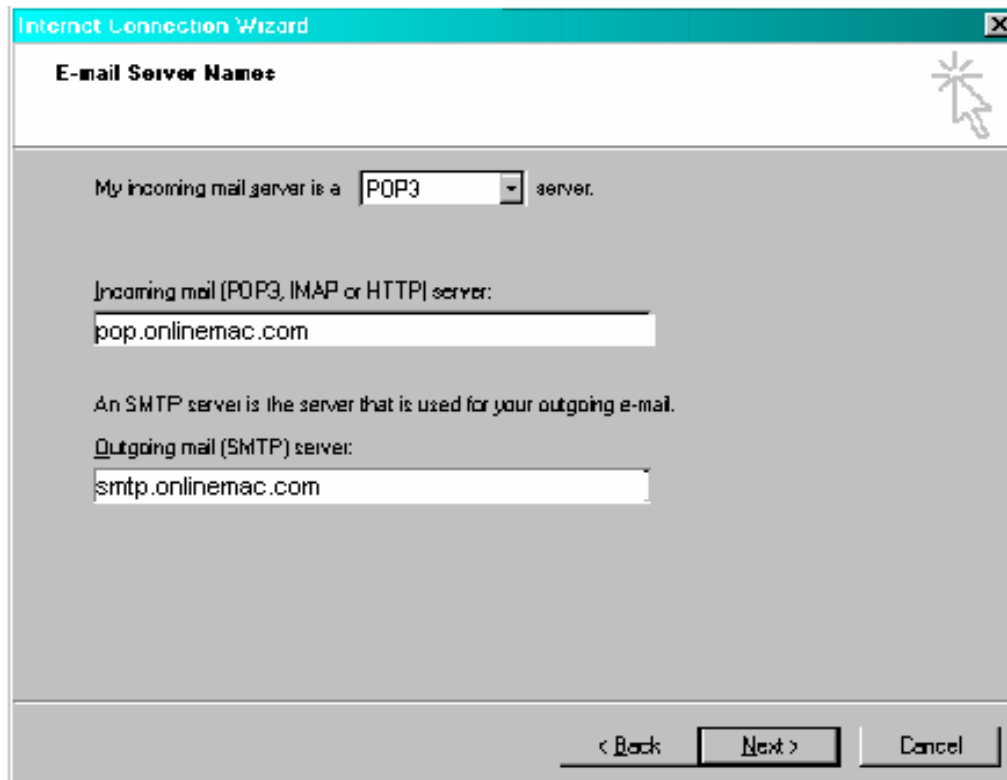


14) Enter your e-mail address - For example: "*jd*oe@onlinew.com". Make sure there are no spaces and all letters are lower case unless otherwise specified. Push "Next".



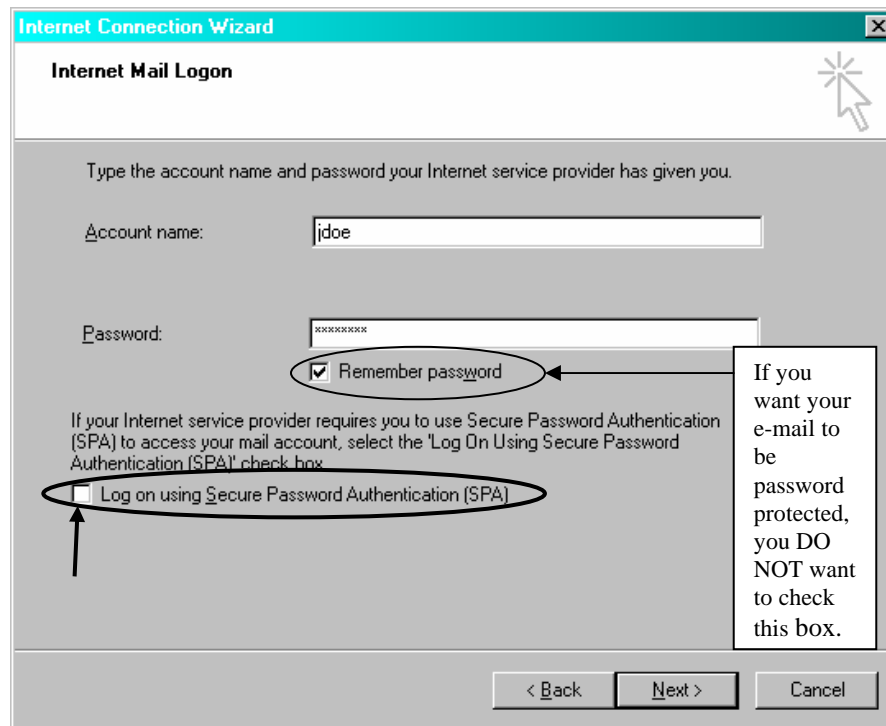
The screenshot shows a dialog box titled "Internet Connection Wizard" with a sub-header "Internet E-mail Address". The main text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this, there is a label "E-mail address:" followed by a text input field containing "jd@onlinemac.com". Underneath the input field, it says "For example: someone@microsoft.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

15) Enter your e-mail server information: a) Incoming mail server is a POP3 server, b) Incoming and outgoing mail server is "*onlinew.com*". (No spaces, all lower case) Press "Next".



