

How To Set Up A Dial Up Connection In Windows XP

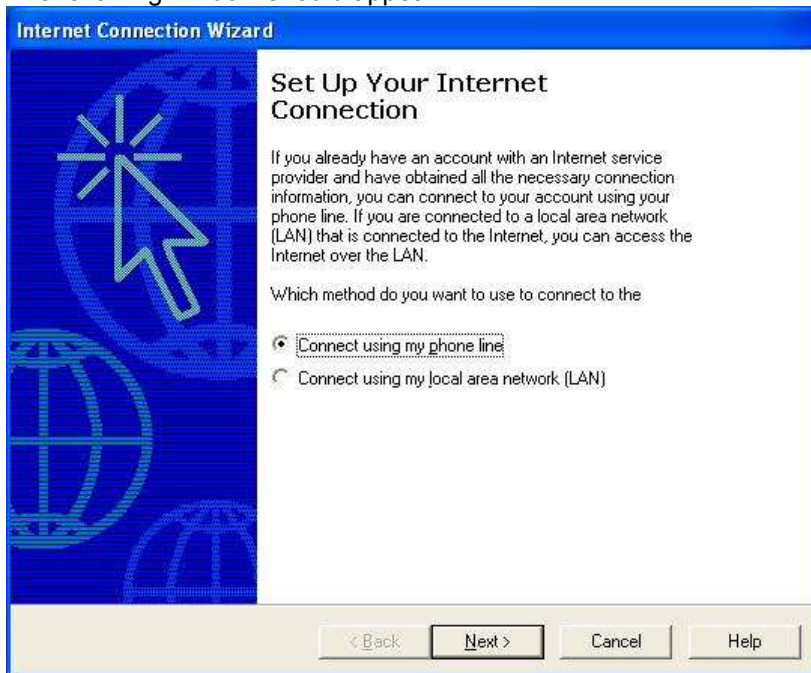
If you have any problems during the setup process, please feel free to contact the Helpdesk 24 hours a day 7 days a week on 278-9276

Click on the **START** button.

Click **Run**

A window will appear that says. "Type the name of the program, folder, document, or Internet Resource, and Windows will open it for you."

In the white box type "**inetwiz**" (without the quotation marks)
The following window should appear.



We want to select "**Connect using a phone line**" and then click **Next>**

You will be asked the phone number that you want to dial. It should look like the picture below.

Internet Connection Wizard

Step 1 of 3: Internet Account Connection Information

Type the phone number you dial to connect to your ISP.

Area code: Telephone number:
1 - 2790144

Country/region name and code:
United States (1)

Use area code and dialing rules

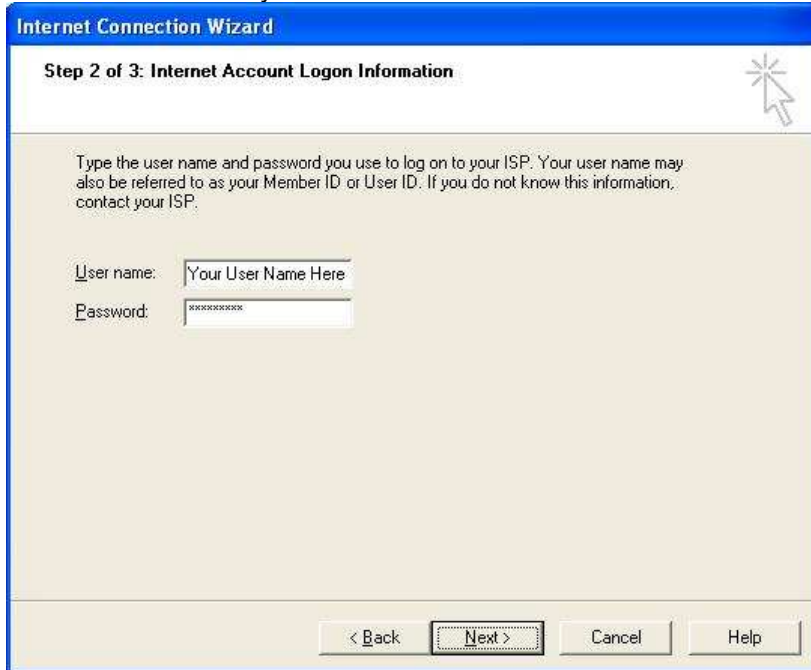
To configure connection properties, click Advanced.
(Most ISPs do not require advanced settings.)

Advanced...

< Back Next > Cancel Help

In the Telephone number box you should type **2790144** and then click **Next>**
As long as you can make a call to Coldwater locally you do NOT need to enter an area code.

You will be asked for your User name and Password. You should see the screen below.

