

STEP ONE: Open the Internet Connection Wizard



You should have the above icon on your desktop. Double-click on the icon, and the Internet Connection Wizard should open up.

If you do not have the above icon—or if you have Windows Millennium Edition—click on the Start Button, point to Settings, and then click on Control Panel. In the Control Panel, find the icon that says Internet Options. Double-click on it, and then click on the tab at the top that says Connections. On this screen, click the setup button in the top-right of the window; this will bring you to the Internet Connection Wizard.

STEP TWO: Connection Options

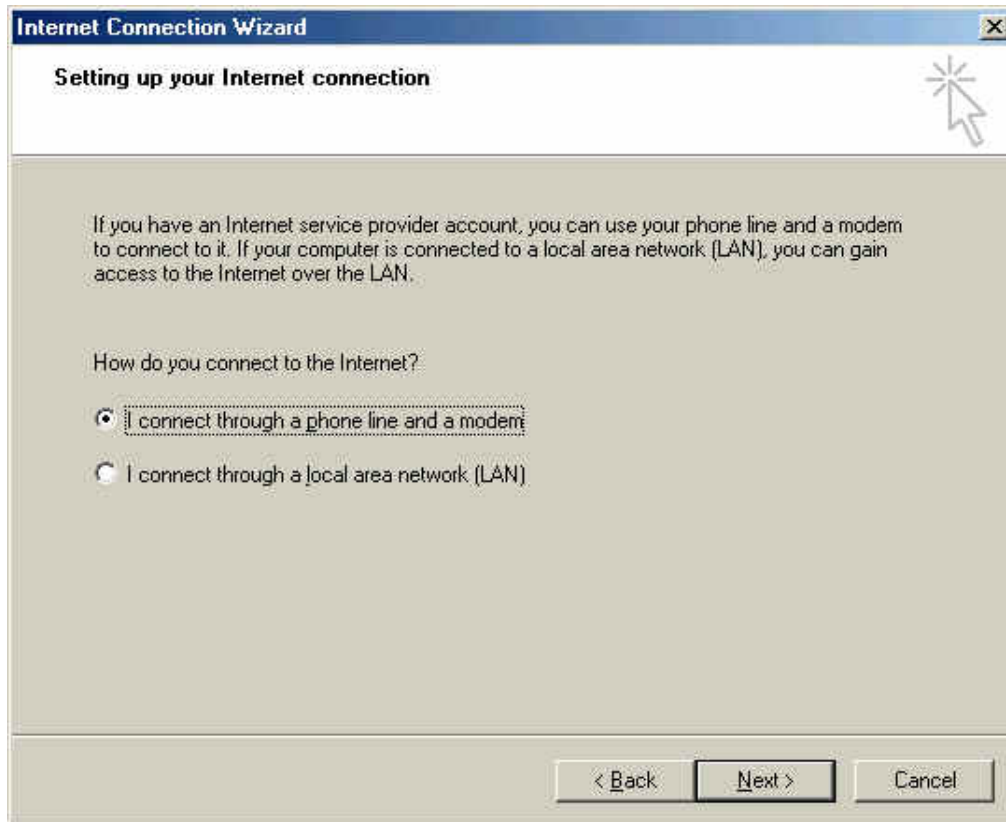
You will want to choose the third option, “I want to set up my Internet connection manually...”

Click on the Next button.



