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Consolidated Internet Account Information

USERNAME: SERVICE TYPE:
PASSWORD: ACCESS NUMBER:
E-mail Address

General Information

USERNAME:
PASSWORD:
E-mail Address

Checking your E-mail on the Web

Consolidated provides a way for you to access your e-mail account via our web site for when you are not at your primary location where you check your e-mail. To check your e-mail on our web site, visit our home page at: <http://www.ctctel.com> then click on Tools and Links, then click on Web Mail. In the username field, enter the e-mail username. In the password field, enter the e-mail password. And in log in to, select the mail server of your choice. (Dialup - pop.ctctel.com, Broadband - ndsupernet.com) Now at the bottom of the Web Mail screen, click on Login.

USERNAME:
PASSWORD:
E-mail Address

Additional Charges

- * For a change of username/e-mail address or for an e-mail forwarding.
 - * Reconnect fee if you were disconnected for non-payment.
 - * Reconnect fee if disconnected less than three months.
- You will be responsible for any long distance charges accessing the Internet.

USERNAME:
PASSWORD:
E-mail Address

Personal Web Storage Space

Consolidated offers 5 megabytes of free personal web storage space for all our internet customers. To access your personal web storage space, you will need to have an FTP program such as WS FTP or Cute FTP. The FTP login name and password is the same as your email username of and password of . The host-

USERNAME:
PASSWORD:
E-mail Address

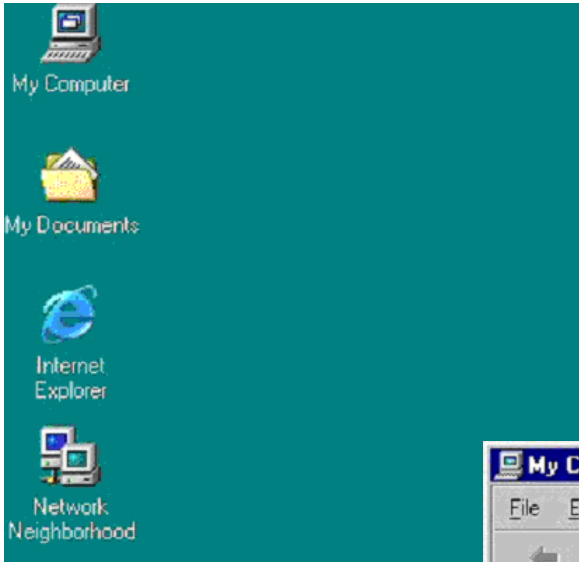
name for your Personal web site location is <http://home.ctctel.com> or <http://home.ndsupernet.com>. Once you have uploaded your web page files, you can view your web site by entering the location of <http://home.ctctel.com/~username> or <http://ndsupernet.com/~username>. The personal web site server is UNIX, so file names are case-sensitive and does not support Front Page at this time.

Disable Call Waiting

You must have Call Waiting service active before this will work.

When the "Connect to" screen appears, click on "Dial Properties" in the lower right corner next to "Dialing From". On the Dial Properties window, in approximately the middle of the window, place a check in the box next to "To disable call waiting, dial:" and select *70 in the selection box. Now click on OK. The *70 code should appear in front of your local access phone number. MAKE SURE 1-701 does not appear or you will be billed long distance charges. Now while you are on the Internet, callers will get a busy signal and you will not be disconnected from the Internet. Once you disconnect from the Internet, your Call Waiting will operate as normal. This feature will not be available unless you have a check in use area code and dialing properties.

