

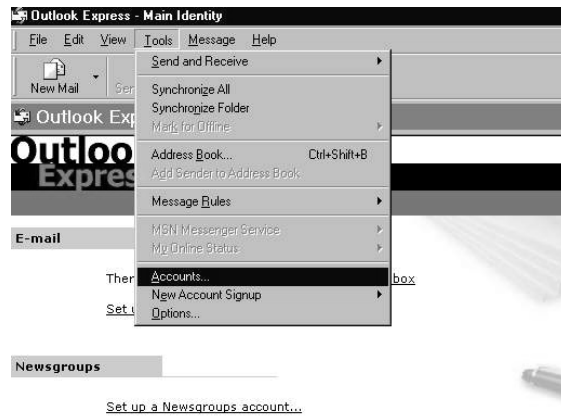
Table of Contents

OUTLOOK EXPRESS.....	2
PROCEDURE TO CREATE A NEW ACCOUNT IN OUTLOOK EXPRESS.....	2
PROCEDURE TO EDIT THE ACCOUNT IN OUTLOOK EXPRESS	5
MICROSOFT OUTLOOK.....	7
PROCEDURE TO CREATE A NEW ACCOUNT IN MICROSOFT OUTLOOK.....	7
PROCEDURE TO EDIT THE ACCOUNT IN MICROSOFT OUTLOOK	9
NETSCAPE COMMUNICATOR.....	12
TO PROCEDURE THE NETSCAPE COMMUNICATOR.....	12
INTERNET EXPLORER	15
PROCEDURE TO SET THE PROXY SETTINGS IN THE INTERNET EXPLORER.....	15

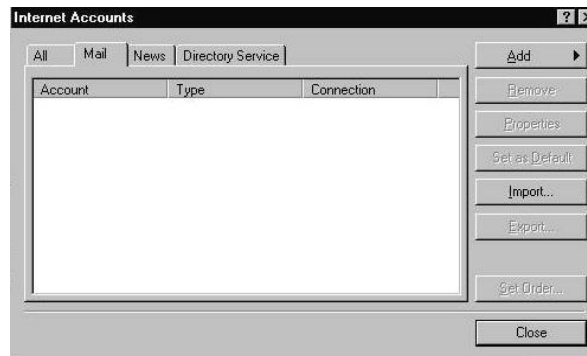
Outlook Express

Procedure to create a new account in Outlook Express

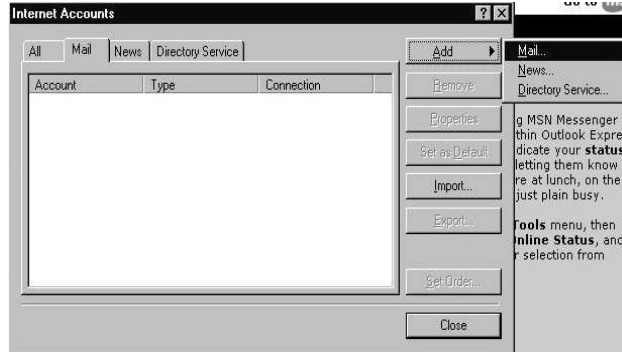
1. Double click the outlook icon and go to the tool menu and select Accounts option. And follow the instructions.



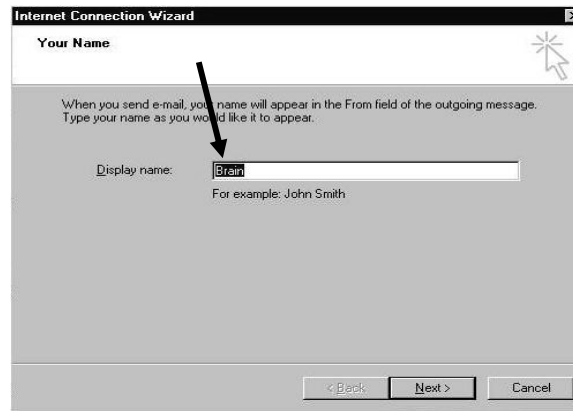
2. Go to the Mail tag.



