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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.

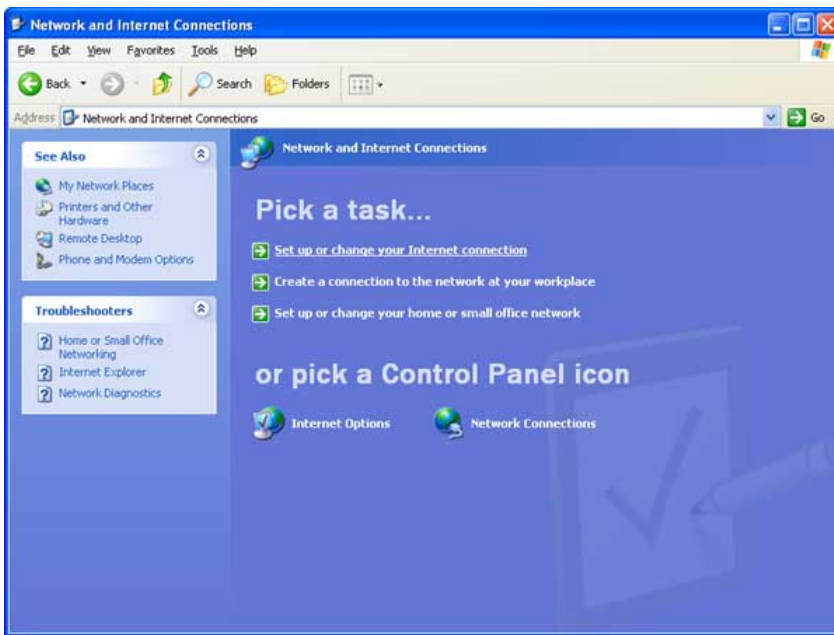
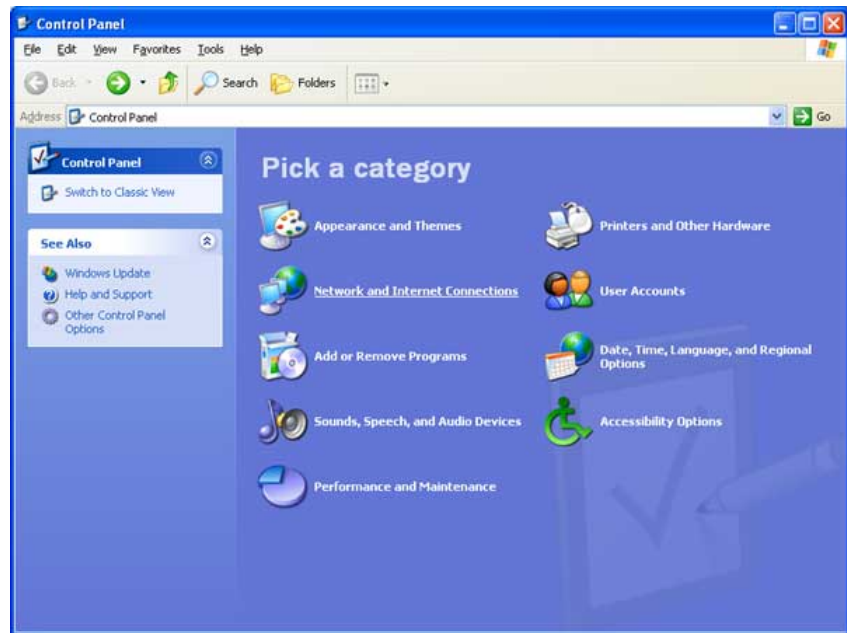
When the "Connect to" screen appears, click on "Dial Properties" in the lower right corner next to "Dialing From". On the Dial Properties window, in approximately the middle of the window, place a check in the box next to "To disable call waiting, dial:" and select *70 in the selection box. Now click 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 Windows XP Dial-up Setup

The following set of detailed instructions will walk you through the process of connecting to Consolidated in any of our dial-up locations.

