



## Internet Connection Wizard v.5 for Microsoft Windows

The Internet Connection Wizard (inetwiz) quickly and efficiently sets up your Internet. It creates a new connection and makes it the default connection so Internet Explorer or Outlook Express dials up automatically when launched.

STEP	INSTRUCTIONS
<b>1.</b>	<b>Starting the Internet Connection Wizard:</b> •On the <b>Desktop</b> , click <b>Start</b> and select <b>Run</b> from the menu.
<b>2.</b>	The <b>Run</b> dialog box appears. •In the box marked <b>Open</b> : = Type the word <b>inetwiz</b> . Click the <b>OK</b> button to continue.
<b>3.</b>	The <b>Internet Connection Wizard</b> appears. Select <b>Connect using my phone line</b> . Click the <b>Next</b> button to continue.
<b>4.</b>	Select <b>Create a new dial-up connection</b> . <i>Note: If there are no other connections set up, INetWiz will skip this step and will go to step 5.</i> Click the <b>Next</b> button to continue.
<b>5.</b>	<b>Area Code</b> = leave this field blank <b>Telephone number</b> = type in local-access number (see reverse side) <b>REMOVE</b> the checkmark from <b>Dial using the area code and country code</b> . Click the <b>Next</b> button to continue.
<b>6.</b>	<b>Username</b> = enter the username ( <i>NOT your email address</i> ) you use to connect to the Internet. <b>Password</b> = enter your password. <i>Important: passwords are cASe SenSiTiVE so be careful and make sure that your Caps Lock key is NOT activated. Passwords should be typed in lowercase (small) letters.</i> Click the <b>Next</b> button to continue.
<b>7.</b>	<b>Connection name</b> = type in the name of the city which corresponds to the dial up access number you have entered in Step 5. •You have now successfully set up a Dial-Up Networking connection. Click the <b>Next</b> button.
<b>8.</b>	Select the <b>NO</b> option to set up your email account. If you wish to view your email, we suggest you add your account to Outlook Express or use our Webmail option from the <a href="http://www.avci.net">www.avci.net</a> website. Click the <b>Next</b> button to continue.
<b>9.</b>	Click the <b>Finish</b> button to complete the <b>Internet Connection Wizard</b> .
<b>10.</b>	Double click your Internet Explorer icon and the connection window should connect you to the Internet.



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## Outlook Express – Add an Account to OE for Checking Email

In order for Outlook Express to check an email account for messages it needs to know the email server addresses as well as the username and password for each account to be checked. *Username & Password is assigned by AVCI.net.*

STEP	INSTRUCTIONS
<b>1.</b>	<b>Launch Outlook Express</b>  •From the <b>Tools</b> menu select and click on <b>Accounts...</b>
<b>2.</b>	Click on the <b>Mail</b> tab to bring the mail entries forward.  Click on the <b>Add</b> button, select and click on <b>Mail...</b>
<b>3.</b>	Enter in your <b>First and Last Name</b>  <i>Example: John Doe</i>  Click the <b>Next</b> button to continue.
<b>4.</b>	Enter in your <b>email address</b>  <i>Example: johndoe@avci.net</i>  Click the <b>Next</b> button to continue
<b>5.</b>	The incoming mail server is a <b>POP3</b> should come up as default – Do Not Change this.  Enter the incoming mail server: <b>avsin.avci.net</b>  Enter the outgoing mail server: <b>avsout.avci.net</b>  Click the <b>Next</b> button to continue
<b>6.</b>	Enter your <b>Account name</b>  <i>Example: johndoe</i>  Enter your <b>Password</b>  Click the <b>Next</b> button to continue
<b>7.</b>	Click <b>Finish</b>  Click <b>Close</b> to exit the Internet Accounts window
<b>8.</b>	You must <b>Exit</b> and then re-open Outlook Express for these changes to take effect
<b>9.</b>	By default, Outlook Express <b>sends and receives</b> email for accounts each time it is launched.
<b>10.</b>	Review the <b>Tools, Options...</b> to change when Outlook Express sends and receives messages.