STEP THREE: Choose how you Connect

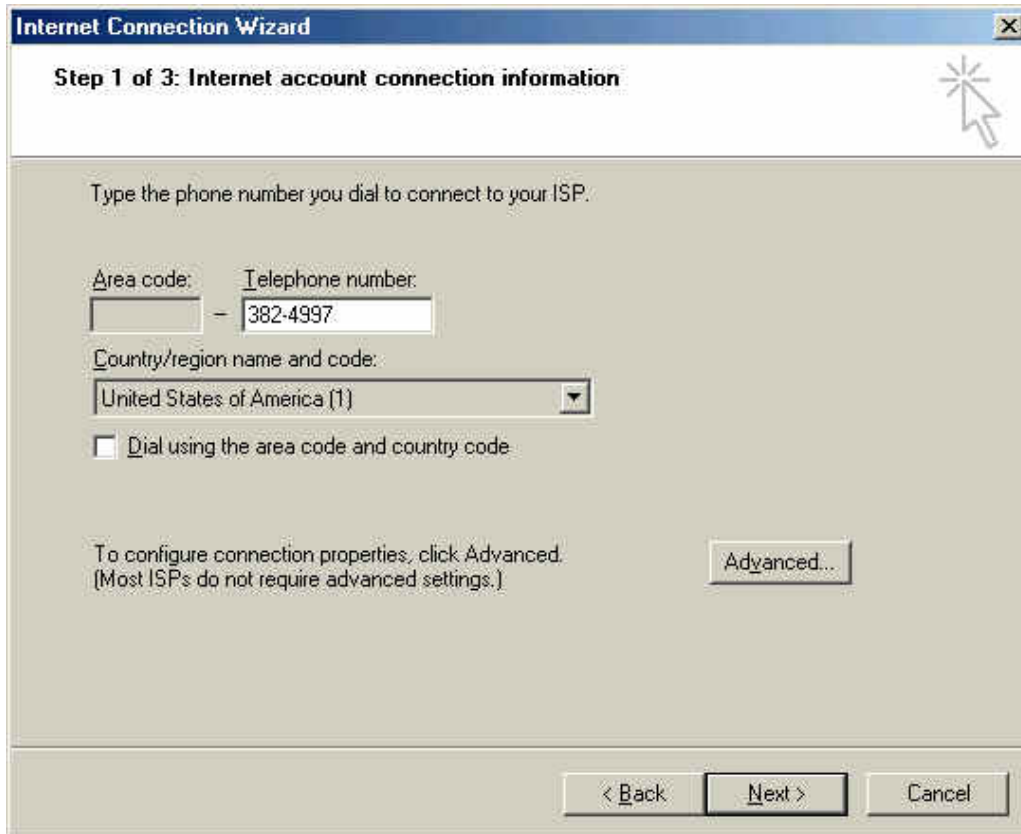
You will want to choose the first option if not already done so by the computer, “I connect through a phone line and a modem.” Click the next button.



STEP FOUR: Typing in the MidIowa Net dialup Number

Nevada — 382-4997 (if calling long-distance, you will need to put 15153824997 as your dialup number **in the telephone number box**)

Also, at this window you will want to UNCHECK “Use area code and Dialing Properties”. Click next.



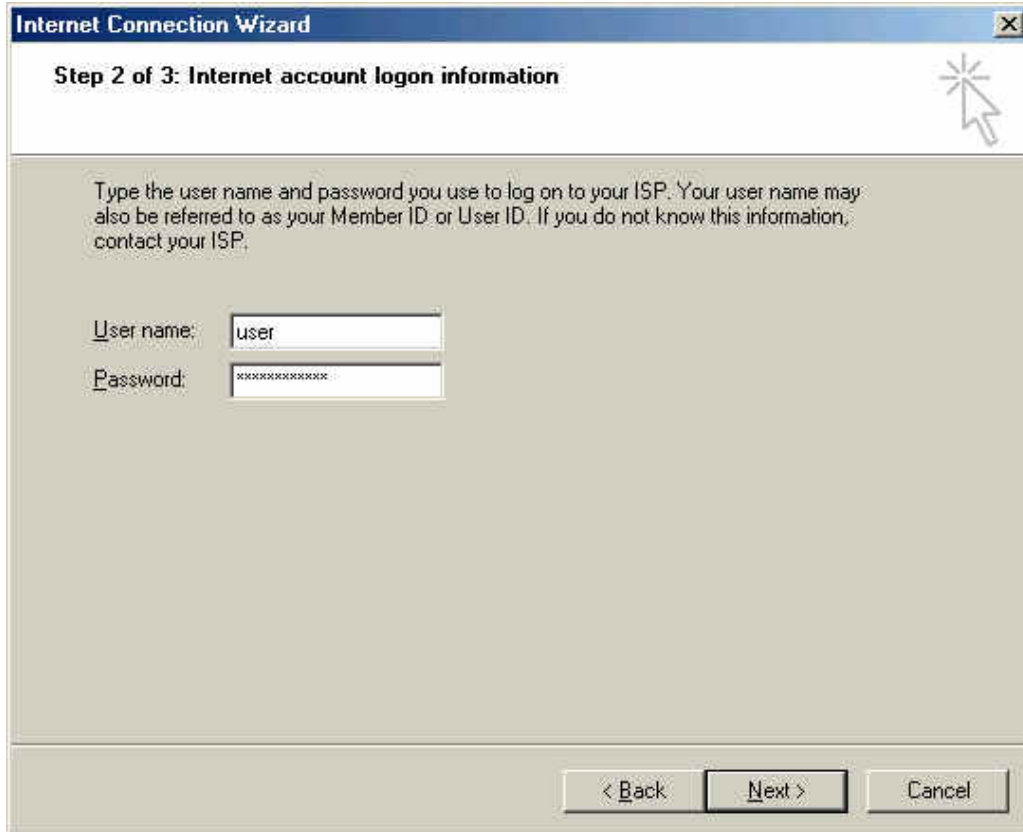
The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title bar is blue. Below the title bar, the text "Step 1 of 3: Internet account connection information" is displayed in a bold font. A mouse cursor is pointing at a starburst icon in the top right corner of the main content area. The main content area has a light beige background and contains the following elements:

- Instructional text: "Type the phone number you dial to connect to your ISP."
- Form fields for "Area code:" and "Telephone number:". The "Area code" field is empty, and the "Telephone number" field contains "382-4997".
- A "Country/region name and code:" dropdown menu showing "United States of America (1)".
- An unchecked checkbox labeled "Dial using the area code and country code".
- Text at the bottom: "To configure connection properties, click Advanced. (Most ISPs do not require advanced settings.)" and an "Advanced..." button.
- Navigation buttons at the bottom: "< Back", "Next >", and "Cancel".

