



Dial-up Internet & E-mail Setup Instructions for Windows Millennium (Me)

If, after you have read this entire document, you are still having difficulties with the installation, please contact Lakedale's Internet Help Desk at:

320-274-9800
320-243-9800
763-675-9800
877-535-3375

Annandale, Maple Lake, and South Haven
Paynesville
Buffalo, Montrose, Rockford, Twin Cities, and Waverly
Toll-Free

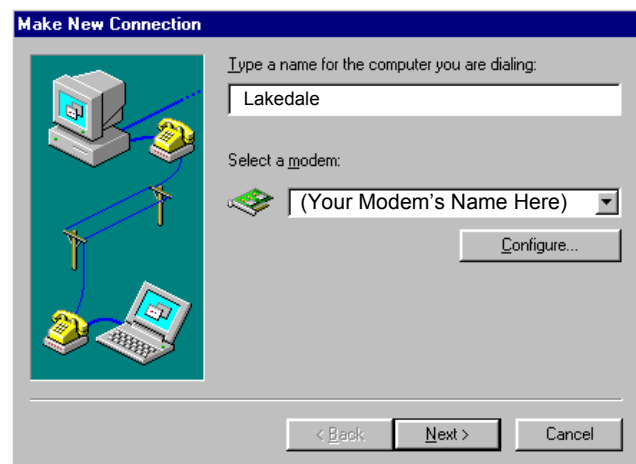
Technical Support 24 / 7



Click on **Start** on the **Taskbar**. Go to **Settings** and click on **Dial-Up Networking**. Double-click on **Make New Connection**.

The Make New Connection window appears. The default name is My Connection. Type in a new name: **Lakedale**.

Click **Next >**.

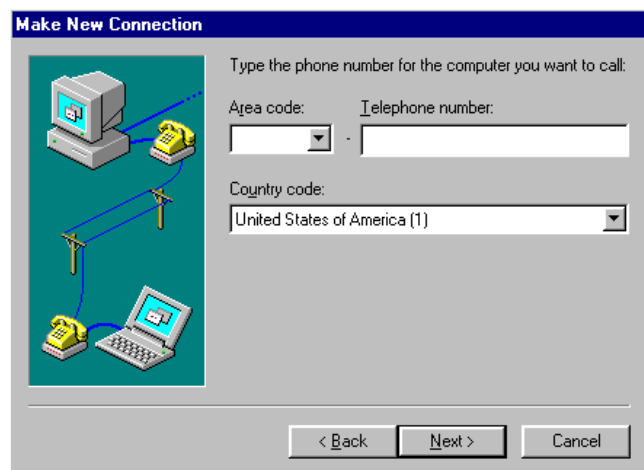


At the Phone Number Window, type in the phone number to call the modem pool. See the chart below.

Click **Next >**.

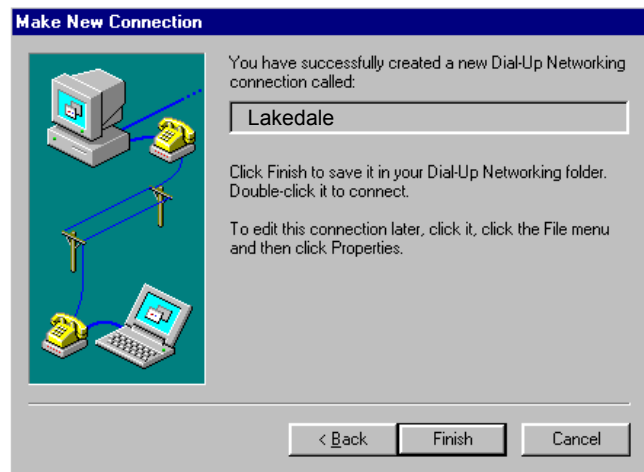
Lakedale Modem Pool Phone Numbers

274-9500	Annandale, South Haven
963-9500	Maple Lake
243-9500	Paynesville
675-9500	Buffalo, Montrose, Twin Cities, & Waverly
286-6622	Cokato, Dassel, & Howard Lake



Make sure you choose a phone number that is a local call for you. If you choose one that is long distance, you will be billed for the long distance calls.