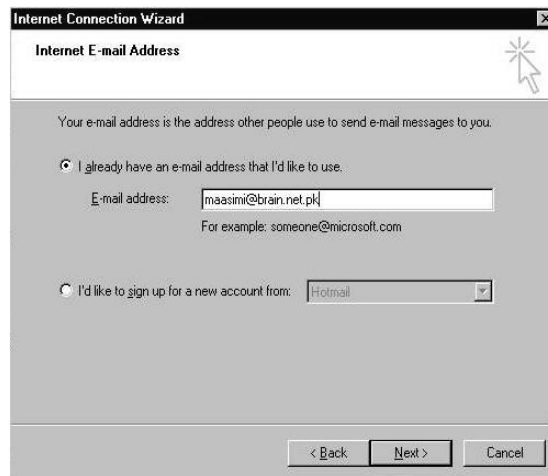
3. Click on the Add and go to the Mail.



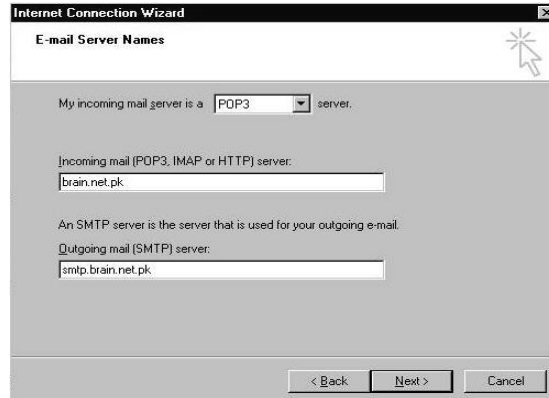
4. Enter the display name.



