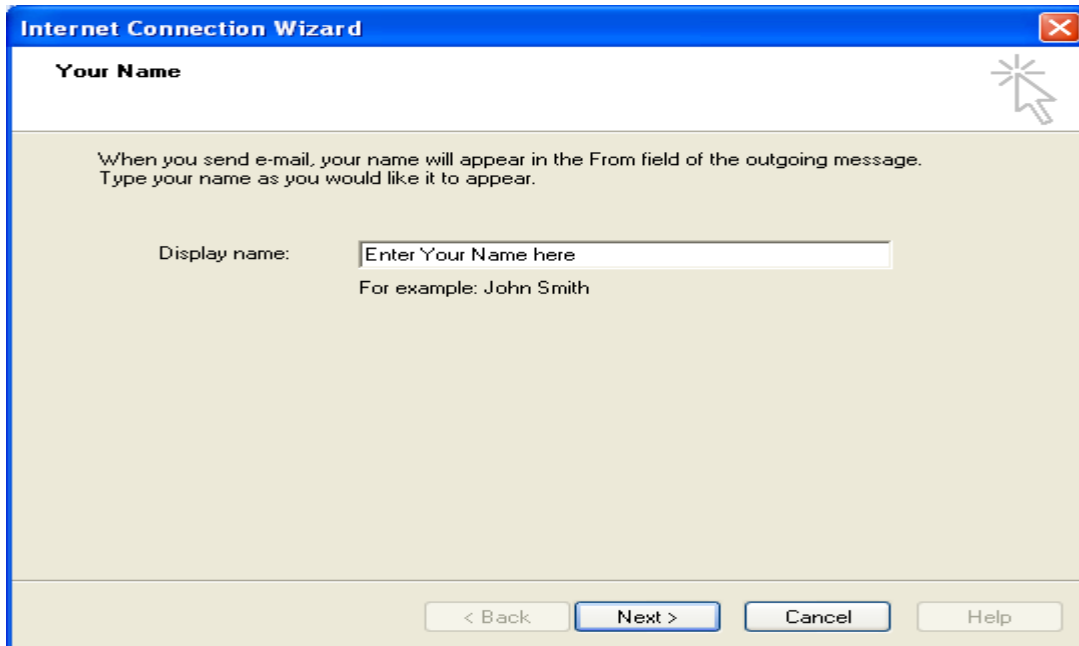
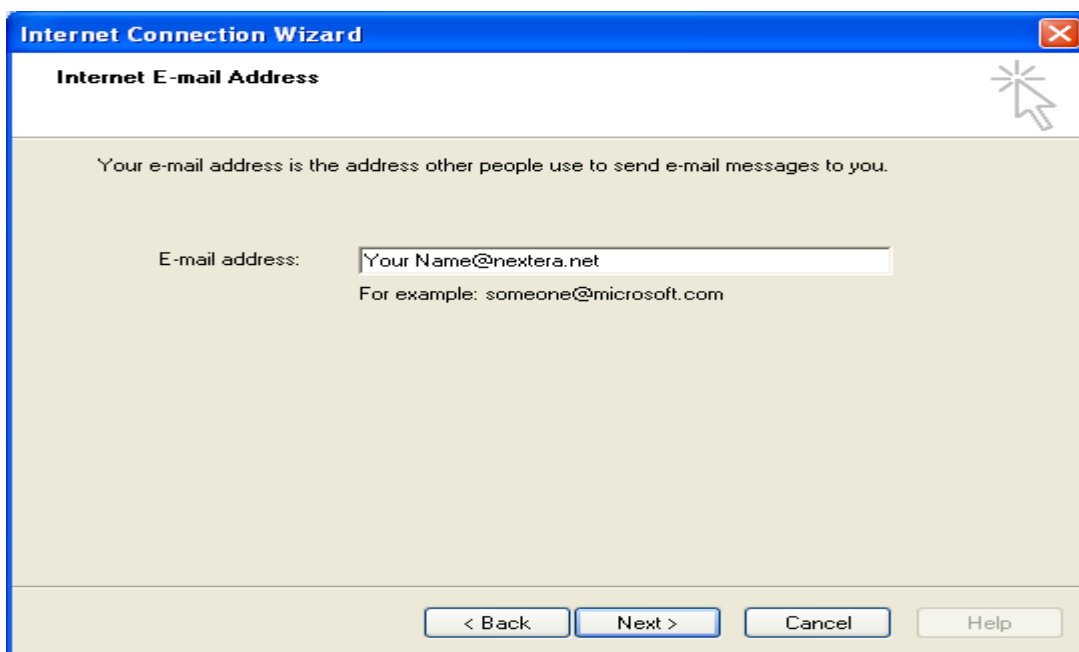