STEP FIVE: Type in your Dialup Username and Password

Your dialup username and password are found on your registration sheet. **REMEMBER: Your username and password MUST be in lowercase, otherwise you will not be able to dial up!** Click the next button.

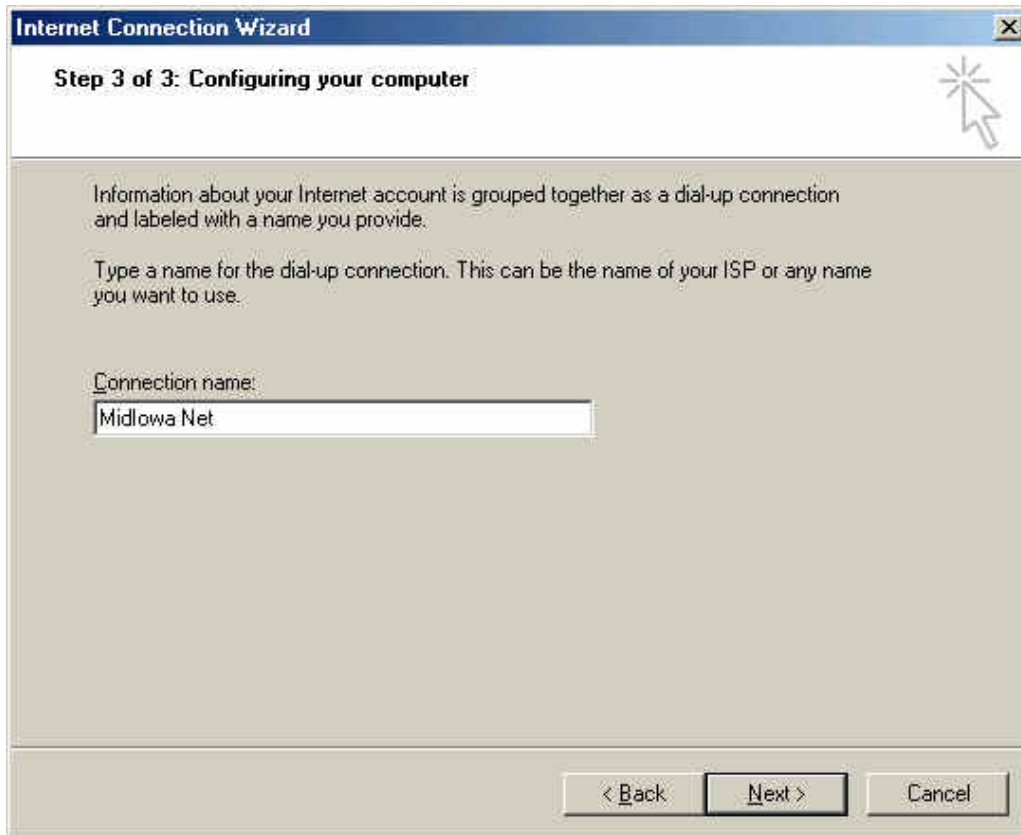
Username: _____
Password: _____



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title bar is blue. Below the title bar, the text "Step 2 of 3: Internet account logon information" is displayed in bold. A mouse cursor is pointing at a question mark icon in the top right corner of the main content area. The main content area has a light beige background and contains the following text: "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." Below this text are two input fields. The first is labeled "User name:" and contains the text "user". The second is labeled "Password:" and contains a series of asterisks "*****". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

STEP SIX: Name your Connection

In the space where you type in your connection name, type in MidIowa Net. Click next.



Internet Connection Wizard [X]

Step 3 of 3: Configuring your computer

Information about your Internet account is grouped together as a dial-up connection and labeled with a name you provide.

Type a name for the dial-up connection. This can be the name of your ISP or any name you want to use.

