



Setup Guide  
for  
Microsoft Windows XP

Phone — 515-382-2124

# Connection Setup

## STEP ONE: Open the Internet Connection Wizard



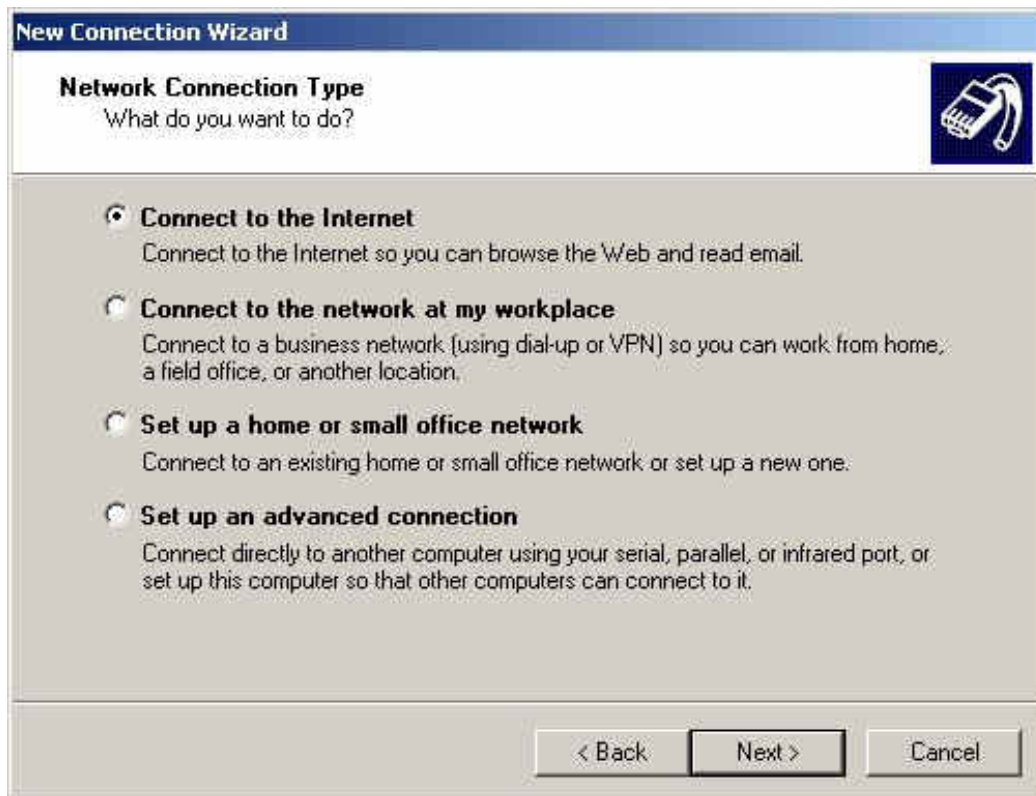
You should have the above icon on your desktop. Double-click the icon, and the Internet Connection Wizard should open up.

If you do not have the above icon, you will need to click the Start button, point to Settings, and then click Control Panel. (If you do not see Settings, just click on Control Panel.) In the Control Panel, find the icon that says Internet Options. Double-click 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 first option, “Connect to the Internet”

Click the Next button.



### STEP THREE: Choose how you Connect (Part 1)

You will want to choose the second option, “Set up my connection manually.” Click the Next button.



## STEP FOUR: Choose how you connect (Part 2)

On this screen, choose the first option, “Connect using a dial-up modem,” then click Next.



## STEP FIVE: Name Your Connection

In the space where you're instructed to type in the ISP name, type in MidIowa Net. Click Next.

**New Connection Wizard**

**Connection Name**  
What is the name of the service that provides your Internet connection?

Type the name of your ISP in the following box.

