



E-Mail Setup

E-mail messages can be sent from within the program. This is useful in e-mailing the results media report file to any media outlets in the area. The e-mail parameters are set before the e-mail feature is used. An Internet connection and e-mail program such as Netscape Messenger, Microsoft Outlook, or Microsoft Outlook Express must be available.

When dialup is used through an Internet Service Provider (ISP), the user name, password, and the ISP phone number are needed. The mail server name is also needed. This information is provided by the ISP. Contact them to obtain the information.

The mail server name is needed when the computer accesses the Internet through a network. Contact the network administrator for this information.

Dialup/Modem Setup

1. Click **Go to > Results > Email > Setup Media Email**. See Figure 1 on page 2.
2. Click the **Dialup/Modem** radio button.
3. Enter the **password**. It is masked with asterisks.
4. Press **Tab**.
5. Type the **ISP's phone number**.
6. Type the **e-mail address** in the *Sender* field.
7. Type the **user ID** for the ISP account. It may be different from the e-mail user ID.
8. Type the **mail server name**.
9. The domain information is usually not needed.
10. Type up to **10 e-mail addresses** for the media contacts.
11. Click the **Exit** button.

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Email access method...

☒ Dialup / Modem
☐ LAN / DSL

Password
XXXXXXXXXX

ISP Phone Number
721-9876

SMTP Parameters...

Sender (Your Email Address) User Id (Example: Gwashington)
pamelah@uwyo.edu pamelah

Mail Server (Example: mail.ISP.com) Domain (Example: 209.151.32.123)
exchange.uwyo.edu

These values will only need to be entered one time. Contact Head of Computer Operations if you are not sure of your settings. The Domain Name or Number may not be required by your email provider.

Exit

Media Email Addresses...

Media 0 jsmith@trib.com	Media 5
Media 1	Media 6
Media 2	Media 7
Media 3	Media 8
Media 4	Media 9

Figure 1. Dialup/Modem E-Mail

LAN/DSL Setup

1. Click **Go to > Results > Email > Setup Media Email**. See *Figure 2* on page 3.
2. Click the **LAN/DSL** radio button.
3. Type the **e-mail address** in the *Sender* field.
4. Type the **e-mail user ID**.
5. Type the **mail server name**.
6. The domain information is usually not needed.
7. Type up to **10 e-mail addresses** for the media contacts.
8. Click the **Exit** button.

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Email access method...

☐ Dialup / Modem

☒ LAN / DSL

Password

ISP Phone Number

SMTP Parameters...

Sender (Your Email Address) User Id (Example: Gwashington)

Mail Server (Example: mail.ISP.com) Domain (Example: 209.151.32.123)

These values will only need to be entered one time. Contact Head of Computer Operations if you are not sure of your settings. The Domain Name or Number may not be required by your email provider.

Media Email Addresses...

Media 0	Media 5
<input type="text" value="jsmith@trib.com"/>	<input type="text"/>
Media 1	Media 6
<input type="text"/>	<input type="text"/>
Media 2	Media 7
<input type="text"/>	<input type="text"/>
Media 3	Media 8
<input type="text"/>	<input type="text"/>
Media 4	Media 9
<input type="text"/>	<input type="text"/>

Figure 2. LAN/DSL E-Mail