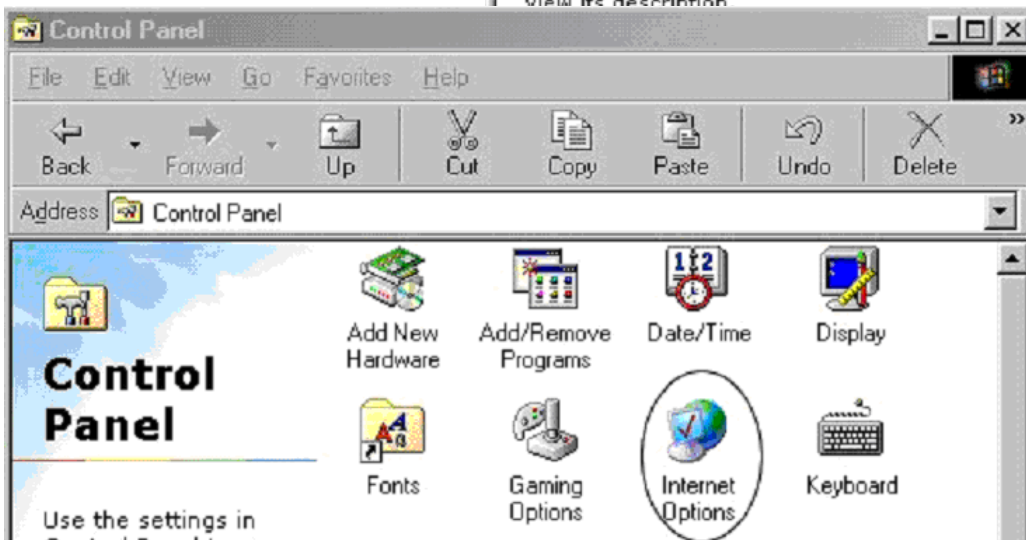
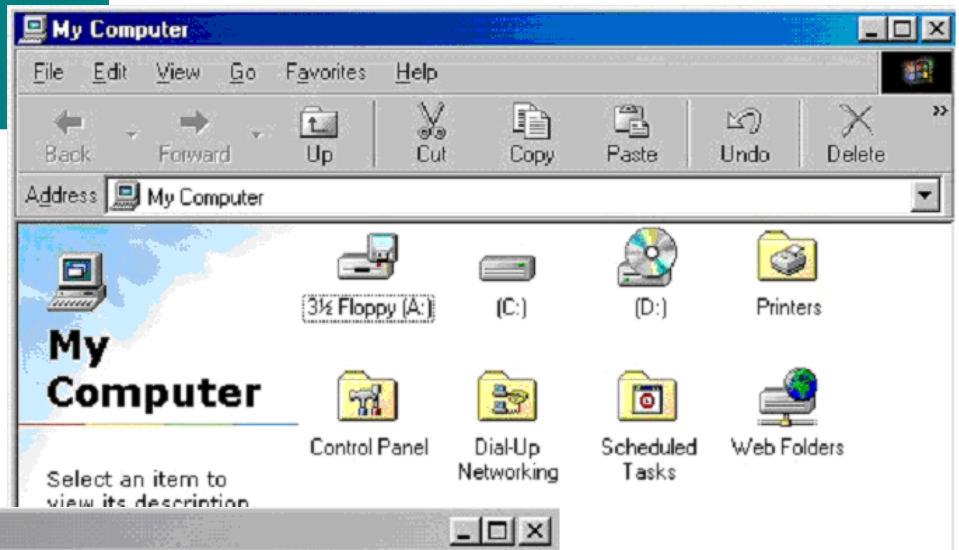
Consolidated Internet Win95, Win98, WinME Setup Instructions



In the next window, enter your “**User name**”, for example if your e-mail address is *jdoe@pop.ctctel.com* then your user name is *jdoe*. Ensure that you are not using capitals or spaces. Now click in the field that says “**Password**”. This is the password that you have selected when you set-up your account.