Connection name:

< Back Next > Cancel

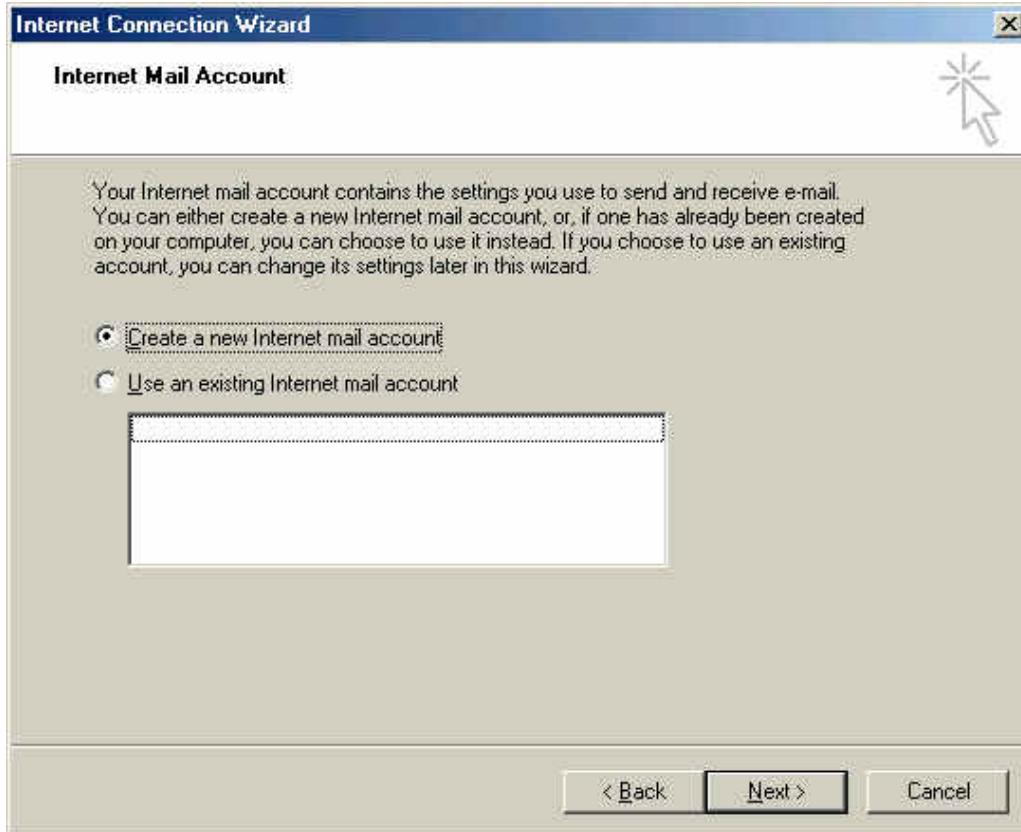
STEP SEVEN: Choose to set up your E-Mail Account

Make sure the circle before “Yes” is dotted so that you can set up your e-mail account. Click the next button.



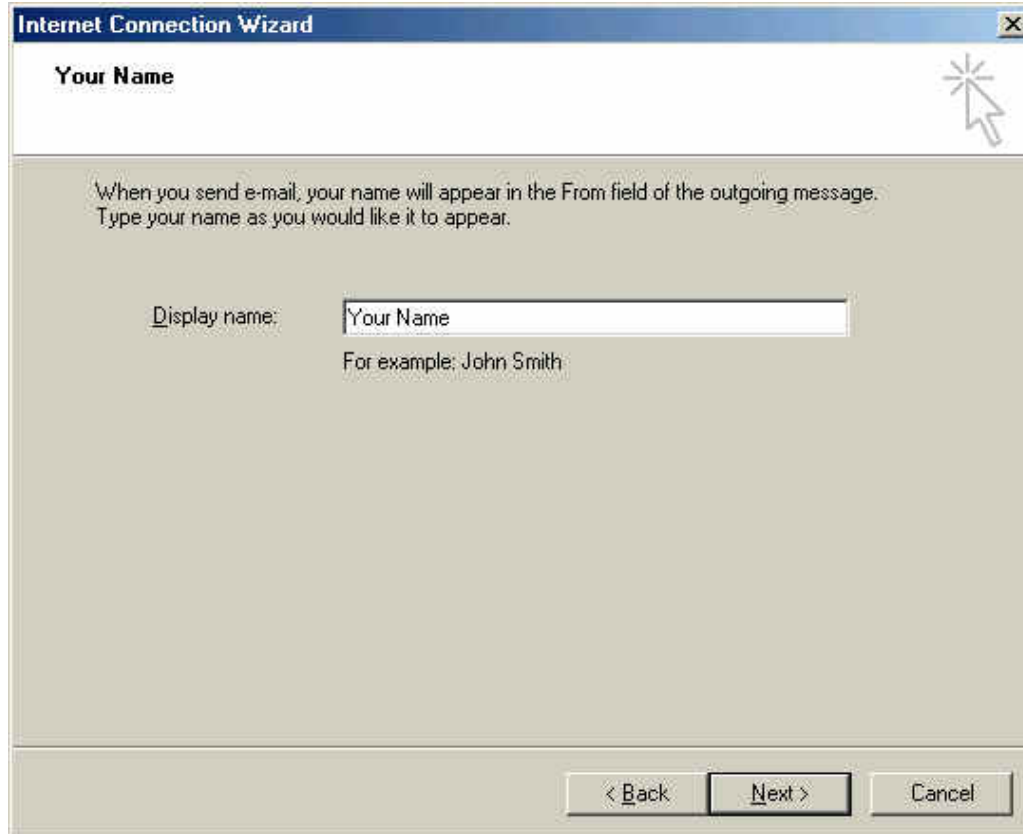
STEP EIGHT: Creating a new Internet Mail Account

