

## Schoollink Setup Instructions for Windows

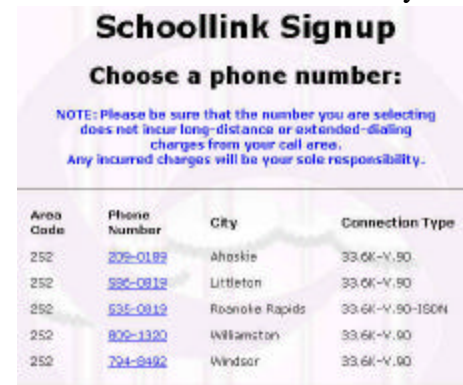
1. Insert the CD in your CD-ROM drive.
2. Choose to Accept the agreement and click Next.
3. Click Finish at the end. Your Computer will restart.
4. When your computer comes back up you will be at the Schoollink Sign up User Information screen.



5. Type in your name in the Name field.
6. Type in the logon ID that you were given when you signed up.
7. Type in the password you selected when you signed up.
8. Click choose a local phone number
9. Click on your area code



10. Select the area that is local for you.

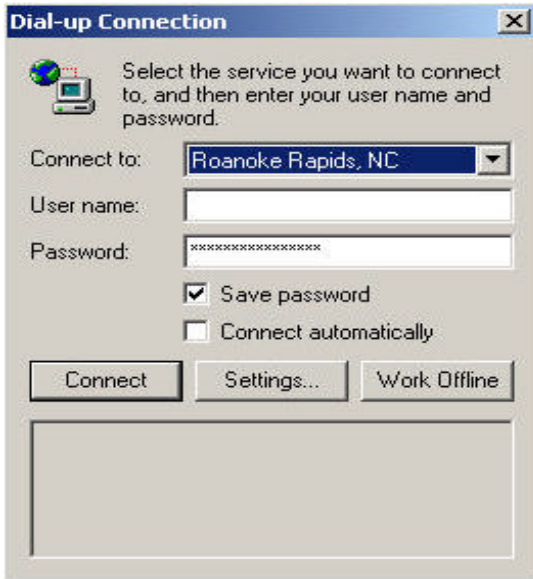


Area Code	Phone Number	City	Connection Type
252	<a href="#">209-0182</a>	Ahaskie	33.6K-V.90
252	<a href="#">526-0812</a>	Littleton	33.6K-V.90
252	<a href="#">535-0812</a>	Rosolie Rapids	33.6K-V.90-160K
252	<a href="#">870-1320</a>	Williamston	33.6K-V.90
252	<a href="#">724-2492</a>	Windsor	33.6K-V.90

11. The choose your modem screen will pop up when you select the phone number. Choose your modem and click OK
12. Click OK on the ready to connect to the Internet pop up window.



13. Double click on Internet Explorer
14. The Dial up Connection box will appear.



The area you selected as local will appear. You will need to type in your User ID (Logon ID) in all lowercase letters with no spaces. Type your password in the Password box in all lowercase letters with no spaces.

## **Setting up your Email**

Double click Outlook Express

Click to create a new Internet Email Account

Click next

Display name- This is the name that you want others to see other than your email address when you send an email. Ex..Bob And Sue or Sue Brown

Click Next

Click to select I already have an email address

Click next

My incoming mail server is a pop 3 server should already display pop3

In the blank for incoming mail server type: mail.Schoollink.net all lowercase letters with no spaces.

In the blank for outgoing mail server type: mail.Schoollink.net all lowercase letters no spaces.

Click next

Account name- This is the first part of your email address, everything before the @ sign.

Password- This is the password you selected for Email when you signed up.

You can choose to check remember password if you do not want to type the password in every time you check your email.

DO NOT check the box to log on using secure password authentication.

Click Next

Click Finish