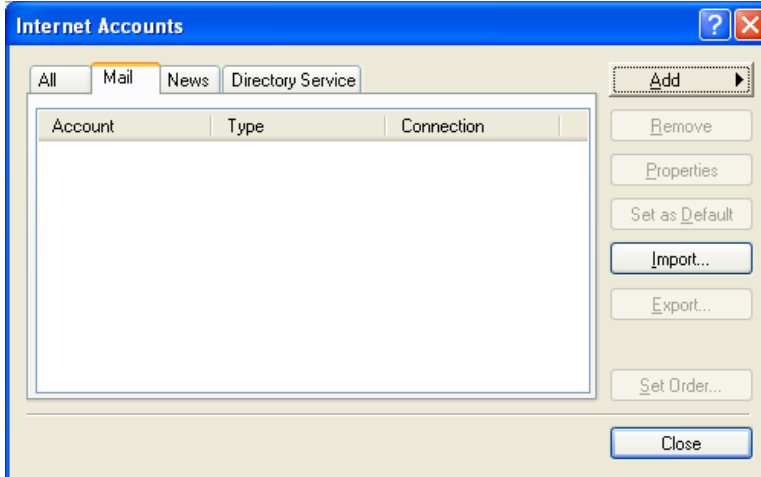


Configuring Email Program

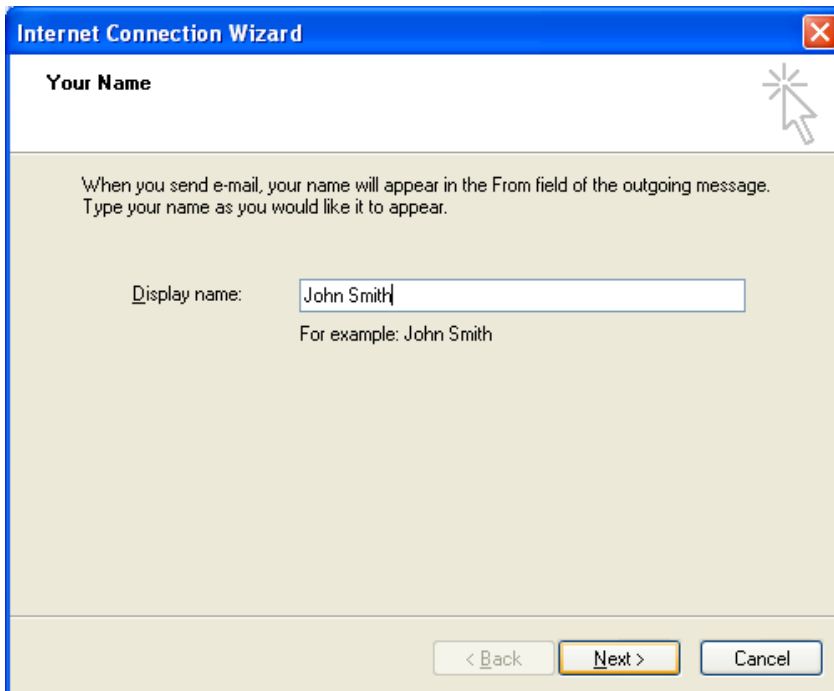
Microsoft Outlook Express

Setting up Email Accounts

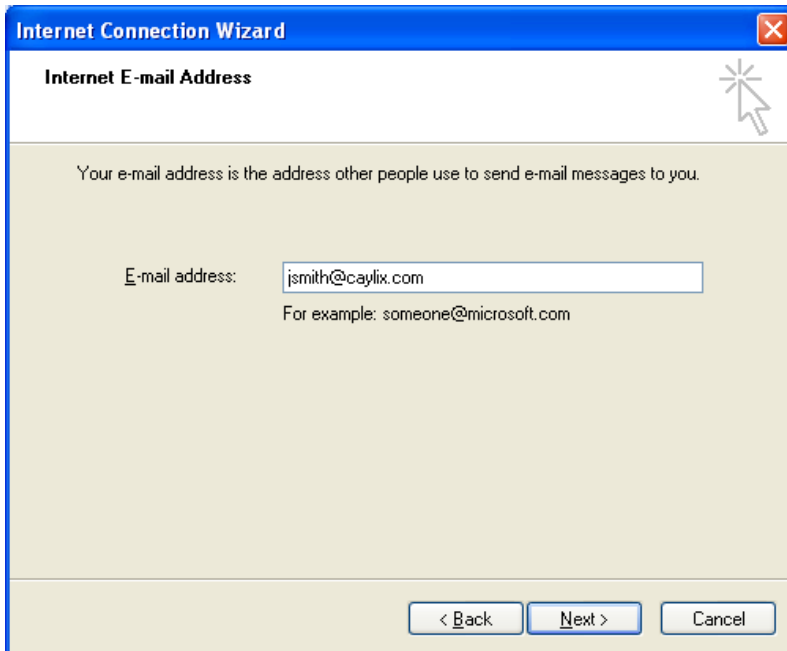
1. Open *MS Outlook Express*
2. From the menu bar select *Tools* and then choose *Accounts...*