5. Enter the email address.



6. Enter the incoming and the outgoing servers.



7. Enter the account name and the password.

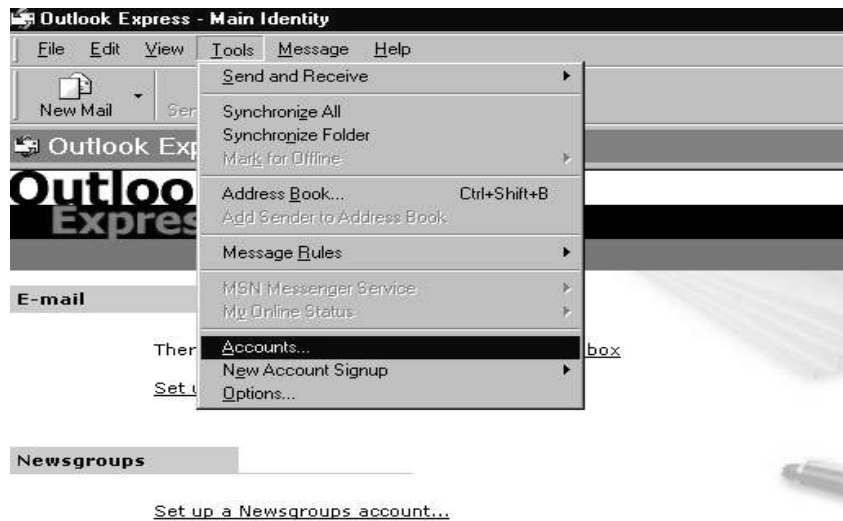


8. Click Finish to create your Account.

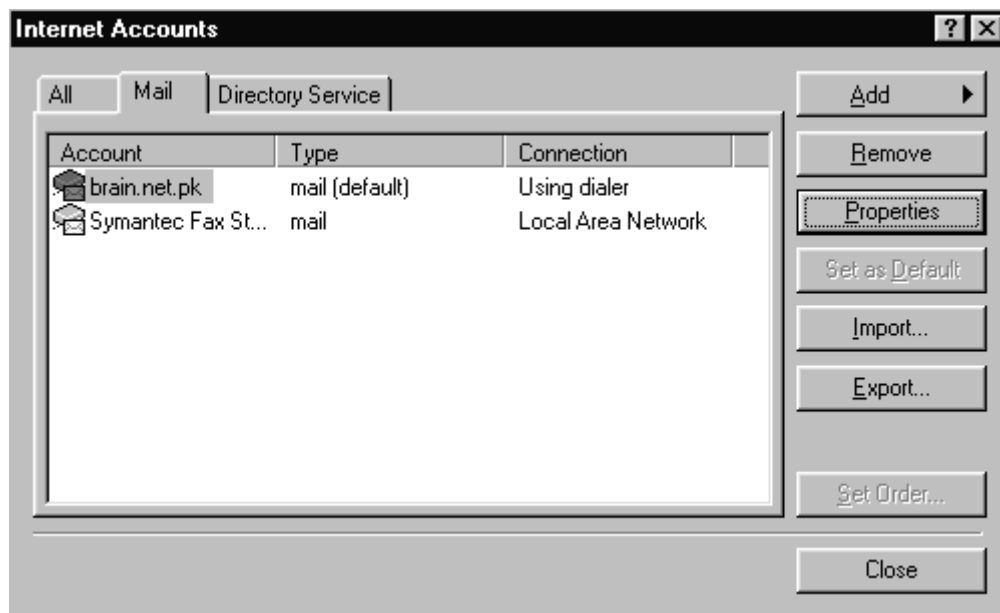


Procedure to edit the account in Outlook Express

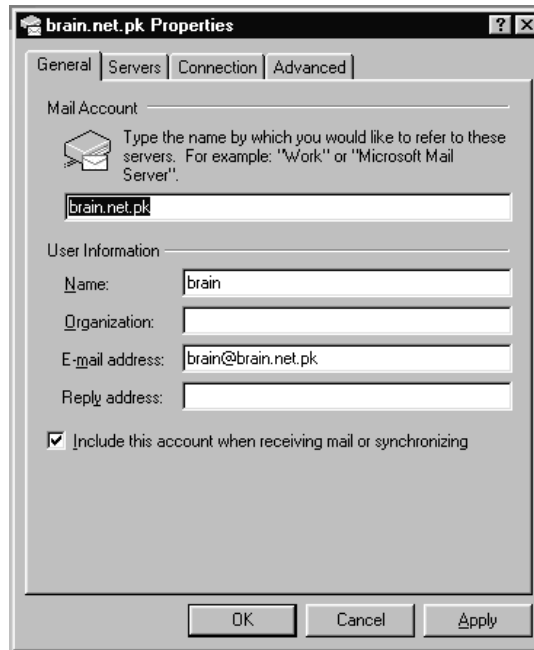
1. Double click the outlook icon and go to the tool menu and select Accounts option. And follow the instructions.



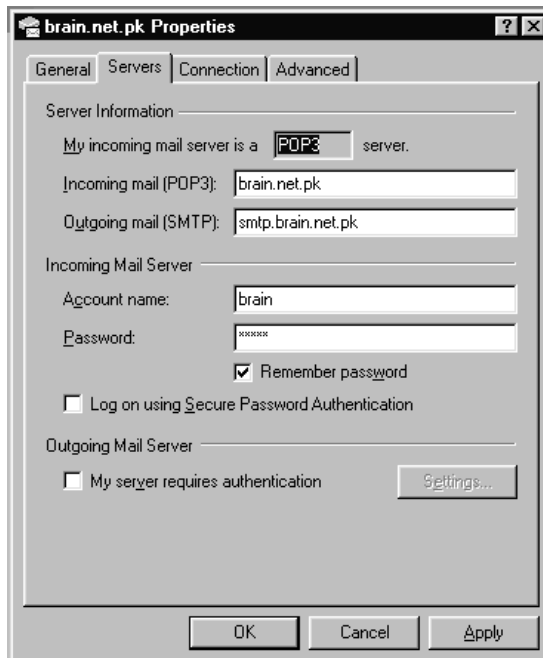
2. Go to the Mail tag, choose your account and click on the properties.



