

Dial-in settings for Windows 95/98



- Click the Start button
- Then click Programs
- Then click Accessories
- Then select Dial-up Networking

1

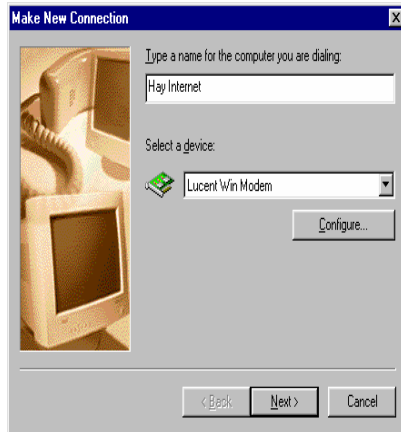
Dial-in settings for Windows 95/98



- Double click on Make a New Connection

2

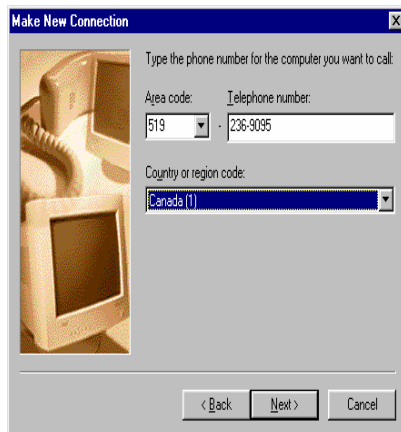
Dial-in settings for Windows 95/98



- Enter Hay Internet as the name of the computer you are dialing
- Choose your modem
- Click on Next

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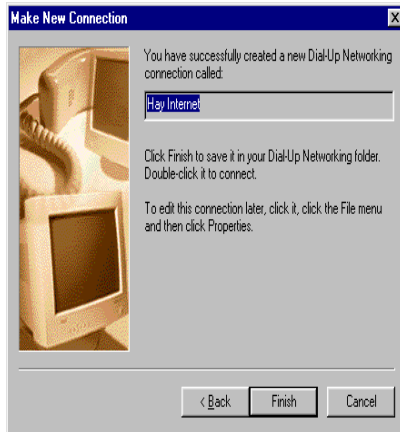
Dial-in settings for Windows 95/98



- 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

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Dial-in settings for Windows 95/98



- Click Finish
- You now be back at the Dial-Up Networking window

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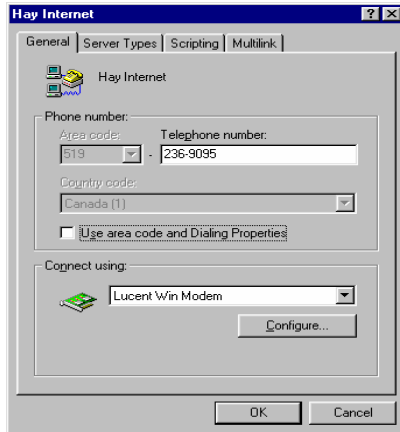
Dial-in settings for Windows 95/98



- Single click on the Hay Internet connection icon
- Select File from the menu at the top of the screen
- Click on Properties

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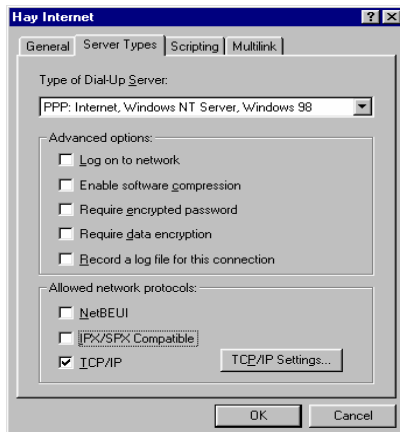
Dial-in settings for Windows 95/98



- Make sure that there is a check mark beside Use area code ...