ISP Name

MidIowa Net

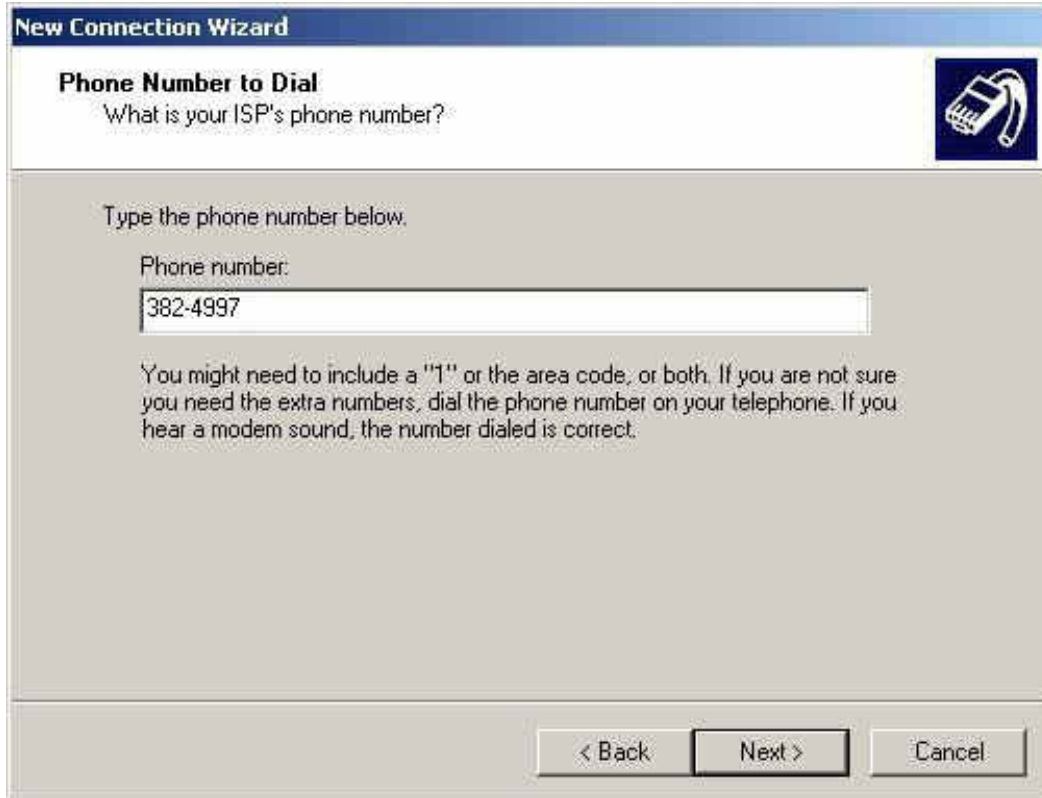
The name you type here will be the name of the connection you are creating.

< Back   Next >   Cancel

## STEP SIX: Typing in the MidIowa Net Dialup Number

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

Once you have entered in the phone number as instructed, click Next.



The image shows a screenshot of a Windows XP-style dialog box titled "New Connection Wizard". The window has a blue title bar. Below the title bar, the text "Phone Number to Dial" is displayed in bold, followed by the question "What is your ISP's phone number?". To the right of this text is a small icon of a telephone handset. Below the question, the instruction "Type the phone number below." is shown. A text input field is present with the value "382-4997" entered. Below the input field, there is a paragraph of text: "You might need to include a '1' or the area code, or both. If you are not sure you need the extra numbers, dial the phone number on your telephone. If you hear a modem sound, the number dialed is correct." At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

## STEP SEVEN: Type in Your Username and Password

Your dialup username and password are found on your registration sheet. **REMEMBER: Your username and password MUST be in lower-case, otherwise you will not be able to connect!** Make sure you have checked the first two boxes but have left the last box UNCHECKED. Click the Next button when finished.

