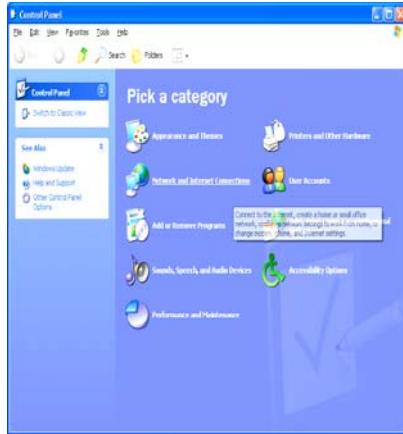


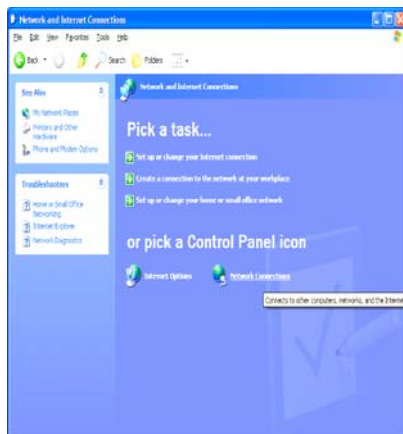
Dial-in settings for Windows XP



- Click Start
- Click Control Panel
- Click Network and Internet Connections

1

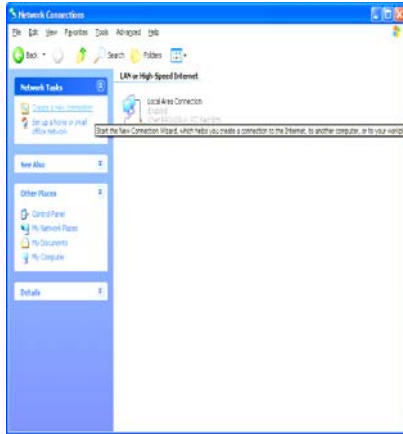
Dial-in settings for Windows XP



- Click Network Connections

2

Dial-in settings for Windows XP



- Click Create a new connection

3

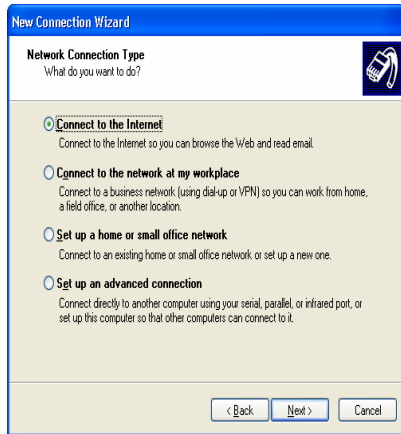
Dial-in settings for Windows XP



- Click Next

4

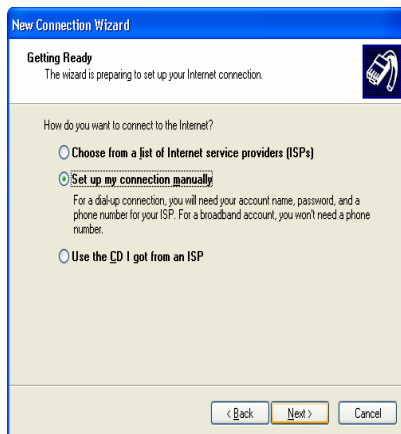
Dial-in settings for Windows XP



- Click **Connect to the Internet**

5

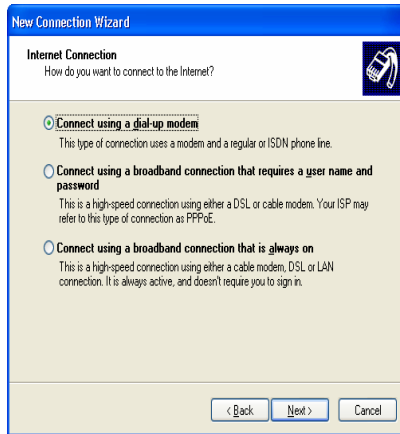
Dial-in settings for Windows XP



- Click **Set-up my connection manually**
- Click **Next**

6

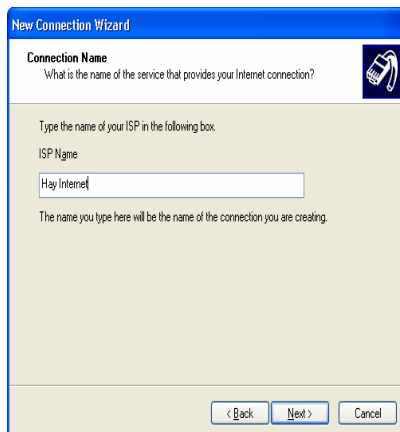
Dial-in settings for Windows XP



- Click Connect using a dial-up modem
- Click Next

7

Dial-in settings for Windows XP



- The ISP name is Hay Internet
- Click Next

8

Dial-in Settings for Windows XP

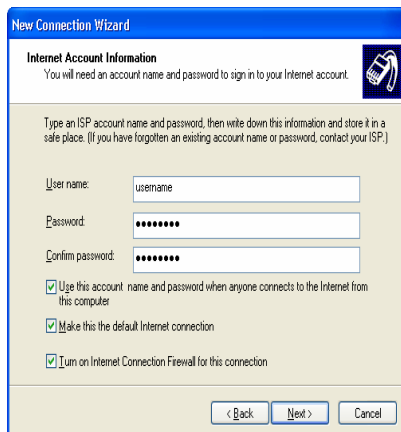


The screenshot shows the 'New Connection Wizard' dialog box with the title 'Phone Number to Dial'. The subtitle asks 'What is your ISP's phone number?'. Below this, it says 'Type the phone number below.' and 'Phone number:'. A text input field contains '519-236-9095'. A note below the field states: 'You 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 are buttons for '< Back', 'Next >', and 'Cancel'.

- The phone number is:
 - 519-236-9095
 - 519-237-9095
 - 519-238-9095
- Pick the number that is local to your number