3. Check the settings.



4. Click on the Servers tag and in My incoming mail server write **POP3**. Write in Incoming mail (POP3) = brain.net.pk and in the Outgoing mail (SMTP) = smtp.brain.net.pk



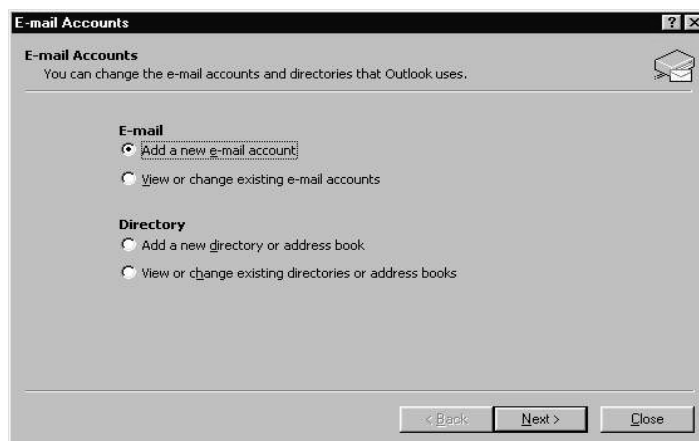
Microsoft Outlook

Procedure to create a new account in Microsoft Outlook

9. Double click the Microsoft Outlook icon and go to the tool menu and select Email Accounts option and then follow the instructions.



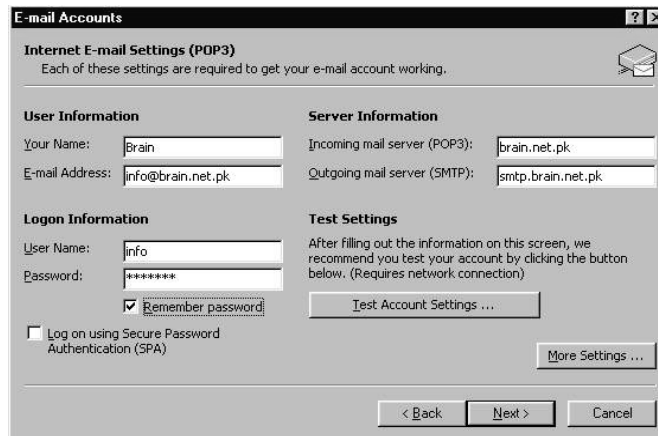
10. Select the 'Add a new e-mail account' option and hit Next.



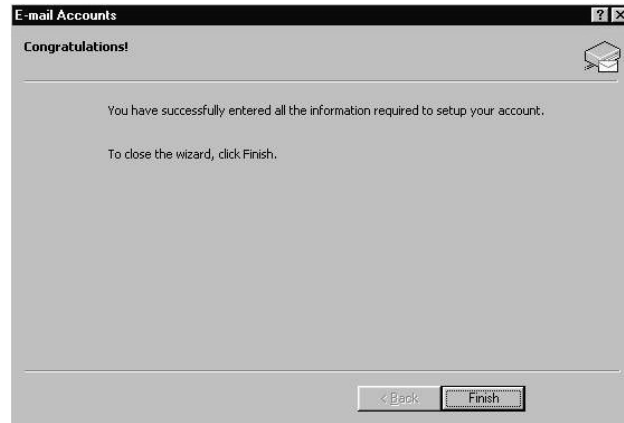
11. Here choose the option of POP3 and click Next.



