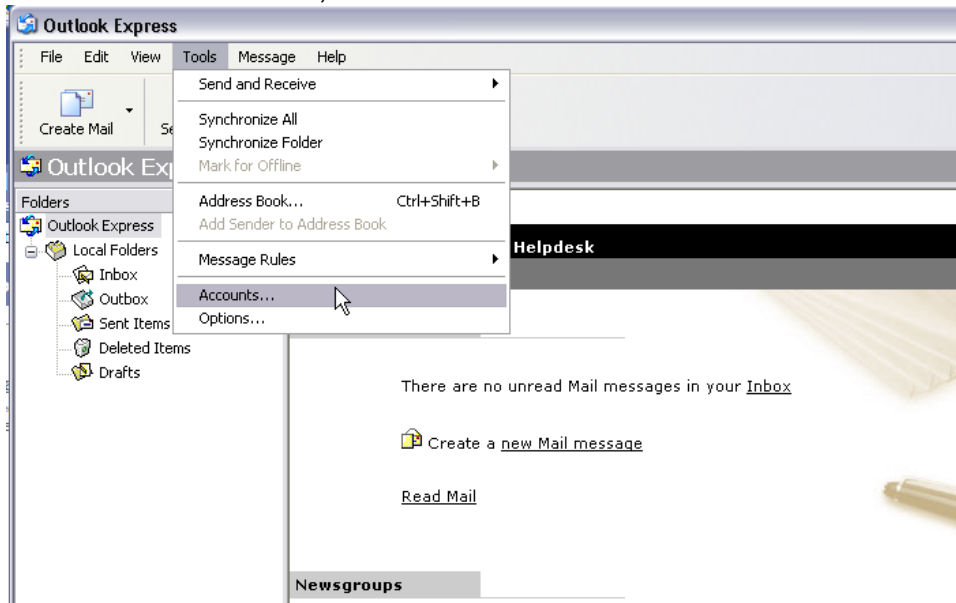


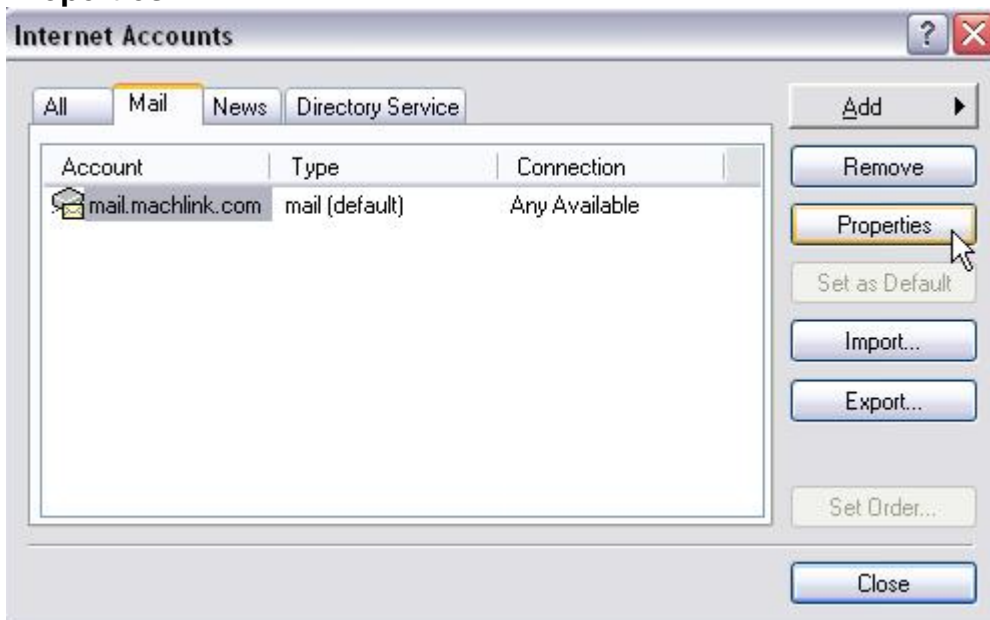
Outlook Express IMAP Modification

Note: To avoid possible data loss, it is important to perform regular backups. It is also important to follow the steps below very closely.