Click on **START**

Then click on **Control Panel**. You will come to a screen that looks like this



Click on **Network and Internet Connections**. You should see a screen that looks like this

Next you want to click on **Network connections**.

Consolidated Internet Windows XP Dial-up Setup

- Then on the left side choose **Create a new connection**
- On the **New Connection Wizard** box choose **Next**.
- Make sure the bullet is on **Connect to the Internet** and click **Next**.
- Next choose **Set up my connection Manually** and click **Next**.
- Then choose **Connect using a dial up modem** and click **Next** again.
- Ok, now you are ready to type in our Name for the connection. (Name the connection anything you would like so you know what it is or you can just use Consolidated Internet)
- Now you want to enter in our phone number, then click **Next**.
- Now you want to enter in your username and password. (The username is the first part of your email address. You have to enter the password in the Confirm password box as well) then click **Next**.
- You have now successfully completed the steps for a dial up connection. You can check the option to add a shortcut to the connection to your desktop if needed.
- Choose **finish**.
- Click on the **X** in the top right hand corner of the **Network Connections** box and that should take you back to your desktop. Congratulations, you are now done and you should be able to connect to the internet.
- Double click on the blue e on your desktop or by your start button and the dial up box should come up automatically. If the connection box does not come up then in Internet Explorer go up to Tools, then Internet Options.
- Click on the connections tab and make sure always dial my default connection is chosen and click OK on the bottom.

Close Internet Explorer and then open it back up and the dial up box should show up.



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**

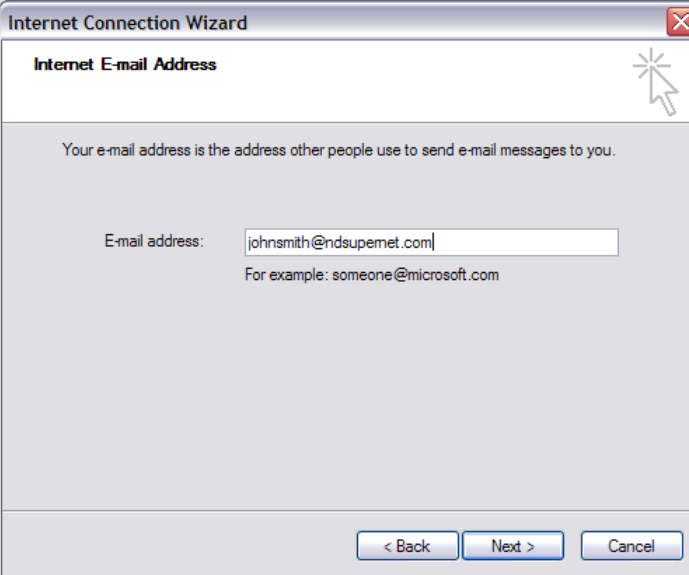


The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box for 'Display name:' containing 'John Smith'. A note above the text box says: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below the text box, it says 'For example: John Smith'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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**



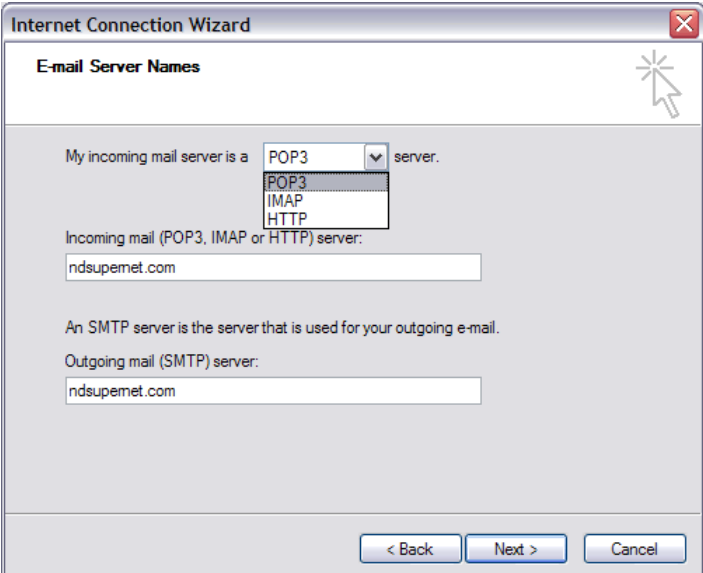
The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box for 'E-mail address:' containing 'johnsmith@ndsupernet.com'. A note above the text box says: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below the text box, it says 'For example: someone@microsoft.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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**