- Open Outlook and click on **"Tools"** and then **"Accounts"**.
- Select **"Add"** and then **"Mail"**.
- Enter your **"Display Name."** This is the name that others will see in the "from" box when you send an e-mail. Click **NEXT**.



The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box with the following text: '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.' Below this text, there is a label 'Display name:' followed by a text input field containing 'Enter Your Name here'. Below the input field, there is a note: 'For example: John Smith'. At the bottom of the window, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

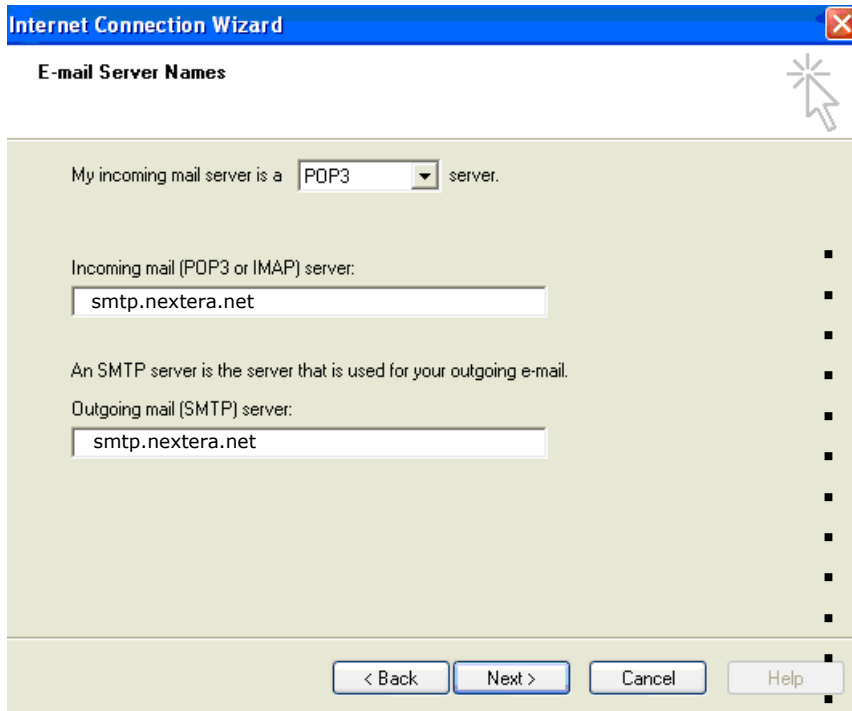
- Enter your E-mail address.



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box with the following text: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this text, there is a label 'E-mail address:' followed by a text input field containing 'Your Name@nextera.net'. Below the input field, there is a note: 'For example: someone@microsoft.com'. At the bottom of the window, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

