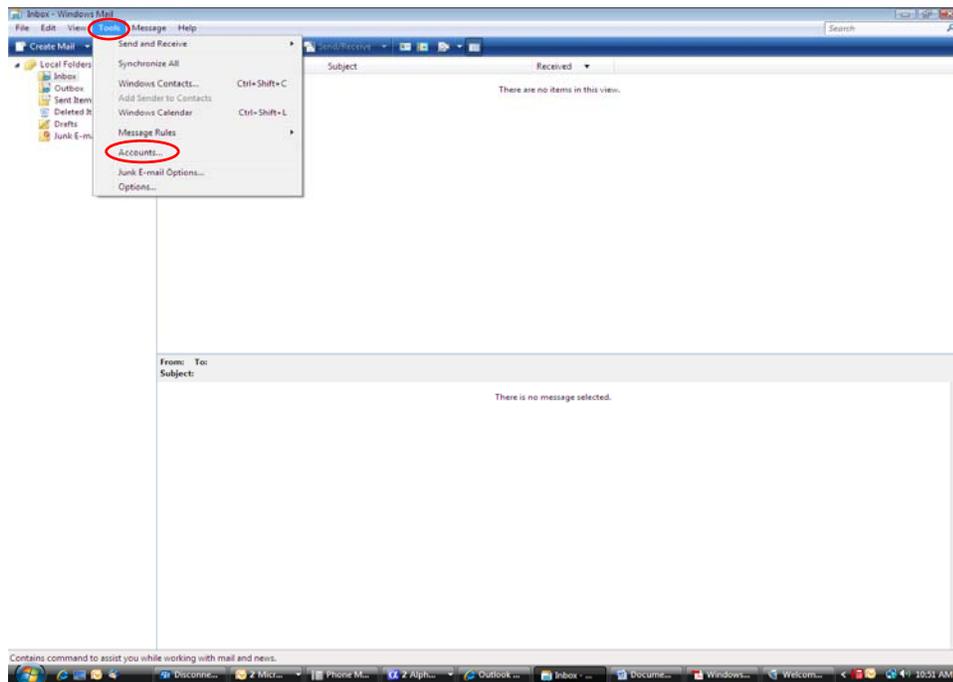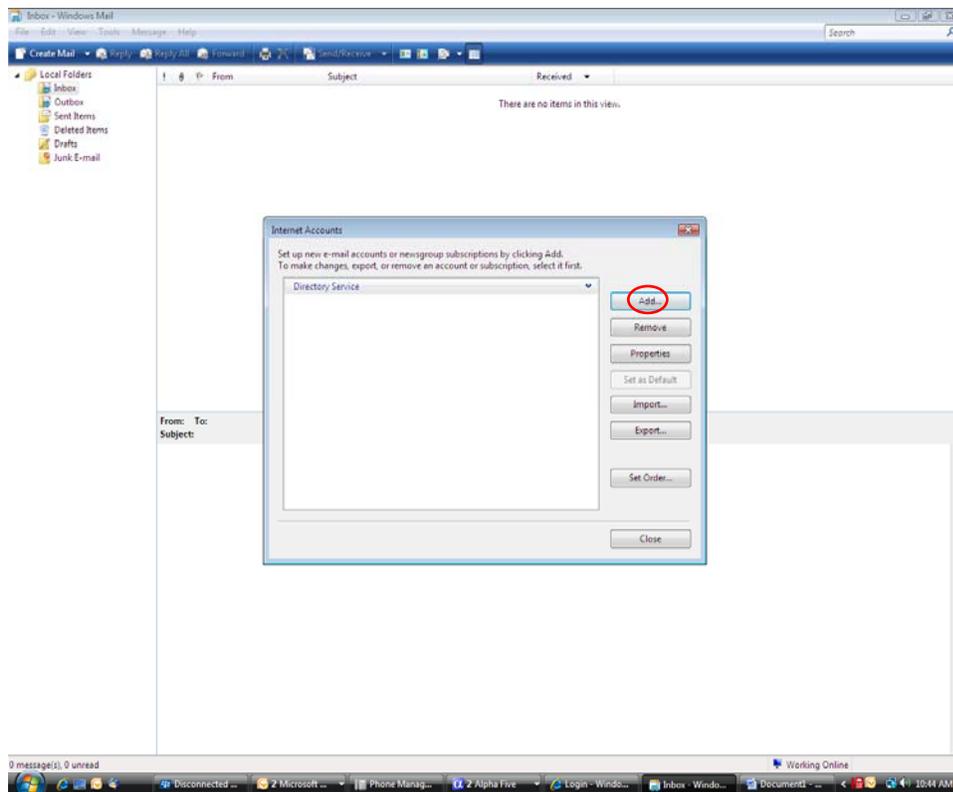## *ACCESSING YOUR EMAIL USING WINDOWS MAIL*

