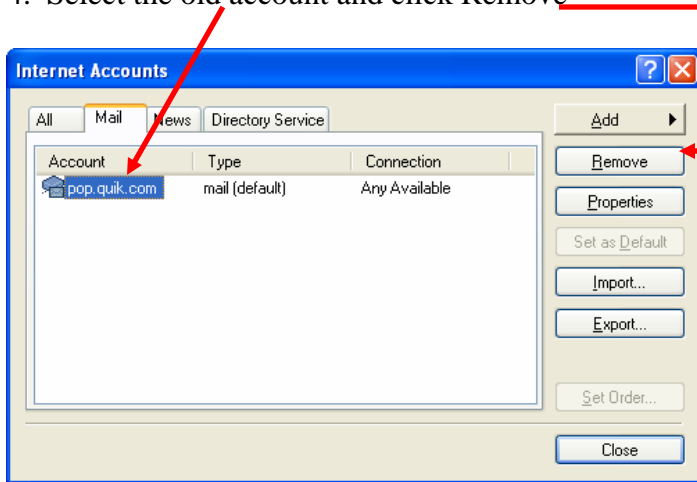


Adding In House Email Addresses to Outlook Express

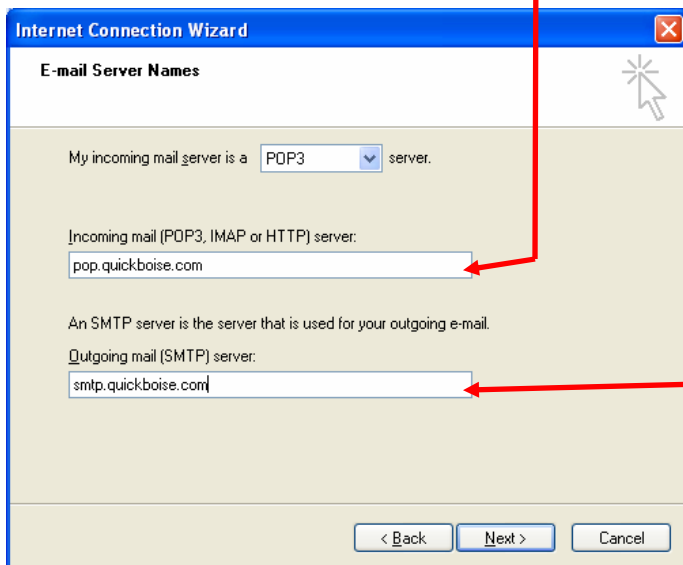
1. Open Outlook Express
2. Click Tools/Accounts
3. Click the mail tab at the top of the window
4. Select the old account and click Remove



Please note: you can continue to use your old email as long as you like. If you want to continue to receive mail from that account, skip step 4.

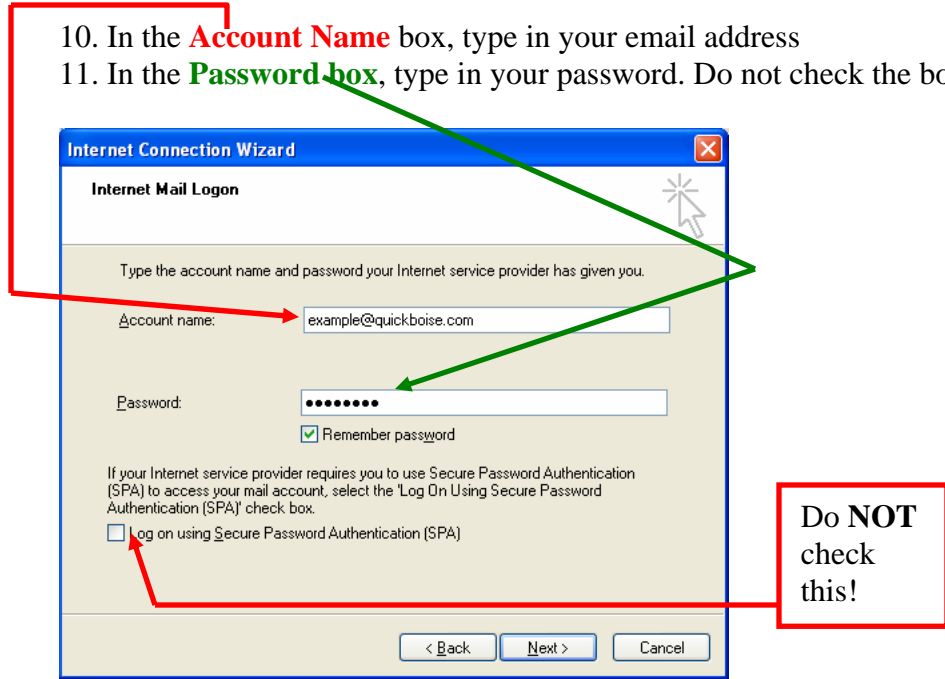
5. Click Add→Mail
6. Type in your name, and then click Next
7. Type in your email address, and then click Next
8. In the incoming and outgoing mail server fields insert the correct email server for your email address. Please see the chart below for the right servers:

Email Domain	Incoming Server	Outgoing Server
quickboise.com	pop.quickboise.com	smtp.quickboise.com
quickidaho.com	pop.quickidaho.com	smtp.quickidaho.com
quickutah.com	pop.quickutah.com	smtp.quickidaho.com



