



**QUICK START GUIDE**  
Need help? Contact our Helpdesk at (563) 263-2631

## We're here for you...

We have designed this Quick Start guide so that you can begin enjoying your MachLink® Internet service as quickly as possible. If you are unable to connect to MachLink, call the MachLink® HelpDesk. You will be connected to a specialized technician at our central support desk who can diagnose the problem. You will be asked a series of standard questions that will help the technician pinpoint the problem. The MachLink® HelpDesk can address many of your problems over the telephone. You can also email any questions or issues to MachLink®.

Remember, we're here for you!

### ***MachLink® HelpDesk***

Phone: (563) 263-2631

Email: [helpdesk@machlink.com](mailto:helpdesk@machlink.com)

## Email Account Setup

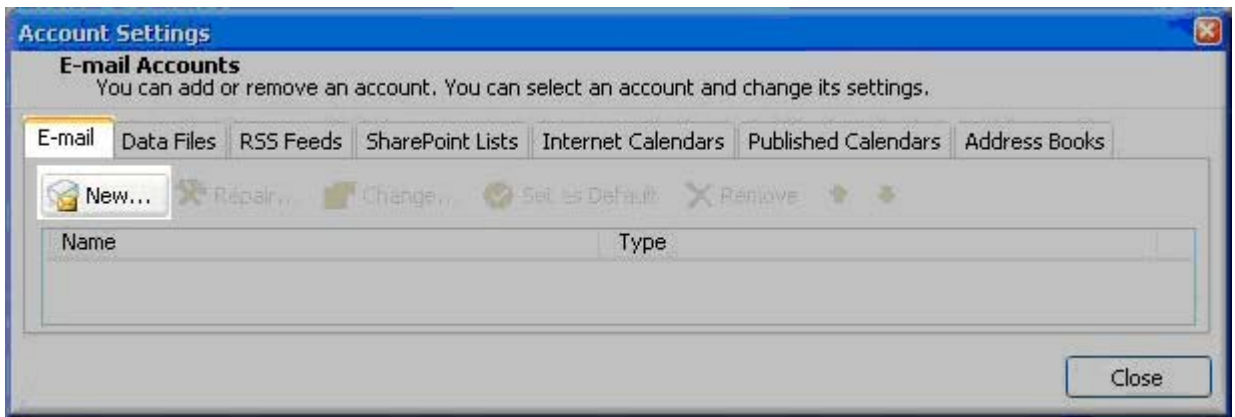
We have instructions for setting up your email account in many different clients, but this document will deal only with setting up MS Outlook. If you are not sure whether you are using the full version of Outlook or Outlook Express, make sure to note the screen that comes up as your mail program is starting: it will either say “Outlook Express” or just “Outlook.” If your program is Outlook Express, then you need to be in the Quick Start Guide for Outlook Express. If you have Windows Vista, you need to be in the Quick Start Guide for Windows Mail.

If you have not yet finished installing MS Outlook 2007, finish the installation first, then come back to this Quick Start Guide.