To set up Windows Mail: Follow these step-by-step instructions.
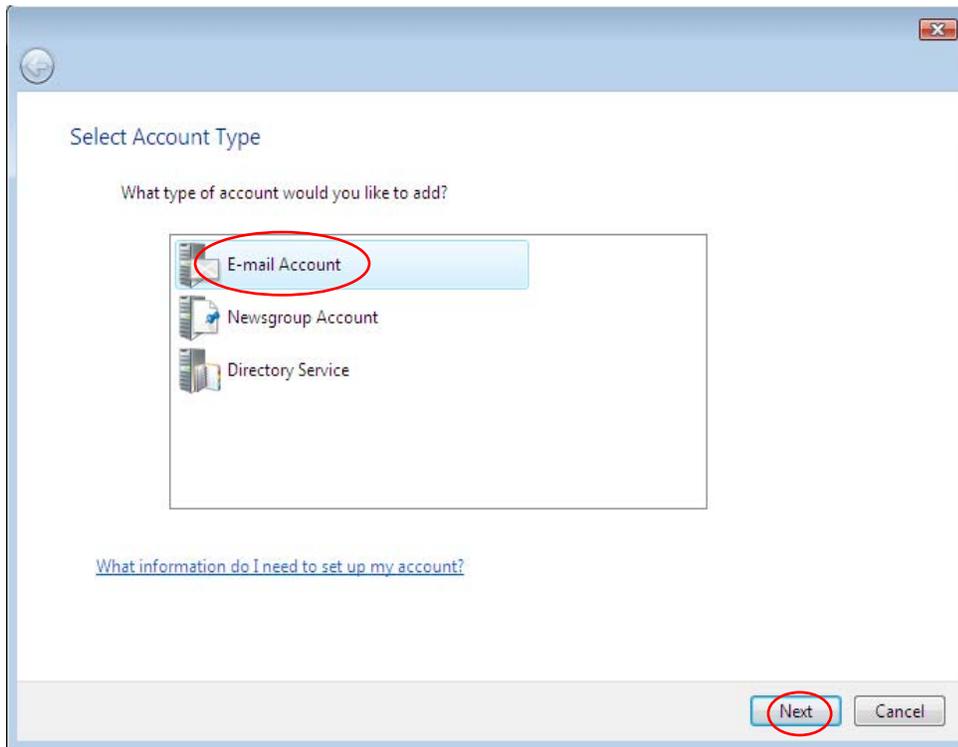
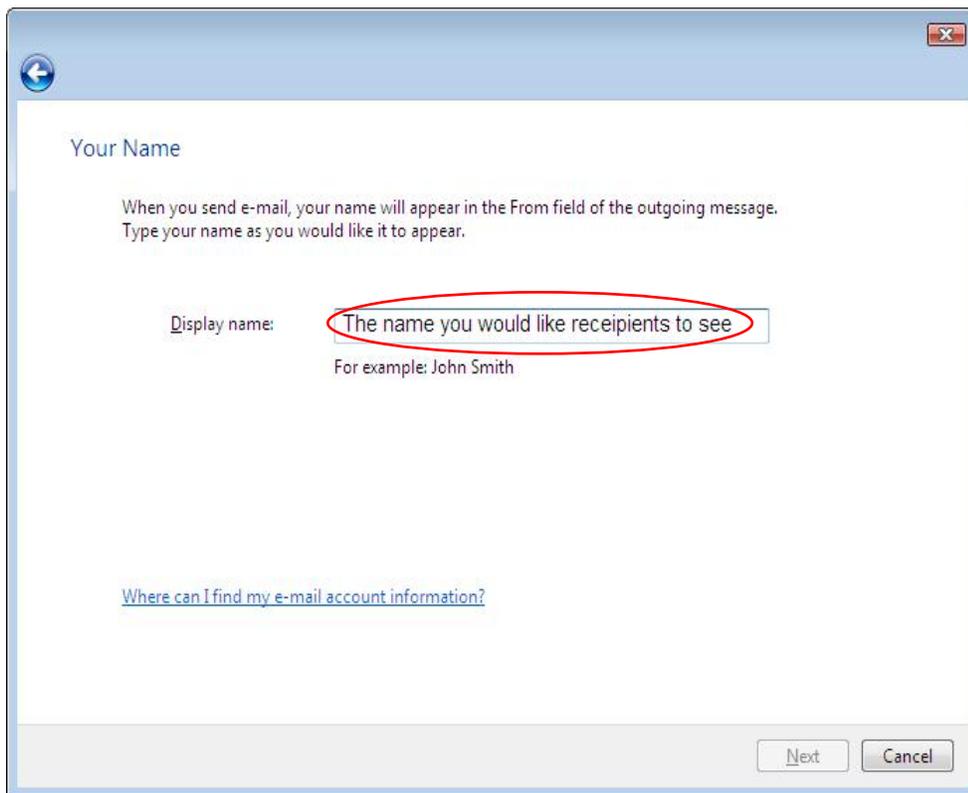1.   Open Windows Mail.

