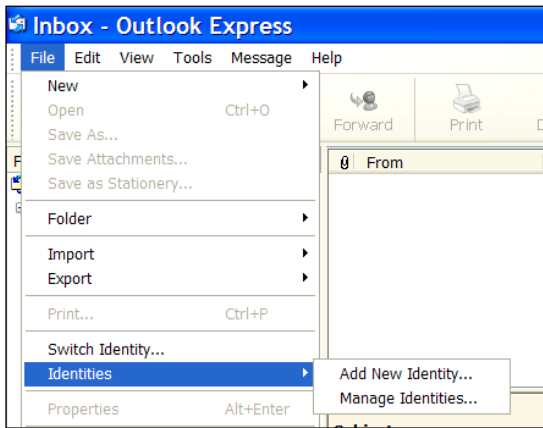


Adding an Identity: (Another user with separate mail boxes and address book)

Most ISP will give you more than one user name and password for free.

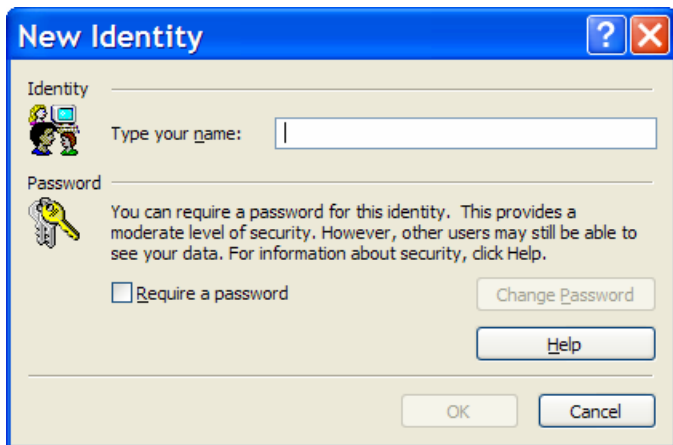
Starting in Outlook express -

Step 1. Go to the FILE menu and choose “Identities”



From the sub menu choose “Add New Identity”

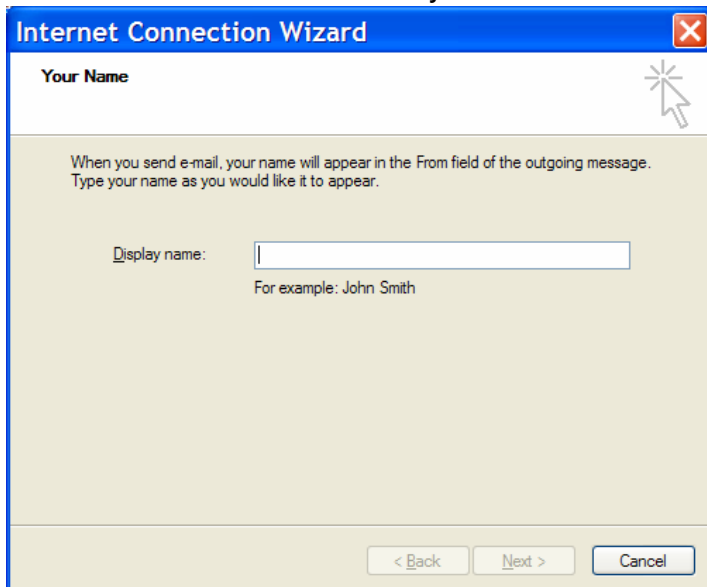
Step 2. Choose a name for this Personal Identity and type it into the block provided.



You can also elect to require a password to get into this person’s mail account. However, if you elect to use a password, don’t forget the password. Without it, you can never get back in.

PS Passwords are case sensitive.

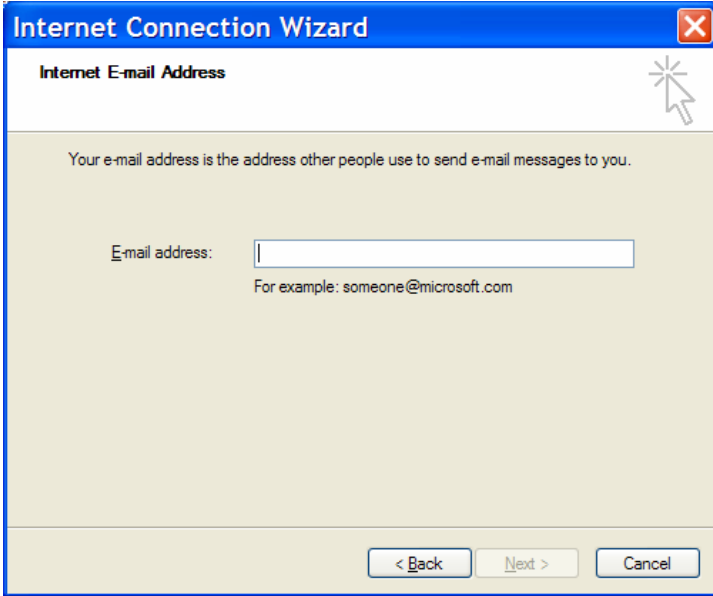
Step 3. Choose the OK button and the computer will ask “Do you want to switch to this user now?” Answer yes and the next action window will appear.