Username: \_\_\_\_\_  
Password: \_\_\_\_\_



The screenshot shows a Windows XP-style dialog box titled "New Connection Wizard". The current step is "Internet Account Information", which includes a sub-header and an explanatory text: "You will need an account name and password to sign in to your Internet account." To the right of this text is a small icon of a hand holding a telephone receiver. Below the text, there are three text input fields: "User name:" containing "johndoe", "Password:" containing ten dots, and "Confirm password:" containing ten dots. At the bottom of the form area, there are three checkboxes: the first two are checked, and the third is unchecked. The first checked checkbox is "Use this account name and password when anyone connects to the Internet from this computer", the second is "Make this the default Internet connection", and the third is "Turn on Internet Connection Firewall for this connection". At the bottom right of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

**New Connection Wizard**

**Internet Account Information**  
You will need an account name and password to sign in to your Internet account.

Type an ISP account name and password, then write down this information and store it in a safe place. (If you have forgotten an existing account name or password, contact your ISP.)

User name: johndoe

Password: ●●●●●●●●●●

Confirm password: ●●●●●●●●●●

Use this account name and password when anyone connects to the Internet from this computer

Make this the default Internet connection

Turn on Internet Connection Firewall for this connection

< Back    Next >    Cancel

## STEP EIGHT: You're Finished!

You have completed the setup for MidIowa Net. To place a shortcut to the MidIowa Net connection on your desktop, check the box as indicated in the picture below.



# E-Mail Setup

## STEP ONE: Begin Setup

Find the icon on your desktop that looks like this:



Once you have found it, double-click it to Open Outlook Express. (If you cannot find it anywhere on the desktop, it may be located in the Start Menu. Click the Start button, then point to Programs or All Programs, and it should be listed somewhere in there.)