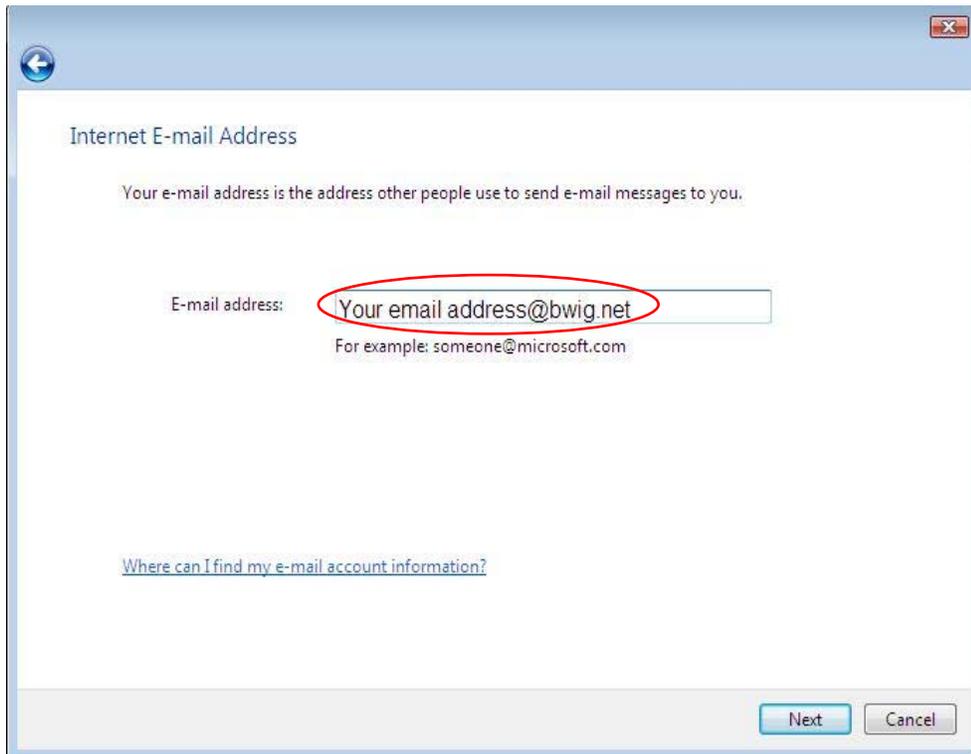2.   Click on Tools then click on Accounts.
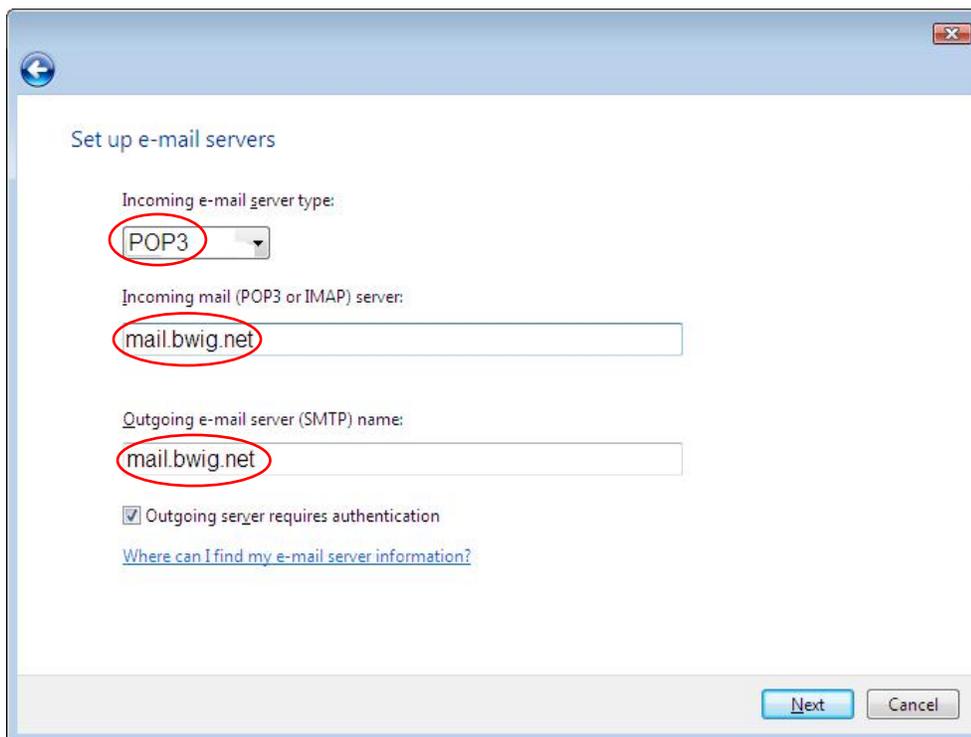

