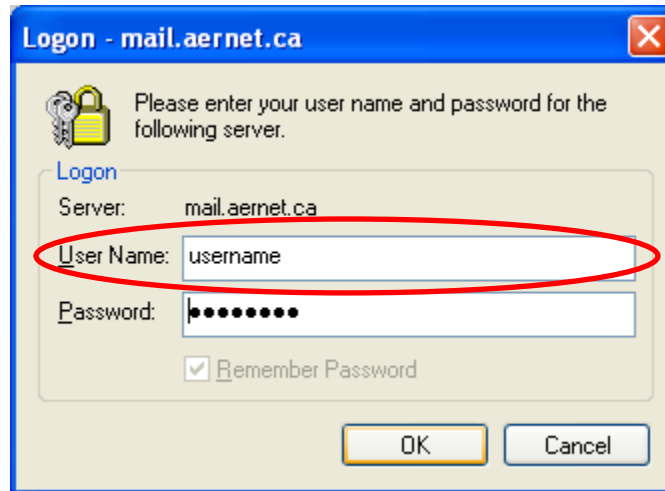


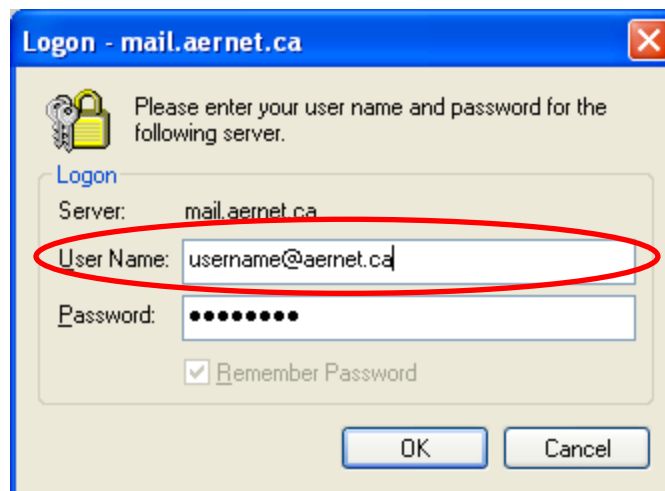
Outlook Express

When you open your email on September 20th, 2008, this window will appear:



The screenshot shows a login dialog box titled "Logon - mail.aernet.ca". It contains a lock icon and the text "Please enter your user name and password for the following server." Below this, there is a "Logon" section with the following fields: "Server:" with the value "mail.aernet.ca", "User Name:" with the value "username", and "Password:" with a masked password of ten dots. There is a checked checkbox for "Remember Password" and "OK" and "Cancel" buttons at the bottom. A red oval highlights the "User Name" field.

To access your email you will need to modify your User Name to be your entire email address. For example, if your email address is username@aernet.ca, you must type username@aernet.ca in the "User Name" field as shown below:

