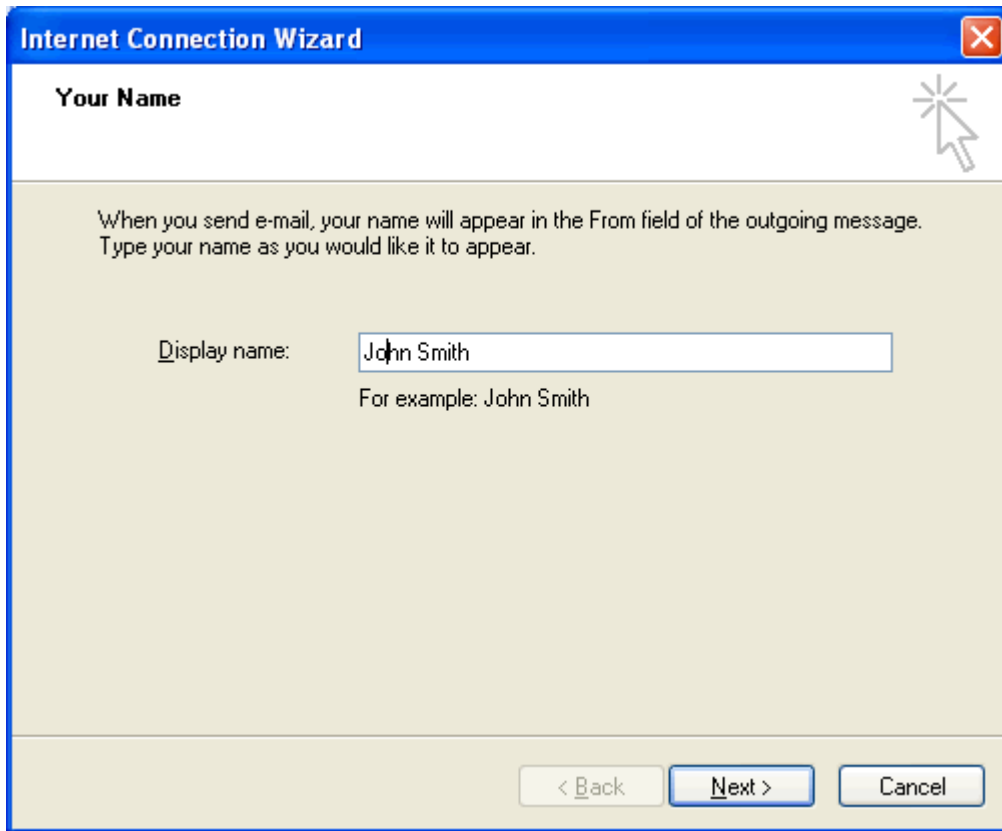


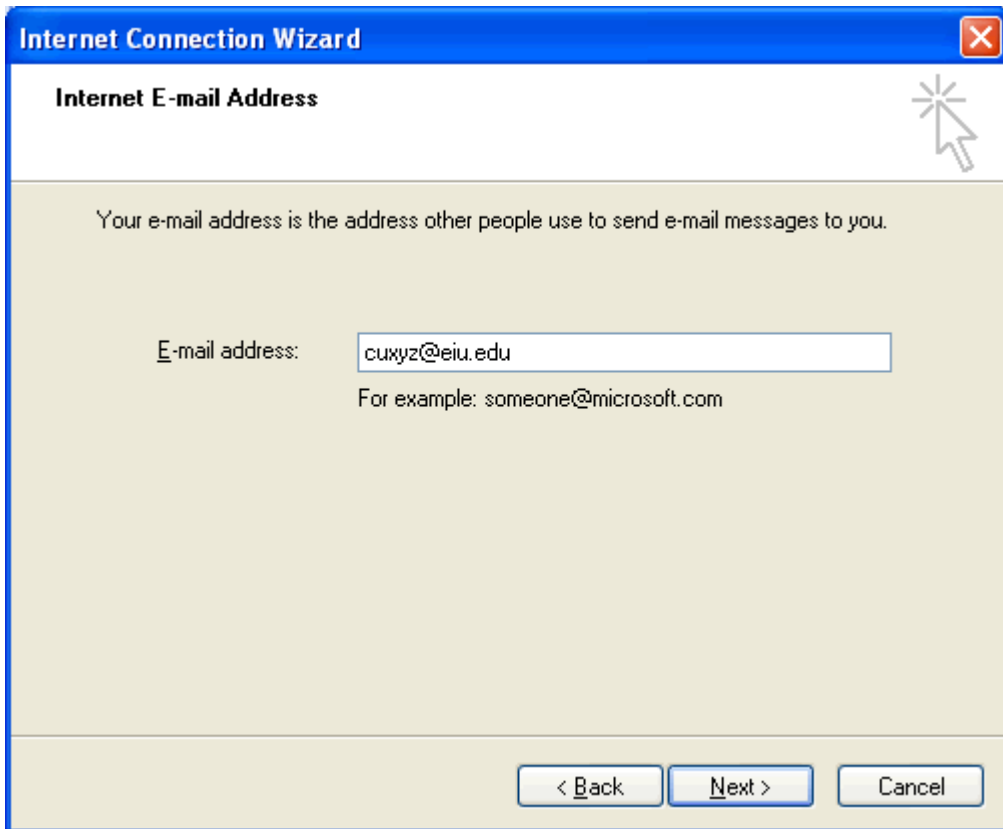
How do I setup an email account?

