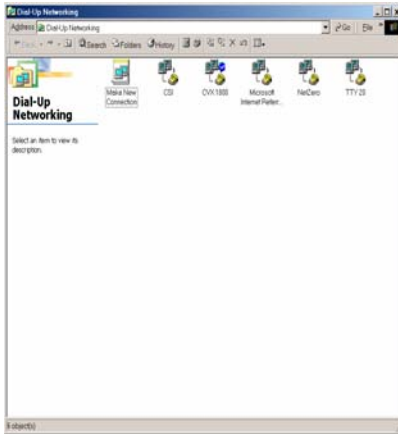


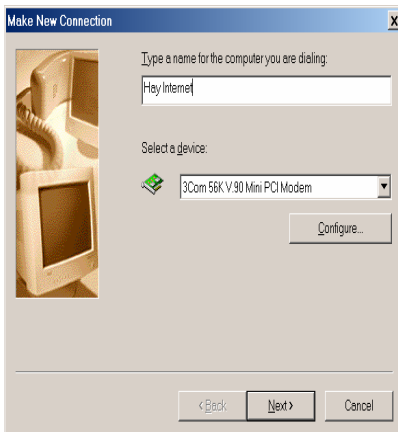
Dial in settings for Windows Me



- Click "Start"
- Click "Settings"
- Click "Dial-up Networking"
- Click "Make a new connection"

1

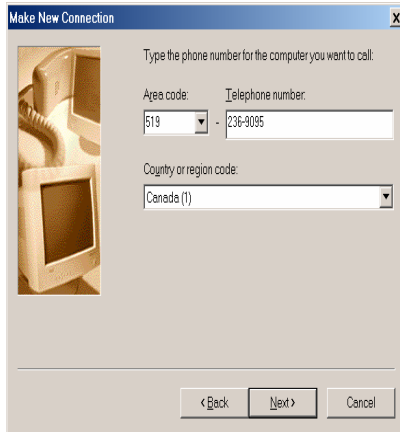
Dial in settings for Windows Me



- Type in "Hay Internet" as the name
- Click "Next"

2

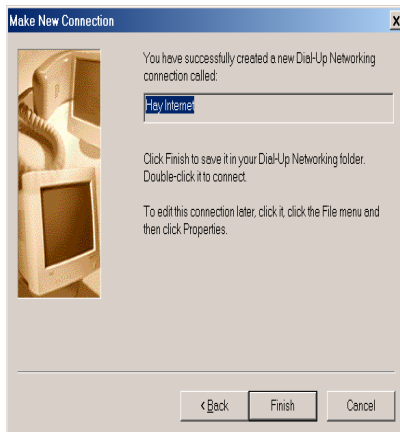
Dial in settings for Windows Me



- Here is the list of Hay Internet dial-in numbers
 - Zurich 519-236-9095
 - Dashwood 519-237-9095
 - Grand Bend 519-238-9095
- From the list above, pick the number that is a local call to you and use that number in the next two steps
- Enter the area code in the Area Code box
- In the Telephone Number box – enter the phone number closest to you
- Click Next

3

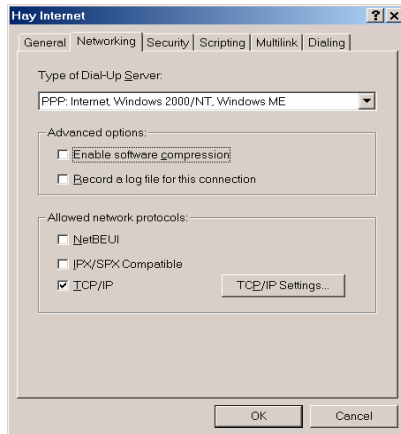
Dial in settings for Windows Me



- Click “Finish”
- You will now be at the Dial-up Networking screen

4

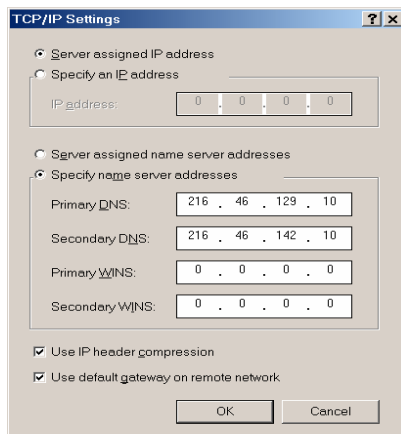
Dial in settings for Windows Me



- Right click on the Hay Internet icon
- Click on “Properties”
- Click on the “Networking Tab”
- Make sure that the only check mark is beside TCP/IP
- Click “TCP/IP Settings ..”