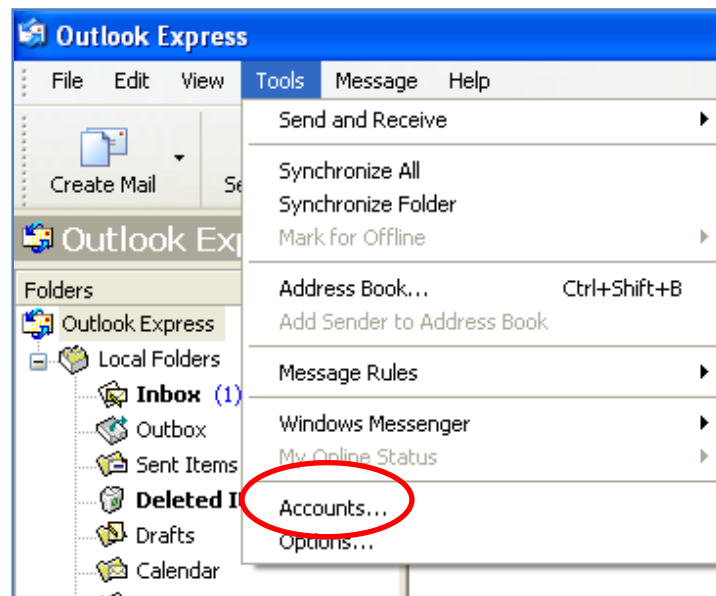
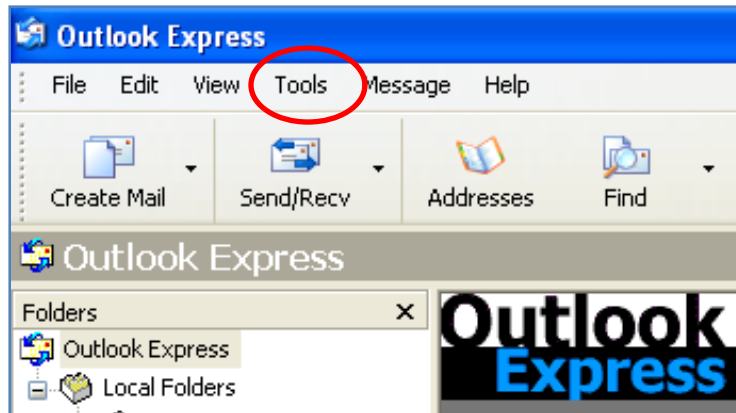


The screenshot shows the same login dialog box as above, but the "User Name" field now contains the full email address "username@aernet.ca". The "Server:" field remains "mail.aernet.ca", the "Password:" field is masked with ten dots, and the "Remember Password" checkbox is checked. The "OK" and "Cancel" buttons are at the bottom. A red oval highlights the "User Name" field.

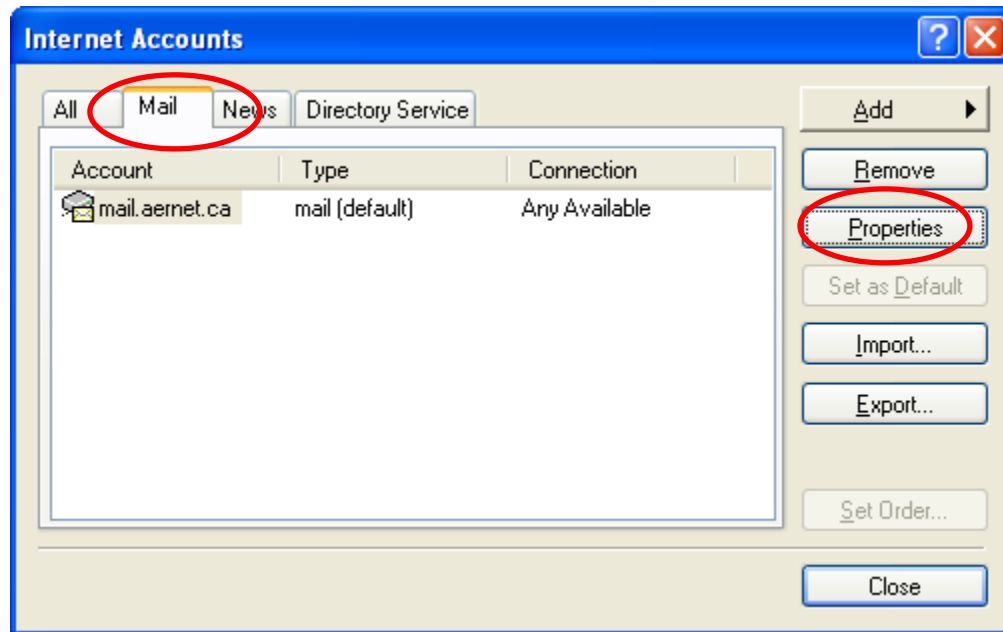
Note: do not change your password; this will remain the same

After you have entered your entire email address in the "User Name" field, click **OK**.

Next, you will need to select **Tools**, then **Accounts** from the drop down list at the top of your screen as shown in the images below:



Select the **Mail** tab, and click on **Properties** as shown below:



Lastly click on the **Servers** tab and ensure that the box stating **"My server requires authentication"** is checked as shown below. Then click **OK**. You are now ready to access, send and receive email.

