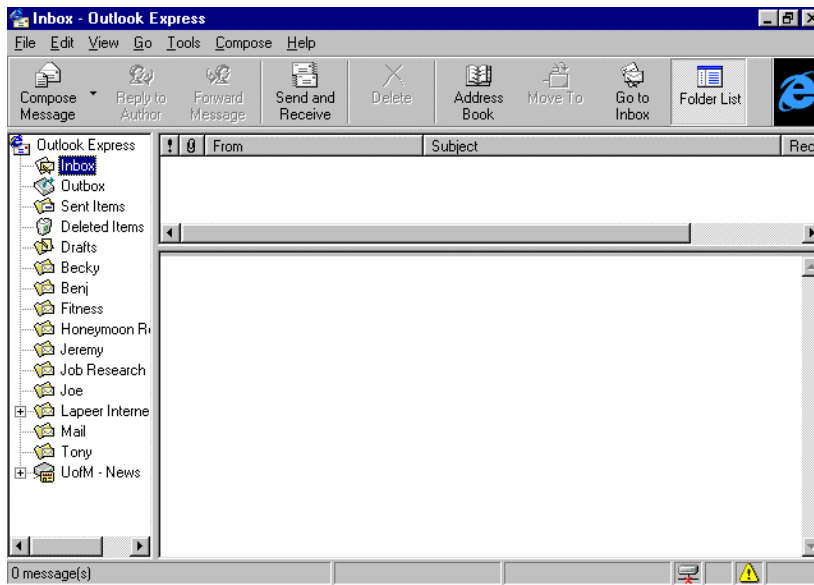


Opening Microsoft's Outlook Express to access your e-mail account

- On your desktop you will notice an icon similar to the 'e' with a circle around it.
- However, this icon has an image of a mail envelope as well.
- Double-click the icon to open *Outlook Express*.



- You should see something similar to this. (you may have less folders or things may be in a different position)
- When you open the program it should automatically start to dial the phone number to connect to the server to get your email. (unless you are already connected)
- If you would like to force *Outlook Express* to check your mail, at any time you can click the *Send and Receive* button.
- When you are through using *Outlook Express* just close the program by clicking the x in the upper right corner.
- If you are finished using your Internet connection, remember to disconnect. (refer to: *Disconnecting from the Lapeer Server*)

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