9. Click Next

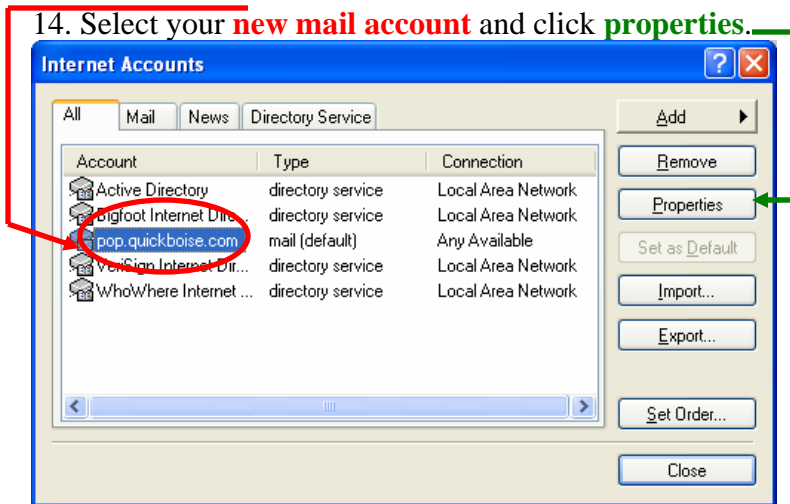
10. In the **Account Name** box, type in your email address
11. In the **Password box**, type in your password. Do not check the box.



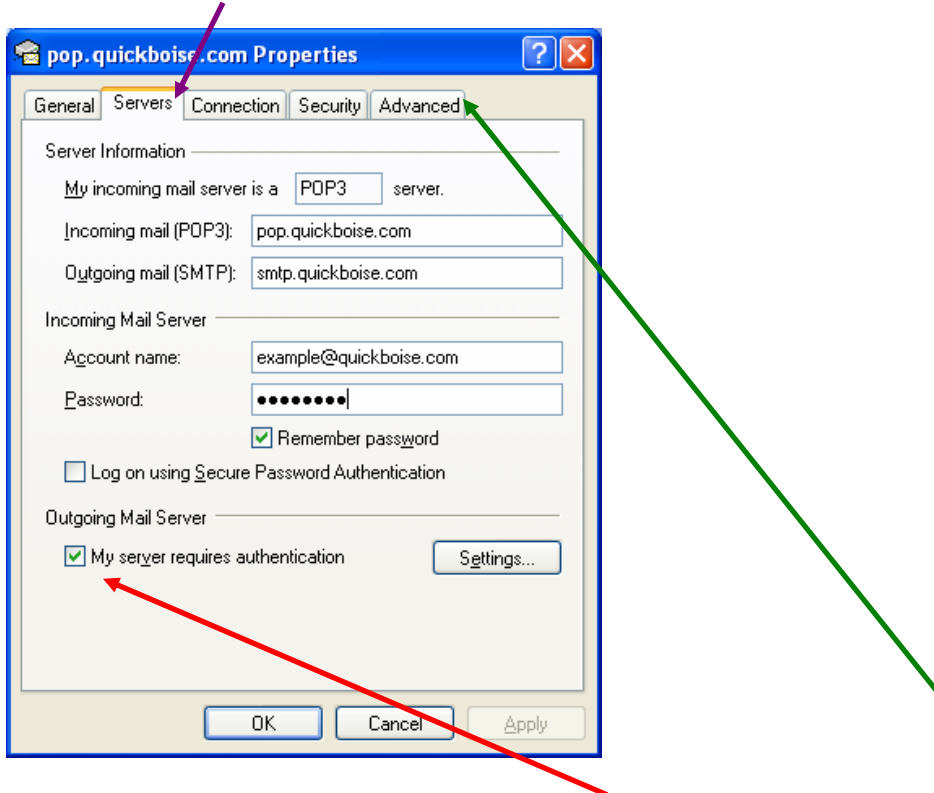
12. Click Next
13. Click Finish.

You will now be returned to the Internet Accounts page. However, we need to change a few more settings.

14. Select your **new mail account** and click **properties**.



15. Click on the **Servers** tab at the top of the new window that opens.



16. Check the box that says **“My server requires authentication”**

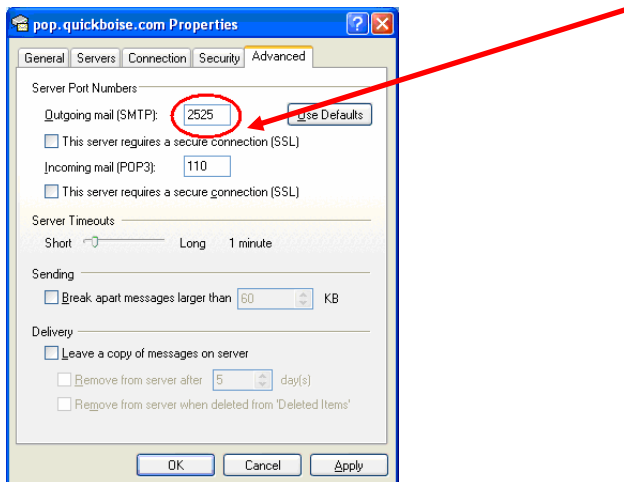
17. Click Apply.

Your email has now been configured. DSL customers, you are finished. Dial-up customers, we have one more step.

*****Dialup Only*****

18. Click on the **Advanced** tab.

19. Change the Outgoing Mail (SMTP) port to **2525**



Click Apply/OK/Close and you are done