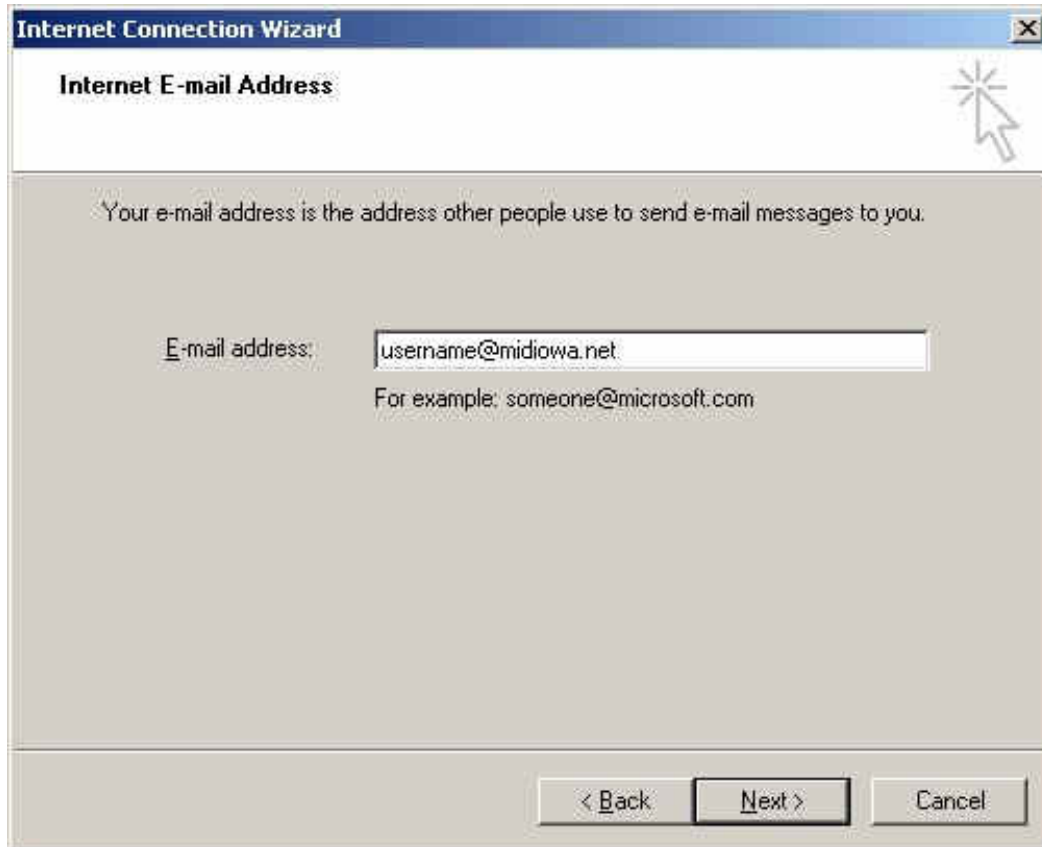
## STEP TWO: Enter name

The Outlook Express Wizard should pop up automatically upon entering Outlook Express for the first time. If it does not, go to the top and click Tools, then Accounts. A new window will open; click the Add button, then click Mail from the submenu. On the first screen of the wizard, type in your name as you want it to appear to others when they receive e-mail from you. Once you have this typed in, click the Next button.

The image is a screenshot of the "Internet Connection Wizard" dialog box. The title bar reads "Internet Connection Wizard" with a close button (X) on the right. The main area has a header "Your Name" with a mouse cursor icon pointing to it. Below the header, there is instructional text: "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." A text input field labeled "Display name:" contains the text "Jon Doe". Below the input field, there is a smaller text label "For example: John Smith:". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

## STEP TWO: Enter E-Mail Address

On this screen, you will need to enter in your e-mail address in the format shown below, then click the Next button.



The screenshot shows a window 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 is a text input field labeled "E-mail address:" containing the text "username@mid Iowa.net". Underneath the field is an example: "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at a starburst icon in the top right corner of the window.