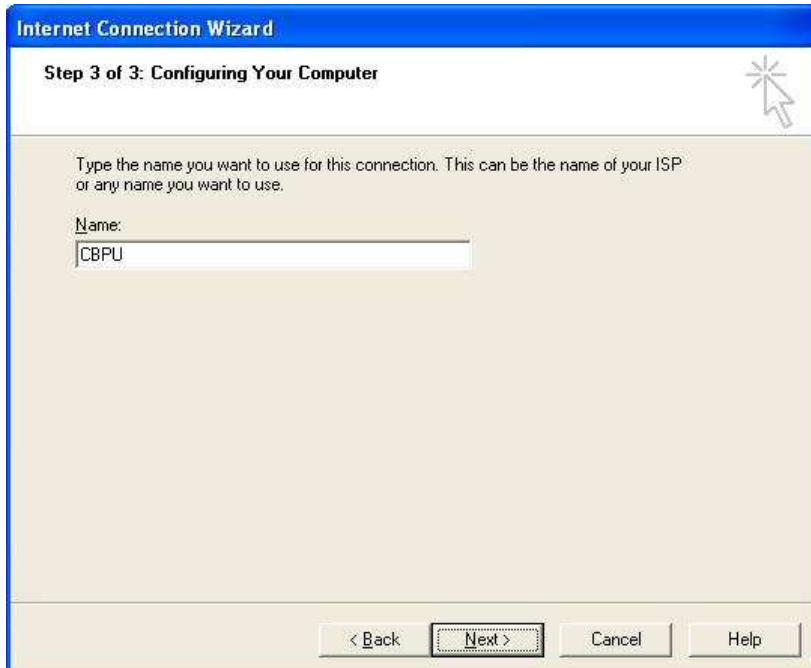


The screenshot shows a window titled "Internet Connection Wizard" with a blue header. Below the header, it says "Step 2 of 3: Internet Account Logon Information". A mouse cursor is pointing at a star icon in the top right corner. The main area contains the following text: "Type the user name and password you use to log on to your ISP. Your user name may also be referred to as your Member ID or User ID. If you do not know this information, contact your ISP." Below this text are two input fields: "User name:" with the placeholder text "Your User Name Here" and "Password:" with a field filled with asterisks. At the bottom, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Enter your **Username** and **Password** and then click **Next>**

You need to enter the user name and password that you gave the CBPU staff. You do **NOT** need to enter @cbpu.com at the end of the user name. The password is case sensitive and it will appear as a line of x's (for security purposes).

You will then be asked to name the connection. It should look like this.



The screenshot shows a window titled "Internet Connection Wizard" with a blue header. Below the header, it says "Step 3 of 3: Configuring Your Computer". A mouse cursor is pointing at a star icon in the top right corner. The main area contains the following text: "Type the name you want to use for this connection. This can be the name of your ISP or any name you want to use." Below this text is a single input field labeled "Name:" with the text "CBPU" entered. At the bottom, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

In the Name box you should type **CBPU**. Then click **Next>**

We will now set up your Email account. From this screen select **Yes** and click **Next>**



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Set Up Your Internet Mail Account". The main text explains that an Internet mail program is installed and that the user must have already signed up for an e-mail account. It asks, "Do you want to set up an Internet mail account now?" with two radio button options: "Yes" (which is selected) and "No". At the bottom, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

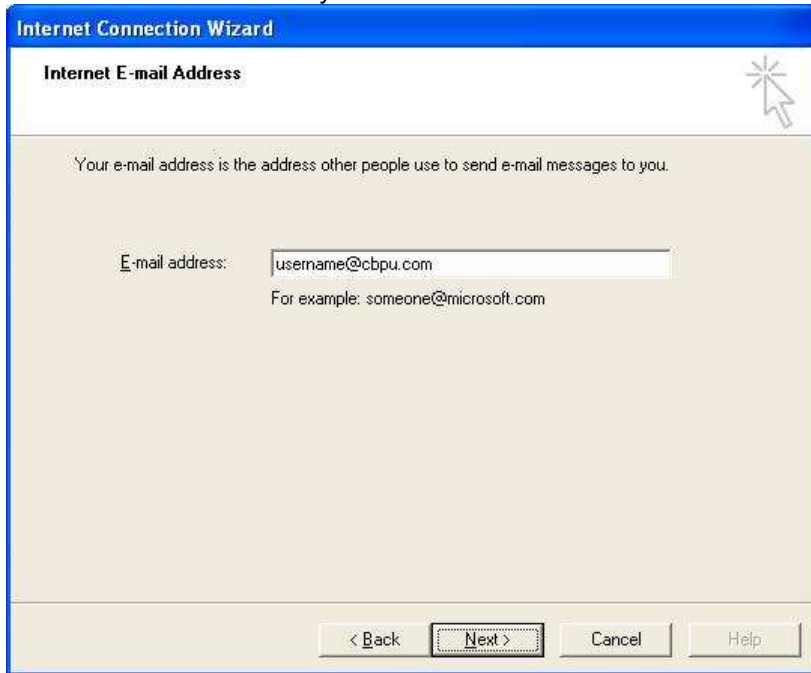
It will then ask you for a Display Name. You should see this screen below.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Your Name". The main text 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 this is a text input field labeled "Display name:" containing the placeholder text "Your Real Name Here". Underneath the field, it says "For example: John Smith". At the bottom, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

In the Display name box you want to type your **real name** (e.g. Jane Jones). This name will be attached to any email that you send so that people receiving it will recognize who it is from. Enter your **real name** and click **Next>**

You will then be asked for your email address for CBPU. You can enter it into the screen seen below.



