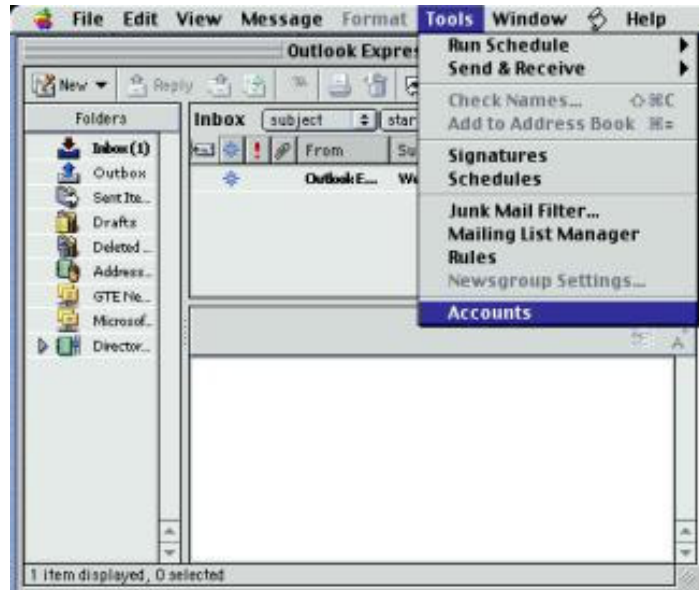
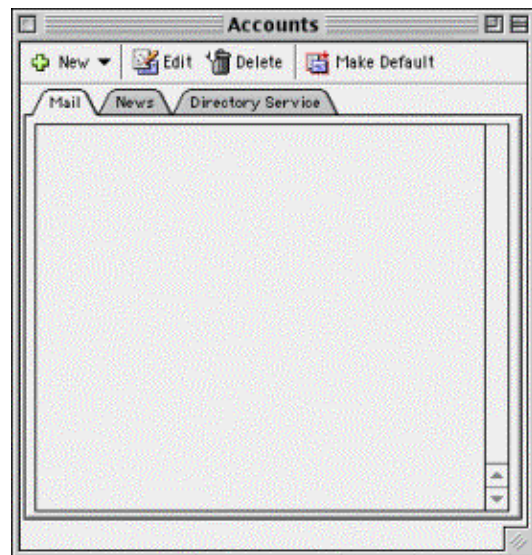


Mac Outlook Express 5 Settings

1. Open **Microsoft Outlook**.
2. Click on **Tools**, then select **Accounts**.



3. Click **New**



4. For the **Display name**, type in your **name**.

5. Click the **right arrow**.



6. Select **I already have an e-mail address that I'd like to use**.

7. Type in your full **e-mail address**.

8. Click the **right arrow**.

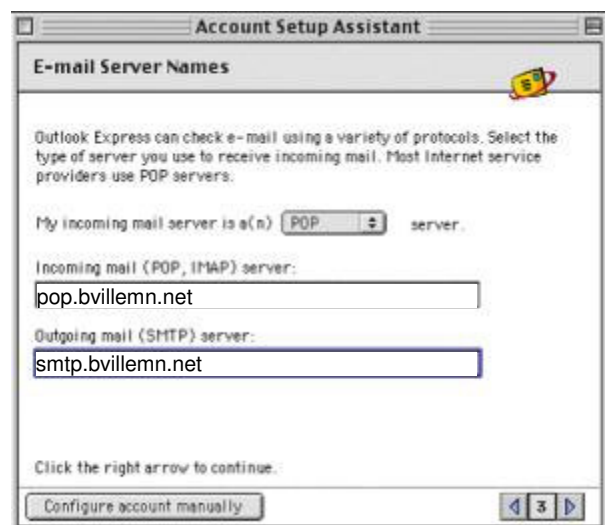


9. The incoming mail server should be selected as a **POP Server**

10. For the Incoming mail server, type **pop.bvillemn.net**.

11. For the Outgoing mail server, type **smtp.bvillemn.net**.

12. Click the **right arrow**.



13. For the **Account ID**, type in your **username**

14. Then type in your **password**

15. Check the **Save password** box (optional).

16. Click the **right arrow**.



The screenshot shows the 'Account Setup Assistant' window with the 'Internet Mail Logon' tab selected. The window title is 'Account Setup Assistant'. The main heading is 'Internet Mail Logon'. Below the heading, there is a note: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account ID:' with the text 'username' and 'Password:' with a masked password '*****'. A note below the password field states: 'Note: the account ID is not your e-mail address. Typically, it is the text in your e-mail address before the @ symbol.' There is a checked checkbox for 'Save password' with a note: 'Note: to check your e-mail without entering your password each time, select the Save password check box.' At the bottom, there is a button 'Configure account manually' and a right-pointing arrow button. The text 'Click the right arrow to continue.' is visible above the arrow button.

17. For the **Account name**, type in **bvillemn mail**.

18. Click the **Finish** button.



The screenshot shows the 'Account Setup Assistant' window with the 'Congratulations' tab selected. The window title is 'Account Setup Assistant'. The main heading is 'Congratulations'. Below the heading, there is a note: 'You have successfully entered all of the information required to set up your account.' There is a text input field for 'Account name:' with the text 'bvillemn mail'. A note below the field states: 'Please enter a name for this account below. This name is used only for display purposes.' There is a checked checkbox for 'Include this account in my "Send & Receive All" schedule for checking mail, select the check box below.' A note below the checkbox states: 'To save these settings click Finish.' At the bottom right, there is a 'Finish' button. At the bottom left, there is a button 'Configure account manually' and a right-pointing arrow button. A note at the bottom states: 'Note: Schedules are available from the "Tools" menu.'