Make sure there is a dot in the circle which says, "Create a new internet mail account". Click next.



STEP NINE: Enter Your Real Name

Type in your real name. This is the name seen by people receiving e-mail from you. Click the next button.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Your Name". Below the heading is a text area with the instruction: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a text input field containing "Your Name" with a cursor at the end. Below the input field is the text "For example: John Smith". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

Your Name

When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

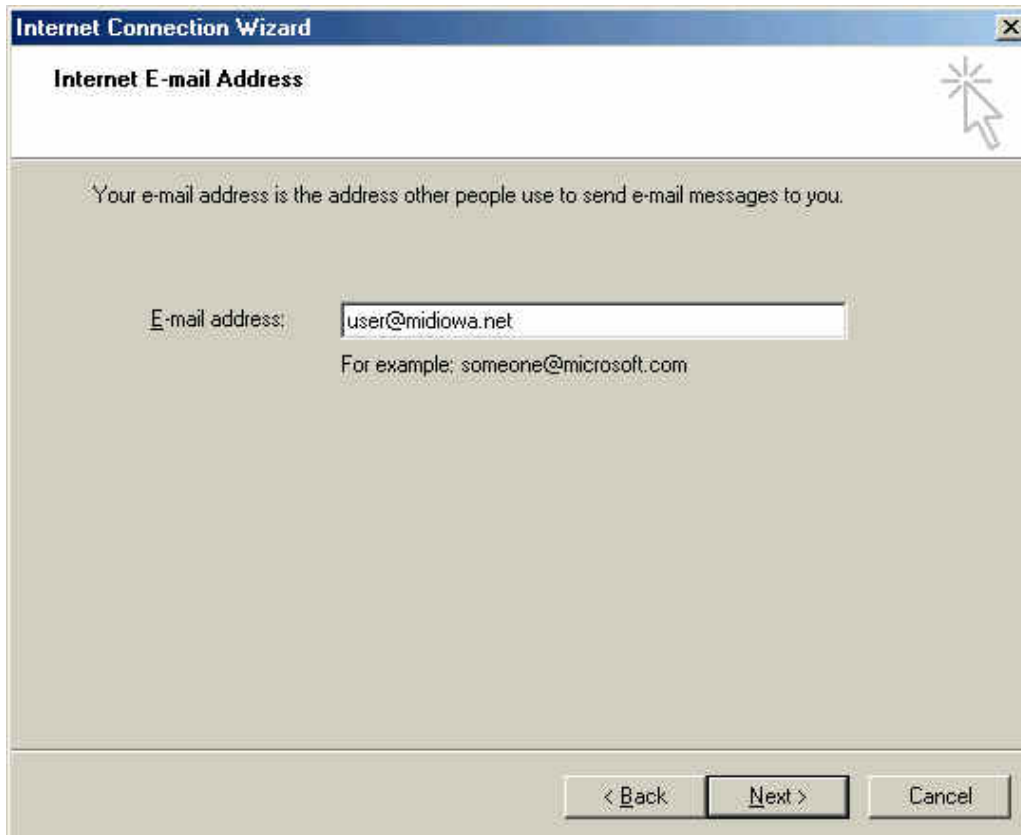
Display name:

For example: John Smith

< Back Next > Cancel

STEP TEN: Type in your E-mail Address

Your e-mail address is your username@midiowa.net. Example: If your dialup username (see step five) is john, then your e-mail address would be john@midiowa.net. **Again, remember this needs to be typed in all lowercase!**



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "Internet E-mail Address". Below the title bar, there is a help icon (a starburst with a mouse cursor) in the top right. The main content area contains the text: "Your e-mail address is the address other people use to send e-mail messages to you." Below this text is a label "E-mail address:" followed by a text input field containing "user@midiowa.net". Underneath the input field is the text "For example: someone@microsoft.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

