

APEXIA VOICE AND DATA START-UP GUIDE FOR WINDOWS 98/ME

This is the first document that new customers of Apexia Voice and Data should read. Its purpose is to give you instructions on how to get your computer ready for accessing the Internet.

Step #1. Double click on **“Connect to the Internet icon.”** If this icon is not shown click on **Start** button → **Settings** → **Control Panel** then double-click on **“Internet Options”** icon. Select the **“Connections”** TAB. Click **“Setup”** button. The Internet Connection Wizard will start.

Step #2. **“Internet Connection Wizard”**

Select the radio button labeled **“I want to set up my Internet connection manually, or I want to connect through a local area network (LAN).”** (OPT. 3)

Click on NEXT.

Step #3. **“Setting up your Internet connection”**

Select the radio button labeled **“I connect through a phone line and a modem.”** (OPT. 1)

Click on NEXT.

Step #4. **“Location Information”** OPTIONAL

What country/region are you in now? Select **Canada**

What area code are you in now? Enter **705**

Click on CLOSE.

Step #5. Step 1 of 3 : **“Internet account connection information”**

In the **“Telephone number”** box enter the **Dial up Number** as is shown on your APEXIA Account Info. sheet. Note: The dial up number is NOT 721-5600.

Click on NEXT.

Step #6. Step 2 of 3 : **“Internet account connection information”**

Enter your **Login name** in the username field and your **password** in the password field as shown on your APEXIA Account Info sheet. Note: The Login name and password are case sensitive.

Make sure you enter them exactly as shown on your APEXIA Account info sheet.

Click on NEXT.

Step #7. Step 3 of 3 : **“Configuring your computer”**

Enter APEXIA in the **“Connection name”** box.

Click on NEXT.

Step #8. **“Set up your Internet Mail Account”**

At the **“Do you want to set up an Internet mail account now?”** screen select the radio button labeled **YES**.

Click on NEXT.

Step #9. **“Internet Mail Account”** OPTIONAL

Select the radio button labeled **“Create a new Internet mail account.”**

Step #10. **“Your Name”**

Enter your name in the **“Display name”** box

Click on NEXT.

Step #11. **“Internet E-mail Address”**

Enter your email address as shown on your APEXIA Account Info sheet in the **“E-mail address”** box.

Click on NEXT.

Step #12. **“E-mail Server Names”**

Select **POP3** server.

Enter the **Mail server** name as shown on your APEXIA Account Info sheet in the **“Incoming**

mail” and **“Outgoing mail”** server boxes. Hint: They will either be mail.apexia.ca or mail.cois.on.ca.
Click on NEXT.

Step #13. **“Internet Mail Logon”**

Enter your **POP3 Account name** as shown on your APEXIA Account Info sheet in the **“Account name”** box. Enter your password as shown on your APEXIA Account Info sheet in the **“Password”** box. Make sure **“Log on using Secure Password Authentication (SPA)”** is NOT checked.
Click on NEXT.

Step #14. **“Completing the Internet Connection Wizard”**

You have successfully installed your APEXIA Internet service on your computer.
Click on FINISH.

Step #15. Connect to Apexia Voice and Data by double-clicking the **My Computer → Control Panel → Dial-Up Networking → APEXIA** icons in succession. Enter your password if necessary then click on **“Connect”**. Wait for the **“Connected to APEXIA”** window to pop up. You can then close this window. You are now connected to the Internet.

Step #16. Now, if you want to **“Surf the Web”**, run Internet Explorer that you just configured. There should be a large blue **“e”** on your desktop that you can double-click on to start your browser. You will be taken to Microsoft’s home page by default. Apexia Voice and Data homepage is located at **www.apexia.ca** and has many suggestions on what Web pages to visit. To check or send email double-click the **“Outlook Express”** icon that should be on your desktop. If you require assistance in setting up a new web browser or email program please see the **“Support”** section of **www.apexia.ca**. It’s available 24 hrs/day, 7 days/week.

IMPORTANT:

Every time you want to connect to the Internet you must first dial into Apexia Voice and Data by following the procedure below:

- Double-click on → **My Computer**
- **(Control Panel)** Only in Windows ME
- **Dial-Up Networking**
- **APEXIA**
- icons in succession.
- Enter your password if not already entered.

Now you can use any Internet program you have (ie. IE, Netscape, Outlook Express, etc.)