9

Dial-in settings for Windows XP



The screenshot shows the 'New Connection Wizard' dialog box with the title 'Internet Account Information'. The subtitle says 'You will need an account name and password to sign in to your Internet account.' Below this, it says '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.)'. There are three text input fields: 'User name:' with 'username', 'Password:' with '*****', and 'Confirm password:' with '*****'. Below these are three checked checkboxes: 'Use this account name and password when anyone connects to the Internet from this computer', 'Make this the default Internet connection', and 'Turn on Internet Connection Firewall for this connection'. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

- Type in the required info
 - Fill in the check mark boxes as you feel comfortable
- Click Next

10

Dial-in settings for Windows XP



- If you would like a shortcut on your desktop, click the check mark box
- Click Finish

11

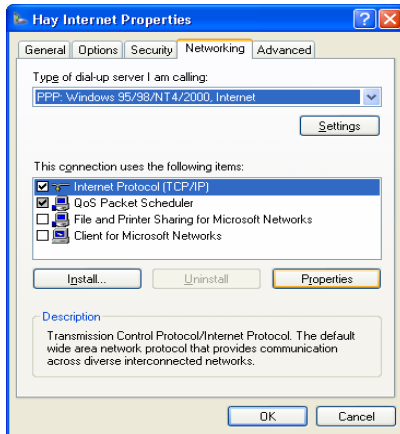
Dial-in settings for Windows XP



- You will be brought to this screen
- Click Properties

12

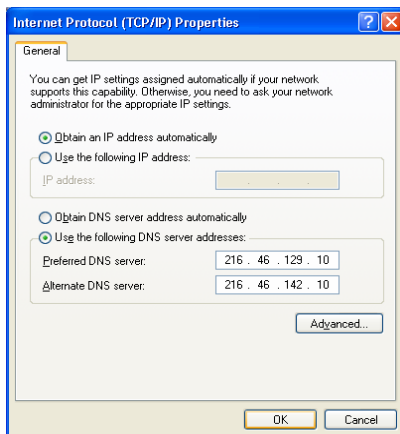
Dial-in settings for Windows XP



- Click the Networking tab
- Highlight Internet Protocol (TCP/IP)
- Click Properties

13

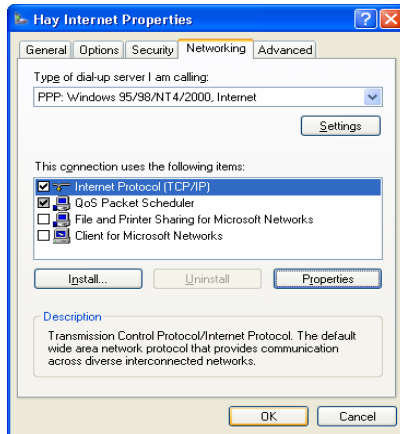
Dial-in settings for Windows XP



- Fill in the blank spaces as shown
 - Obtain an IP address automatically
 - Use the following DNS server addresses
 - 216.46.129.10
 - 216.46.142.10
- Click OK