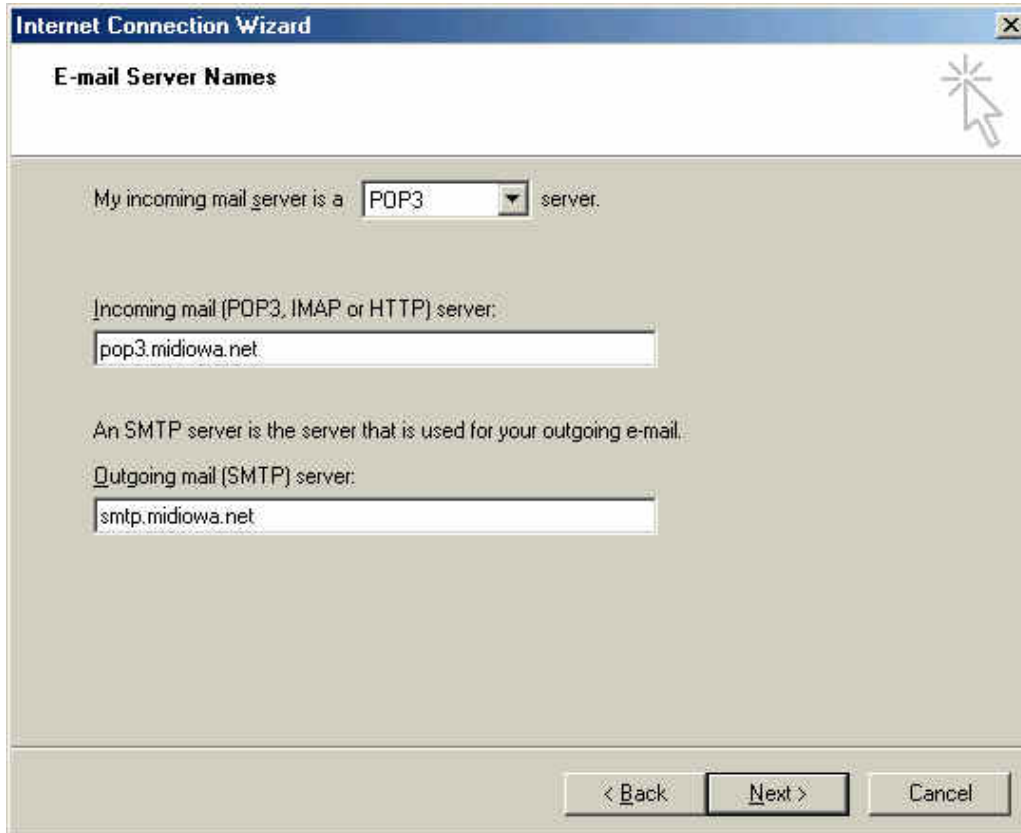
STEP ELEVEN: Setting the Mail Servers

Type in the incoming and outgoing mail servers **exactly** as shown in the picture below. Click the next button.

Incoming mail server is a “POP3” server.

Incoming mail server: pop3.midiowa.net

Outgoing mail server: smtp.midiowa.net



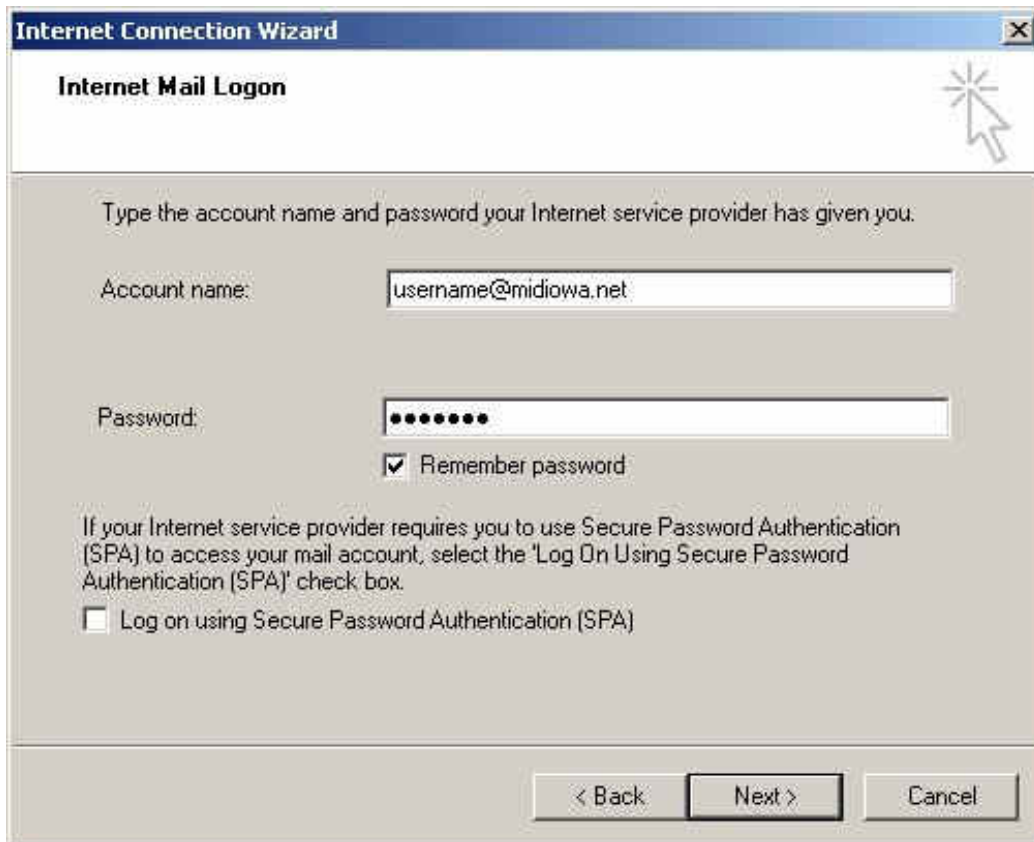
The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The window contains the following text and input fields:

- "My incoming mail server is a server." (The dropdown menu is set to "POP3")
- "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "pop3.midiowa.net".
- "An SMTP server is the server that is used for your outgoing e-mail."
- "Outgoing mail (SMTP) server:" followed by a text input field containing "smtp.midiowa.net".

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible over the "Next >" button.

STEP TWELVE: Put in Your Username and Password

On this screen you will need to enter in your e-mail address and password, in all lower-case letters, for the e-mail account. The username (Account name) will more than likely already be entered, and you will need to add @midiowa.net to the end. In addition, you will need to enter in the password. Put a checkmark in the Remember Password box, then click Next.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" containing "username@midiowa.net" and "Password:" containing seven dots. Below the password field is a checked checkbox labeled "Remember password". A paragraph of text explains: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box." Below this is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom are three buttons: "< Back", "Next >", and "Cancel".

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

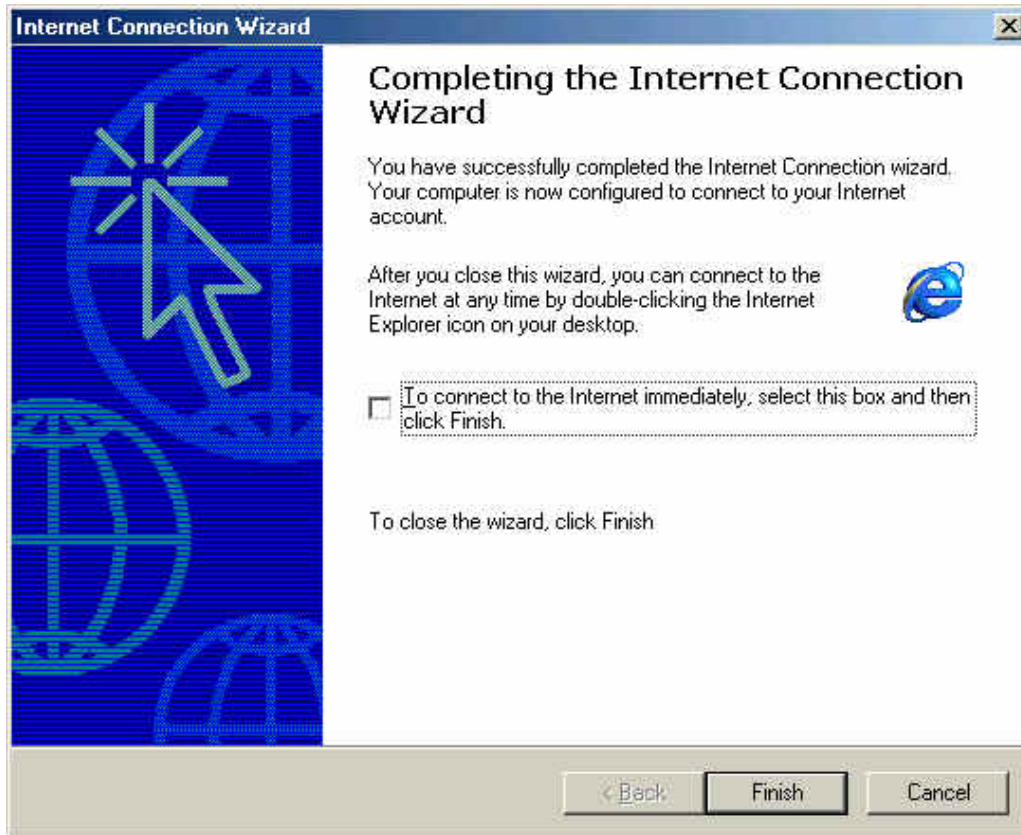
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

