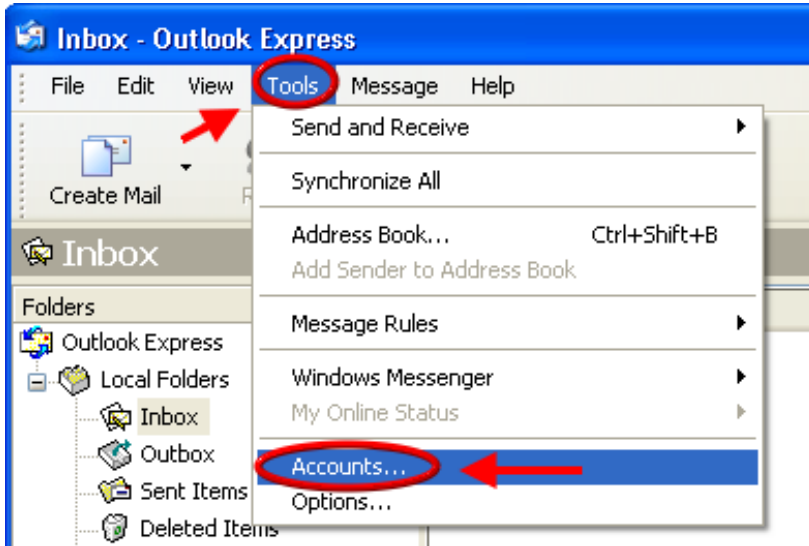
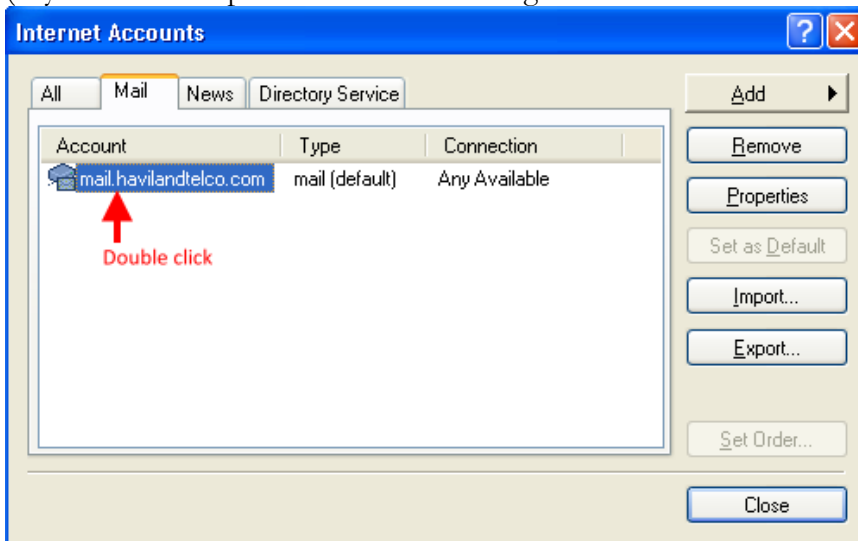


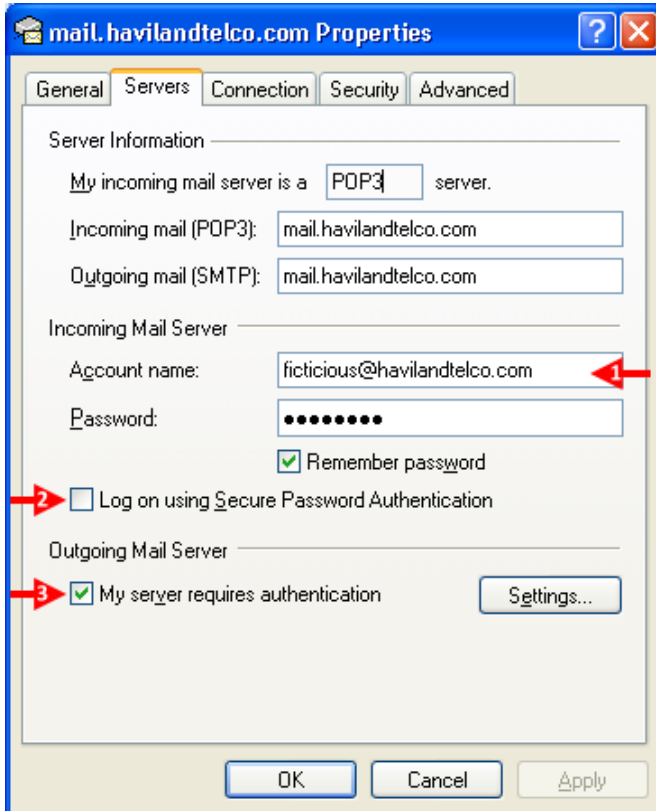
Open Outlook Express or Windows Mail. These illustrations show Outlook Express, but the steps are identical for Windows Mail.

Go to the Tools menu.
Select "Accounts".



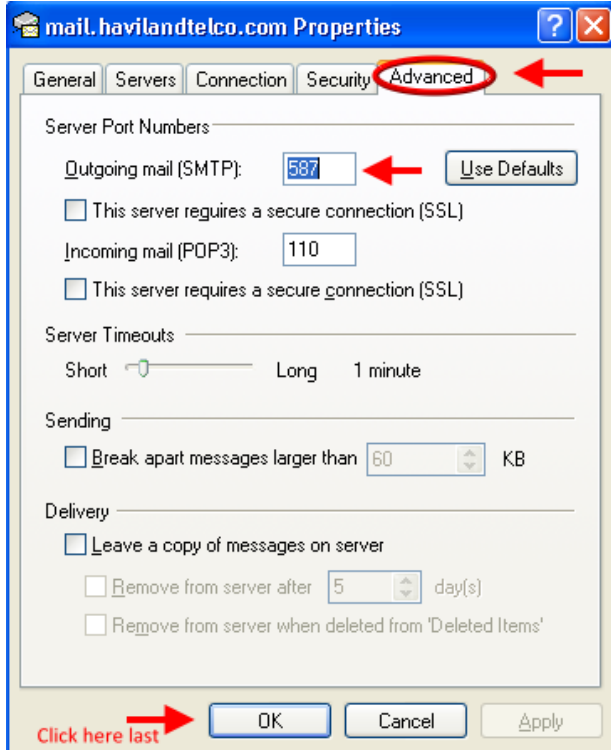
Double-click the name of e-mail account you will be changing.
(If you have multiple e-mail accounts using the "havilandtelco.com" domain, you'll need to do this for each.)





Click the "Servers" tab.

1. Change "Account name" ("User name" in Windows Mail) so that it is your **full email account**, not just your name. (It should be something like fictitious@havilandtelco.com not just "fictitious" or Fict Icius).
2. Make sure "Log on using Secure Password Authentication" is **NOT** checked.
3. Check the "My Server requires authentication" checkbox.



Click the "Advanced" tab.

Change the "Outgoing mail (SMTP)" port number to 587.

Click "OK"

Click "Close".