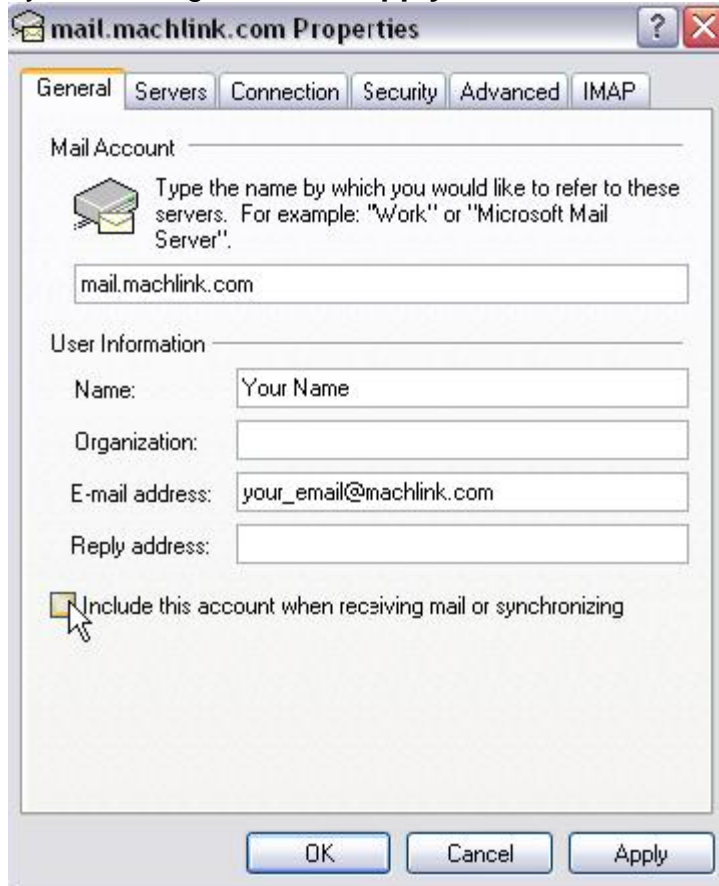
1. From the **Tools** menu, select **Accounts**



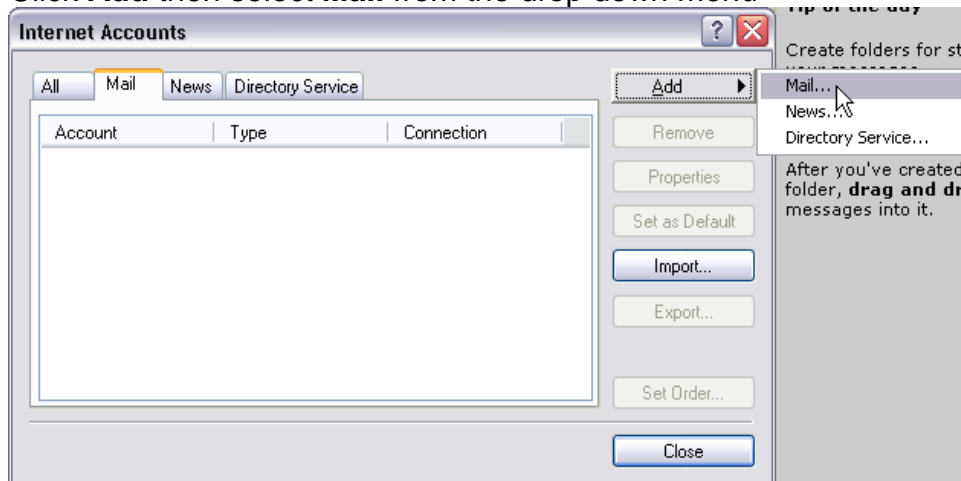
2. From the **Mail** tab, select the **mail.machlink.com** account and click **Properties**



- Uncheck "Include this account when receiving mail or synchronizing" and click **Apply** then **OK**



- Click **Add** then select **Mail** from the drop down menu



- Enter your name as you would like it to appear in your e-mail, then click **Next**



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a text box containing "John Smith". To the right of the text box is a mouse cursor icon. Below the text box is the text "For example: John Smith". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a yellow border and a mouse cursor is pointing at it.