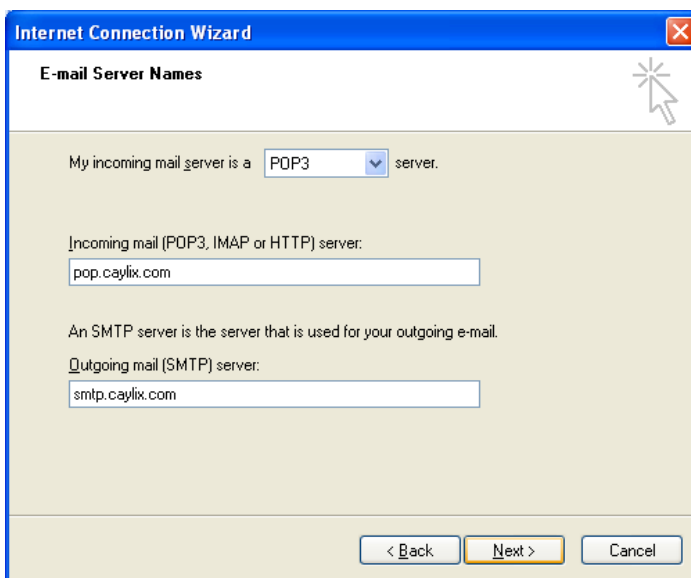
3. Select *Add*, then click *mail...*. The following screen appears:



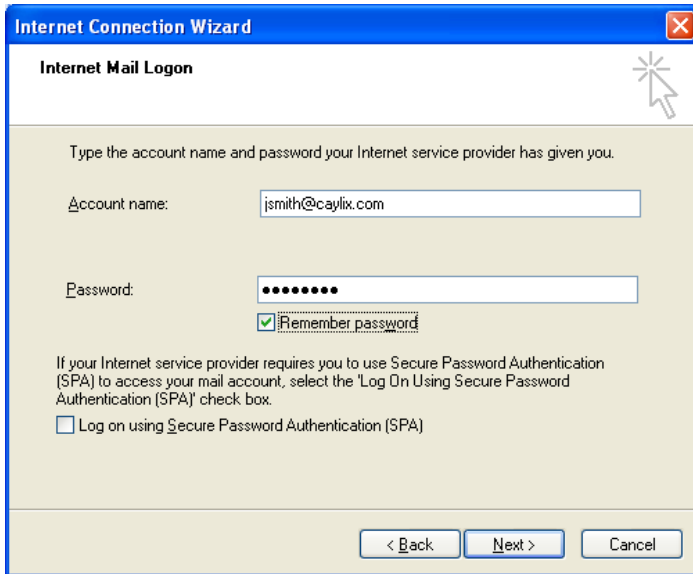
4. Type your name in the text box and then click *Next >*. The following screen appears:



5. Type in your full Caylix email address in the text box. Then click *Next >*.



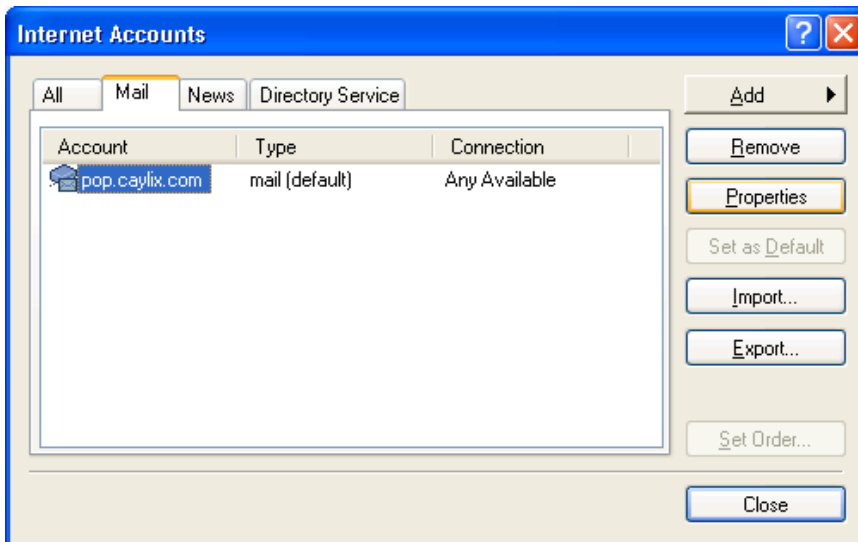
6. Fill out the fields in the above screen as per the instructions below:
 - a. Select *POP3* from the drop down list
 - b. Type: *pop.caylix.com* in the *Incoming mail server (POP3)* textbox.
 - c. Type: *smtp.caylix.com* in the *Outgoing mail server (SMTP)* textbox.
7. Click *Next >*. The following screen appears:



8. Fill out the fields in the above screen as per the instructions below:
 - a. Type your full Caylix email address in the *Account name* textbox.
 - b. Type your Caylix email password in the *Password* textbox.