The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet E-mail Address'. The main text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this is a text input field containing 'username@cbpu.com'. A smaller example text below the field says 'For example: someone@microsoft.com'. At the bottom of the window are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Enter you **CBPU email address** and click **Next>**

It should have your username followed by @cbpu.com without any spaces.

You will then be asked to enter the server names. See the picture below for what you should see.



The screenshot shows the 'Internet Connection Wizard' window with the title 'E-mail Server Names'. The main text reads: 'My incoming mail server is a POP3 server.' Below this is a text input field containing 'mail.cbpu.com'. The next section reads: 'Incoming mail (POP3, IMAP or HTTP) server:' followed by another text input field containing 'mail.cbpu.com'. The final section reads: 'An SMTP server is the server that is used for your outgoing e-mail.' followed by a text input field containing 'mail.cbpu.com'. At the bottom of the window are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

In both the Incoming mail (POP3, IMAP or HTTP) server: and the Outgoing mail (SMTP) server: you should enter **mail.cbpu.com** and then click **Next>**

Ensure that your spelling is correct and that you enter a period between each word.

You will then be asked to enter your Password again. See below.

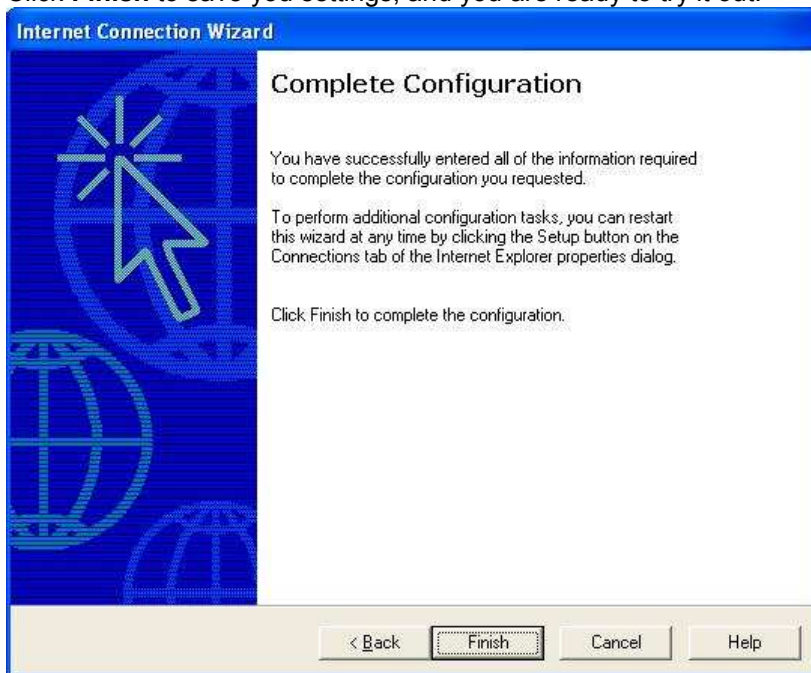


The screenshot shows the 'Internet Mail Logon' window of the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main title is 'Internet Mail Logon'. Below the title, there is a text prompt: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the text 'username' and 'Password:' with masked characters 'xxxxxxxx'. A checked checkbox labeled 'Remember password' is located below the password field. A paragraph of text explains that if the ISP requires Secure Password Authentication (SPA), the 'Log On Using Secure Password Authentication (SPA)' checkbox should be selected. This checkbox is currently unchecked. At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Enter your **Password** and click **Next>**

Your Account name should already be entered for you. You should make sure that the "Log on using Secure Password Authentication (SPA)" checkbox in **NOT** checked.

You have now entered all the information needed, to get you connected to the Internet. Click **Finish** to save you settings, and you are ready to try it out.



The screenshot shows the 'Complete Configuration' window of the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main title is 'Complete Configuration'. On the left side, there is a blue graphic with a mouse cursor pointing at a globe. The main text area contains the following information: 'You have successfully entered all of the information required to complete the configuration you requested.' 'To perform additional configuration tasks, you can restart this wizard at any time by clicking the Setup button on the Connections tab of the Internet Explorer properties dialog.' 'Click Finish to complete the configuration.' At the bottom, there are four buttons: '< Back', 'Finish', 'Cancel', and 'Help'.

To try out your new connection, Double click on the Internet Explorer icon. It will open the program and ask you to connect. You should check your user name and then click Connect.

**If you have any internet problems please feel free to contact the Helpdesk
24 hours a day 7 days a week on 278-9276**