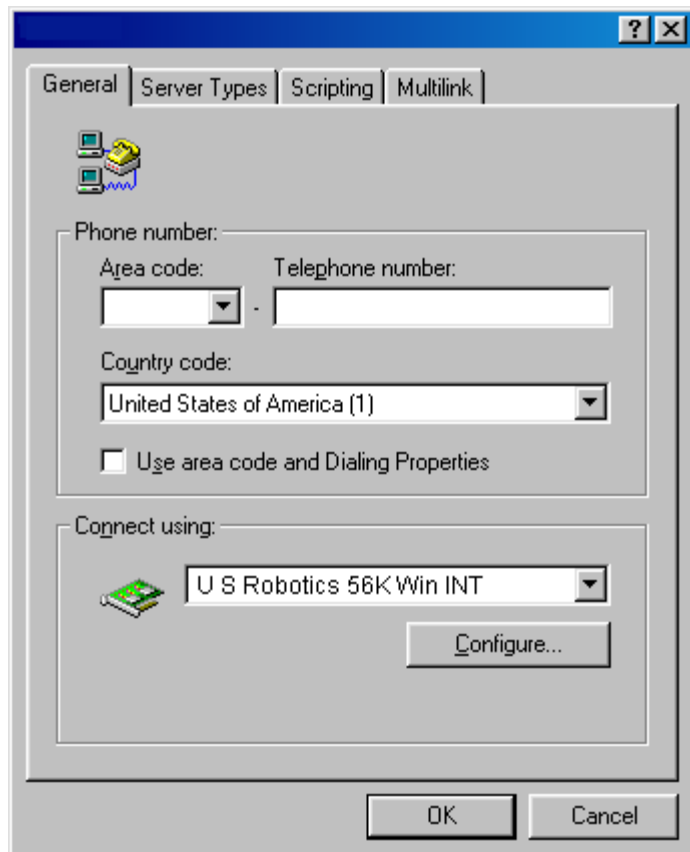
Click **Finish** to create the connection icon shown below.



Put your mouse pointer over the icon above, and click the mouse's right button once. A menu box will open. Click once with the mouse's left button on **Properties** to open up the properties for this connection.

Make sure that the area code and telephone number you are calling are correct. Also, make sure that your modem is selected in the **Connect using** window.

Next, click on the tab **Server Types** at the top of the window.

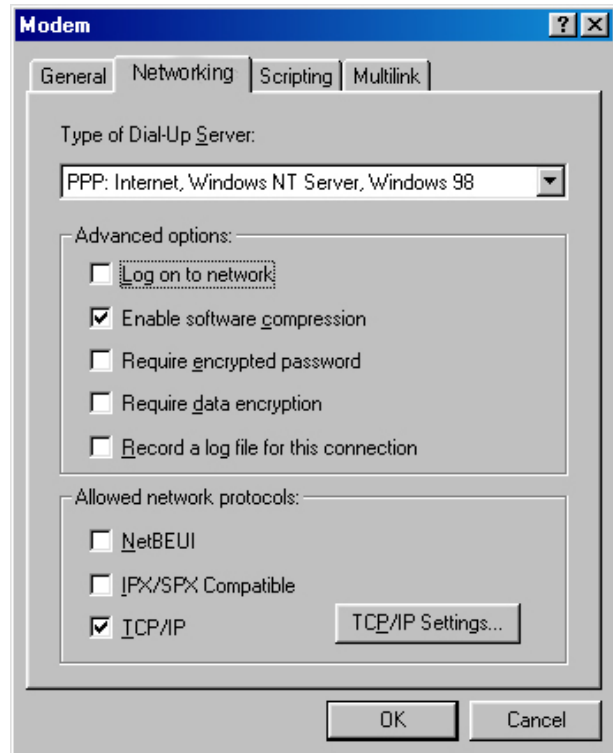


Make sure that the **Type of Dial-Up Server** starts with PPP.

Under **Advanced options**, the only box that should be checked is **Enable software compression**.

Under **Allowed network protocols**, the only box that should be checked is **TCP/IP**.

Click **OK** when finished.



Now, double click with the left mouse button on the icon Lakedale in the **Dial-up Networking** window. Make sure the number you are calling is correct.