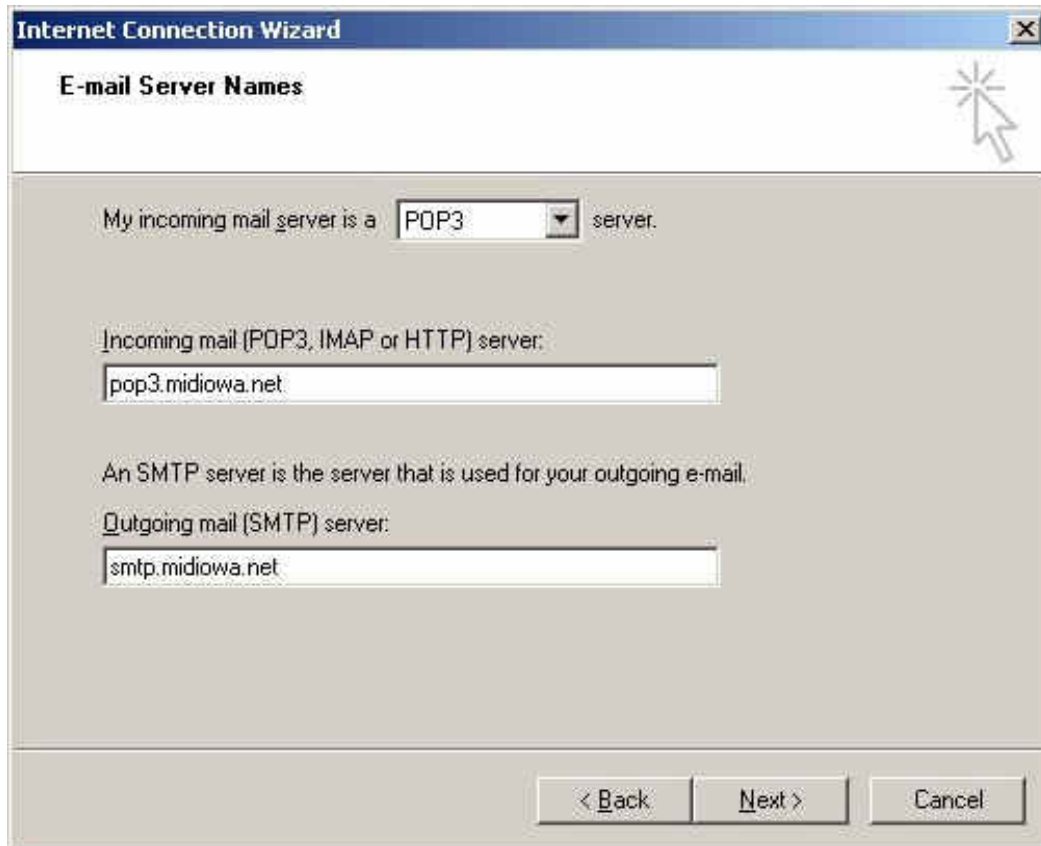
### STEP THREE: Enter Mail Servers

You will now need to enter in the incoming and outgoing mail servers. Make sure it states at the top, "My incoming mail server is a POP3 server." Enter in the following for the incoming and outgoing mail servers:

Incoming Mail Server: pop3.midiowa.net

Outgoing Mail Server: smtp.midiowa.net

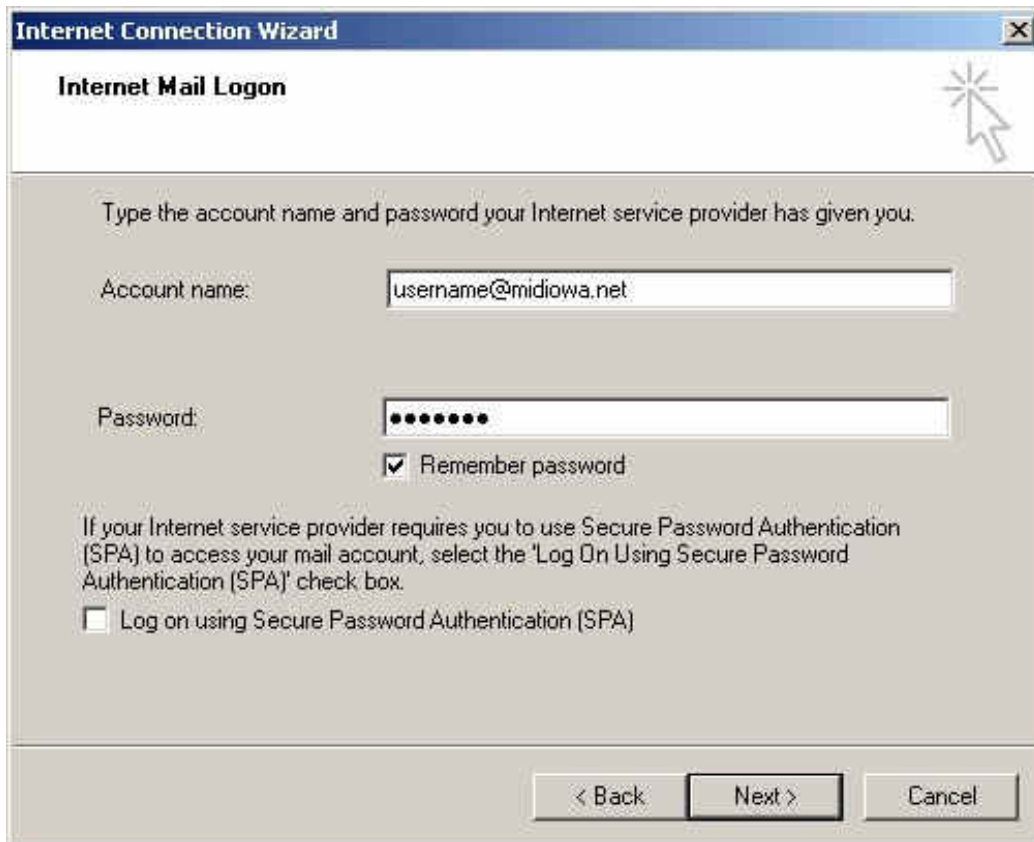
Click Next.



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 of the dialog is "E-mail Server Names". Below the title, there is a dropdown menu that currently shows "POP3" and the text "My incoming mail server is a" followed by "server." Below this, there is a text input field labeled "Incoming mail (POP3, IMAP or HTTP) server:" containing the text "pop3.midiowa.net". Below that, there is another text input field labeled "Outgoing mail (SMTP) server:" containing the text "smtp.midiowa.net". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible over the top right corner of the dialog box.

