

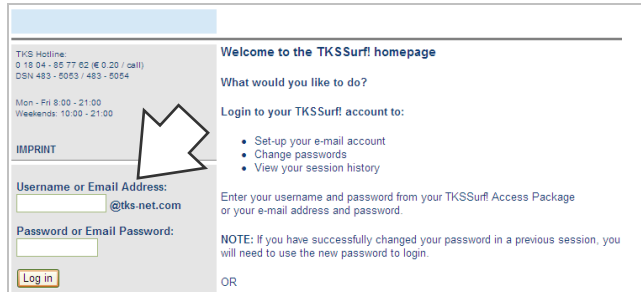
TKSSurf! E-mail Setup Vista Windows Mail

GETTING STARTED

Create a TKSSurf! E-mail Account

To use your TKSSurf! e-mail account, first login the TKSSurf! homepage where you'll be able to define a personalized TKSSurf! e-mail address and e-mail password - both are required in order to setup your computer's mail or messaging program.

1. Launch your Internet browser go to the TKSSurf! homepage at: **www.tks-net.com**
2. To access the TKSSurf! homepage, you must logon using a valid username and password.

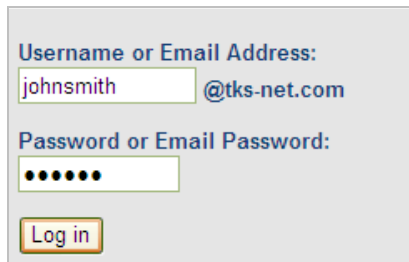


First time login:

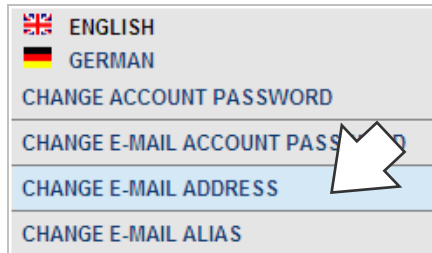
Enter the default username and password from your **TKSSurf! Access Package** in the respective fields, then click on **Log in**.

Login using your e-mail address:

Once you have successfully setup up your e-mail account you may login using your TKS e-mail address and password instead.



3. Click on **CHANGE E-MAIL ADDRESS** in the navigation bar on the right side of the page, and then follow the easy onscreen instructions.



SETUP TIP: Whenever you make changes to your TKSSurf! account, document the changes and keep a personal record. If later you decide to modify the e-mail password for example, this data must also be updated in your mail program.

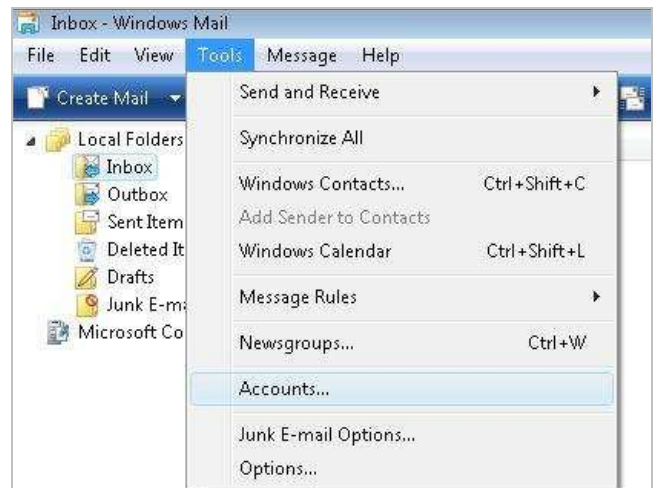
For this section you'll need your TKSSurf! e-mail address and password. The **GETTING STARTED** section provides instructions on how to setup your e-mail account.

1. Click on the Vista **Start** button  then click on **E-mail**.
NOTE: If Windows Mail is not displayed, click on **All Programs**.



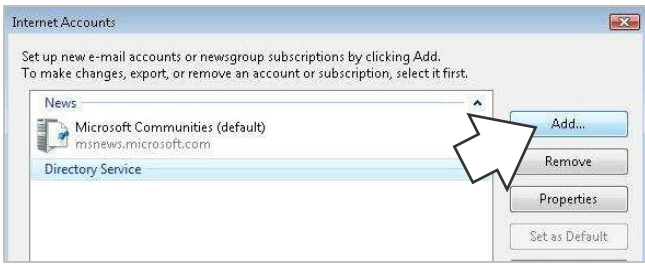
step 1: select E-mail

2. In Windows Mail, click on **Tools** and select **Accounts...** then click on **Add...**



step 2: select Accounts...

step 2 (cont): click on Add...



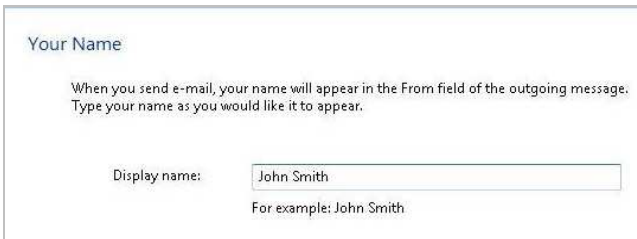
3. For the **Account Type**, select **E-mail Account**, click on **Next**.



step 3: Select Account Type

4. Define your **Display name** as you would like it to appear in the From field of outgoing messages, then click on **Next**.

TIP: Capitals and spaces can be used in the display name.



step 4: enter your Display name

5. Enter your entire **TKSSurf! e-mail address**, including the domain name **@tk-net.com**, then click on **Next**.

NOTE: If you haven't defined a personalized TKSSurf! e-mail address and e-mail password, first logon the TKSSurf! homepage at **www.tks-net.com**, both are required to complete this setup.



step 5: enter your TKSSurf! e-mail address

6. When setting up the e-mail server, enter the data as listed in your TKSSurf! Access Package:

Incoming e-mail server type: POP3
Incoming mail server: pop.tks-net.com
Outgoing mail server name: mailto.tks-net.com

Checkmark: **Outgoing server requires authentication**, then click on **Next**.



step 6: TKSSurf! server data

7. Carefully enter both your TKSSurf! **e-mail address** and TKSSurf! **e-mail password*** into the corresponding fields.

*Be sure to enter the e-mail password that you defined at the TKSSurf! homepage, not your Internet logon password.



step 7: e-mail username and password

8. After entering your TKSSurf! e-mail username and password, click on **Next** and then on **Finish** to complete the setup.

A new window will appear as Windows Mail checks the TKS e-mail server for any new messages, close this window.

You have completed your TKSSurf! e-mail configuration.

Relaunch Windows Mail and start sending e-mails!



Additional setup guides are available at the TKS website.

www.tksable.com