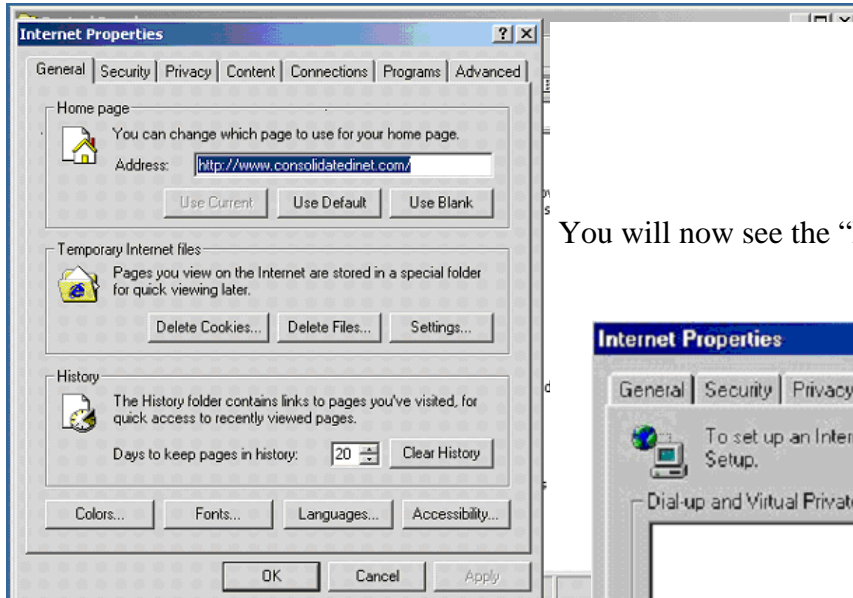
Now select **NEXT**

You will now be presented with a new window. In this window you will see a folder called “**Control Panel**”, double click that as well.



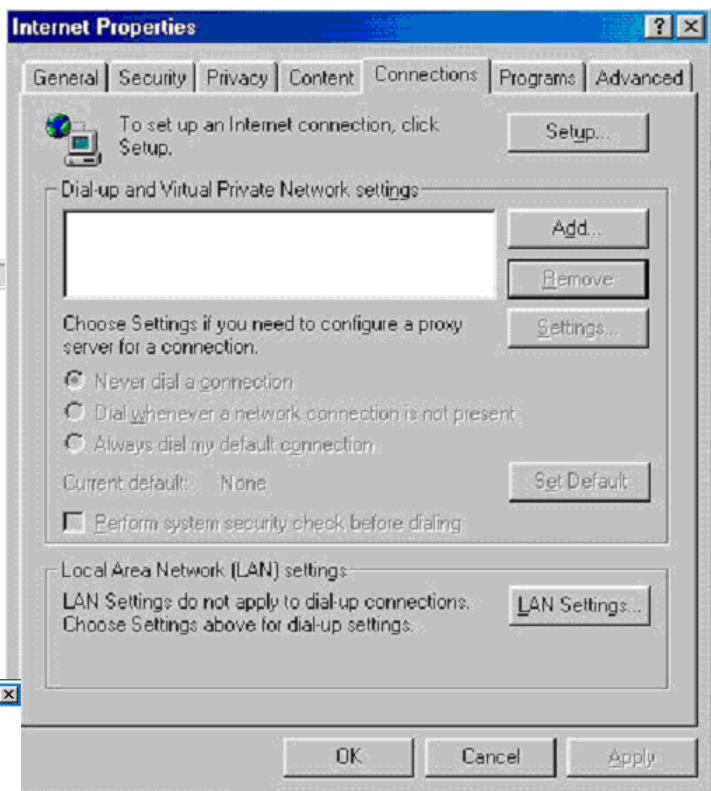
Now once in “**Control Panel**” double click the “**Internet Options**” icon.