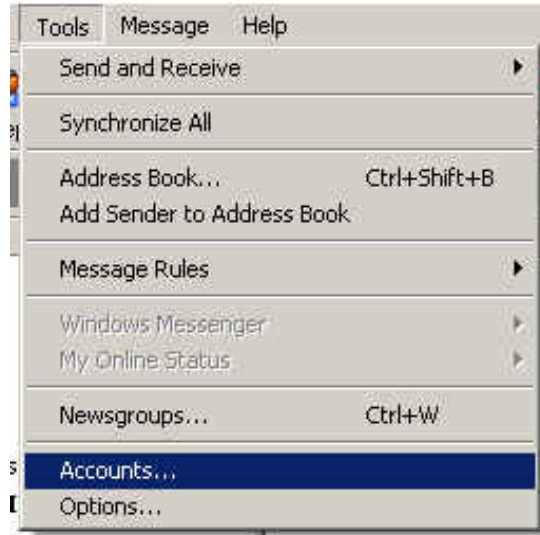
STEP THIRTEEN: Connection Set Up!

You have successfully set up your Internet connection with MidIowa Net. At this point, you can surf the net. However, one more thing needs to be changed and you will then be able to also send and receive e-mail. Once you get to this screen, go ahead and click the Finish button.

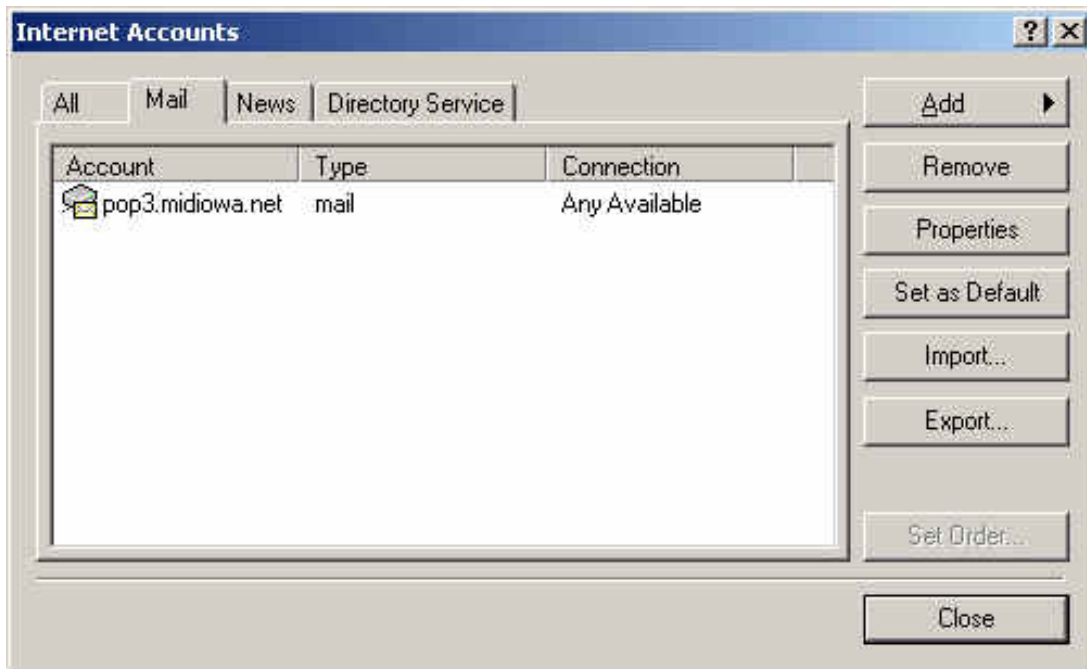


STEP FOURTEEN: Configuring SMTP Authentication

You will need to open Outlook Express. You should be able to find a shortcut to it on the desktop, but if not, it should be listed in your Start menu under Programs. Once you've found it, open it up. With Outlook Express opened, go to the top and click Tools, then click Accounts.



In the new window that opens, click the Mail tab. You will see your newly-created mail account there. With it highlighted, hit the Properties button on the right.



In the new window that opens, go to the top and click Servers. Make sure your settings are similar to the ones found below. As long as everything is entered in correctly, you should only need to change one thing: Put a checkmark in the box in the bottom-left corner that says, “My server requires authentication.” (Make sure that “Log on using Secure Password Authentication” stays **unchecked**.)



After you've done this, click Apply, then click the OK button. At the Internet Accounts window, hit the close button. You should now be ready to send and receive e-mail with MidIowa Net!