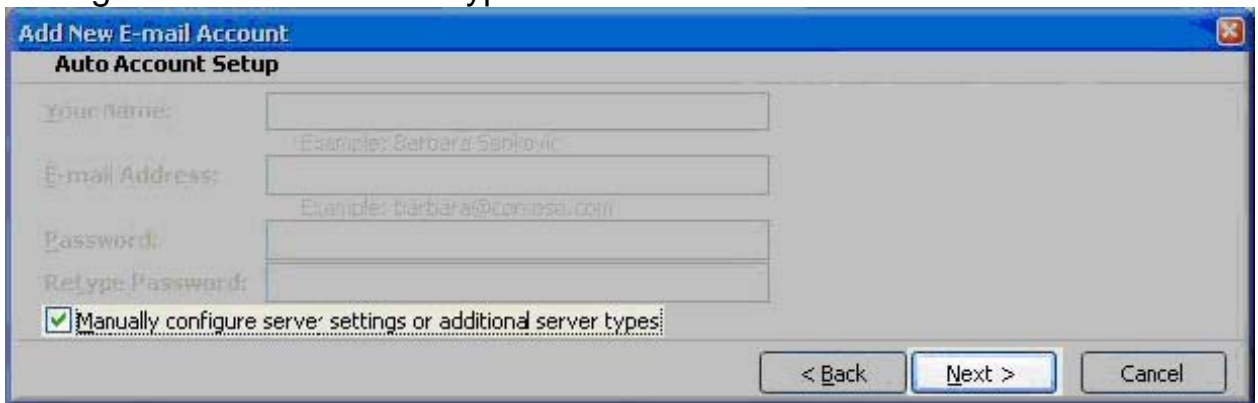
### **Outlook 2007**

1. Click the Tools menu, and select Account Settings.

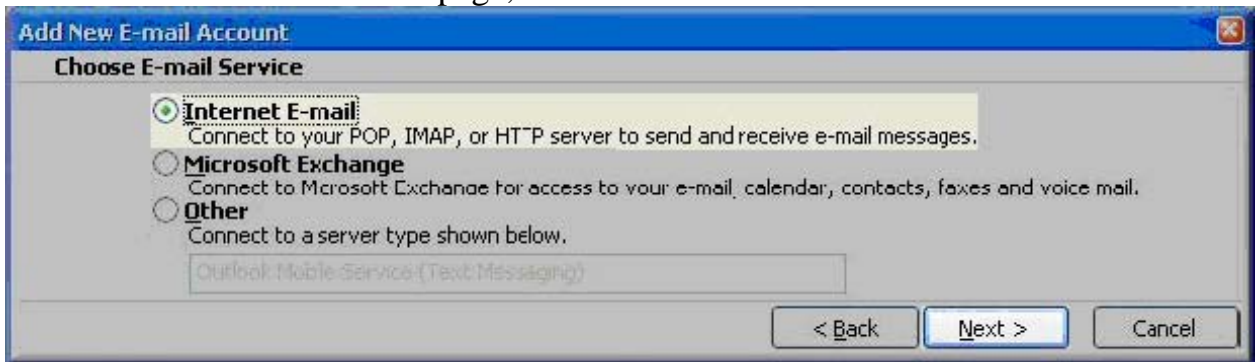
2. Click on the *Email* tab and click on the New button.



3. Select Microsoft Exchange, POP3, IMAP or HTTP and then click Next.
4. On the *Auto Account Setup* window check the Manually configure server settings or additional server types and then click Next.



5. On the *Choose Email Service* page, select Internet E-mail and then click Next.



6. On the *Internet Email Settings* page, for *Your Name*, enter your desired display name.

**Add New E-mail Account**  
**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: John Smith  
E-mail Address: jsmith@machlink.com

**Server Information**  
Account Type: POP3  
Incoming mail server: mail.machlink.com  
Outgoing mail server (SMTP): mail.machlink.com

**Logon Information**  
User Name: jsmith  
Password: \*\*\*\*\*

Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

7. Enter your full email address in the *Email Address* field.
8. For *Account Type*, select **POP3**.
9. Enter `mail.machlink.com` as both the *Incoming mail server* and the *Outgoing mail server*.
10. Enter your *User Name* all in lower-case, just like you entered your complete email, previously.

NOTE: your User Name is everything to the left of the @-sign: if your complete email address is `joe@machlink.com` then your User Name would be `joe`.

11. Enter your email password in the *Password* field.
12. Click on **More Settings...**
13. On the *Outgoing Server* tab, make sure that **My outgoing server requires authentication** is checked.

**Internet E-mail Settings**

General   **Outgoing Server**   Connection   Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using  
User Name: \_\_\_\_\_  
Password: \_\_\_\_\_  
 Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

OK   Cancel

14. Make sure that the filled-in circle is to the left of **Use same settings as my incoming mail server**.
15. On the *Advanced* tab, run the *Server Timeout* slider all the way to the right.

16. Click on OK.
17. Click on Next.
18. On the *Congratulations* page, click on Finish.