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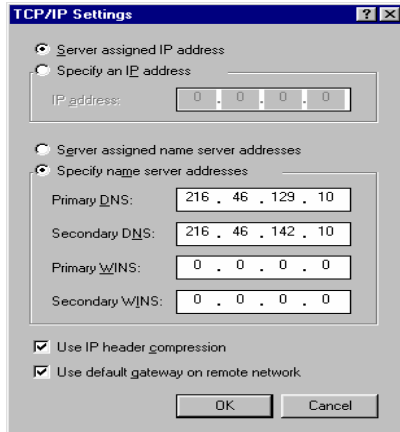
Dial-in settings for Windows 95/98



- Click on the Server Types tab
- Make sure that the only setting with a check mark is "TCP/IP"
- Click the TCP/IP Settings

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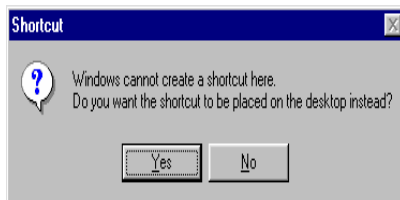
Dial-in settings for Windows 95/98



- 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

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Dial-in settings for Windows 95/98



- 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

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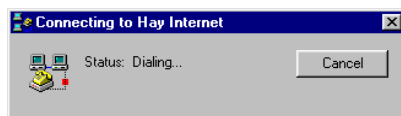
Dial-in settings for Windows 95/98



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

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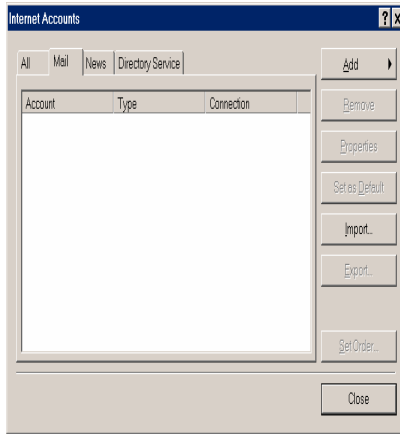
Dial-in settings for Windows 95/98



- 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.

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New Account in Outlook Express



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

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New Account in Outlook Express

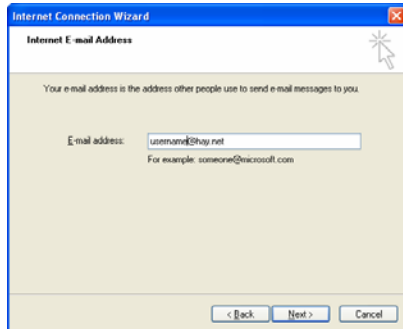


- Type in the name of the account holder
– ie: John Smith
- Click "Next"

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New Account in Outlook Express

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

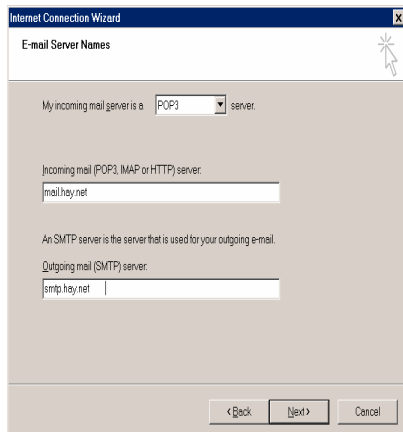


The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet E-mail Address' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet E-mail Address'. Below the subtitle, there is a small icon of a star with a mouse cursor pointing to it. The main text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this, there is a text input field labeled 'E-mail address:' containing the text 'username@hay.net'. Underneath the input field, there is a smaller text label: 'For example: someone@microsoft.com'. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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New Account in Outlook Express

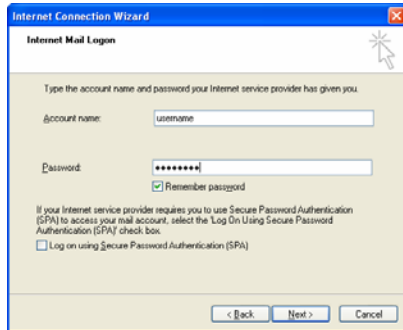
- Incoming mail server is a “POP3” server
- Incoming mail server is: mail.hay.net
- Outgoing mail (SMTP) server is smtp.hay.net
- Click “Next”