12. Enter the required information as given below.



13. At the end click finish.

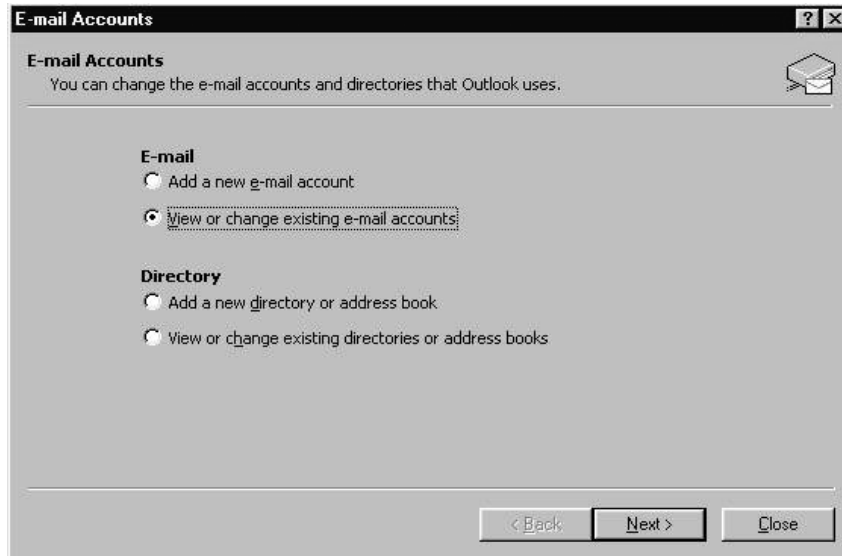


Procedure to edit the account in Microsoft Outlook

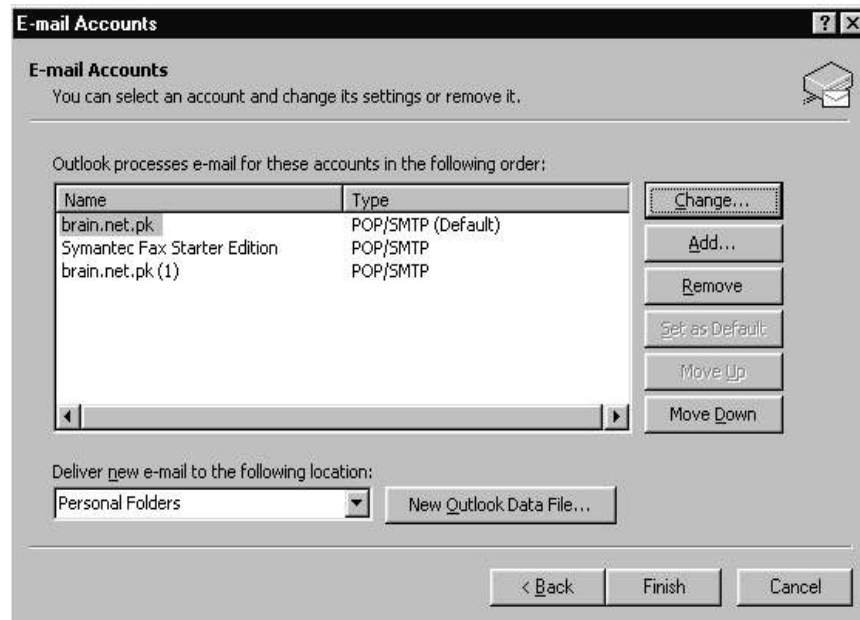
5. Double click the Microsoft Outlook icon and go to the tool menu and select Accounts option, and follow the instructions.



6. Choose the option of 'View or change existing e-mail accounts' and click Next.



7. Click on the Brain account and hit on the Change button.



8. Enter the information in the following fields as;
Incoming mail server (POP3) = brain.net.pk
Outgoing mail server (SMTP) = smtp.brain.net.pk
then click Next.

