

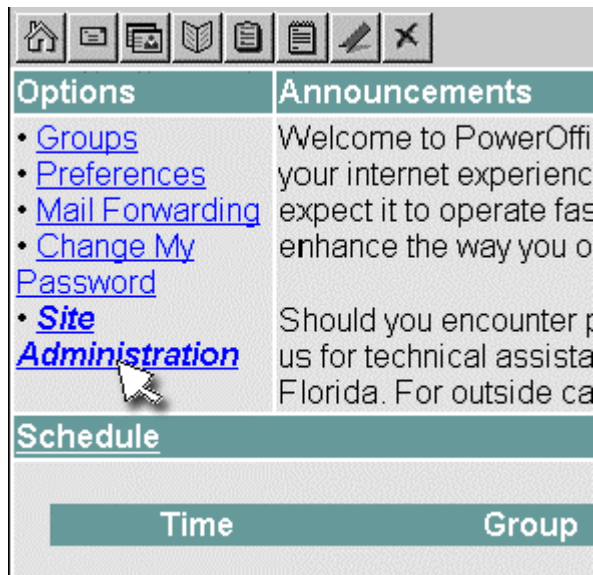
Email Account Setup Instructions via the Web Based PowerOffice Tool

1. Navigate your Web browser to [<Displayed Email Subdomain>](#). Here you will see box below. Enter your administration username@yourdomain with your password and it will bring you to Step 2.



The image shows a login form titled "PowerOffice Login". It contains two input fields: "E-mail Address:" with the text "user@yourdomain" and "Password:" with masked characters. Below the fields is a "Log In" button.

2. Click on **Site Administration**.



The image shows a navigation menu with a toolbar at the top containing icons for home, mail, calendar, folder, clipboard, list, edit, and close. The menu is divided into two columns: "Options" and "Announcements".

Options	Announcements
<ul style="list-style-type: none">GroupsPreferencesMail ForwardingChange My PasswordSite Administration	<p>Welcome to PowerOffi your internet experienc expect it to operate fas enhance the way you o</p> <p>Should you encounter p us for technical assista Florida. For outside ca</p>
Schedule	
Time	Group

3. Click on **New User Account**.



Feature:

Site Administrator User Account Setup [aetllc.co

E-mail Account	Full Name
hellion@aetllc.com	www.aetllc.com Admin
New User Account	You are using 1 out of 50 e-mail acc

4. Complete the appropriate information and click **Add User**.



Feature:

New User Account

Username: @aetllc.com

Please select a name of up to 16 characters (letters and numbers or person in your office.

Full Name:

This will be the full name associated with this e-mail account.

Password:

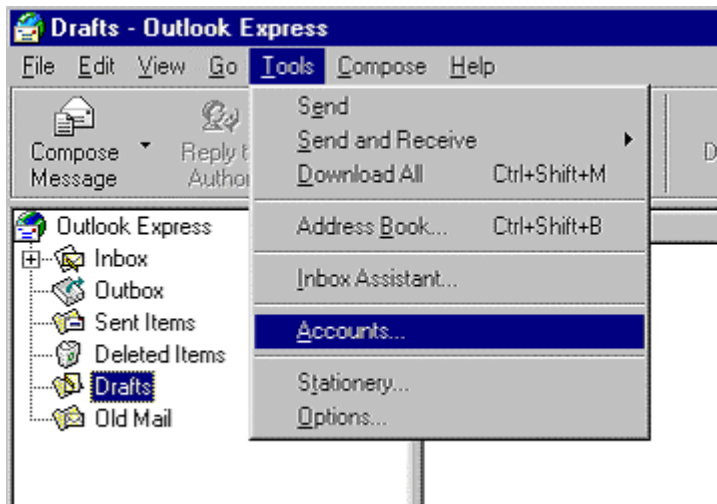
The password is the keyword that the user will use to get their e-mail. It should be long and complex to prevent anyone from looking over your shoulder.

Click here when you are ready to add this user to your domain.

