



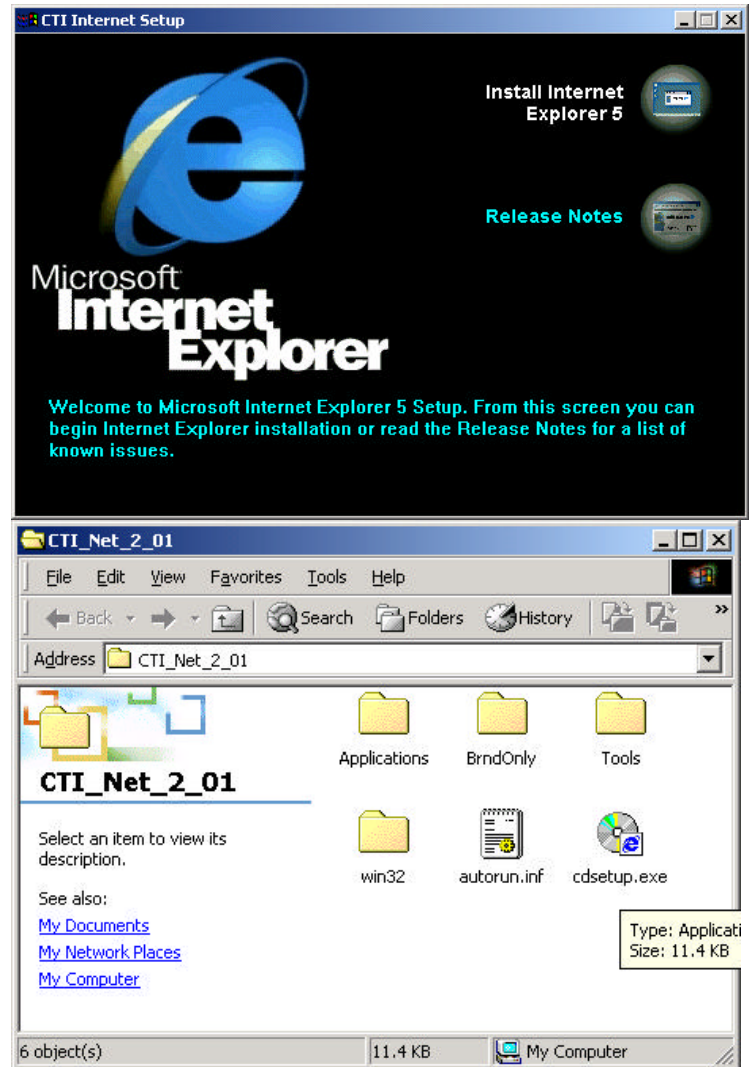
1100 Sportsman Drive.  
PO Box: 6242  
Taylorville, IL 62568  
Phone: (217) 824-6398  
Fax: (217) 824-5526

## Welcome to CTI Internet!

Thank you for choosing Computer Techniques, Inc. as your Internet Service Provider. With this instruction sheet, and your new CTI Internet installation disc, you will be on the Internet in no time!

### Installing Internet Explorer 5

1. Insert your new CTI Internet disc into your CD-Rom drive.
2. An auto installation screen should pop up, with the title "CTI Internet Setup".
3. If you do not see an auto installation screen, double click "My Computer", then "Cti\_internet", then cdsetup.exe.
4. Click "Install Internet Explorer 5."
5. Click "I accept the agreement" then click next.
6. Choose an install method. "Install Now – Full set of components" is recommended. Click Next.
7. Now your computer will install the software. Click Finish to complete installation and reboot your computer.
8. When you see the Computer Techniques, Inc. screen, choose your local access number by clicking the corresponding city.  
NOTE: CTI is NOT responsible for any long distance telephone charges, so be sure your computer is dialing the correct telephone number.
9. Finished. You are now ready to use Internet Explorer 5.





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### Setting up an email address in Outlook Express

1. Double click the Outlook Express icon on your desktop.
2. The “Internet Connection Wizard” should start.
3. The first screen is the Display name. Type your full name and click Next.
4. The next screen is the email address. Type your full email address, and click Next.
5. The next screen is E-mail server names. The incoming mail server is a POP3 server. The incoming and outgoing mail servers should both be set to “mail.ctitech.com”. Click Next.

Internet Connection Wizard

Your Name

When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name: [ ]  
For example: John Smith

< Back Next > Cancel

Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

I already have an e-mail address that I'd like to use.

E-mail address: [ ]  
For example: someone@microsoft.com

I'd like to sign up for a new account from: [ ]

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Internet Connection Wizard

E-mail Server Names

My incoming mail server is a [ POP3 ] server

Incoming mail (POP3, IMAP or HTTP) server:  
[ mail.ctitech.com ]

An SMTP server is the server that is used for your outgoing e-mail.