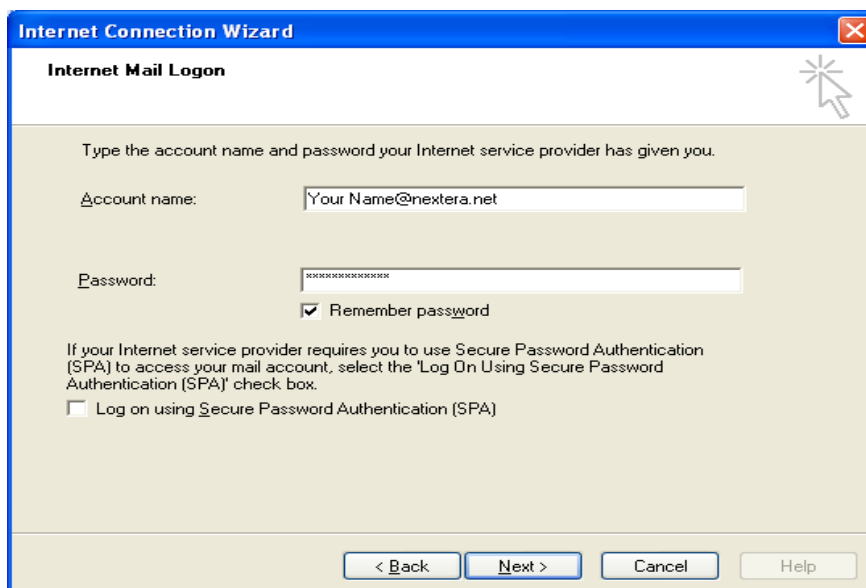
- Click **NEXT**.

- Now you will need to tell Outlook where to send and receive e-mail. Your incoming mail server will be “**POP3**”, unless instructed otherwise.



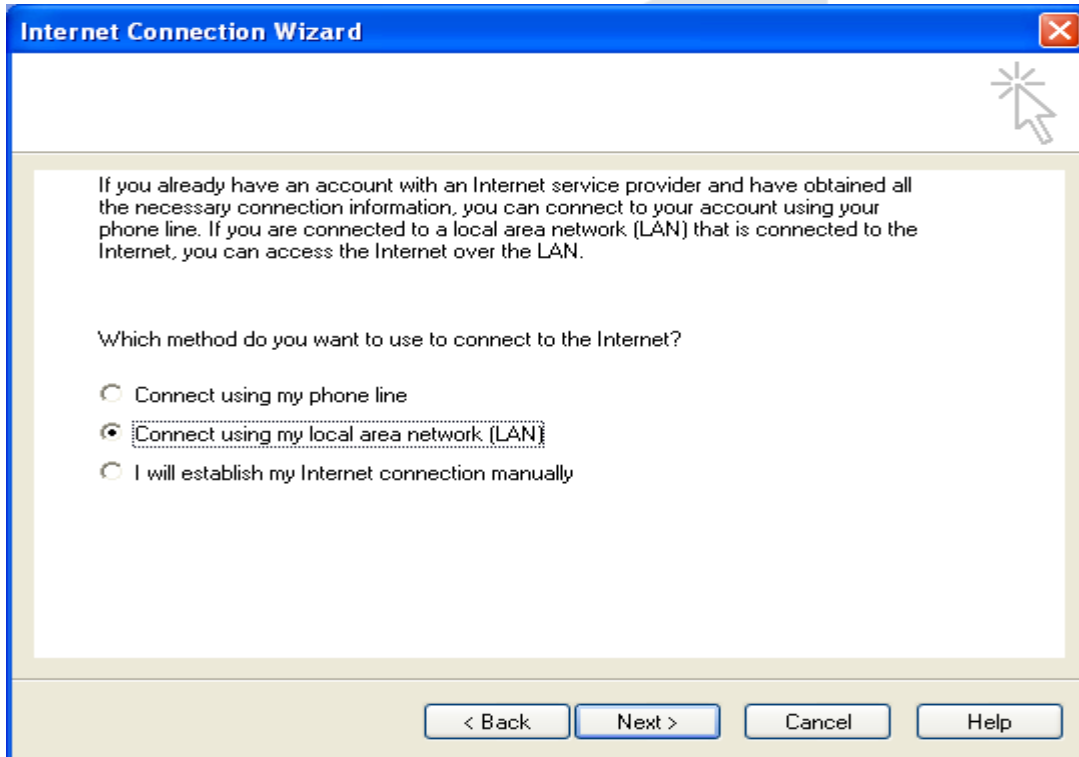
The screenshot shows the 'Internet Connection Wizard' dialog box with the 'E-mail Server Names' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. The text reads: 'My incoming mail server is a  server.' Below this, there are two sections. The first is 'Incoming mail (POP3 or IMAP) server:' with a text box containing 'smtp.nextera.net'. The second is 'An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server:' with a text box containing 'smtp.nextera.net'. At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

- Click **NEXT**.
- Once you have connected to the e-mail server, it will need to verify who you are. Enter the full e-mail address in the “**Account Name**”. You must use your full email address.
- Enter the password assigned to you. Passwords are important to keep unauthorized persons from using your e-mail account. If you would like Outlook to remember your password, select “**Remember password**”. This will prevent you from having to enter it each time.