Your Name

When you send e-mail, your name will appear in the From field of the outgoing message.
Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back Next > Cancel

6. Input E-mail Address then click **Next**



This screenshot is identical to the one above, showing the "Your Name" step of the Internet Connection Wizard. The text box contains "John Smith" and the "Next >" button is highlighted with a yellow border and a mouse cursor is pointing at it.

Your Name

When you send e-mail, your name will appear in the From field of the outgoing message.
Type your name as you would like it to appear.

Display name:

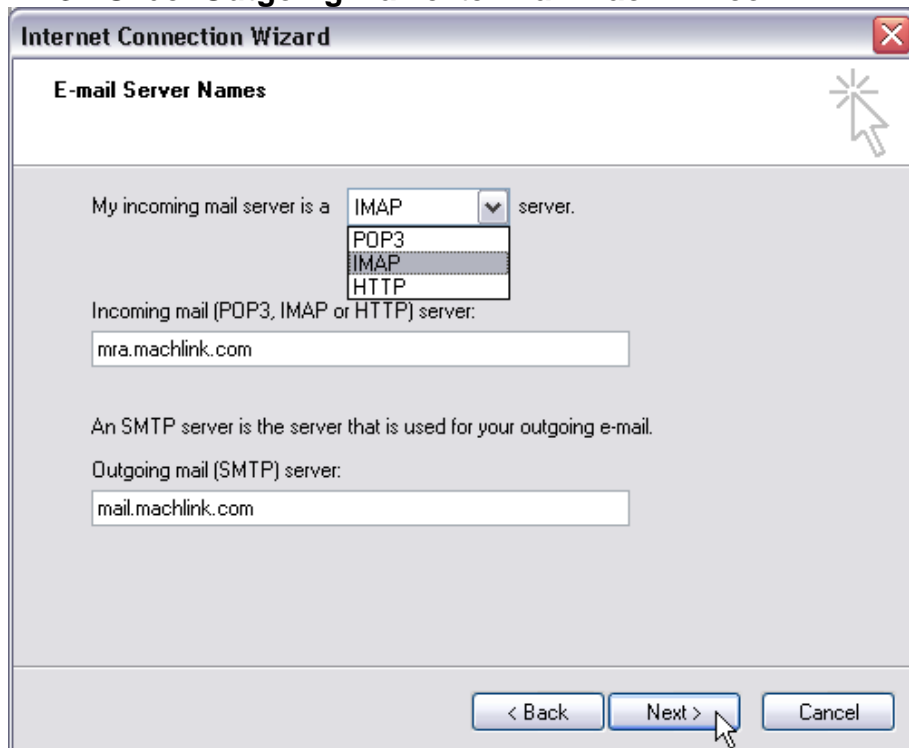
For example: John Smith

< Back Next > Cancel

7. Mail Type & Server Names

1. Select **IMAP** from incoming mail server drop down menu
2. Under **Incoming Mail** enter **mra.machlink.com**

3. Under **Outgoing Mail** enter **mail.machlink.com**



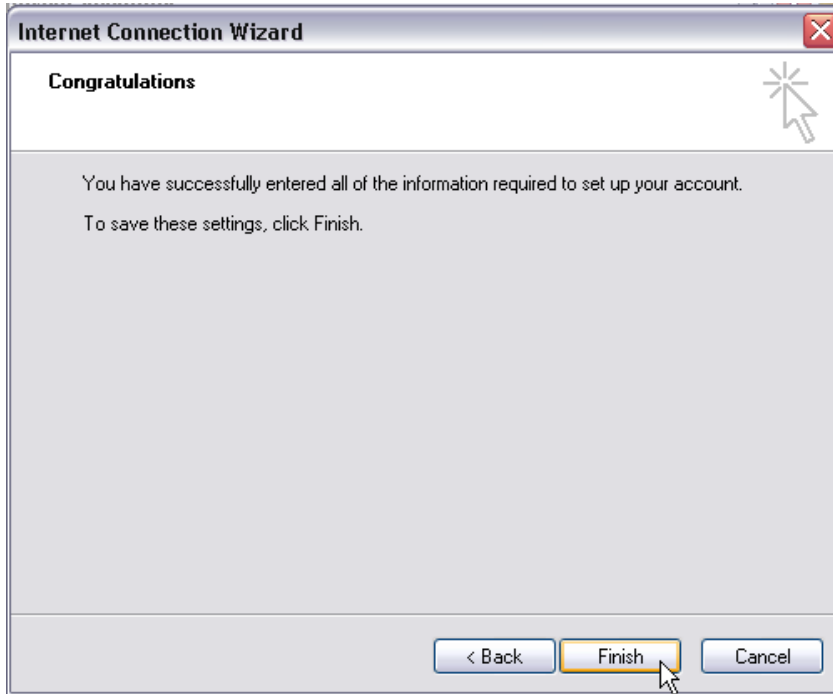
