

Getting Clariti Media Email with Outlook Express

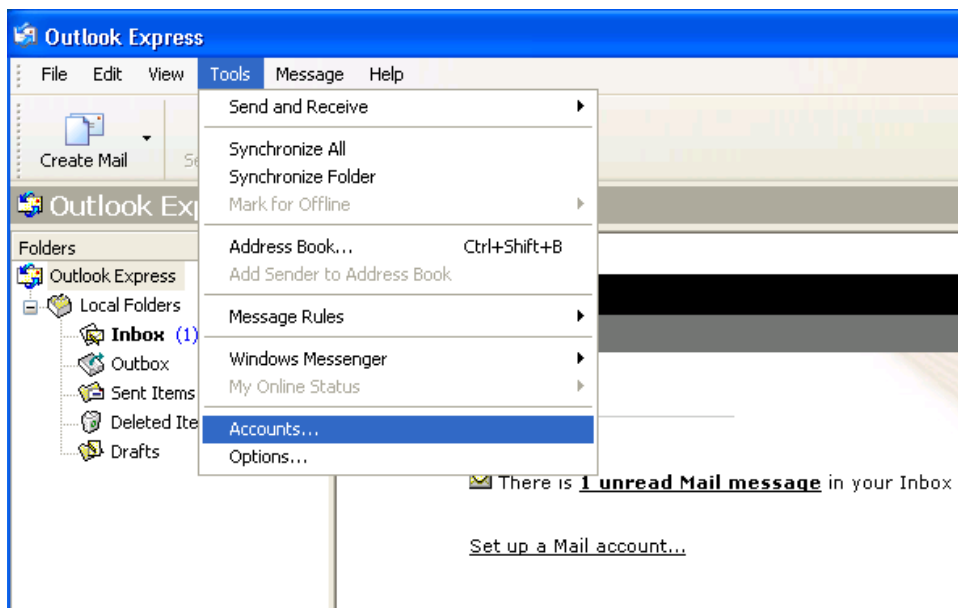
This guide will show you how to set up your Email Account to work with Outlook Express. Please be sure that you have an account set up with Sunset Communications before proceeding. If you do not have an account, created then please contact our Support Staff at (276) 431-7203.

Note: You may need to talk with a Clariti Technician about setting up an email account after your internet connection was made active.

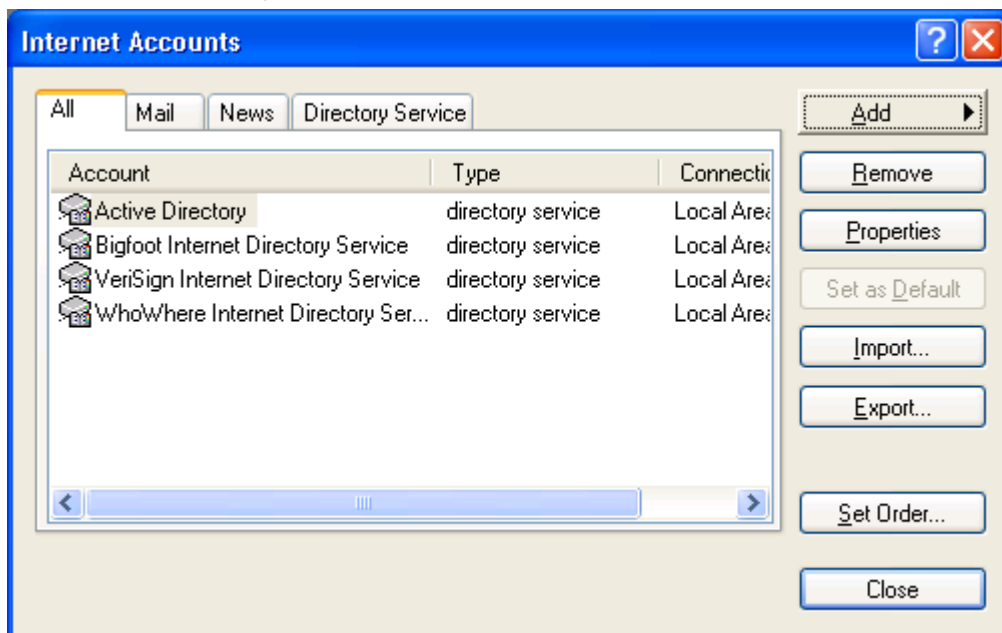
- Click on **Start** and click the **Email** icon.



- Once the program opens locate the navigation bar at the top of the window and click on **Tools** and choose **Accounts**.



- After that, an **Internet Accounts** window comes up that resembles the picture below. From here, click the **Add** button and choose **Mail**.



