Instructions for Setting Up E-Mail

Step 1:
Open Outlook Express (Windows Mail on Vista) and choose **Tools - > Accounts** as shown in Fig 1.

**Fig. 1.**

Step 2:
When the 'Internet Accounts' dialog box appears, choose **Add - > Mail** as shown in Fig. 2.

**Fig. 2.**
Step 3:
When the 'Internet Connection Wizard' dialog box appears, type in your display name [proper name] and choose Next as shown in Fig. 3.

![Fig. 3.](image)

Step 4:
Type in your email address [username@wrtc.net] and choose Next as shown in Fig. 4.

![Fig. 4.](image)
Step 5:
Confirm that POP3 is selected as incoming mail server. Type `pop.wcrtc.net` under 'incoming mail server' and type `smtpauth.wcrtc.net` under 'outgoing mail server' and choose Next as shown in Fig. 5.

Fig. 5.

![Internet Connection Wizard](image)

Step 6:
Type in your account name `[username@wcrtc.net]` and the password that you provided Tele-Media Solutions, and select Next as shown in Fig. 6.

Fig. 6.

![Internet Connection Wizard](image)
Step 7:
Choose **Finish** as shown in Fig. 7.

Fig. 7.

Step 8:
Highlight 'pop.wcrtc.net' and select **Properties** as shown in Fig. 8.

Fig. 8.
Step 9:
Select Servers, select the 'My server requires authentication' check box and select Settings as shown in Fig. 9.

Fig. 9.

Step 10:
Select 'log on using', type in your account name [username@wcrtc.net], type in the password that you provided Tele-Media Solutions and select OK as shown in Fig. 10.

Fig. 10.
Step 11:
Select **OK** and **CLOSE**.

Step 12:
Select **Send/Recv** on the toolbar to receive e-mail messages.