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a text field for the incoming mail server type, currently set to 'IMAP'. A dropdown menu is open, showing options for 'POP3', 'IMAP', and 'HTTP'. Below this, there is a text field for the incoming mail server name, containing 'mra.machlink.com'. Further down, there is a text field for the outgoing mail (SMTP) server name, containing 'mail.machlink.com'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

8. Enter your User ID (e-mail address without the @machlink.com) and password (if you do not know your password, contact the Helpdesk at "563-263-2631 – option 1" to reset), then click **Next**

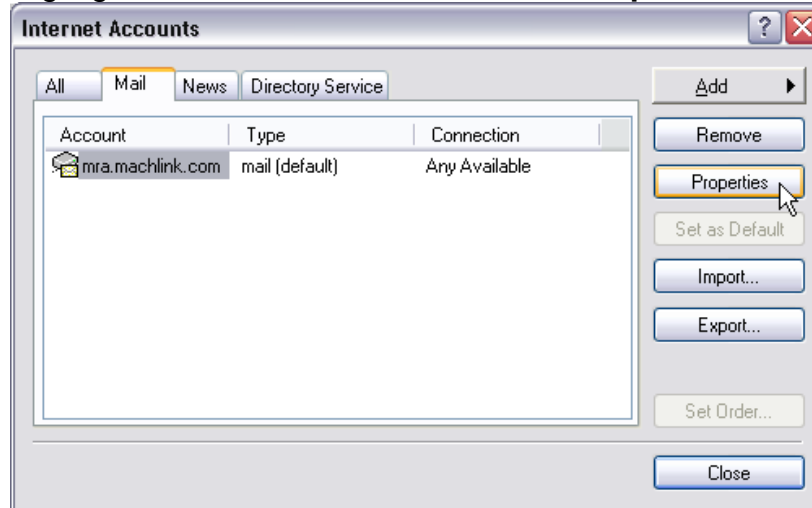


The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text field for the account name, containing 'your_email'. Below that, there is a password field with seven dots. A checkbox labeled 'Remember password' is checked. At the bottom, there is a checkbox labeled 'Log on using Secure Password Authentication (SPA)' which is unchecked. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

