

Setting up Microsoft Outlook 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

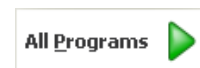
Setting up Your Internet Mail Account using Microsoft Outlook

Microsoft Office Outlook has an 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 Microsoft Office Outlook.

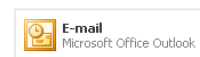
1. Click the **“Start”** icon displayed on your taskbar.



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 **“Microsoft Office Outlook”** icon to open the Microsoft Outlook program.



4. When Microsoft Outlook opens you may see the following prompt: If you see this prompt, skip forward to **Step 7**. If you **do not** see this image, continue with the **next Step**.

This wizard will allow you to change the e-mail accounts and directories that Outlook uses.

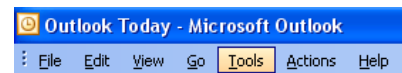
E-mail

- Add a new e-mail account
 View or change existing e-mail accounts

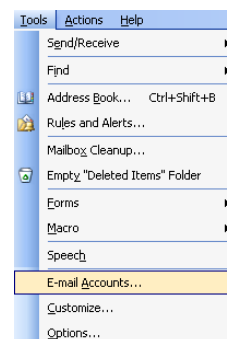
Directory

- Add a new directory or address book
 View or change existing directories or address books

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



6. Click on **“Email Accounts”** to start the wizard as shown below. Click **“Add a new e-mail account”** and click **“Next”**



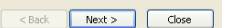
This wizard will allow you to change the e-mail accounts and directories that Outlook uses.

E-mail

- Add a new e-mail account
 View or change existing e-mail accounts

Directory

- Add a new directory or address book
 View or change existing directories or address books



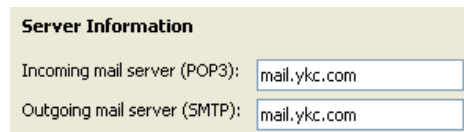
7. Click the “POP3” option and click “Next”



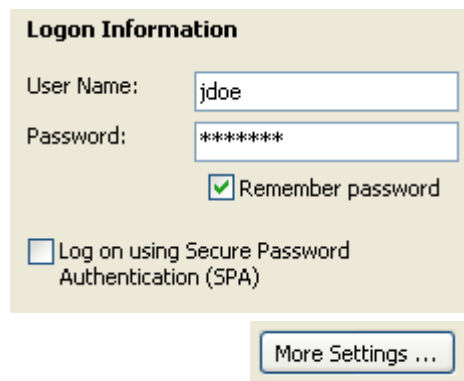
8. The Wizard window will ask for “User Information”. Type your real name in the “Your Name” box provided. Then enter your YKC E-mail address in the “E-mail Address” box provided.



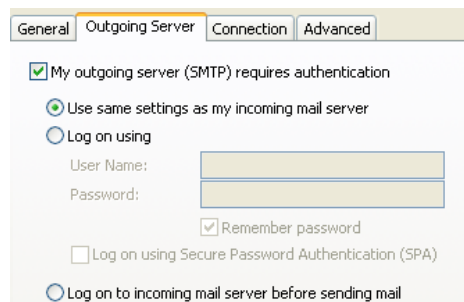
9. In the same window the Wizard will also ask for the “Server Information”. Please enter “mail.ykc.com” in both the Incoming and Outgoing mail server boxes provided.



10. Below the User Information the Wizard also requests the “Logon Information” for your new e-mail account. In the “User Name” space provided please type your complete email address. In the “Password” space provided please type your password. After completing all fields click the “More Settings” button.



11. A new window will appear as shown. Please click the **Outgoing Servers** tab to select the option “My outgoing server...” and “Use same settings...”

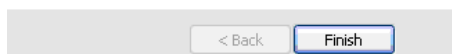


12. To complete the Wizard, click “OK”, “Next” and then “Finish”

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.



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!