The screenshot shows the 'Internet Connection Wizard' dialog box, 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 small icon of a star with a mouse cursor pointing to it. The main text reads: 'My incoming mail server is a POP3 server.' Below this, there is a dropdown menu showing 'POP3' and a text input field containing 'mail.hay.net'. The text 'Incoming mail (POP3, IMAP or HTTP) server:' is positioned above the input field. Below this, there is another text input field containing 'smtp.hay.net'. The text 'An SMTP server is the server that is used for your outgoing e-mail.' is positioned above the input field. Below this, there is another text input field containing 'smtp.hay.net'. The text 'Outgoing mail (SMTP) server:' is positioned above the input field. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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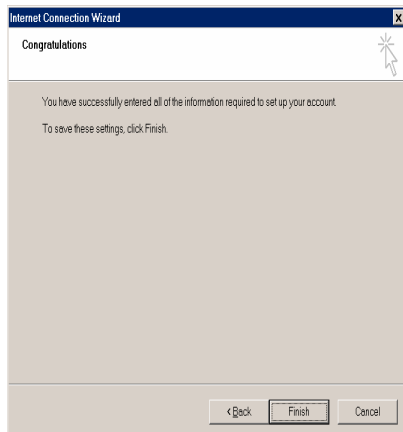
New Account in Outlook Express



- 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

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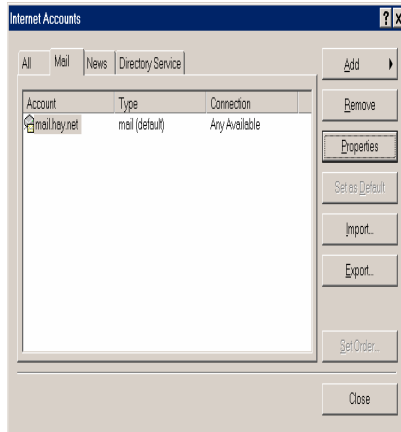
New Account in Outlook Express



- Congratulations on setting up your email account
- Click Finish

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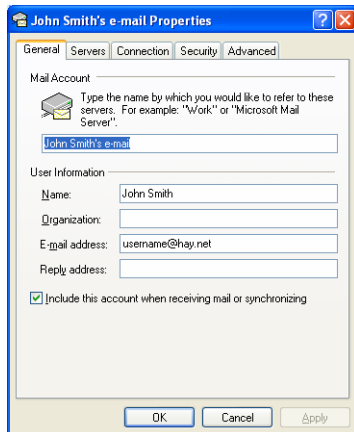
New Account in Outlook Express



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

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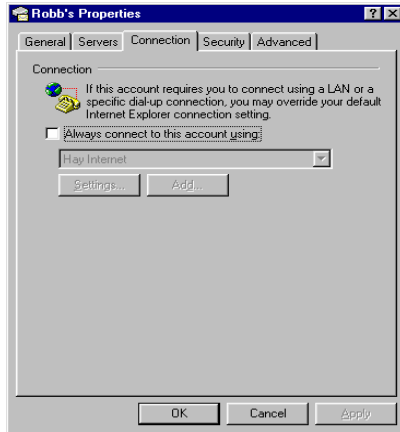
New Account in Outlook Express



- 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”

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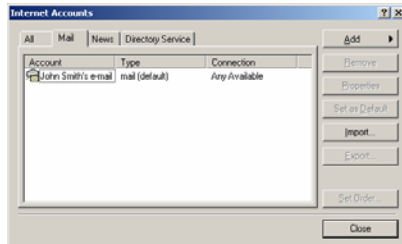
New Account in Outlook Express



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

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New Account in Outlook Express



- Click “Close”

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