In this window, type in the name you want the people receiving your mail to see. This is the name that will appear in the header of their mail box telling them who it is from. This is not to be your email name, and it should not be a “cute” name.

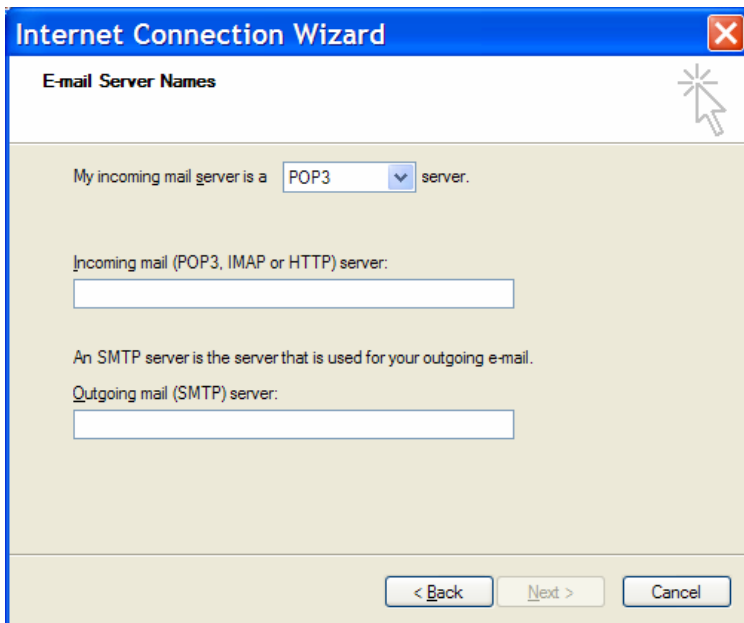
I personally hate to see mail from rdaz134@whatever.com , or Porky Pig. Use your real name: John Smith so that the recipient knows if they should read it or trash it.

Step 4. After you complete your name, click the NEXT button and you will now be given a box to insert your actual email address.



Type in the full email address that you and your ISP have agreed upon.

Step 5. After you complete your email address, click on the NEXT button and you will be given a box to complete the program mail settings.



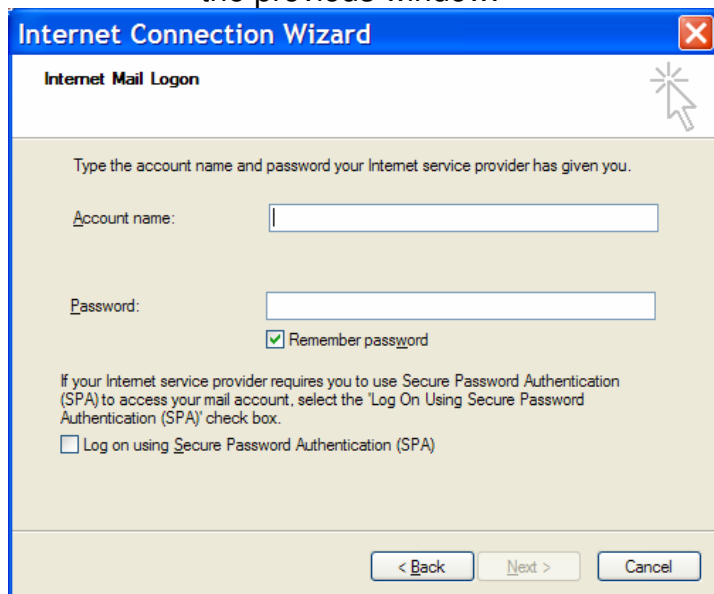
To complete this information, you will have to know the address of your ISP mail servers. Both the incoming server and the outgoing server.

You ISP will be glad to give you that information. (If you use a national service, you may have to go to the "support" section of their web site to get it, or call their tech support line.)