The screenshot shows a dialog box titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The main text reads: "My incoming mail server is a POP3 server." Below this, there is a label "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "pop.onlinemac.com". Underneath this, it says "An SMTP server is the server that is used for your outgoing e-mail." Below that, there is a label "Outgoing mail (SMTP) server:" followed by a text input field containing "smtp.onlinemac.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

16) Internet mail logon-Now you must enter in your Username for the e-mail address that you are setting up (Example - "idoe"), as well as your password. Our mail server does not require you to use the option: Secure Password Authentication, so you do not need to select this setting. Push "Next".

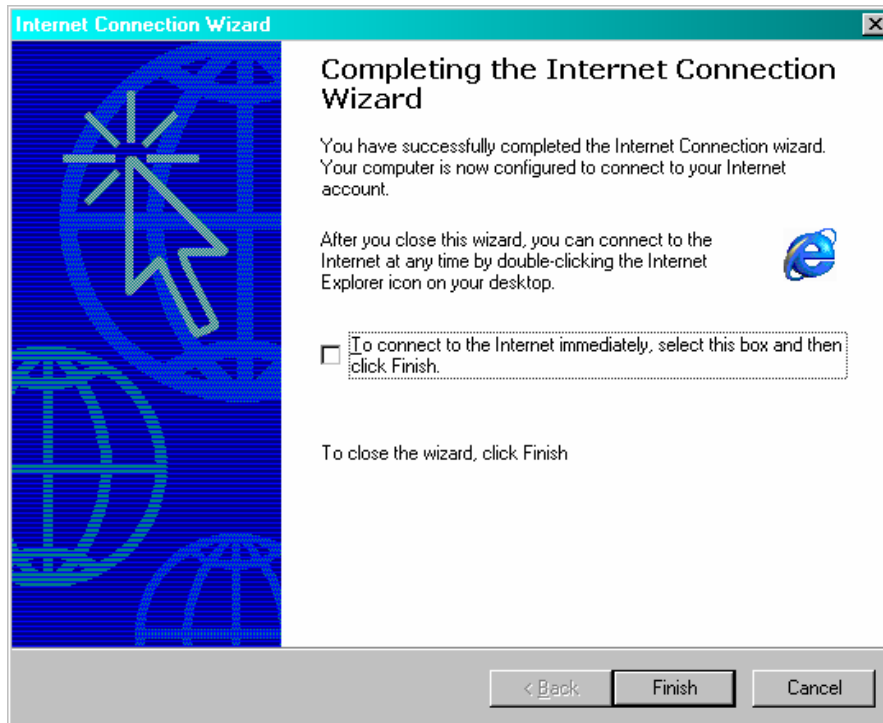


If you have a version of Windows98 that is lower than 5.0 you will want to do the following step; otherwise, skip to number 18.

17) Enter a friendly name - This will be the name that the mail program refers to this e-mail account, it can be anything you want. Example- if this were a business account, you could name it "doe's business e-mail". Push "Next".

18) Your E-mail settings are now complete. If you have more than one E-mail address, you can repeat the procedure after you have fully completed your initial Internet setup.

19) You are now ready to get on the Internet! DESELECT the box that is labeled, "To connect to the Internet immediately, select this box and then click Finish". Push the "Finish" button to complete the Internet configuration




We recommend that you restart your computer before you get on the Internet for the first time. Once the computer has been restarted, double-click on the "*Internet Explorer*" icon to get on the Internet and browse the web. Once Internet Explorer is open, you can open your e-mail program, Outlook Express, by clicking on the "*GO*" menu and clicking on "*Mail*".

Note- If you signed up for more than one E-mail address, you can set up your additional accounts by running the Internet connection wizard by following steps 1 through 7. When the wizard asks you what dial-up account to use, Select "*Use existing dial-up connection*" and click the account in the white box that you previously created. Push "Next". When asked if you want to change the settings for this connection, select "No" and push "Next". The wizard will now ask you if you want to set up an E-mail account. Select "Yes", and follow steps 14 through 19.

To disconnect from the Internet, close Internet Explorer by clicking on the "*File*" menu and clicking on "*Close*". Windows will now ask you if you want to disconnect from the Internet. Choose "Yes" and you will disconnect. If this box is not displayed when you close Internet Explorer, make sure that Outlook Express or any other programs that use the Internet connection are not open.

Congratulations!!!

You should now be able to get online and e-mail.


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