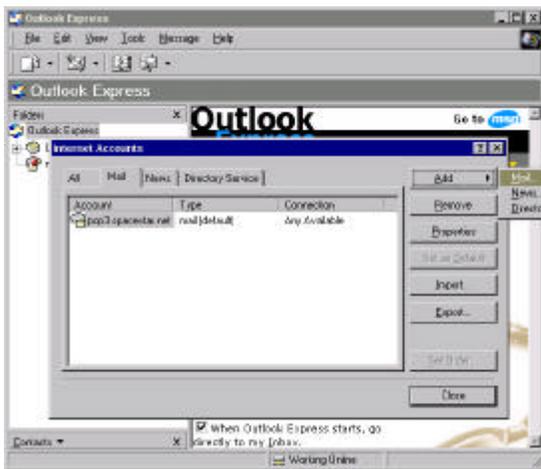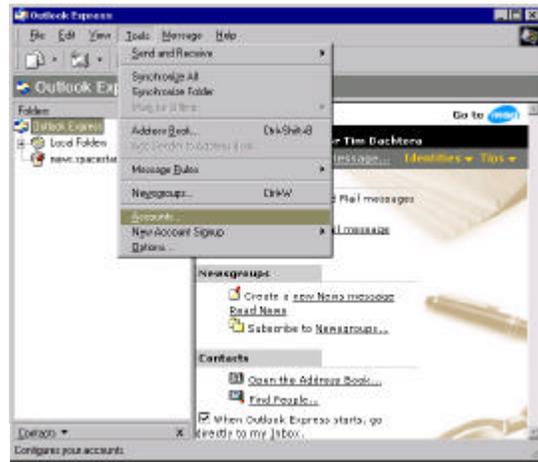# SPACE*STAR*™
COMMUNICATIONS, INC.

E-Mail Setup
Outlook Express v5.0
For Windows 95/98/NT
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These few simple instructions will help you configure Microsoft Outlook Express v5.0. If you do not have Outlook Express 5.0, you can download it from http://www.microsoft.com. If you are unable to upgrade to 5.0, please call our Technical Support Staff and they can step you thru setting up an older version of this program.

Step 1: *Getting Started*

Start first by opening up Outlook Express from the icon on your desktop. Pull down the 'Tools' menu and click on 'Accounts'. This will bring you to the following window to create a new E-Mail profile.

Click on the 'Mail' tab on this screen, and if you are just going to use this program to check email on the Spacestar server, you can remove any other accounts that are in here. Otherwise, click on the 'Add' button and select 'Mail' for the new addition. This will bring you to the next screen where you will add your user information for your account.

Step 2: *User Information*
Here, you would enter your username, and your real name in these two screens. Your username is what you chose when you setup your account. Enter this into the space to the left in all lowercase letters, and click 'Next' to continue to the next screen.
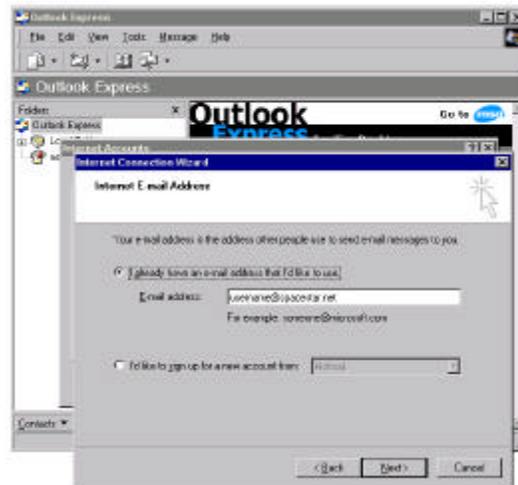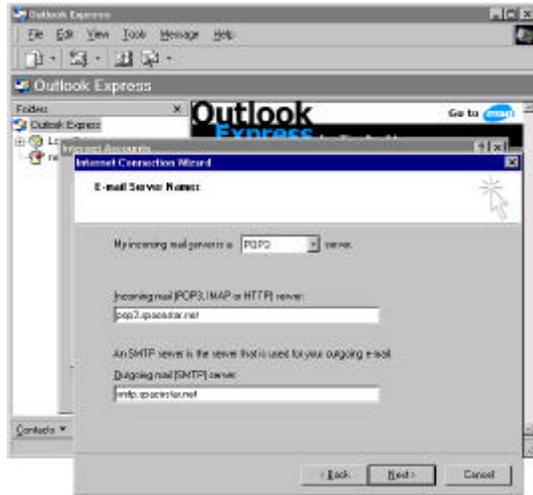
Step 2: *(Continued)*