1. Inside the email setup wizard, you will be prompted to type your name in the Display name box and then click the Next button.



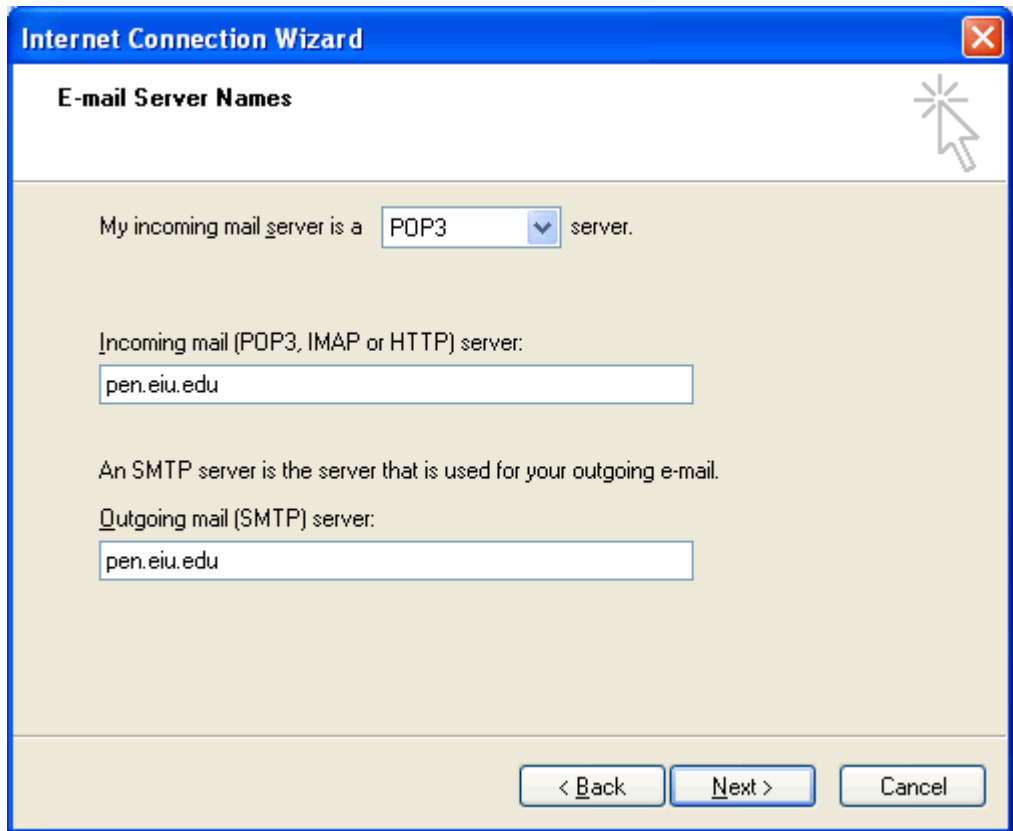
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading, there is a mouse cursor icon. The text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a text input field labeled "Display name:" containing the text "John Smith". Below the input field, it says "For example: John Smith". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

2. Type the email address you will be receiving messages from: **cuxyz@eiu.edu**, **cgxyz@eiu.edu** or **cxxyz@eiu.edu**.