A common example might be:

pop.earthlink.net for incoming server &
smtp.earthlink.net for outgoing server.

Step 6. The next window will be shown after you click on the NEXT button upon completion of the previous window.



In this window you type in your “account name” that you have with your ISP.

It might simply be your email name alone. Like “**jdaz**” or in the case of some of the national ISPs, it is your full email address, like **jdaz@earthlink.net**.

Add the password that you and your ISP agreed upon.

Press the NEXT button and you will be taken to a final window that states YOU ARE DONE and gives you a “Finish” button.

You now have a fully functional additional email account to use. One that is totally separate from the default one that was made when you first setup your email service.

Now you have to set it up for your personal use. (or whom every you set it up for?)

Open the address book, go to File –Import - Address book.

Then the computer will ask you for a location and name of the file. This is the tricky part for most people. I suggest you make a backup of the original identity address book before you start this operation and store it in an easy to find folder, like “MY DOCUMENTS” or the “Desktop”.

Once you have a copy of the original address book, edit it to suit your new identity.

Next you may want to import your old mail. If you have separated your individual mail into logical folders, this will be easier. But even if you import copies of all the “joint” mail you shared, you can delete the mail you don’t want from your individual identities.

To import mail, go to the FILE menu in Outlook Express and choose “Import – Messages”. Use the from “Outlook Express 6” (even if you have OE5) and you will see both your new identity and the old identity listed. Select the old identity and click through the windows until you see a list of the folders. Here you can select all the folders, or just selected folders. (Here is where it paid to have separated your mail earlier).

Now you are done.

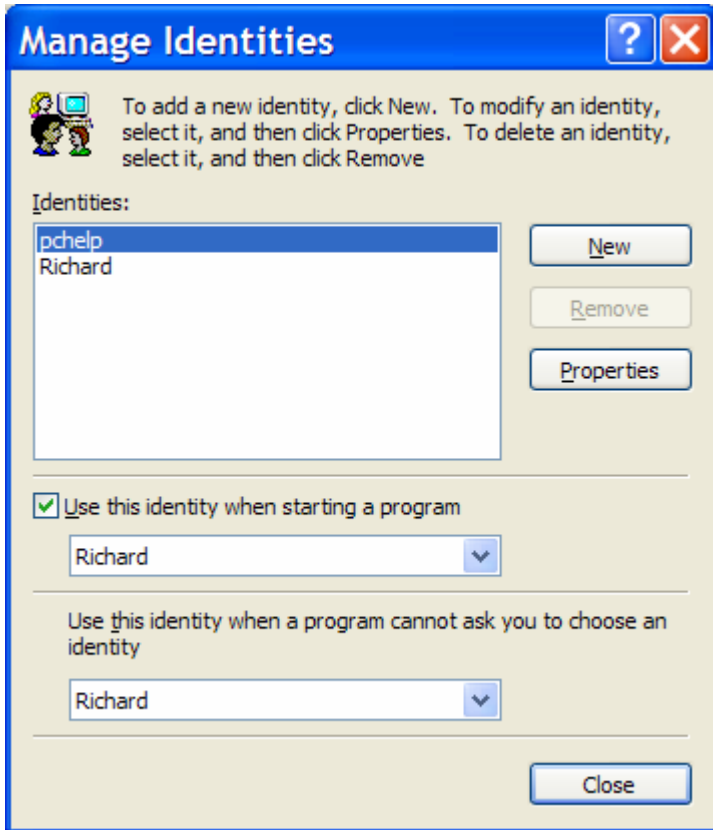
REPARING AN EXISITING IDENTITY:

If your email program is not working correctly, you can use the above procedure to build a new identity and then delete the original.

DELETING OR RENAMING AN IDENTITY:

If you make a new identity for “Sweetie”, you may want to rename the old identity to “Honey” just to keep them straight.

Step 1. Go to the FILE menu; choose Identities and this time select “Manage Identities”.



In this window, you can start a new identity, remove an identity, or (under properties) change the name and add a password).

Note that in this window you also select which identity you want the Outlook Express to start with when it opens.

Remember Outlook Express has to start some where and dumb machines can't guess at what you want.

NOW, WASN'T THAT EASY?

OPPS, a word of caution.

When you ask your ISP for additional user names and passwords, make sure they give you “Full-Service” identities and not an “alias” name. Some ISP's can give you a new name to use, but it is simply an alias to the original account and that mail would go right back to the primary identities mail boxes and not to your new mail boxes.

To read more on this problem, see the following web site.

www.microsoft.com/windows/IE/community/columns/identity.msp