Make sure you are **not** dialing long distance. If you are in the 320-area code make sure that 320 is not being dialed.

In the **User name** field, type in your full e-mail address (example: username@lakedalelink.net).

In the **Password** field, type in your password. If you check **Save password**, you won't have to enter it each time you try to check your mail.



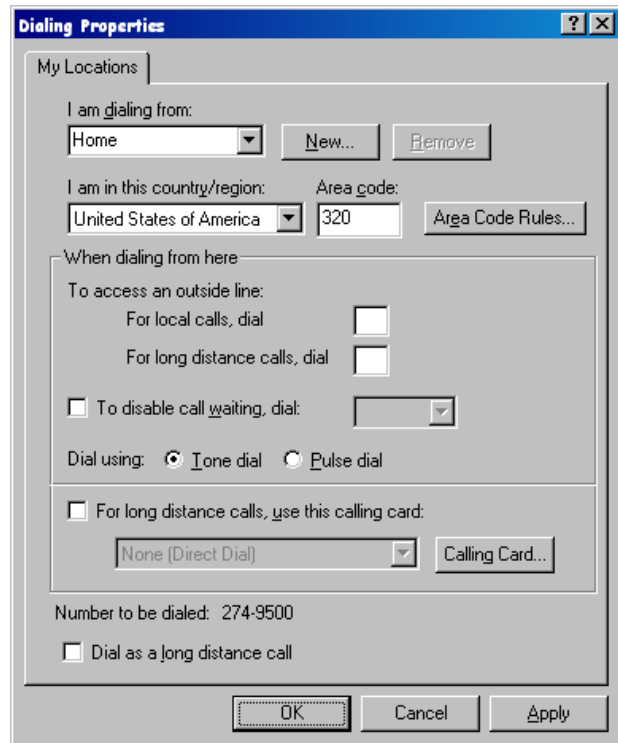
If the phone number is not correct, click on **Dial Properties**.

If the area code is wrong, delete it and then type the correct area code. If you need to turn off/on 10-digit dialing, click on **Area Code Rules** and check **always dial the area code (10-digit dialing)**. Do not do this if you have 320-area code.

If you have call waiting and need to disable this feature, check the box **To disable call waiting, dial:** Then in the pull down, click on *70. There may be additional charges to use Call Waiting. If you are not sure if you can use *70, call our Customer Service Center.

If you are dialing long distance and your area code is correct above, make sure the box **Dial as a long distance call** is not checked.

Click **OK** when finished.



Next, you will make sure that your computer's Network protocols are set up correctly.

First, click on the **Start** button on your desktop, then go to **Settings** and click once on **Control Panel**.

When the Control Panel opens, click twice on the icon **Network**.

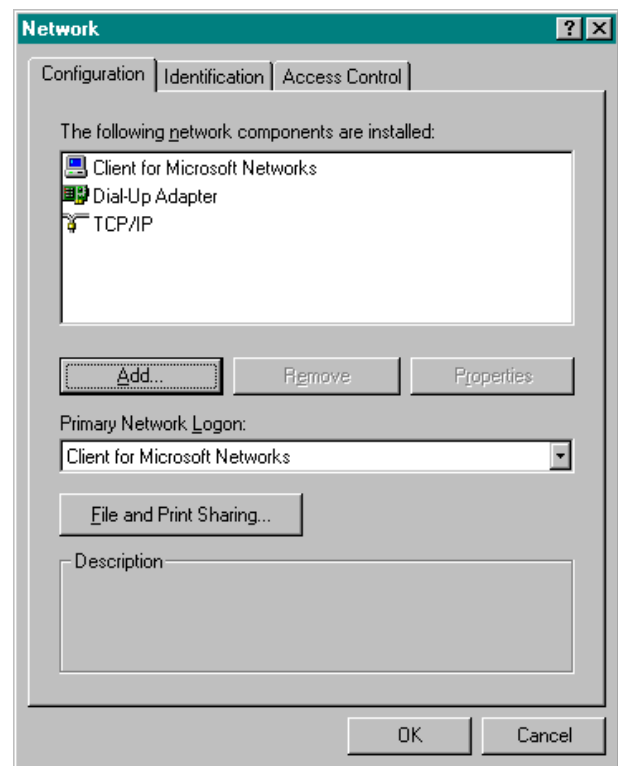


WARNING: If you are on a network (more than one computer connected together), do not remove items from this box. Contact your system administrator before completing installation.