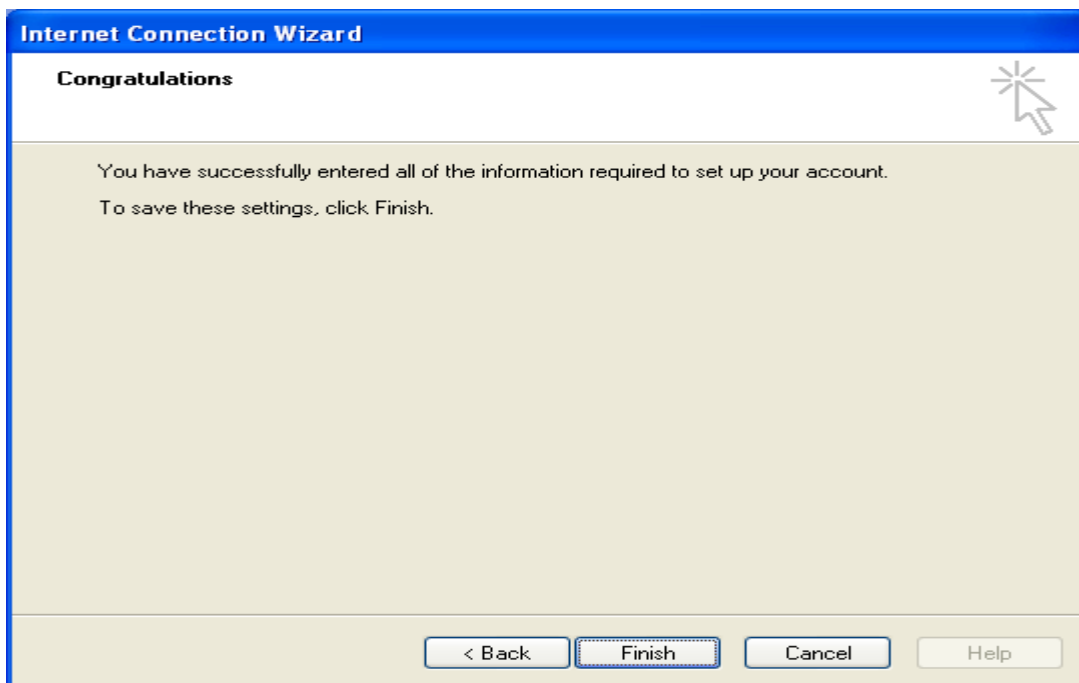


The screenshot shows the 'Internet Connection Wizard' dialog box with the 'Internet Mail Logon' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. The text reads: 'Type the account name and password your Internet service provider has given you.' Below this, there are two text boxes. The first is labeled 'Account name:' and contains 'Your Name@nextera.net'. The second is labeled 'Password:' and contains a series of asterisks. Below the password box, there is a checked checkbox labeled 'Remember password'. At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

- Click **NEXT**.
- Select "**CONNECT USING MY LOCAL AREA NETWORK (LAN)**".