Consolidated Internet Win95, Win98, WinME Setup Instructions

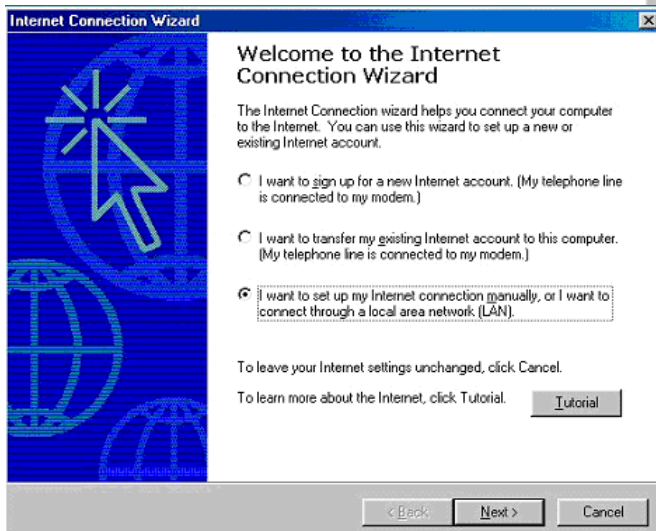


You will now see the “**Internet Properties**” box

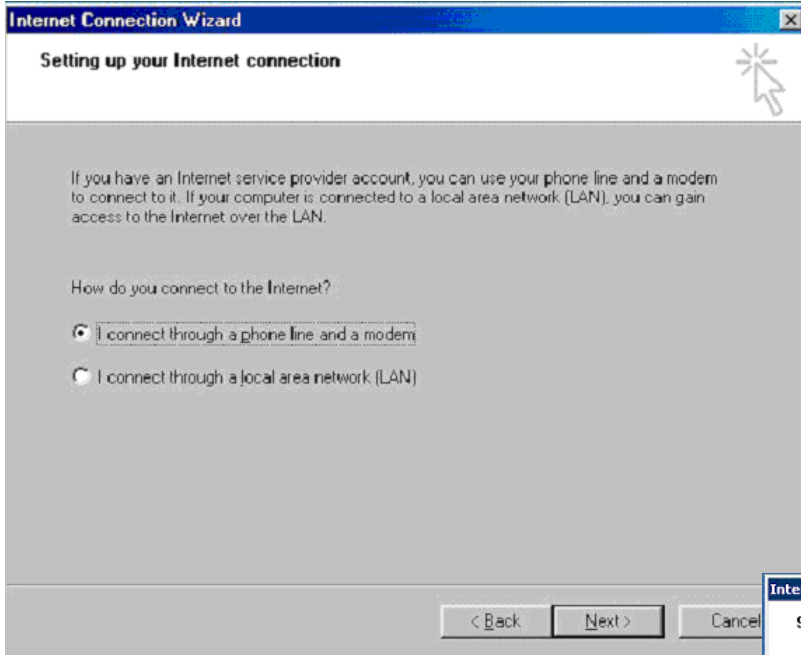
Now select the “**Connections**” tab at the top



Now where you see the word “**Setup**”, click on that button. Once you have selected that button, a new screen will come up showing you three preferences, select the 3rd option, then hit the “**Next**” button.