5

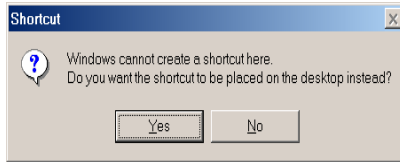
Dial in settings for Windows Me



- Make sure that Server assigned IP address is checked and the IP address below is greyed out
- Make sure that Specify name server address is checked, then type in 216.46.129.10 beside Primary DNS
- Type 216.46.142.10 beside Secondary DNS
- Leave the next two places as 0.0.0.0 and 0.0.0.0 only
- Make sure that both options at the bottom of the screen are checked
- Click OK twice

6

Dial in settings for Windows Me



- You should now be at the Dial-Up networking screen
- Single right click on the Hay Internet icon
- Click on Create a Short-cut
- You be asked if you want the shortcut to be created on the desktop, click Yes
- Exit out of Dial-up Networking

7

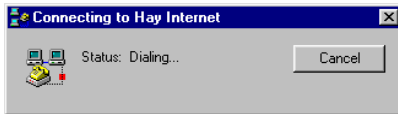
Dial-in settings for Windows Me



- Double click on the Hay Internet icon
- Enter your username and password (they must be entered as small characters)
- Click Connect

8

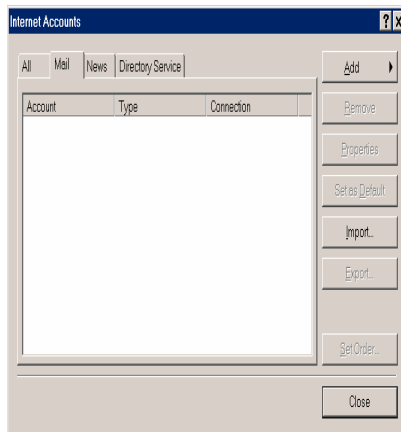
Dial-in settings for Windows Me



- You should now hear your modem dial
- After your modem makes a connection, the status will change to Verifying Username and Password- you do not need to do anything at this point – the dialer will automatically pass your information to the Hay Internet server
- Within a few moments, you will see a message that you are connected. As well you will see a timer, incrementing, showing that you are on the Internet. Minimize that Window.
- You can now start your favourite Web browser – Internet Explorer or Netscape, by double clicking on the browser's icon.

9

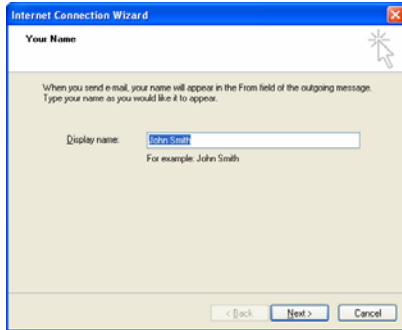
New Account in Outlook Express



- Open Outlook Express
- Click "Tools"
- Click "Accounts"
- Click "Mail" Tab
- Click "Add"