## STEP FOUR: Username and Password Entry

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 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". Further down, there is a paragraph: "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." followed by an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

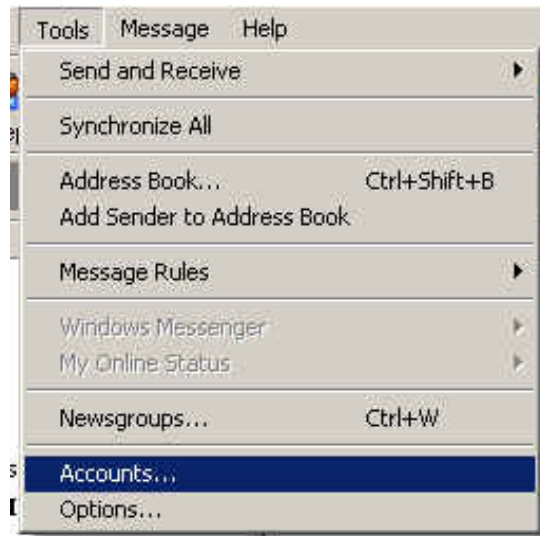
## STEP FIVE: Completing the Connection Wizard

You have now completed the Connection Wizard for setting up your e-mail. Go ahead and click the Finish button. One more thing needs to be changed, however, in order to successfully send e-mail.

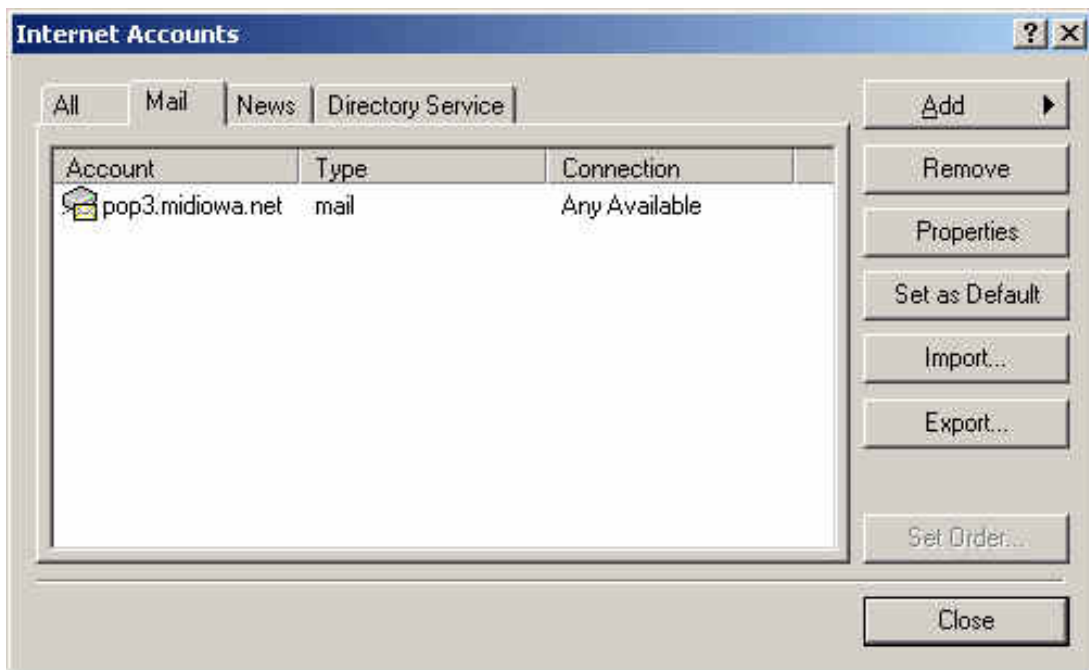


## STEP SIX: Configuring SMTP Authentication

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!