The image shows a screenshot of the 'Internet Connection Wizard' dialog box, specifically the 'Internet E-mail Address' step. The window has a blue title bar with the text 'Internet Connection Wizard' and a red close button. The main area is light beige and contains the following text: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this is a text input field labeled 'E-mail address:' containing the text 'cuxyz@eiu.edu'. Underneath the input field is an example: 'For example: someone@microsoft.com'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is visible in the top right corner of the dialog area.

3. Select **POP3** as the incoming mail server. And **pen.eiu.edu** as the incoming server and SMTP outgoing server.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "E-mail Server Names". Below this, there is a text label "My incoming mail server is a" followed by a dropdown menu set to "POP3" and the word "server.". Underneath, there is a text input field labeled "Incoming mail (POP3, IMAP or HTTP) server:" containing the text "pen.eiu.edu". A second text input field labeled "Outgoing mail (SMTP) server:" also contains "pen.eiu.edu". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

4. For better safety on your email messages, deselect the **Remember password** checkbox.

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name:

Password:

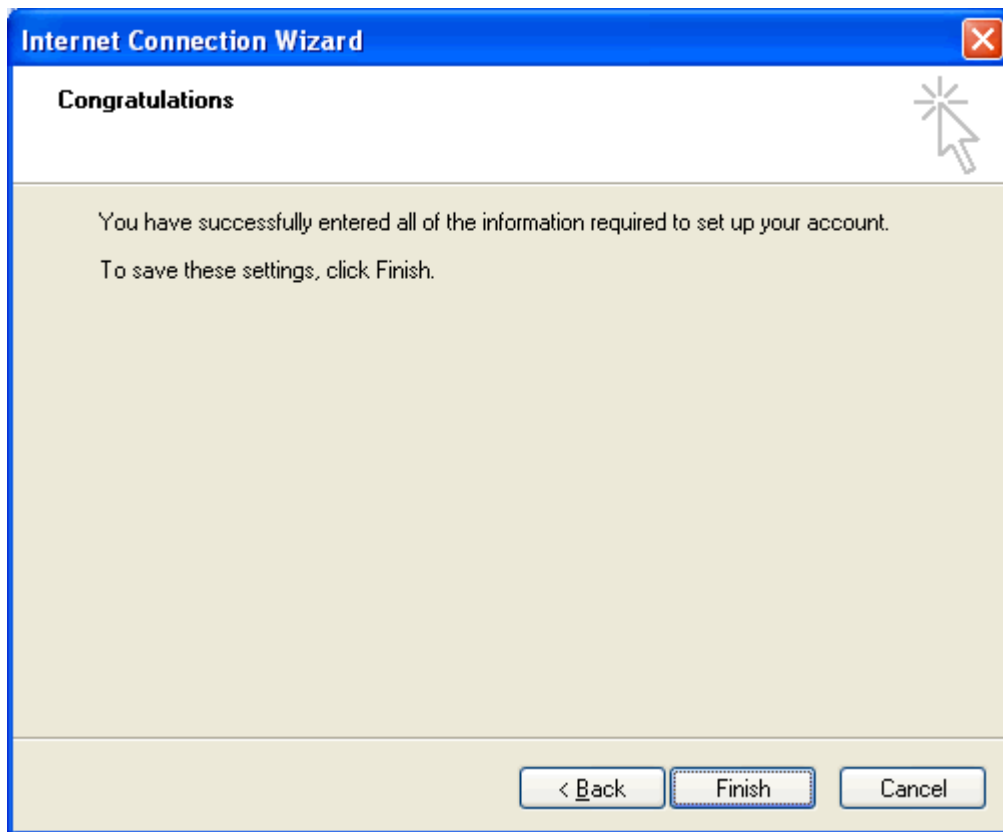
Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

5. You have now completed the setup of your account. Click on Finish.



6. After you have an internet connection, click the **Send/Recv** Button at the top to check your mail. Please contact us if you think everything is set up correctly, but you're still having problems