

APEXIA VOICE AND DATA START-UP GUIDE FOR WINDOWS XP

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. Click on **Start** button → **Control Panel** then double-click on **“Internet Options”** icon. Select the **“Connections”** TAB. Click **“Setup”** button. The Internet Connection Wizard will start.
Click on NEXT.

Step #2. **“Network Connection Type”**
Select the radio button labeled **“Connect to the Internet.”** (OPT. 1)
Click on NEXT.

Step #3. **“Getting Ready”**
Select the radio button labeled **“Set up my connection manually.”** (OPT. 2)
Click on NEXT.

Step #4. **“Internet Connection”**
Select the radio button labeled **“Connect using a dial-up modem.”** (OPT. 1)
Click on NEXT.

Step #5. **“Connection Name”**
In the **“ISP Name”** box enter APEXIA.
Click on NEXT.

Step #6. **“Phone Number to Dial”**
In the **“Phone 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 #7. **“Internet Account 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. The bottom three boxes should have check marks in them.
Click on NEXT.

Step #8. **“Completing the New Connection Wizard”**
Check the radio button **“Add a shortcut to this connection to my desktop.”**
Click on FINISH.

To setup Outlook Express (your email program) please proceed with the following steps:

Step #9. Click on **Start** button → **E-mail** (Outlook Express) menu option.
If you see a message box with “Your name” on it come up continue with #9a.
9a) “Your name”
Enter your name in the **“Display name”** box.
Click on NEXT. Go to step #10.

If you see a window that has “Outlook Express” in the top left corner continue with #9b.

9b) Click on Tools → Accounts...

Select the **“Mail”** TAB.

Remove any (all) email accounts that you won't be using. To do this select account to remove then Click **“Remove”** button. Repeat if necessary with other accounts.

Click on **“Add”** and select **“Mail”**

“Your name”

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

Click on NEXT. Go to step #10.

Step #10. **“Internet E-mail Address”**

Enter your e-mail 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. In the **“Password”** box enter your password as shown on your APEXIA Account Info sheet. Make sure **“Log on using Secure Password Authentication (SPA)”** is NOT checked.

Click on NEXT.

Step #14. **“Congratulations”**

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

Click on FINISH.

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 the APEXIA icon on your desktop. If you don't see this icon you can Click on **Start → Connect To → APEXIA** icons in succession. Enter your password if necessary then click on **“Dial”**. Wait for the **“APEXIA is now connected”** window to pop up. You can then close this window. You are now connected to the Internet.

Now, if you want to **“Surf the Web”**, run Internet Explorer that you just configured. To do this Click on **Start → Internet** (Internet Explorer) icons in succession.

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 Click on **Start → E-mail** (Outlook Express) icons in succession. If you require assistance in setting up a new web browser or e-mail program please see the **“Support”** section of **www.apexia.ca**. It's available 24 hrs/day, 7 days/week.