3.   Click Add.

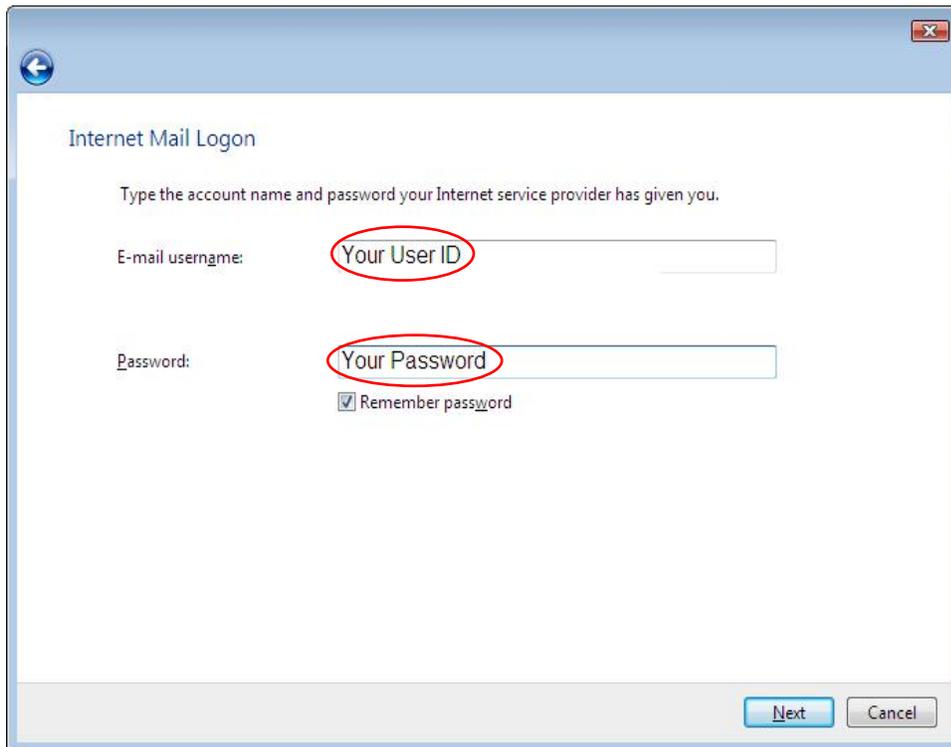4. Choose Email Account, then click next.

