

## Setting up Outlook Express for use with YK Communications

My YKC User ID is: \_\_\_\_\_

My Email Address is: \_\_\_\_\_

My YKC Password is: \_\_\_\_\_

My IP Address is: \_\_\_\_\_

### YKC Email Information

My Incoming server is a POP3 Server.

Incoming mail (POP3) server name: mail.ykc.com

Outgoing mail (SMTP) server name: mail.ykc.com

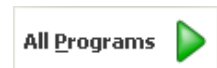
## Setting Up Your Internet Mail Account

Outlook Express has a easy to use wizard to guide you through setting up your email account. The following procedures will allow you to setup your YK Communications email account in Outlook Express.

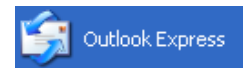
1. Click the “**Start**” icon displayed on your taskbar.



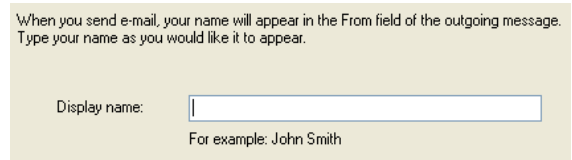
2. Hold your mouse pointer over the “**All Programs**” icon. A menu listing your computer’s programs should open to the right.



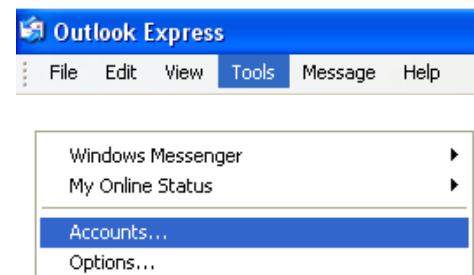
3. Click the **Outlook Express** icon to open the Outlook Express program.



4. When Outlook Express opens you may see the following prompt: If you see this image, skip forward to **Step 10**. If you **do not** see this prompt, continue with the **next Step**.



5. Click on **Tools** located at the top of the window.

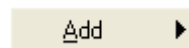


6. Click on **Accounts**



7. Click the **Mail** tab

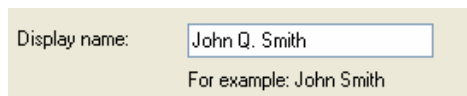
8. Click the **Add** button



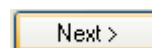
9. Click **“Mail”**



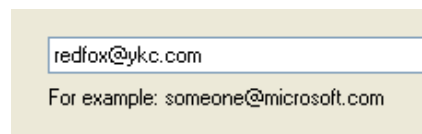
10. The Internet Connection Wizard window will open and ask for a display name. Type your real name in the box provided. This is the way other people will see your name on E-mail messages you send them.



Click the **Next** button.



11. Refer to page one for your Internet E-mail address. Type your E-mail address into the box provided.

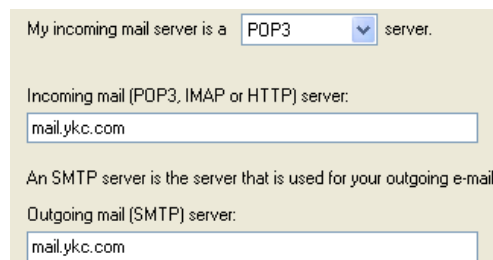


Click the **Next** button.



12. Enter the following information as shown to the right:

My incoming mail server is a **POP3** server.  
Incoming mail server: **mail.ykc.com**  
Outgoing mail server: **mail.ykc.com**



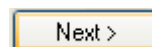
Click the **Next** button.



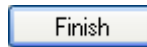
13. Enter your complete **E-mail address** in the box labeled **“Account name:”**  
Enter your password in the box provided.  
Select the box labeled **“Remember password”**.



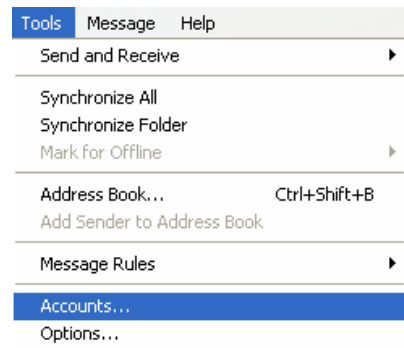
Click the **Next** button.



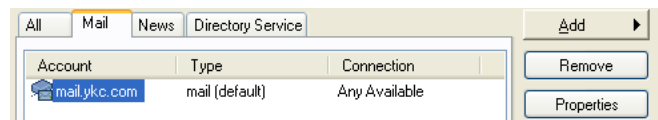
14. To complete the wizard, click **Finish**



15. After you have completed the Wizard, Click on **Tools** located at the top of the window and click on **Accounts**

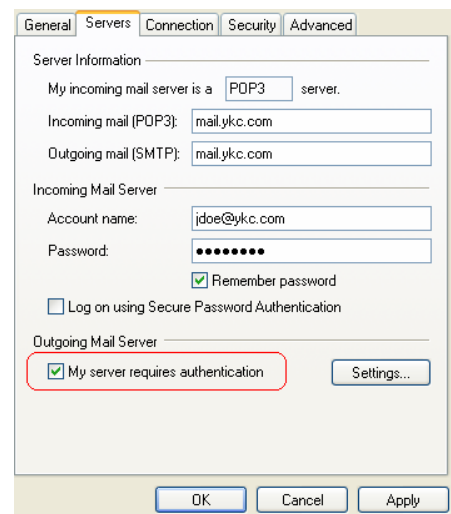


16. Once you have selected **Accounts** from the Tools menu a new window will open. Click the **mail.ykc.com** from the listing and click on the **Properties** button to the right.

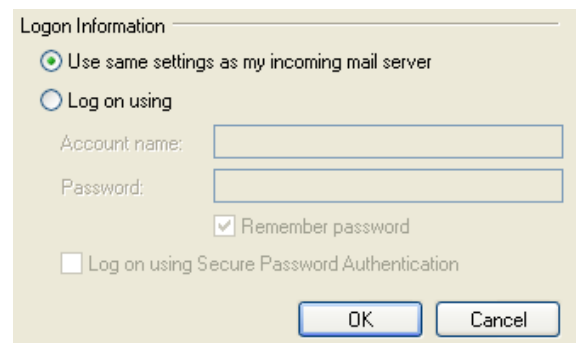


17. The **Properties** button will open a new settings menu as show below. Click the **Servers** tab and ensure your email address is listed as the **Account Name**.

Click the box next to **"My server requires authentication"** at the bottom of the window is selected.



18. Next click on the **Settings** button to the far right to ensure the option **'Use same settings...'** is selected. If not please click in the circle to the left of **"Use same settings..."**



19. With all the correct options selected from the above steps you may now click **OK > Apply > OK > Close** to complete the Outlook Express settings.

20. Congratulations, you have now successfully setup your YKC email address using Outlook Express.

## Getting additional help

Please visit our support page for tips and help with using the Internet with YKC. Our web page address is <http://www.ykc.com> Select "support" for help.

Questions about using Microsoft Internet programs can commonly be answered by using the Microsoft Knowledge Base. The Knowledge Base can be accessed from the Microsoft Web site at <http://www.microsoft.com> Click on "Support" and then select "Knowledge Base".

If you are not able to locate help from the above web sites, please call one of our business offices listed below:

YK Communications, Inc.  
109 West Putman  
Ganado, Texas 77962  
800-395-1499

YK Communications, Inc.  
1905 West Loop  
El Campo, Texas 77437  
800-395-1499

*Thanks for selecting YK Communications as your Internet service provider!*