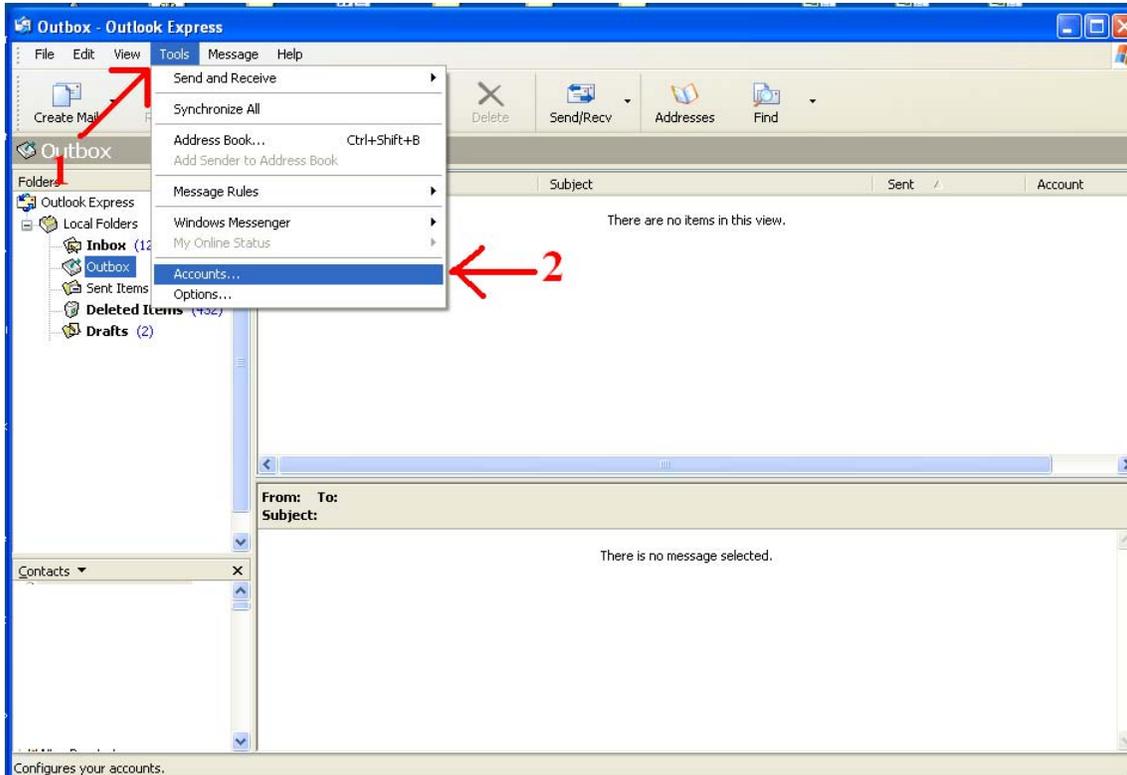


These Instructions are to setup your existing email account to the new JCWIFI servers if the program you use on your computer is Microsoft Outlook Express. If your mail program does not look similar to the picture below, please check the instructions for the other mail programs until you find one that looks like your mail program

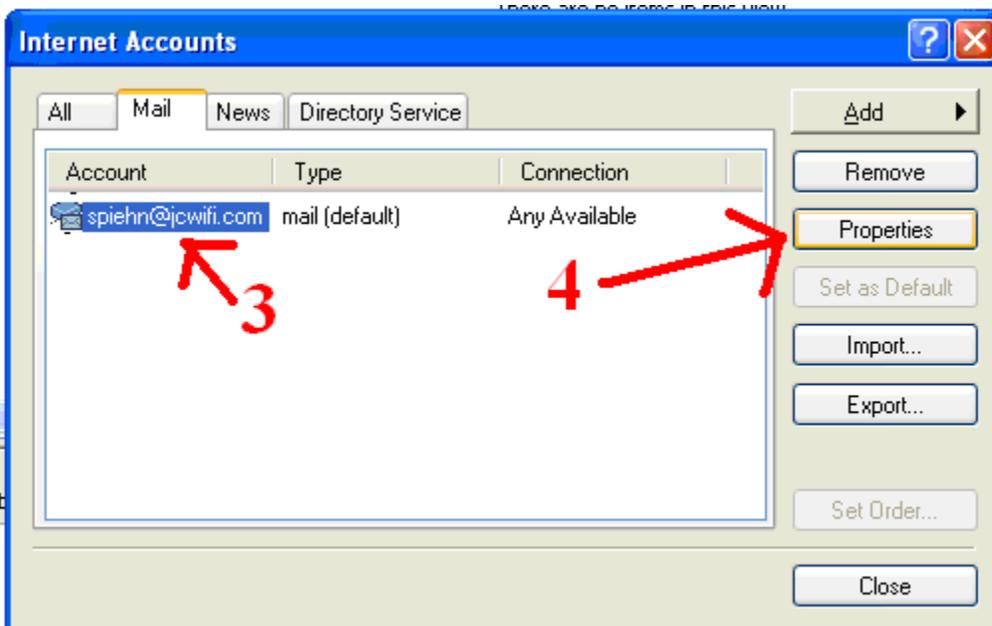
Please note the following.