10

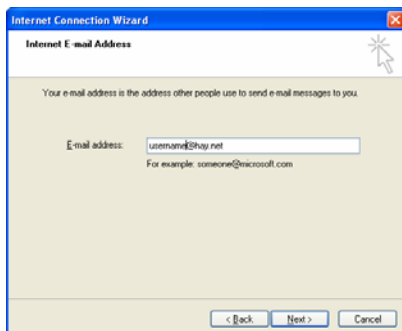
New Account in Outlook Express



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

11

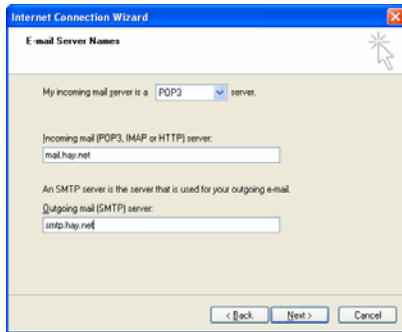
New Account in Outlook Express



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

12

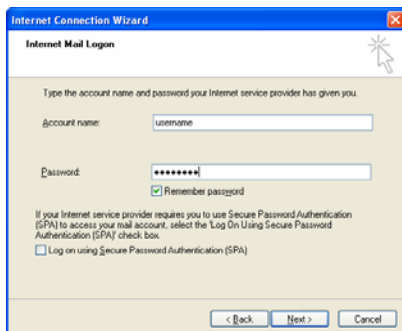
New Account in Outlook Express



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

13

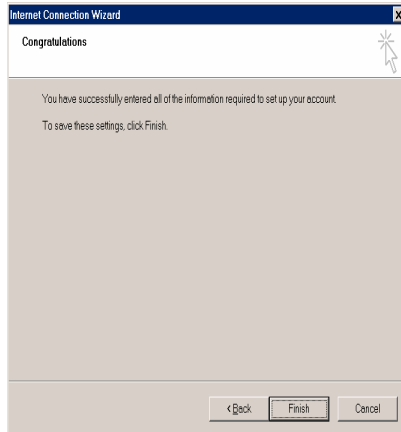
New Account in Outlook Express



- 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

14

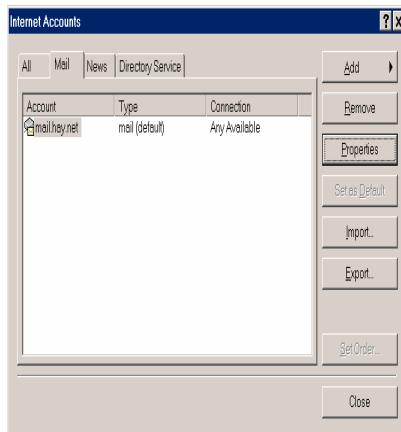
New Account in Outlook Express



- Congratulations on setting up your email account
- Click Finish

15

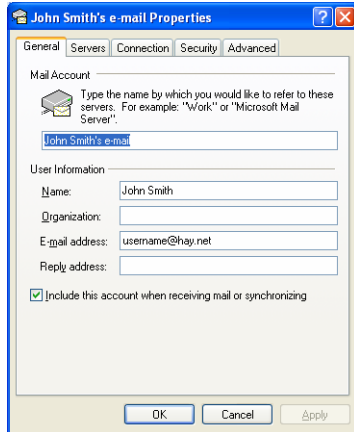
New Account in Outlook Express



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

16

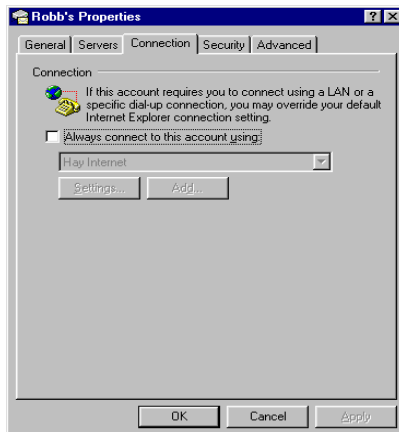
New Account in Outlook Express



- 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”

17

New Account in Outlook Express

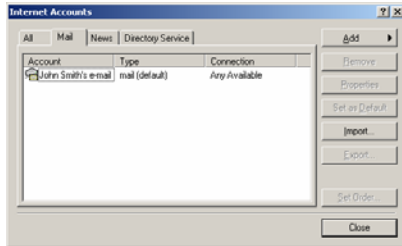


- Click the “Connection” tab
- Scroll until you see ‘Hay Internet’
- Click “OK”

18

New Account in Outlook Express

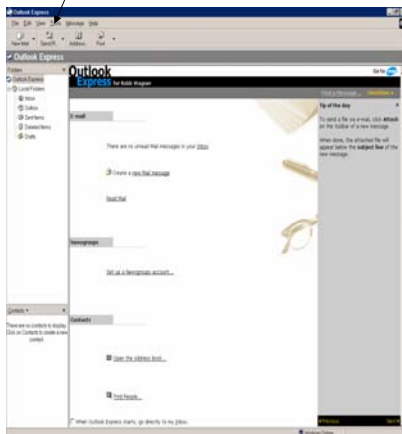
- Click “Close”



19

New Account in Outlook Express

This button



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

20

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