When the window opens, if it looks exactly like the one to the right, click cancel and continue on to page 5.

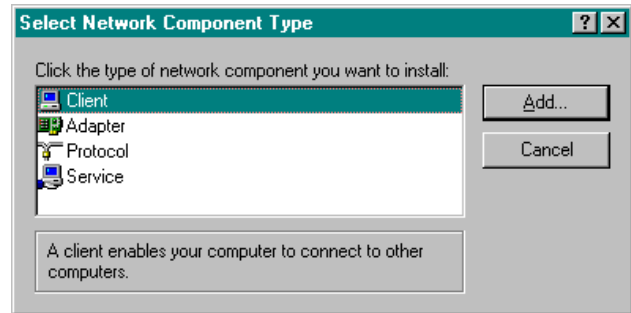
If it does not, then your Network protocols will need to be set up.

If you have more items than what is indicated here, click on each of them individually, then click once on the **Remove** button. Keep doing this until they are all gone.



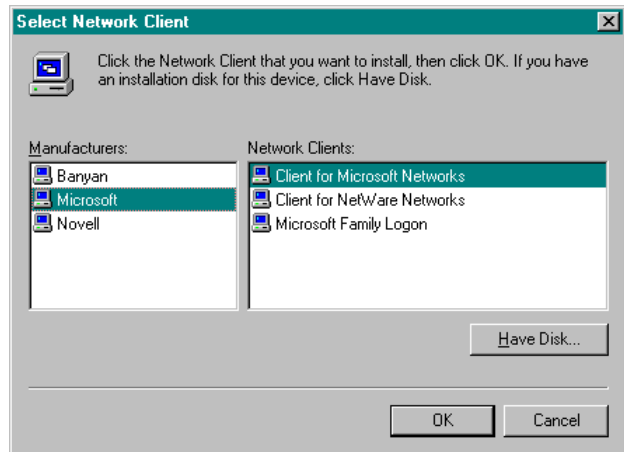
When all the components are removed, click once on the **Add** button.

Choose Client and click on **Add**.



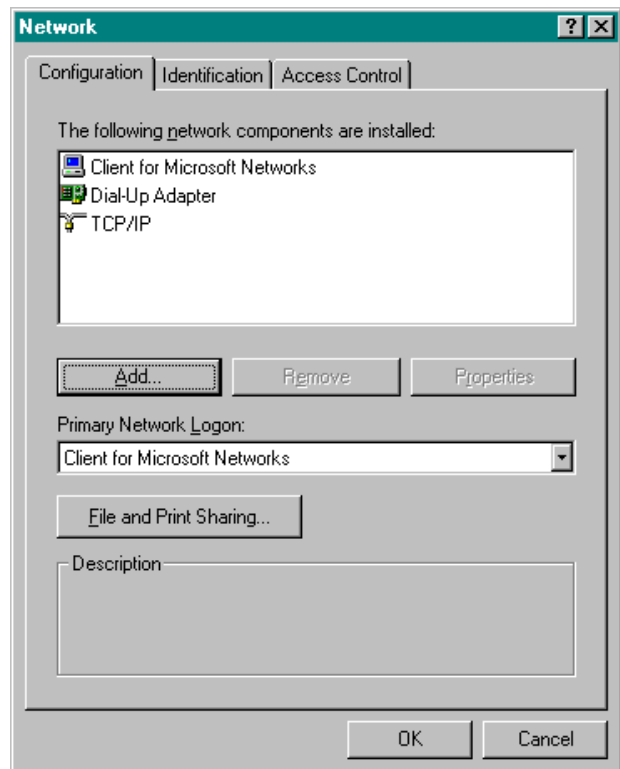
Click on **Microsoft** under Manufacturers and click on **Client for Microsoft Networks** under Network Clients.

Click **OK** when you are done.



