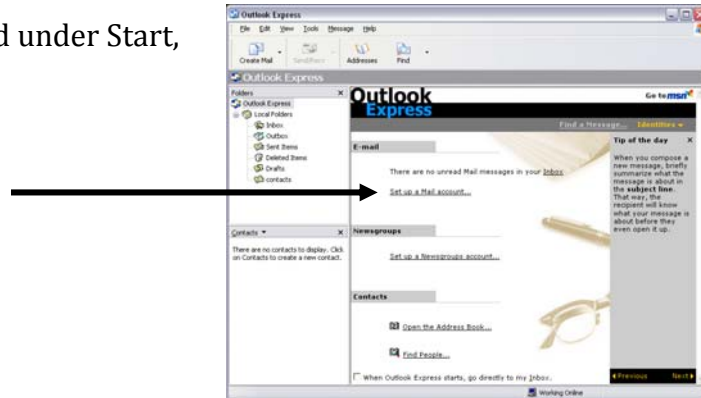


Popping GrizMail using Outlook Express

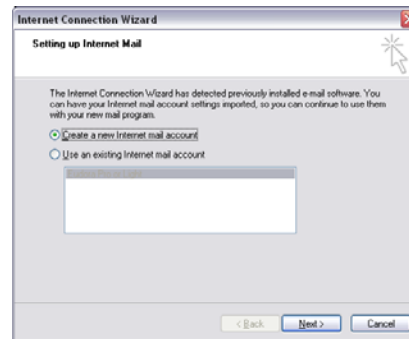
To set up Outlook Express to view your GrizMail account, follow these steps:

- 1) Open Outlook Express (usually found under Start, All Programs, Outlook Express)
- 2) Click on **Set up a Mail account**



- 3) A **Setting up Internet Mail** windows displays

- a. Select **Create a new Internet mail account**
- b. Click **Next**



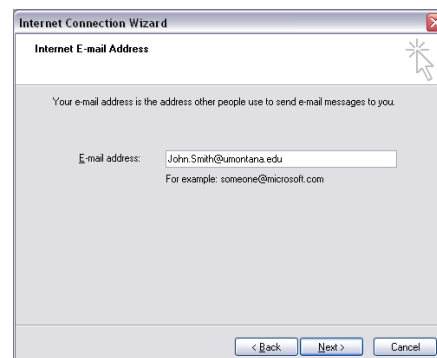
- 4) A **Your Name** window now displays

- a. Type in your name the way you like to see it displayed

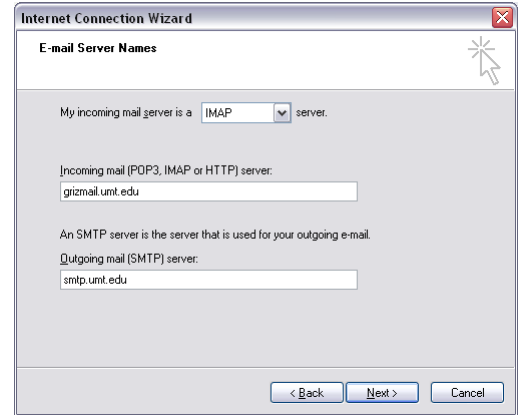


- 5) An **Internet E-mail Address** window displays

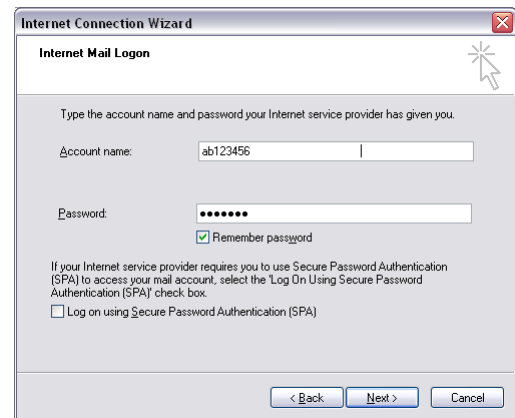
- a. Enter your umontana e-mail address



- 6) The **E-mail Server Names** window now displays
- Incoming server is an IMAP server
 - Incoming server should be **grizmail.umat.edu**
 - The outgoing mail server depends on your location
 - On campus: use smtp.umat.edu
 - Off campus: use your ISP's information
 - Click **Next**



- 7) You now see an **Internet Mail Login** window
- Your account name is your NetID (i.e.: ab123456)
 - Enter your NetID password
 - Click **Next**

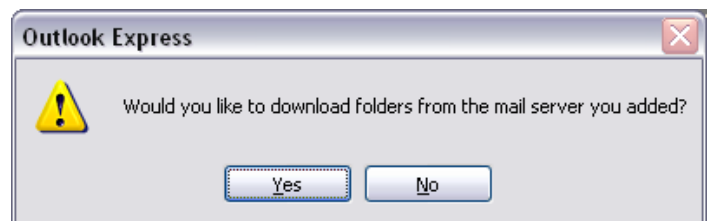


You now see a **Show/Hide IMAP Folder** window

- Click on the folder(s) you want displayed and then click the **SHOW** button
- Click on the **Visible** tab to see which folders will be displayed
- Click **OK**



- 8) You will now see a window asking if you want to download folders.
- Click **Yes**



- 9) You have successfully setup Outlook Express to view your GrizMail messages.