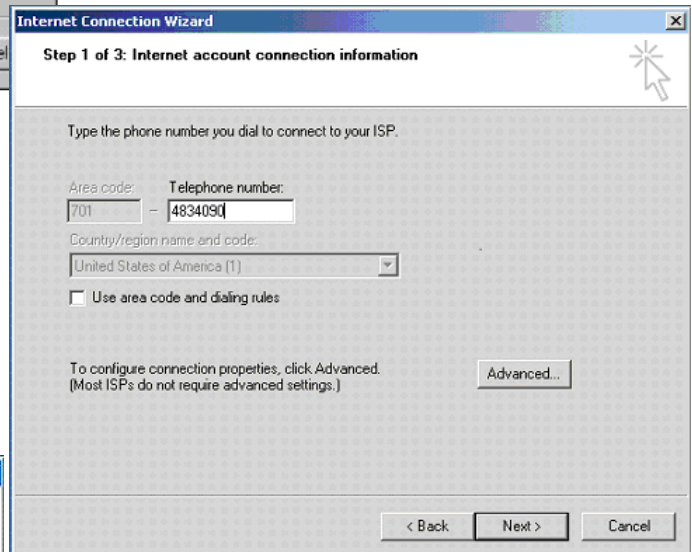


Consolidated Internet Win95, Win98, WinME Setup Instructions

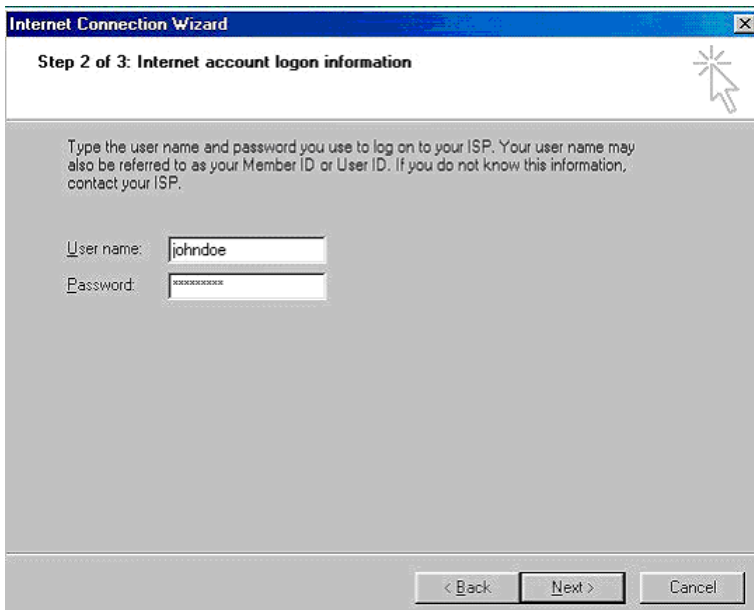


Leave it on the default selection, which is: **“I connect through a phone line and modem”**, then select **“Next”**.

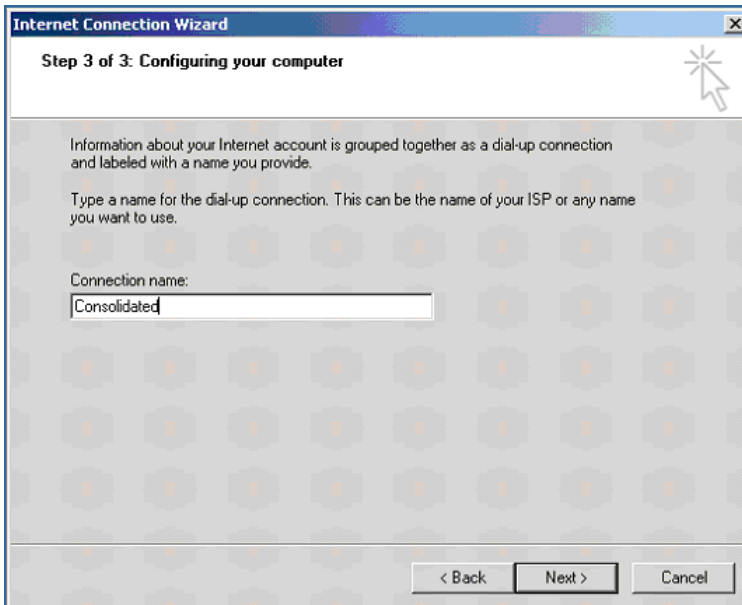
You will now see a screen that has a box to type in a telephone number. In that space, enter the dial up number for your area (*not your own phone number*). Where it says **“Use area code and dialing rules”**, click the box to uncheck the checkmark beside it. If you have call waiting, you can disable it while you are online by putting ***70** (for example you would then have ***70,xxx-4090**), this will prevent you from getting disconnected when people call you. Now hit **Next**



In the next window, enter your **“User name”**, for example if your e-mail address is *jd@pop.ctctel.com* then your user name is *jd*. Ensure that you are not using capitals or spaces. Now click in the field that says **“Password”**. This is the password that you have selected when you set-up your account. Now select the **“Next”** button.

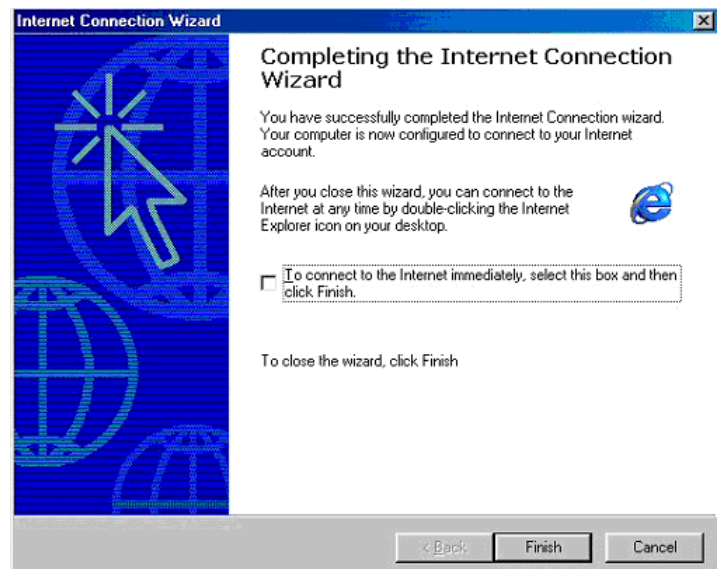


Consolidated Internet Win95, Win98, WinME Setup Instructions



You will now see a box that has the title to your connection. Remove what it says, (for example, it may say “**connection to 483-4090**”), and replace it with “**Consolidated**”, then select **next**.