Your **Network** window should look like the one to the right. If it looks almost identical, but there are two **TCP/IPs**, click once on the top TCP/IP and click once on the **Remove** button.

If your **Network** window looks the same, click the **OK** button at the bottom of the window. You are done. Your computer will copy files from your hard drive. It may even ask for your Windows Me System Software CD. Follow the Instructions in the pop-up windows. When you are prompted to restart your computer, do so.



When your computer restarts, double click on the **Internet** or **Internet Options** Icon in the Control Panel.



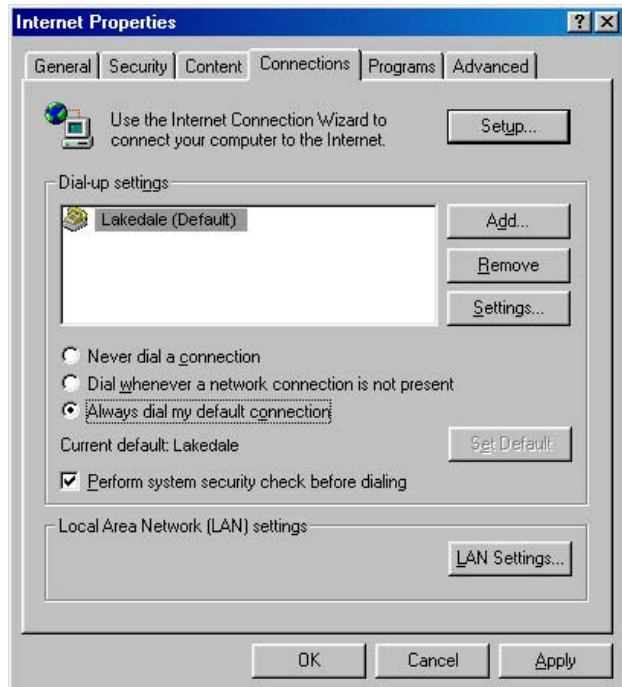
Internet Options

This will open a window called **Internet Properties**. It most likely will look like the window to the right. If it looks different, make sure that Dial-up Connection is selected to use your phone line or modem. Make sure your Dial-up Networking Connection is Lakedale.

If you have the window to the right, make sure that it says **Lakedale (Default)** under **Dial-up settings**. If it does not, click once on Lakedale to highlight it and then click on the button that says **Set Default**.

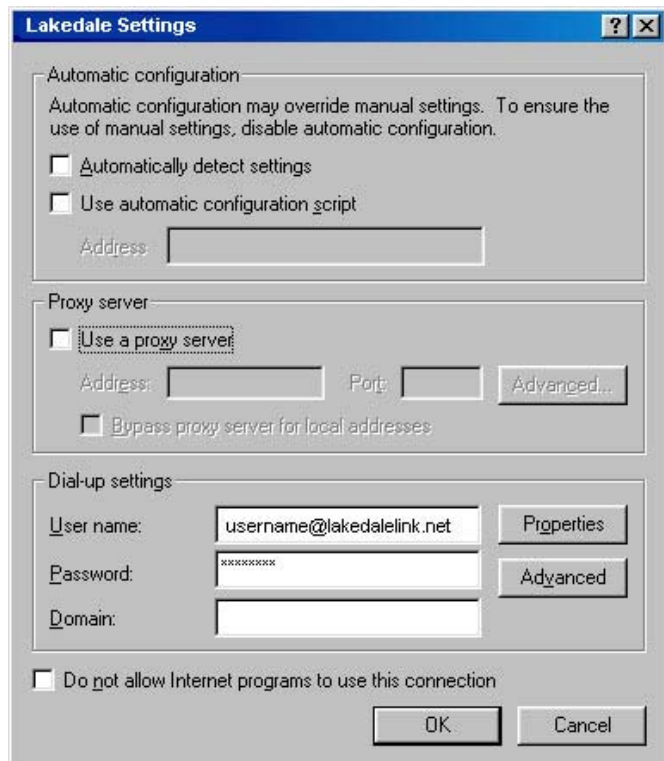
Next, make sure that the radio button **Always dial my default connection** is selected.

Click on **Settings**.