Type in your real name in the field shown on the right, or the name that you would like to have appear in the 'From:' heading in the E-Mail's that you send out. Click next to continue when you have finished this.
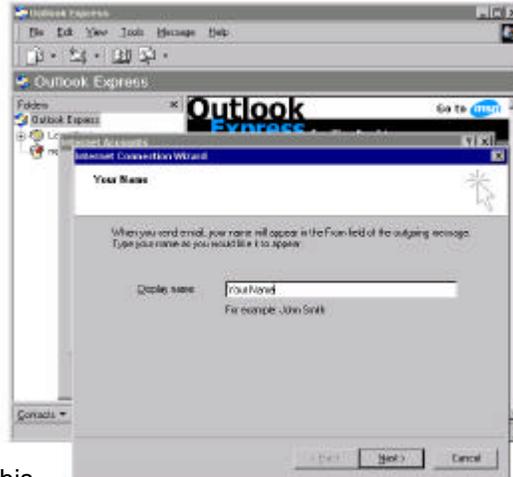
Step 3: *Mail Servers*

This is the point where you tell Outlook Express what mail servers to connect to when sending and receiving mail. You should enter these in lower case.

The incoming mail server type is a 'POP3' server, which is the default. The incoming mail server is '**pop3.spacestar.net**'. The outgoing or SMTP server is called '**smtp.spacestar.net**'. Click next when you have entered these two names.

Step 4: *Username and Password*

This is the last step of the setup process. It will ask you for your username and password. These two entries ARE case sensitive (Pat is NOT the same as pat.) Be careful to enter these correctly or you will not the able to log on to the mail server. If you are the only using the computer, you can check on 'Remember Password', so you will not be prompted to enter your password each time you check your mail. The bottom check box should NOT be checked, or this will give you an error when using the mail server.
You are now finished.
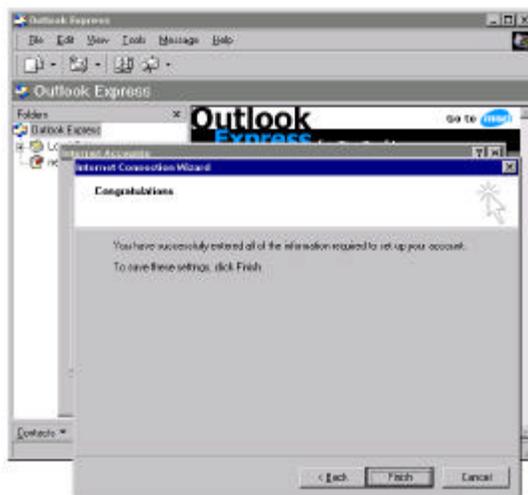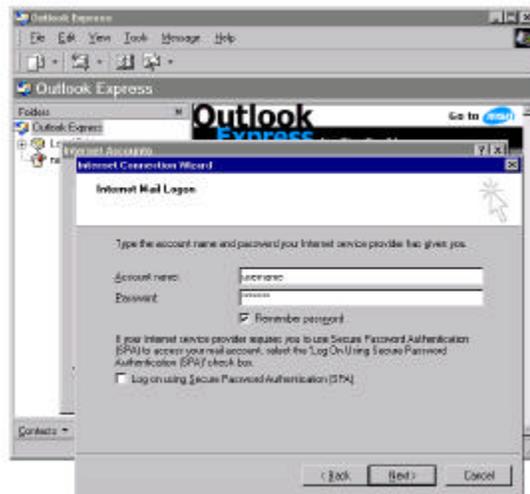
Click the finish button, and that will return you to the mail 'Accounts' screen. You can click 'Close' and return to Outlook Express. You are now ready to send and receive E-Mail.

If you have any further questions, point your browser to the support website at http://support.spacestar.net, or call our Technical Support Staff at one of the numbers listed below for your calling area.

Dial Up Numbers

Twin Cities	612.252.1000	Thief River Falls	218.681.6886
Afton	651.436.1000	Virginia	218.741.8875
St. Cloud	320.257.1000	Crookston	218.281.6161
Duluth	218.722.5179	Annandale / Maple Lake	320.963.5686
Bemidji	218.751.6129	Hudson	715.386.6500
Aurora	218.229.3320	River Falls	715.426.2200
Cook / Orr	218.666.5994	Spooner	715.635.8925
Ely	218.365.7078	Amery	715.268.5330
Grand Rapids	218.327.2466	Fargo	701.232.1690
St. Croix Electric	715.796.5661	Willmar	320.231.2837

Office Hours

Main office:	8:00am to 5:00pm	(M-F)
Sales:	8:00am to 5:00pm	(M-F)
Billing:	8:00am to 4:30pm	(M-F)
Technical Support:	24 hours	(M-F)
	12:00am to 11:00pm	(Sat)
	8:00am to 11:00pm	(Sun)

Telephone Numbers

Twin Cities	612.996.0000
Hudson / River Falls	715.426.2236
Houlton	715.386.5622
Willmar	320.231.8342
Maple Lake	320.963.3854
All Other Areas	800.772.0896

E-Mail

Sales	sales@spacestar.net
Billing	billing@spacestar.net
Technical Support	support@spacestar.net