The screenshot shows a Windows-style dialog box titled "E-mail Accounts" with a help icon and a close button in the top right corner. Below the title bar, the text "Internet E-mail Settings (POP3)" is displayed, followed by a note: "Each of these settings are required to get your e-mail account working." and a small envelope icon. The dialog is divided into four sections: "User Information", "Server Information", "Logon Information", and "Test Settings".

- User Information:** "Your Name:" field contains "brain"; "E-mail Address:" field contains "brain@brain.net.pk".
- Server Information:** "Incoming mail server (POP3):" field contains "brain.net.pk"; "Outgoing mail server (SMTP):" field contains "smtp.brain.net.pk".
- Logon Information:** "User Name:" field contains "brain"; "Password:" field contains "*****"; a "Remember password:" checkbox is checked; a "Log on using Secure Password Authentication (SPA)" checkbox is unchecked.
- Test Settings:** A text block reads: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this is a "Test Account Settings ..." button.

At the bottom right, there is a "More Settings ..." button. At the very bottom, there are three buttons: "< Back", "Next >", and "Cancel".

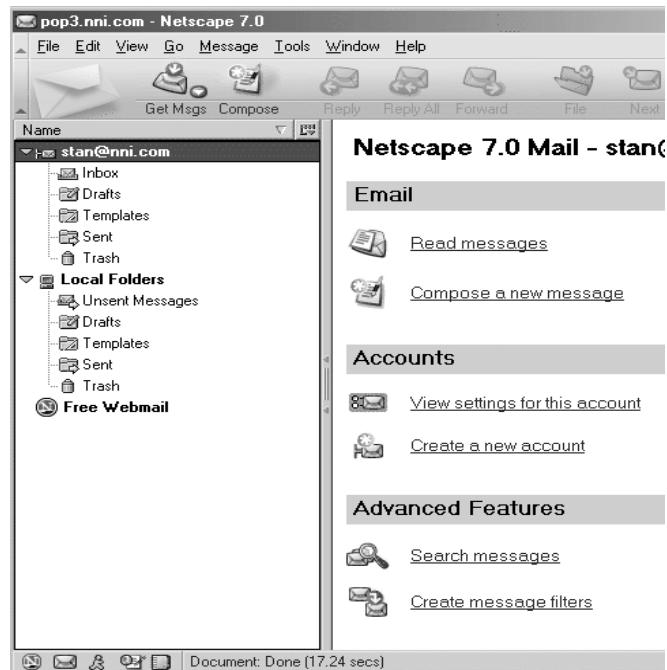
Netscape Communicator

To procedure the Netscape Communicator

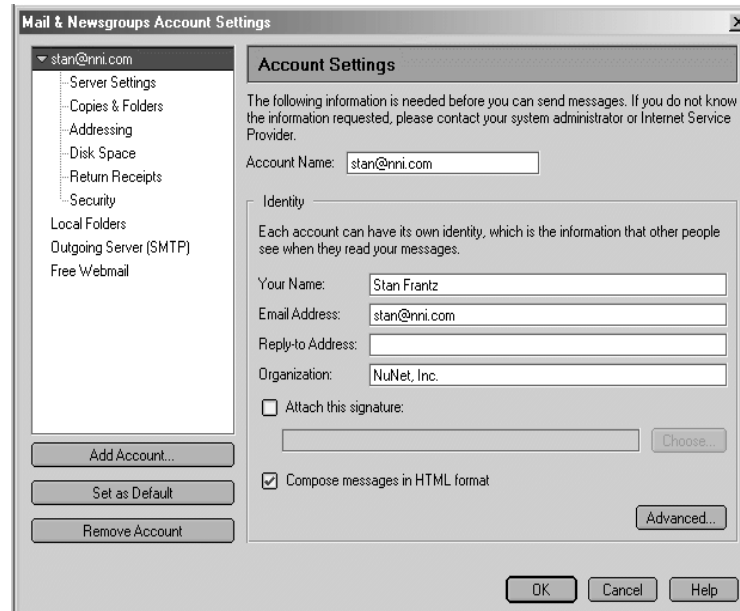
14. To access the mail through Netscape Communicator, click on the Mail icon or click from the Windows drop down menu.



