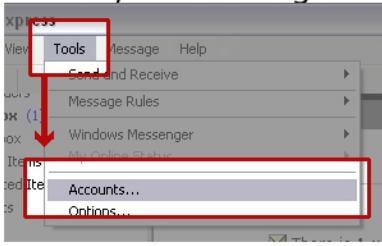
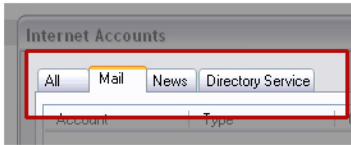


CREATING A NEW ACCOUNT IN OUTLOOK EXPRESS

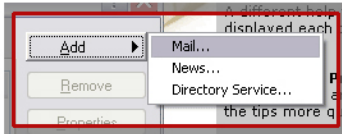
- 1) Open up **OUTLOOK EXPRESS** then click **TOOLS**, and then go down to **ACCOUNTS**.



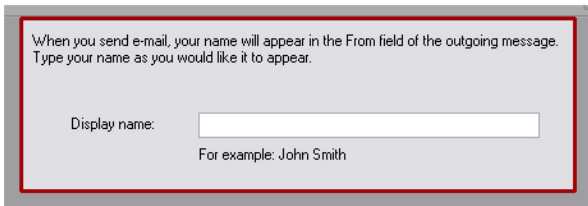
- 2) A new window will open up with a series of tabs at the top. **CLICK** on **MAIL** tab.



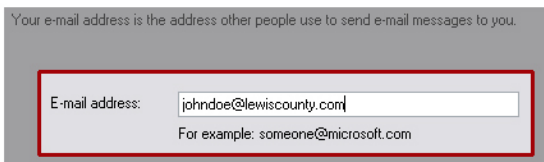
- 3) **CLICK** the **ADD** button and then **MAIL**.



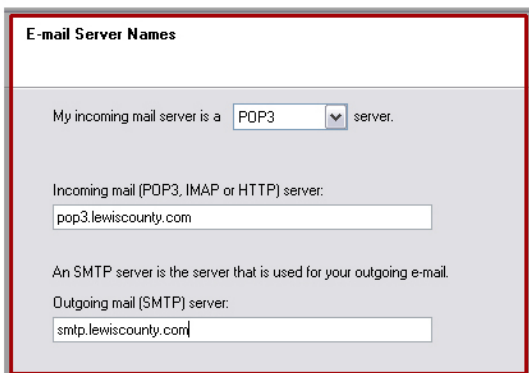
- 4) **TYPE** the **DISPLAY NAME** you want and then **CLICK NEXT**.



- 5) **TYPE** your full email address, and make sure that it's spelled correctly.



- 6) **TYPE** in the **TMT SETTINGS** shown below to correctly send and receive email.



- 7) **TYPE** your **USERNAME** and **PASSWORD** exactly the same as you set up with us.



- 8) **CLICK FINISH** and you're done!

You have successfully entered all of the information required to set up your account. To save these settings, click Finish.

For more help with email be sure to visit our [Frequently Asked Questions](http://www.lewiscounty.com/faqs.html) page at: <http://www.lewiscounty.com/faqs.html>

Topics covered include:

- *General Email FAQ's
- *How to use WebMail
- *How to use the Internet
- *Keeping your computer safe
- *Spyware FAQ's
- *How to change Proxy Settings
- *Wireless Internet FAQ's

360-496-6161

360-985-0240

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