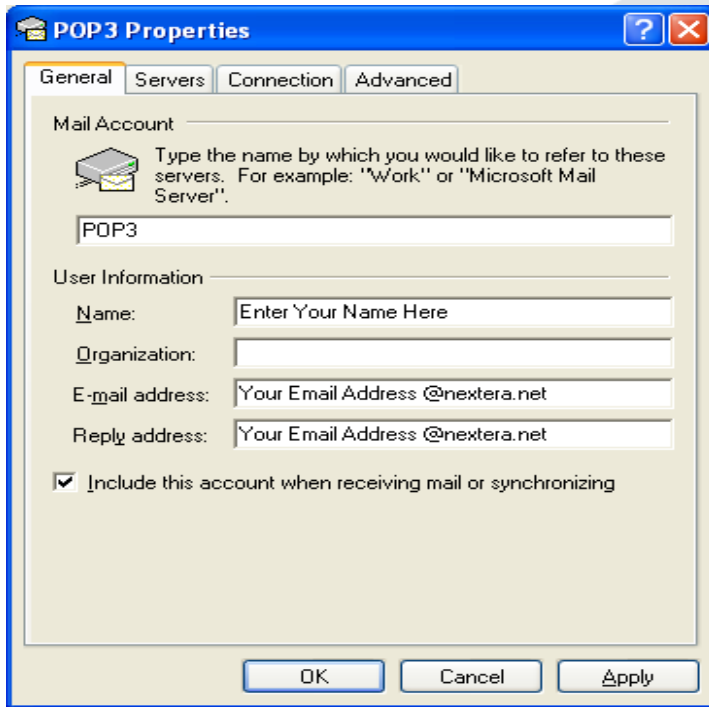


- Click "**NEXT**".



You have now successfully set up your email account! Select **"FINISH"**.

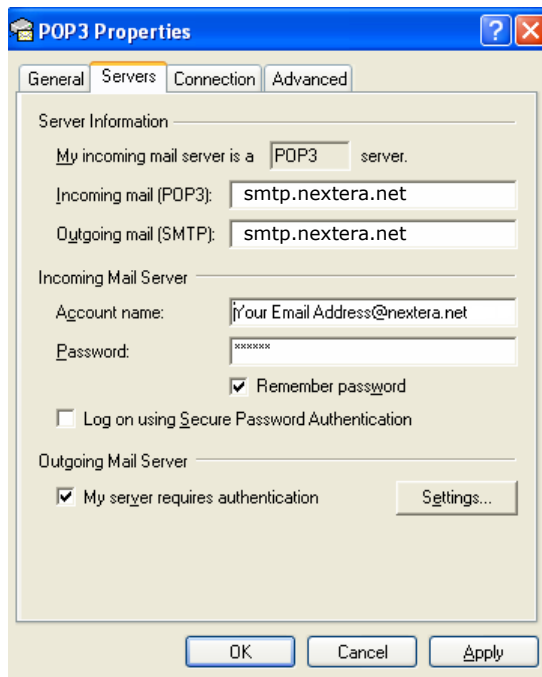
- Now you will need to set up **"E-mail Account Properties"**. You may want to select the e-mail account you just created and "Set is as Your Default" e-mail account, unless you have several e-mail accounts set up. Click **"PROPERTIES"**.



On the "General" settings tab, you will want to complete the user information appropriately.

You may want to give your e-mail account a unique name that will help you distinguish it from any other e-mail account that you may have.

- Now click on the **"Servers"** tab.



Under "Incoming Mail Server," The **Account Name** should be as follows:

Your Email Address@nextera.net

You must check the box that says, **"My server requires authentication"**.

Click **"OK"**.

You can now test sending and receiving e-mail with your new e-mail account.

### **Your e-mail set up is complete, now what?**

Your Outlook e-mail program will send e-mail using the new account you just set up. It will receive or look for e-mail at both your new and old locations. Eventually your old domain name hosting company will discontinue or delete your domain name information from their servers and you will get an error message saying Outlook cannot find the e-mail server. At that time you can go into your "Tools" "Accounts" and delete the old e-mail account.

### **How can I remotely access my e-mail account?**

Remote access to your e-mail account is available through the Internet webpage **webmail.nextera.net**. You must log on with your full e-mail address and password. There are many features available through this site in addition to accessing all your e-mails, such as vacation messaging, auto responders, passwords, personal and group calendars, just to name a few.

\* \* \*

**Feel free to contact Nextera at [CustomerSupport@nextera.net](mailto:CustomerSupport@nextera.net) or 218-818-6400 if you have any problems.**