14

Dial-in settings for Windows XP



- Click OK

15

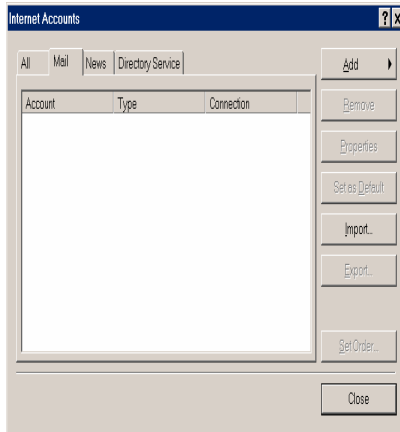
Dial-in settings for Windows XP



- Click Dial

16

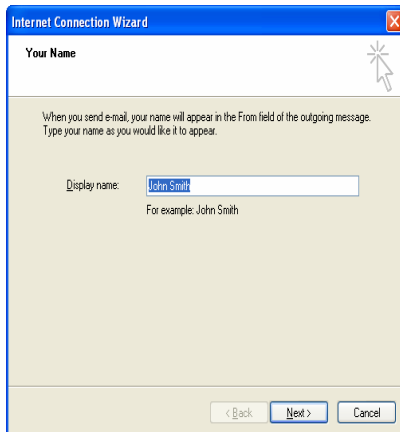
New Account in Outlook Express



- Open Outlook Express
- Click “Tools”
- Click “Accounts”
- Click “Mail” Tab
- Click “Add”

17

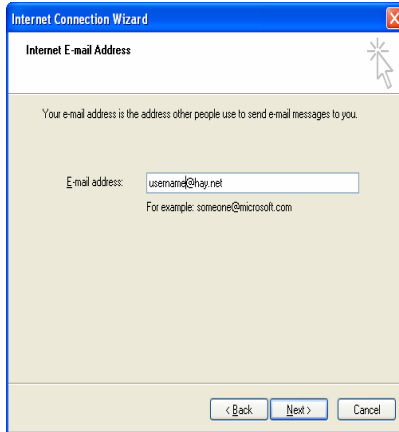
New Account in Outlook Express



- Type in the name of the account holder
– ie: John Smith
- Click “Next”

18

New Account in Outlook Express

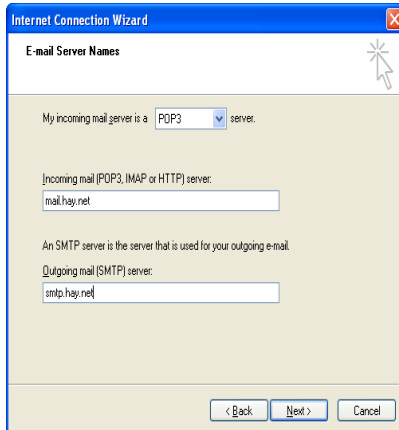


The screenshot shows the 'Internet Connection Wizard' window, specifically the 'Internet E-mail Address' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet E-mail Address'. Below the subtitle, there is a text box for 'E-mail address' containing 'username@hay.net'. A small example text below it says 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- Type in the username and address
 - ie:johnsmith@hay.net
- Click “Next”

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New Account in Outlook Express

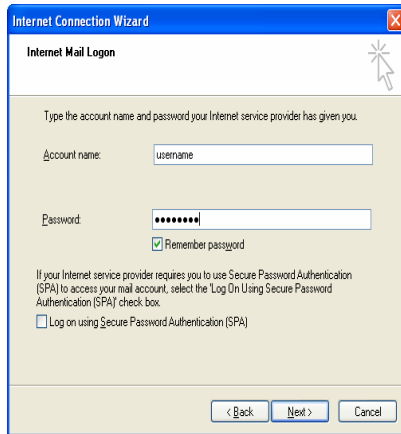


The screenshot shows the 'Internet Connection Wizard' window, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' and the subtitle is 'E-mail Server Names'. Below the subtitle, there is a dropdown menu for 'My incoming mail server is a' set to 'POP3'. Below that, there is a text box for 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'mail.hay.net'. Below that, there is a text box for 'Outgoing mail (SMTP) server:' containing 'smtp.hay.net'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- Incoming mail server is a “POP3” server
- Incoming mail server is: mail.hay.net
- Outgoing mail (SMTP) server is smtp.hay.net
- Click “Next”

20

New Account in Outlook Express

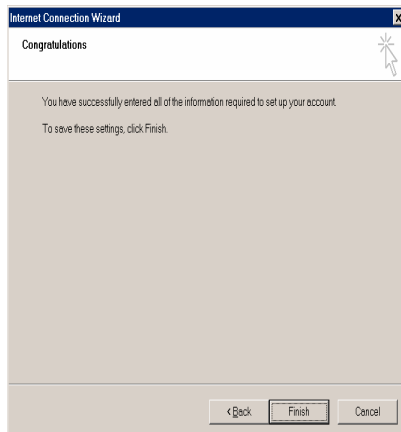


The screenshot shows the 'Internet Mail Logon' dialog box from the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard' and the window title is 'Internet Mail Logon'. The main text says 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the text 'username' and 'Password:' with a masked password '*****'. A checked checkbox labeled 'Remember password' is below the password field. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