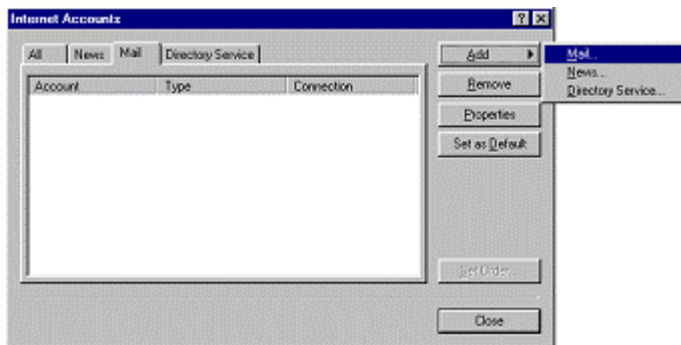
Outlook Express/Outlook 2000 Setup Instructions

Outlook Express is the email client/program included with Microsoft Internet Explorer.

1. Open Outlook Express and on the menu click **Tools** and select **Accounts**.



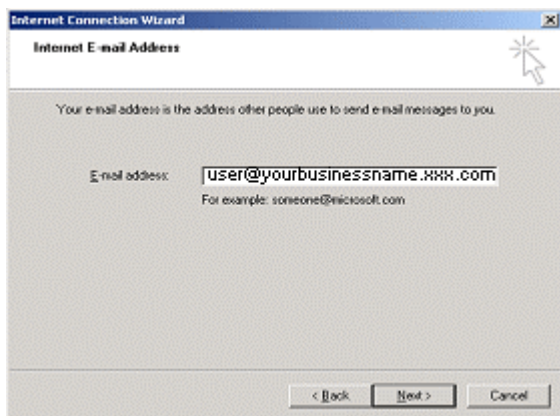
2. Click on the **Mail** tab, then click the **Add** button and select **Mail**.



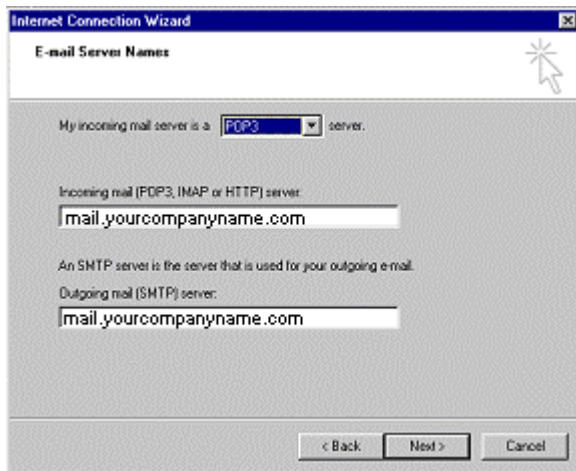
3. Enter your username.



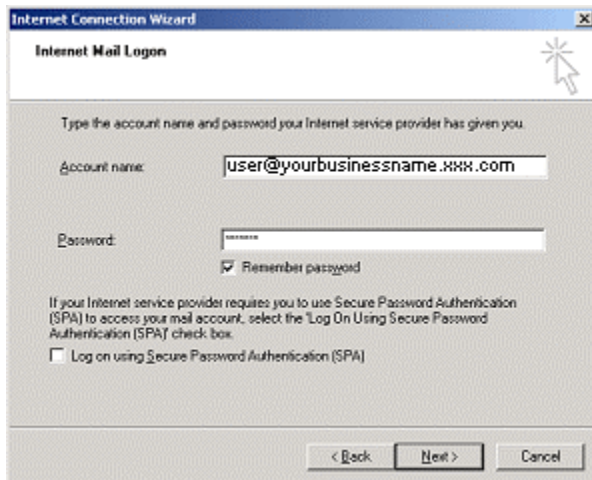
4. Enter the email address of your account (someone@yourdomain).



5. Enter the mail server names (<Displayed Email Subdomain>).



6. Enter your mail account login (yourusername@yourdomain) and password.



7. Click 'Finish'.