1. Our servers are returning mail to whoever sent it until you have successfully completed these steps.
2. As of November 10, 2011 we are receiving a large volume of calls due to this conversion. We are happy to help you over the phone walk through these instructions, but there WILL be a delay and there will be more mail that you are not receiving.
3. This is a permanent change. We have used the same mail settings for the past 7 years. This change came very suddenly, but it is for the best. Our new mail servers are faster and better at catching spam and viruses.
4. The **RED arrows and numbers** indicate an important step you much complete in order to accomplish setting up your new email account



1. Click on the word tools on the top menu.

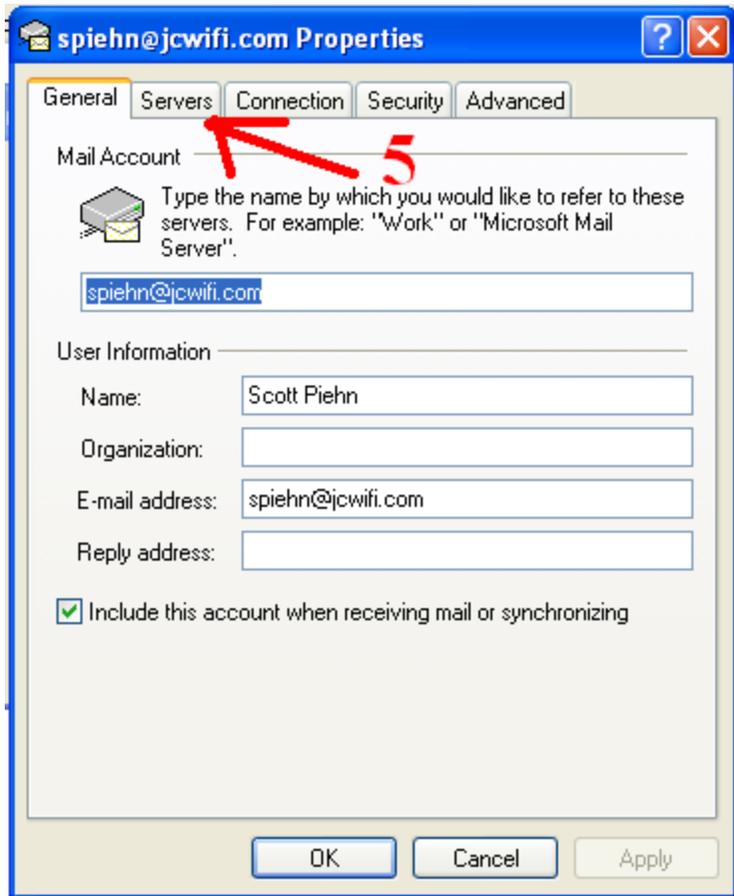
2. Click on the word Accounts on the drop down menu. This will open a new window.



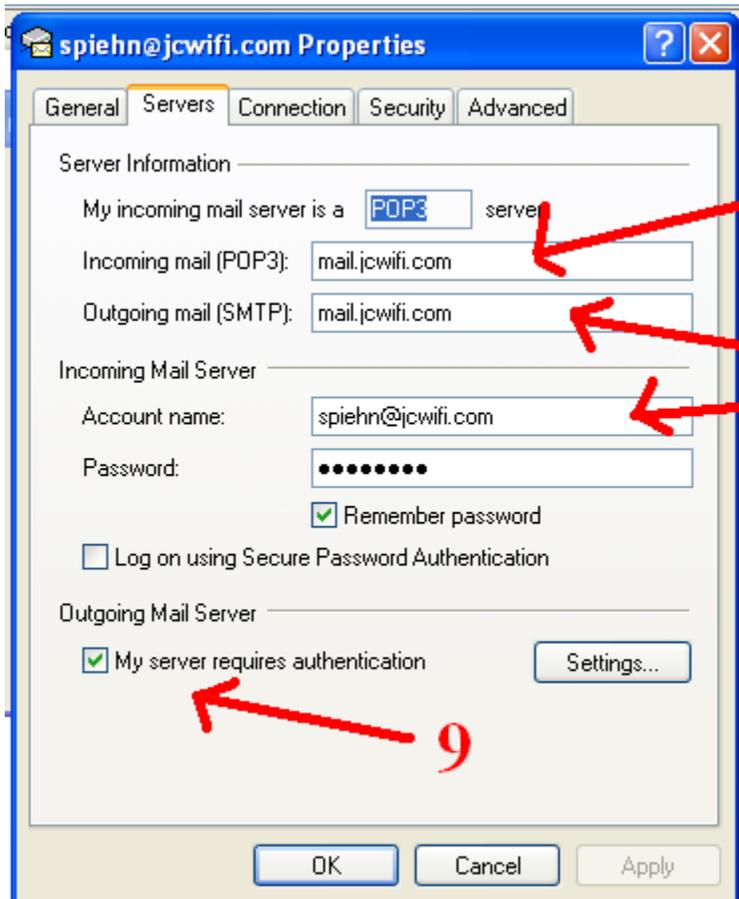
DO NOT click on the add button on this screen. Doing so will most likely cause a support call to JCWIFI

3. Click on your email account to highlight it. If you have more than one email account, it will be listed in this window and you much complete steps 3 – 9 for EACH mail account you have.

4. Click on the properties button to open a new window



5. Click on the server tab. It is not necessary to change any information on this general tab



6. The Incoming Mail (POP3): box needs to have mail.jcwifi.com entered into it. If it says jcwifi.com, this needs to be changed to mail.jcwifi.com

7. The Outgoing Mail (SMTP): box need to have mail.jcwifi.com entered into it. If it says jcwifi.com, this needs to be changed to mail.jcwifi.com

8. The account name box needs to have your FULL email address entered into it. This includes the @jcwifi.com portion of your email address.

9. Click on the box to the left of "My server requires authentication" to put a check in it. If there is already a check in the box, DO NOT remove it.

Click on the OK button at the bottom to save your changes. Go ahead and check your mail. If you have problems, please call JCWIFI support at 815-233-2641 and we will be happy to help. Please note we are working on a callback system due to the large volume of calls. There will be a longer than normal delay.