Make sure you click the box to uncheck the “**Connect to the internet immediately**”. Now click “**Finish**”.



Now that you have finished the wizard, close the “**Control Panel**” and “**My Computer**” windows. You should now be looking, once again, at your desktop. Double click on the blue “**E**” or “**Internet Explorer**”, and you will be presented with a box that is asking you to connect to the Internet. Press on the “**Connect**” button.

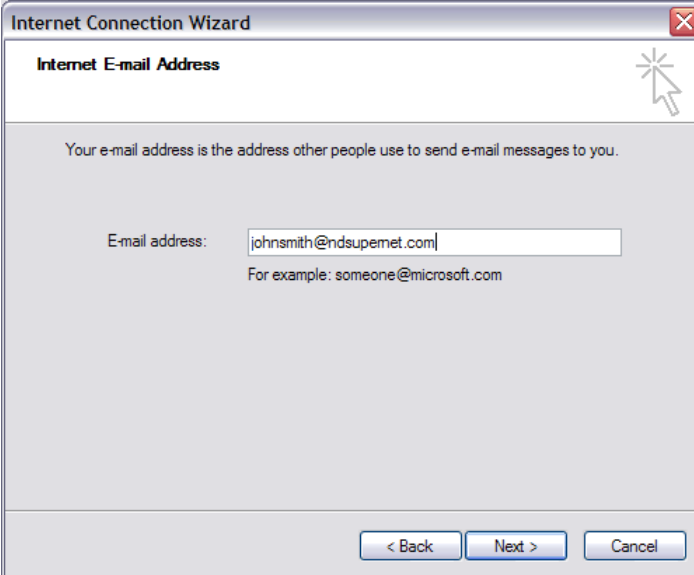
Consolidated Internet Outlook Express E-mail Client Setup

If this is your first time opening Outlook Express, the Internet Connection Wizard to set up your e-mail will run automatically.

Your Name

For the display name, please enter the name you wish to appear when you send someone an e-mail message. This can be your name or your company.

When you have entered the name to be displayed, click on **NEXT**



Internet E-mail Address

Enter your full e-mail address as provided by Consolidated Telcom. If you have questions on your e-mail address or would like to change it, please contact our office.

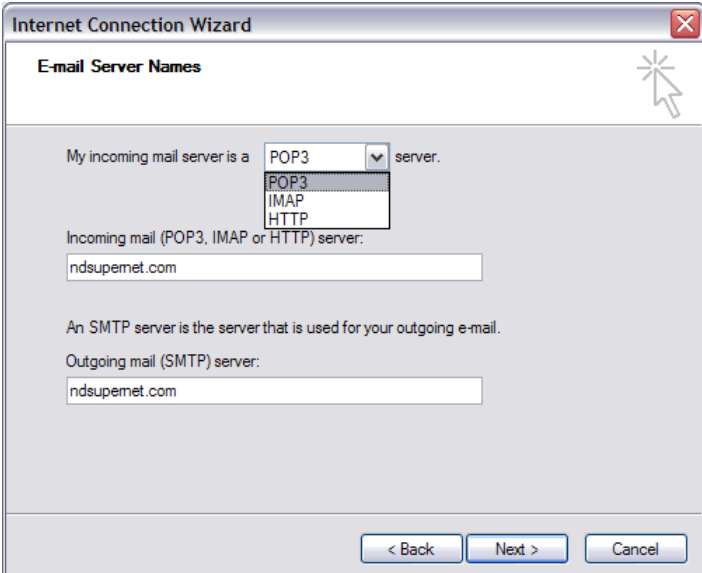
When you have entered your e-mail address, click on **NEXT**

E-mail Server Names

Choose **POP3** for your incoming mail server if you plan on receiving your e-mail only on this computer. If you plan on checking e-mail from more than one computer with Outlook Express, choose **IMAP**. **HTTP** is for hot-mail.com accounts and other web based e-mail accounts.