- Account name is your username from Hay Communications
– ie:johnsmith
- The password is what you asked for from Hay Communications
- Click “Remember password” if you do not want to have type it in every time you check your email

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New Account in Outlook Express

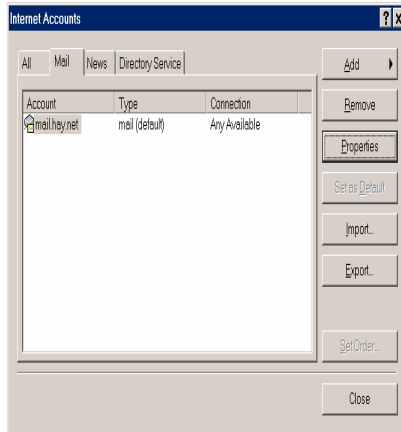


The screenshot shows the 'Congratulations' dialog box from the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard' and the window title is 'Congratulations'. The main text says 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.' At the bottom, there are three buttons: '< Back', 'Finish', and 'Cancel'. A mouse cursor is pointing at the 'Finish' button.

- Congratulations on setting up your email account
- Click Finish

22

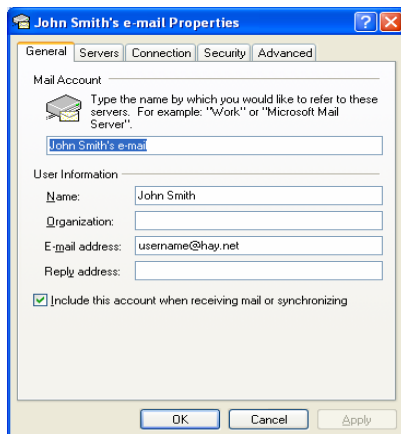
New Account in Outlook Express



- You will now come back to this screen
- Highlight your “mail.hay.net”
 - Single right click
- Click “Properties”

23

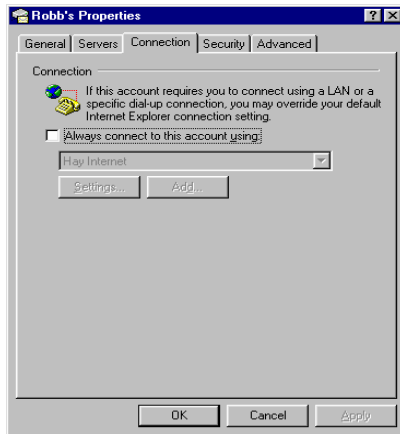
New Account in Outlook Express



- The top line will read “mail.hay.net” – you may change it read anything you like
- You do not need to fill in any of the other blank lines unless you want to
- Click “Apply”

24

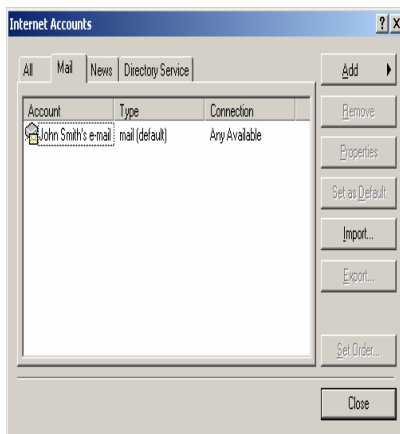
New Account in Outlook Express



- Click the “Connection” tab
- Scroll until you see ‘Hay Internet’
- Click “OK”

25

New Account in Outlook Express

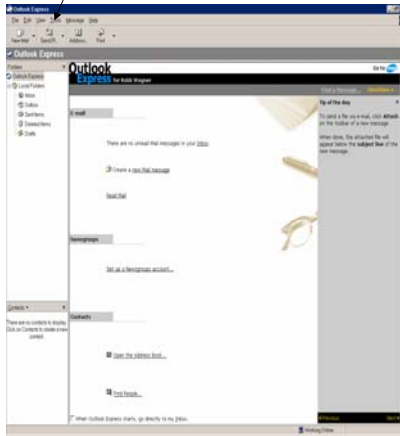


- Click “Close”

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New Account in Outlook Express

This button



- Click “Send/Receive All” to retrieve and send your messages

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Technical Support

- Technical Support is available Monday to Friday 8:30 am to 10:00 pm and Saturday 9:00 am to 5:00 pm
- 519-236-4500
- 519-237-4500
- 519-238-4500
- assist@hay.net

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