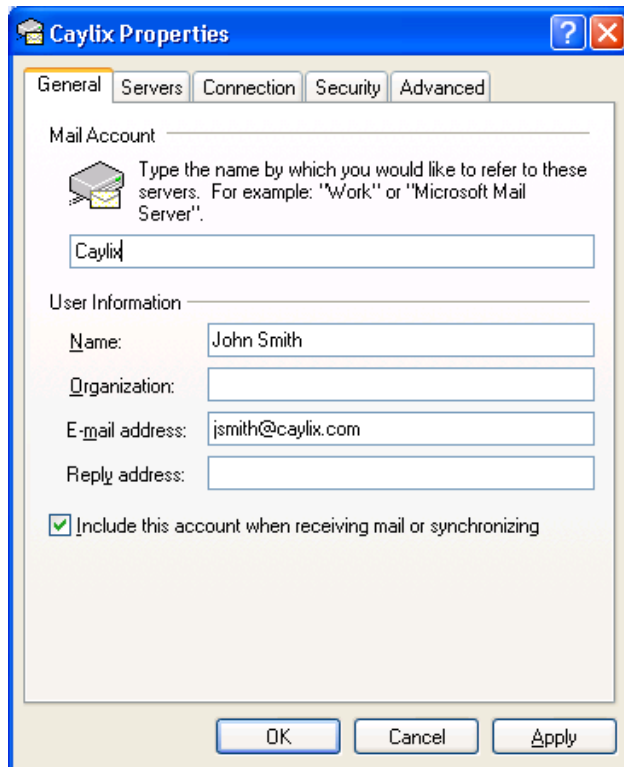
9. Click *Next >*.

10. Click *Finish* and the following screen should appear:

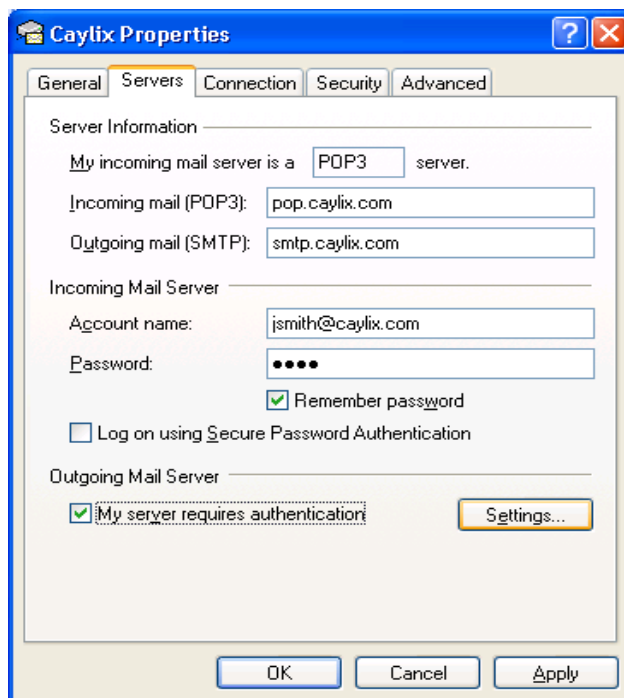


11. Click *Properties*. The following screen should appear.

12. Under the *General* Tab, type *Caylix* in the Mail Account textbox as shown.



13. Select the *Servers* tab, put a check in the “*My server requires authentication*” box, and click *Settings*.



14. Put a tick in “*Log on using*” and enter your Caylix email address and Password in the appropriate boxes as shown below:



The screenshot shows a dialog box titled "Outgoing Mail Server" with a blue header bar containing a question mark icon and a close button. The main area is titled "Logon Information" and contains the following elements:

- Two radio buttons: "Use same settings as my incoming mail server" (unselected) and "Log on using" (selected).
- An "Account name:" label followed by a text input field containing "jsmith@caylix.com".
- A "Password:" label followed by a password input field containing four black dots.
- A checked checkbox labeled "Remember password".
- An unchecked checkbox labeled "Log on using Secure Password Authentication".
- Two buttons at the bottom: "OK" and "Cancel".

15. Click *OK*, *OK*, and *Close*, and your Caylix email account is now configured. Please repeat steps #1-15 for any additional Caylix email addresses you may have.