In the **Incoming** and **Outgoing mail servers**, enter the address after the @ sign of your e-mail address (ndsupernet.com or pop.ctctel.com)

When you have entered your e-mail address, click on **NEXT**



Consolidated Internet Outlook Express E-mail Client Setup

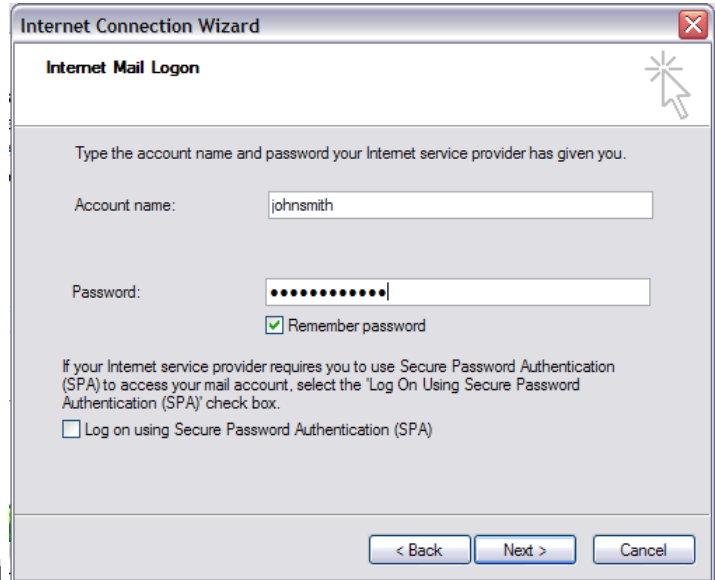
Internet Mail Logon

For the Account name, enter your e-mail username (the name you choose before the @ sign).

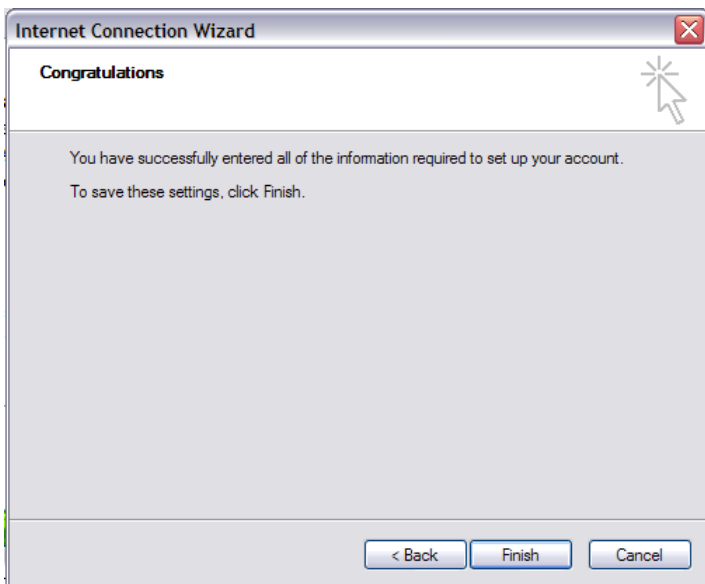
For Password, enter your password you choose for this e-mail username.

Do not choose "Log on using Secure Password Authentication (SPA)". You will not be able to log onto your account.

When you have entered the name to be displayed, click on **NEXT**



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'. Below the heading, it says 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the text 'johnsmith' and 'Password:' with a masked password '.....'. A 'Remember password' checkbox is checked. Below these fields, there is a note: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.' There is an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.



The screenshot shows the 'Internet Connection Wizard' dialog box with the 'Congratulations' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'Congratulations'. Below the heading, it says 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.' At the bottom, there are three buttons: '< Back', 'Finish', and 'Cancel'.

Congratulations

You are now finished setting up your e-mail account in Outlook Express

Click on **Finish** to exit the **Internet Connection Wizard**.