5. Enter a display name. The name you would like the recipients to see
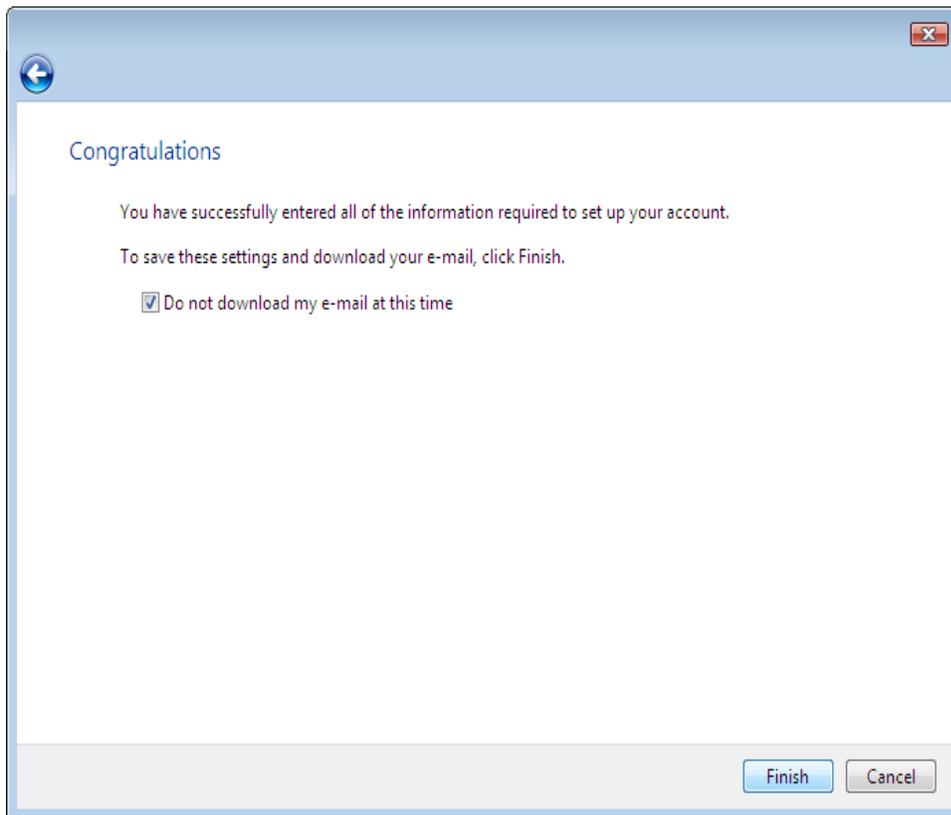   when they receive your email, then click next.
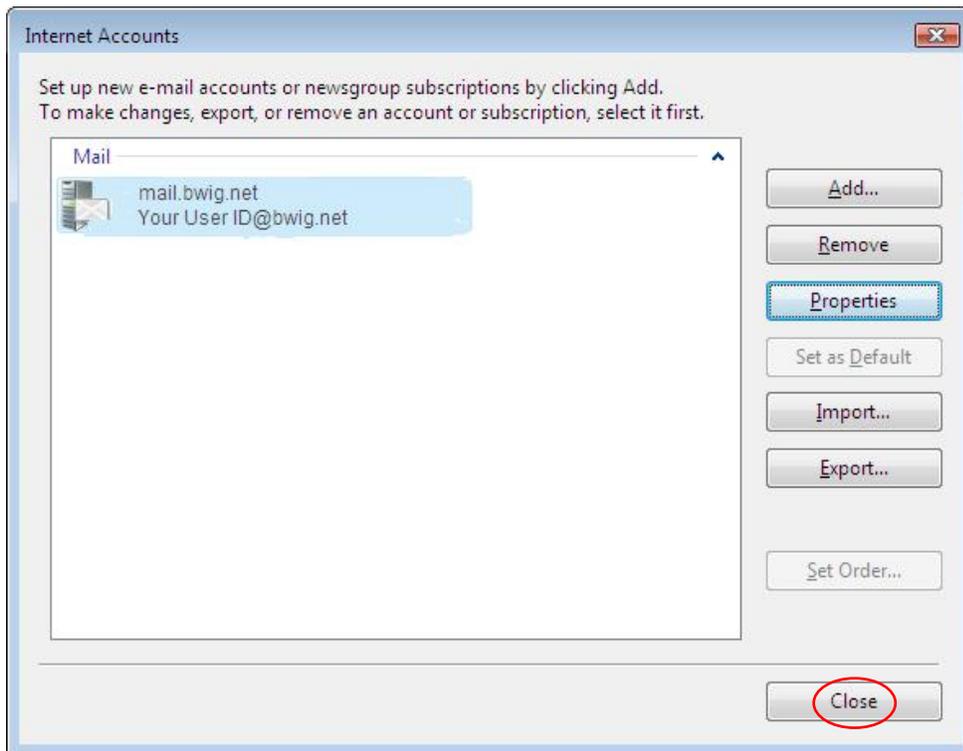
6. Enter your email address.

7. The Incoming e-mail server type: is POP3.
8. Both the incoming and outgoing e-mail server are: mail.bwig.net.
9. Put a checkmark in the box for "Outgoing server requires authentication".
10. Click next.

Internet Mail Logon

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

E-mail username: Your User ID

Password: Your Password

☑ Remember password

Next   Cancel

11. Enter your user e-mail username and password as supplied on the documents received with the CD.

Congratulations

You have successfully entered all of the information required to set up your account.

To save these settings and download your e-mail, click Finish.

☑ Do not download my e-mail at this time

Finish   Cancel

12. You will see the above screen. You can choose to download your e-mails at this time or at a later time.

13. Click Finish.

14. Click Close at this screen. You are now ready to use your Windows Email.