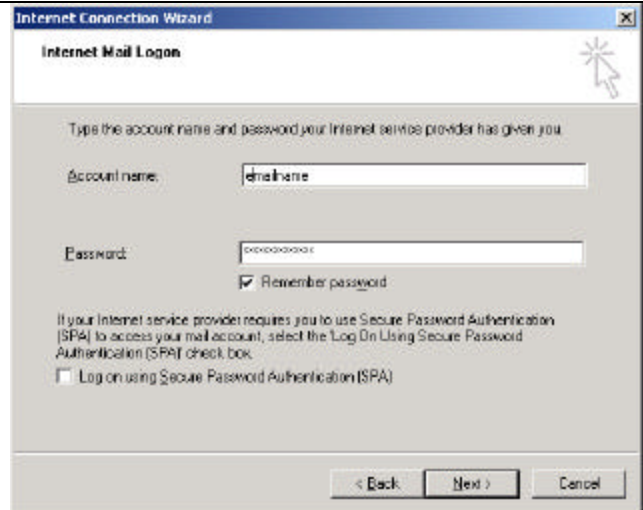
Outgoing mail (SMTP) server:  
[ mail.ctitech.com ]

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6. The next screen is Internet Mail Logon. The account name will be the first part of your email address. (remember to leave off the @ctitech.com) Type your password in the password field. Remember, account names, usernames, and passwords are in lower case with no spaces. Click Next.
7. Click Finish. Your email address is now ready to use.



### **Additional email addresses in Outlook Express**

1. Open Outlook Express.
2. Click Tools, then click Accounts, then click the Mail tab.
3. You should see the first account that has already been set up.
4. Click Add, then click Mail.
5. Repeat steps 3 through 7 from the previous section.
6. Finished. Your additional email address is now ready to use.

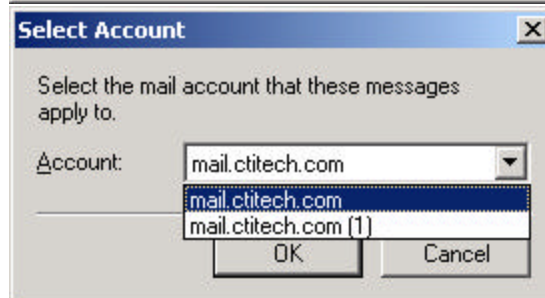
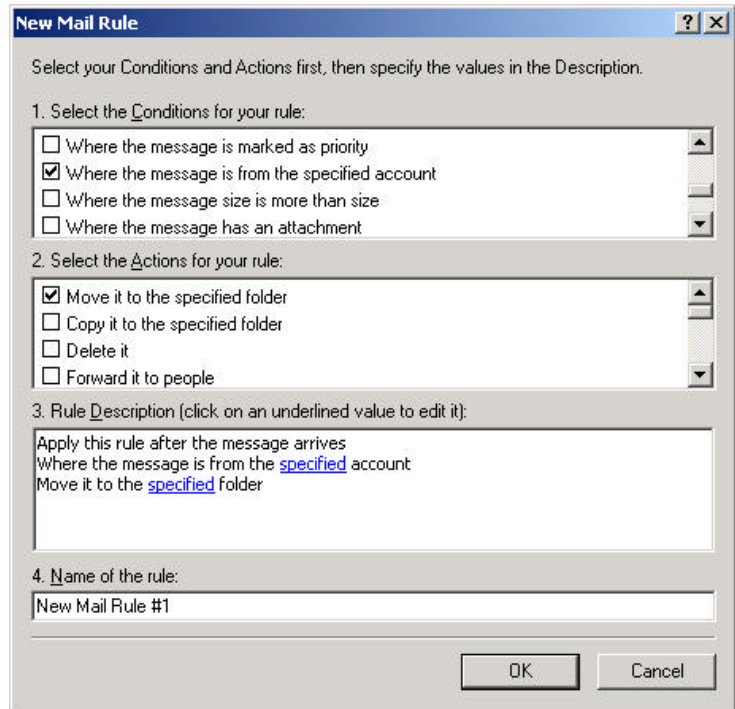


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## Outlook Express - Message Rules

Outlook Express comes with a feature called Message Rules. Message rules can divide your E-mail into different folders as it arrives. This is very handy for users with two email accounts.

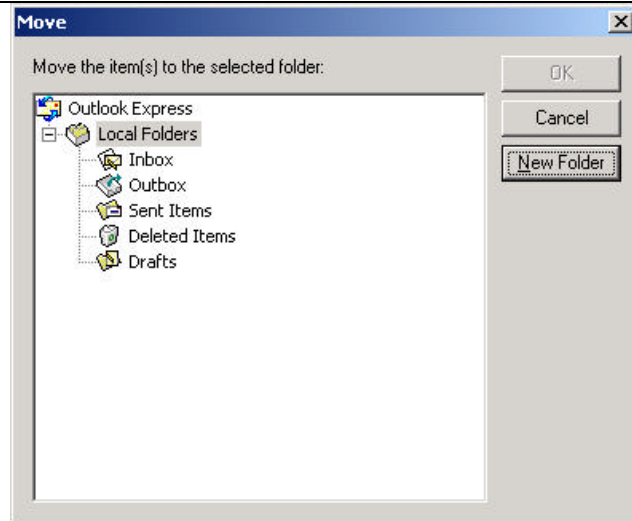
1. Open Outlook Express.
2. Click Tools - Message Rules - mail.
3. Scroll down the list and click the check box next to "Where the message is from the specified account" in the first box.
4. Check the box next to "Move it to the specified folder" in the second box.
5. Click on the word specified on the second line in the third box.
6. Choose the account that you wish to apply this rule and click OK
7. Click on the next Specified





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8. Make sure that Local folders is highlighted and click New Folder
9. Type in your e-mail address for this account.
10. Click OK – OK again – and OK again.
11. To create a message rule for your other account, click New and repeat steps 3 through 10



### **What to do if your computer gives you a message saying that you already have Internet Explorer 5.01 Installed**

1. Go into My Computer
2. Right Click on your CD-Rom Drive and click open
3. Double click on BrndOnly
4. Double click Setup
5. Continue to #7 on first page.