The screenshot shows the 'E-mail Server Names' step of the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu for 'My incoming mail server is a' with 'POP3' selected. A list of options (POP3, IMAP, HTTP) is shown below the dropdown. Below this, there is a text box for 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'ndsupernet.com'. Below that, there is a text box for 'Outgoing mail (SMTP) server:' containing 'ndsupernet.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Consolidated Internet Outlook Express E-mail Client Setup

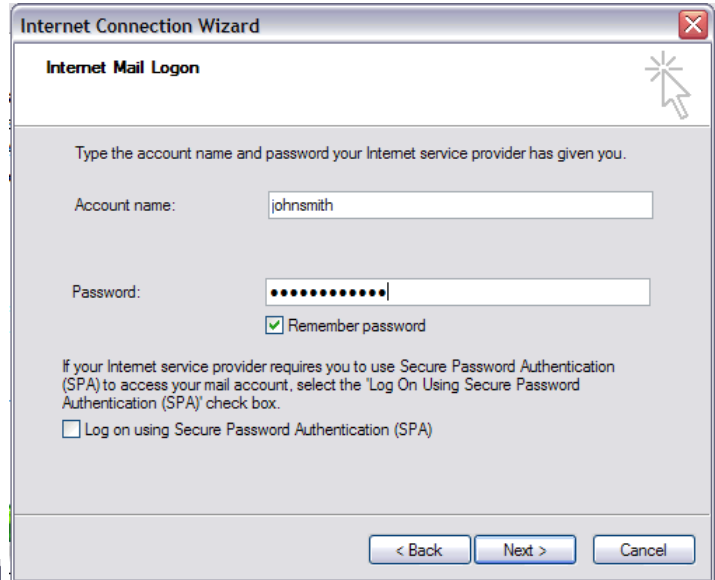
Internet Mail Logon

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

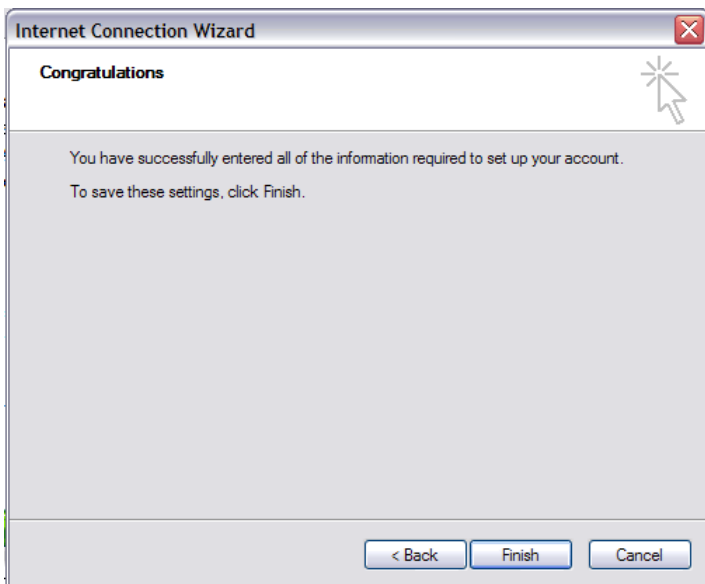
For Password, enter your password you choose for this e-mail username.

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 title bar reads 'Internet Connection Wizard'. The main text says 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' containing 'johnsmith' and 'Password:' containing a masked password. A 'Remember password' checkbox is checked. Below, there is a note about SPA and an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.



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

Congratulations

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

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