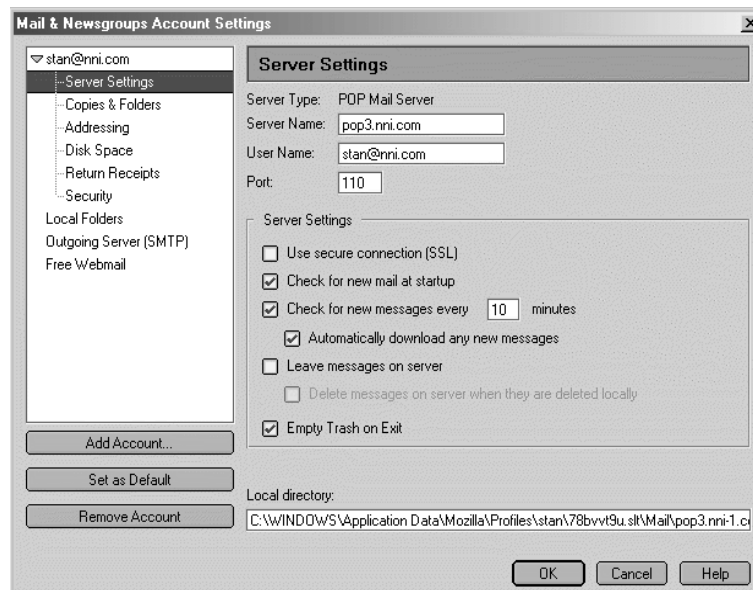
15. Select the email account in the left pane and then click "View settings for this account".



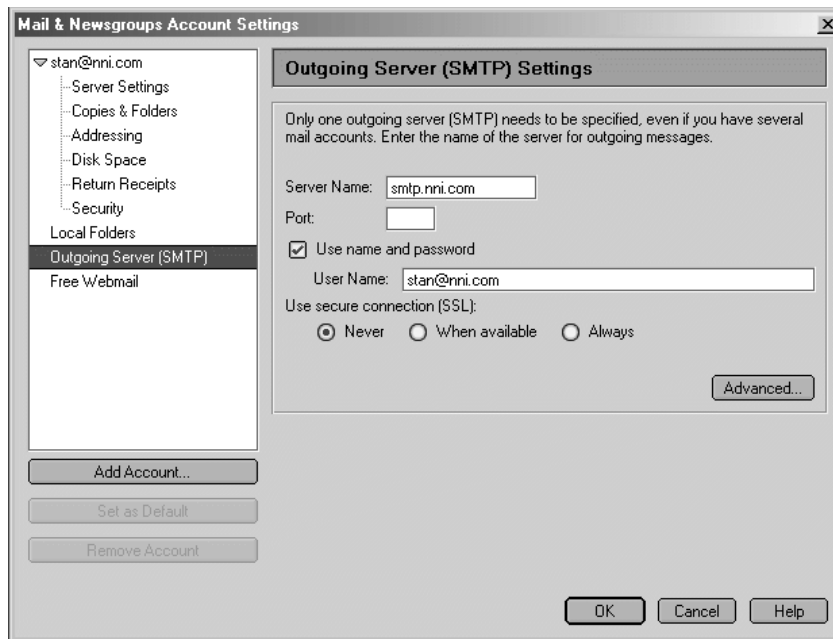
16. Enter the name you wish to use in the account menu in the for Account name. The email address is fine. Check that the other fields are correct.



17. Click on Server Settings. Make sure that pop3.nni.com is the server name and your full email address is entered as the user name. **Do not select 'Use secure connection'.** The other settings are at your preference. The program will assign a local directory to store your messages automatically.



18. Click on Outgoing Server (SMTP) and verify the following information is correct and **Never** is selected under 'Use secure connection',



19. At last click on the OK.