9. Click **FINISH**

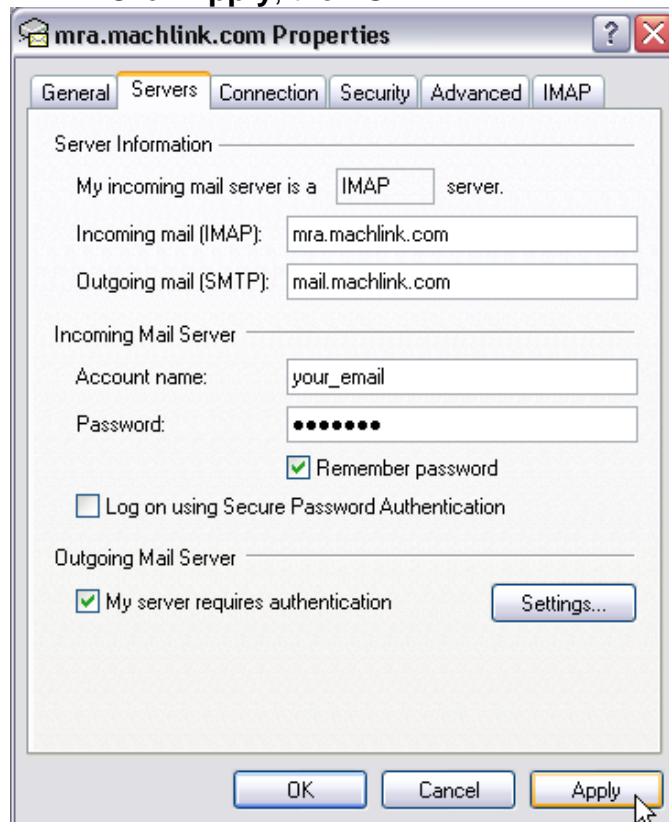


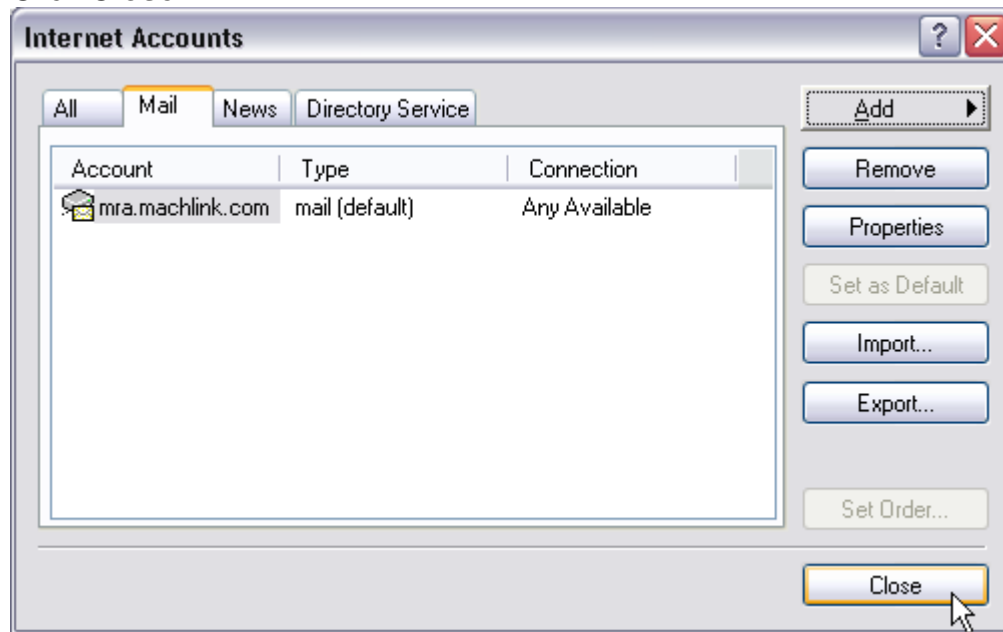
10. Highlight **mra.machlink.com** then click **Properties**



11. Outgoing Server Settings

1. Under **Outgoing Mail Server** place a checkmark beside **My server requires authentication**
2. Click **Apply**, then **OK**



12. Click **Close**

13. You are now finished and will be taken back to your main mail window.