- You will then be prompted to put in a **Display Name**, this is what your email recipients will see when they receive email from you. Using your first name, or both your first and last name should suffice. Once you put this in click the **next** button.

- Then you will be prompted to put in an email address, put in your **complete** email address. This consists of the username we created for you, plus the @myclariti.net appended to the end of your username. Then click on the next button.

Example: allofmyemail@myclariti.net

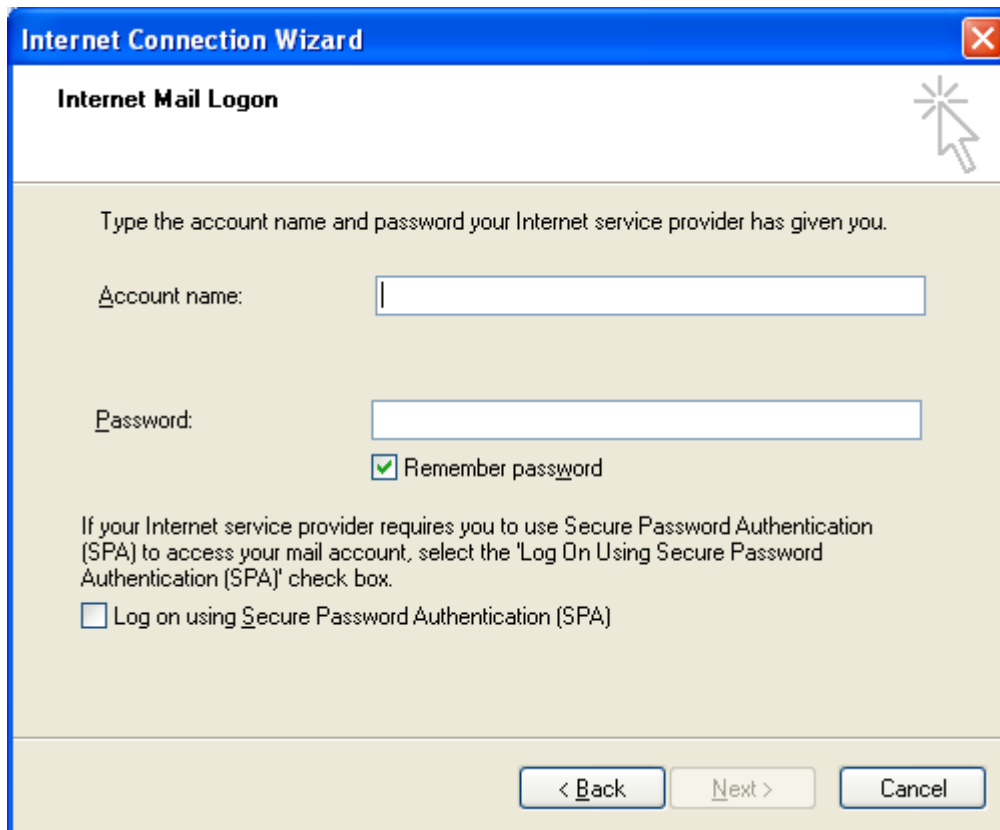
- Now you will see an **Email Server Names** window. The first option will ask if you are using a POP3, IMAP or HTTP server. Choose the **POP3** option as shown below.

The screenshot shows a window titled "Internet Connection Wizard" with a subtitle "E-mail Server Names". The window has a blue title bar and a close button in the top right corner. The main content area is light beige. It contains the following text and controls:

- "My incoming mail server is a server." (The dropdown menu is set to "POP3")
- "Incoming mail (POP3, IMAP or HTTP) server:" followed by an empty text input field.
- "An SMTP server is the server that is used for your outgoing e-mail."
- "Outgoing mail (SMTP) server:" followed by an empty text input field.
- At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

- Next in that same window, you will be asked to input your incoming and outgoing email server addresses
- Incoming (POP3) will be **mail.myclariti.net**
- Outgoing (SMTP) will be **mail.myclariti.net**

- After all of this information is put in, please choose **next**.
- You should now see a window that looks like this:



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this are two input fields: "Account name:" and "Password:". Under the password field is a checked checkbox labeled "Remember password". Further down, there is a paragraph: "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." Below this is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

- For the Account Name section: put in your complete email address.

Example: allofmyemail@myclariti.net

- Then put in your password and choose **Next**. (You can choose to save the password if you choose. This will make it so that you won't have to type in your password each time you check your email.)
- Be sure to leave the "Log on using Secure Password Authentication(SPA)" Box **unchecked**.
- After you click next, click **finish**
- After the window closes, locate the **Send/Recv** button. Click on the button, and you should start receiving email through Outlook Express.