In the **Lakedale Settings** window, type in your **User name** (e-mail address) and **Password** that you supplied to us on your Dial-up Internet Application. (Note: the password will appear as asterisks. It is encrypted for your protection.)

Click **OK** and close the Control Panels.



E-mail Setup Instructions

Outlook Express – To add an E-mail Account:

If you are using Outlook Express for the first time, you may get a connection wizard when you open the program. Follow the instruction in the wizard. **Note:** at the beginning of the wizard, it may ask you if you want to open a new account or use an existing account. You want to use an existing account. Fill in the questions in each window with the information provided by Lakedale and click **Next**. **When the installation is complete, click Finish.**

1. Open **Outlook Express**. On the **Tools** menu, click **Accounts**.
2. Click on the **mail** tab.
3. In the **Internet Accounts** dialog box, click on **Add** button.
4. Select **Mail** to open the Internet Connection Wizard, and then follow the instructions to establish a connection with a mail server.
5. Display Name: (Your Real Name e.g., John Smith). Click, **Next**.
6. Choose I already have an e-mail address I'd like to use. Type in your e-mail address provided by Lakedale (e.g., example@lakedalelink.net). Click, **Next**.
7. The incoming mail server type is a **POP3** server. The incoming mail (POP3) is: **pop3.lakedalelink.net** (in small, lowercase letters). The outgoing mail (**SMTP**) is: **smtp.lakedalelink.net** (in small, lowercase letters). Click **Next**.
8. Type in your **Account Name**. It's your e-mail address (e.g., example@lakedalelink.net). Put in your password. If you type in your password here and select **Remember Password**, you won't have to enter it each time you try to check your mail. Click **Next**. Click **Finished**.
9. After you click **finished**, you will return to the **Internet Accounts** dialogue box. Make sure your new account is highlighted. On the right side of the box, select the **Properties** button.
10. Click on the **Servers** tab. Put a check mark in the box to the left of **My server requires authentication**. Click **Settings**.
11. Select **Log on using**. In the **Account name** field, type in the first part of your e-mail address hyphen lakedalelink (e.g., example-lakedalelink).
12. In the **Password** name field, type in your password and put a check mark in the box to the left of **Remember password**. Click **OK**.
13. Click on the **Advanced** tab. In the **Outgoing mail (SMTP)** field, type in **587**. Click **OK**.
14. You are now **finished**. Click **Close**.

To learn how to use your e-mail program, click on **Help** on the tool bar at the top of the Outlook Express window. Click on Contents and Index. In this help window, you may read on how to use all of the functions of Outlook Express mail.

E-mail Setup Instructions *(continued)*

Netscape Messenger E-mail – Using the Mail Setup Program:

If you have just installed Messenger or have yet to set your preferences for sending and receiving mail, you will be prompted to use the Mail & Newsgroups setup program (Windows and Mac OS (only) when you first open your Inbox. *Note: Lakedale no longer offers Newsgroups.*

The setup program asks you to provide settings for required preferences. If you do not know a setting, you must exit the program and consult Lakedale's Help Desk. You can always change these settings later by choosing Preferences from the Edit menu and selecting the Mail & Newsgroup Preferences category.

To use the Mail Setup Program:

1. Be sure to type the following information exactly as it's given to you. Match uppercase and lowercase characters. Click Forward or Back to move through the panels. To cancel your changes click the window's close box.
 - Your username on the mail server. Same as your **E-mail Address**.
 - Your password for the mail server. Same as your **Account Password**.
 - Your reply-to or return address. Your return address is usually your username combined with your site and domain names (e.g., helpdesk@lakedalelink.net).
 - Your real name: Netscape Messenger includes it with your username when you send a message. (Hint: Put your name here how you would write it on any application, e.g., John Smith.)
 - The incoming mail server is a **POP3** server. The incoming mail (POP3) is: **pop3.lakedalelink.net** (in small, lowercase letters).
 - The outgoing mail (**SMTP**) is: **smtp.lakedalelink.net** (in small, lowercase letters).

2. Click **OK**.

You are finished. To learn how to use your e-mail program, click on **Help** on the tool bar at the top of the Netscape window. Click on Help Contents. In this Help window you may read on how to use all of the functions of Netscape Messenger.