Chapter 2 How to Set-Up Your Dial-Up Connection

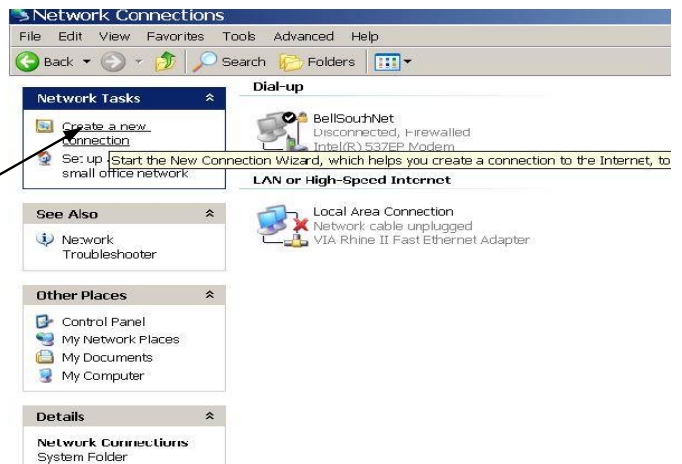There are a number of ways to be connected to the Internet.

- **Standard Dial-up** connection provided by your telephone company or from an Internet Service Provider (ISP) that maintains a local phone number. They can be local companies or large national companies. This is the least expensive but most adequate. You must learn to install it yourself.
- **Captive Dial-up** connection. This is an ISP that requires you to use their software installation program to connect. Some companies even provide you with their own browser such as AOL. These companies rely on your lack of computer savvy (ignorance) and capture you as customers. They use their own software, your become comfortable with it and your afraid to make a change. This is how and why they charge $23 and $24 per month for their services. There are many ISPs that charge a whole lot less with most in the $10 per month range. Your local phone company as part of their package services will charge you only $4.95 per month and include it on your phone bill.
- **High Speed Access**. . . Commonly known as DSL . . . ADSL. . . Cable Access. . . Satellite Access. This service provides a speed that is about 10 times faster than regular dial-up. It is provided by most ISP's. . . your TV cable company. . . your TV satellite company. . .and your local phone company. At this time your local phone company who is battling hard for your business is providing the best rates. You can expect to pay your cable company and local ISP's about $50 per month for this faster connection. The Satellite companies want about $75 per month. At this time your local phone companies are trying to win your business with special packages at about $25 per month. DSL and ADSL is not available in all areas. You must be within an approximate 3 miles of a special connection station of your phone lines. You must check to see if you have the service available. Information is available from your phone company. For a cable connection you must have cable service. Satellite service is available anywhere but the equipment or initial cost is about $800. All others offer their equipment free in most instances.
- **Accelerated Access -** Is a relative new service that is available through most ISP's and your phone company. It is a software driven technology that averages 2-3 times faster speed. They often promote it as up to 5 times faster, but you control the speed by the way you use it. Some ISPs charge an extra $5 per month for this but your local phone company provides it free as do some local ISPs. If you have caller ID and a V.92 modem you can install a free software that will advise you on your computer screen who is calling and allows you to quickly shut off your modem and take the call.

If you choose a dial-up connection then you must learn to set it up yourself unless you sign up with

If you have decided on a Dial-up ISP and you have established with your ISP a "Username" and "Password" proceed to creating your dial-up connection.

From the "Start" menu click on "Control Panel." From the Control Panel click on the "Network Connections." You will get this window.

Click on "Create New Connection" and follow the "New Connection Wizard" using the next series of pages.

Start the Internet Connection wizard..

>Next

Check the box Connect to the Internet

>Next

Setup my connection manually

>Next

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Connect using a dial-up modem

> **Next**

Enter ISP Dialing information

In the ISP Name Field
Enter Name of the ISP such as BellSouthNet
(This will name the icon on your desktop. It can be any name)

Select > **Next**

Phone Number Field

This is the local access number given to you by your ISP. (This must be a local call from your phone area. It must be preceded by the area code also)

The computer will dial just like a phone, if you need a local access code or want to enter a line feature you should enter it in the phone number field. Use a comma for a "pause".

(example: If you dial 9 to get an external line enter 9,455-0268
or if you dial *70 to cancel call waiting, enter *70,455-0268)

Enter Internet Account information

Use the User Name that has been assigned to you from your ISP. . . Also the Password that you have agreed upon. Re-enter the Password.

It may not be necessary to enter any information here
Do not select Make this the default Internet connection
Do not select Turn on Internet Firewall for this connection
(Once you have a working connection you may want to select this selection and turn on the Internet Firewall)
 Select **Next**

Add a shortcut to this connection to my desktop

Select **Finish**

This is what your new connection window will look like. When you want to connect to the Internet just click on the icon on your desktop naming your ISP.
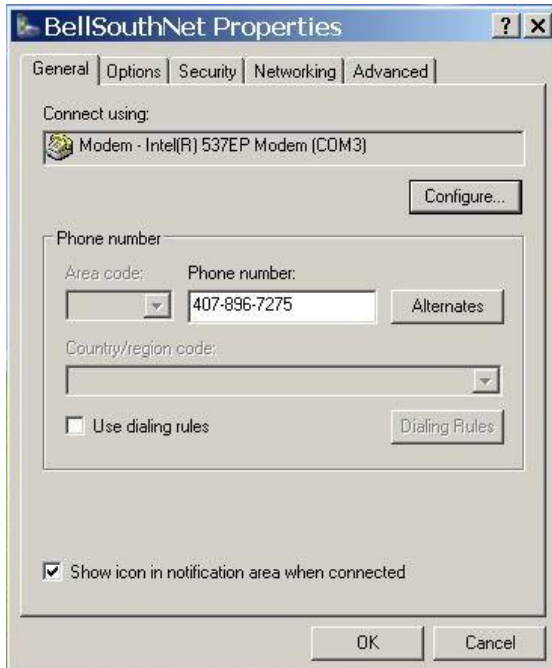
Make sure that your Username is shown and correct.

Make sure the Save the user name and password box is checked.

Anyone who uses the computer should be checked unless you want you(me) only.
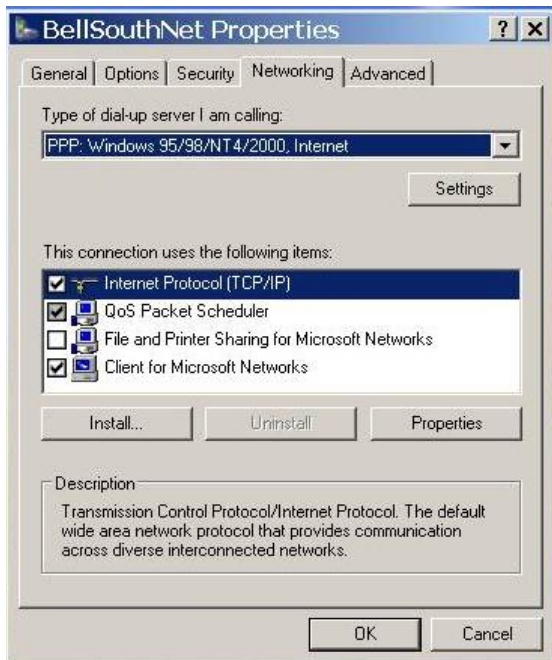
Make sure phone number is correct.

When you click on "Dial" it will dial-up your Internet ISP and automatically log you in.

This is your Properties Window.

This is where you make any changes in your dial-up connection. Each tab has a different set of controls. Click on each tab and exam the type of changes you can make.

Now - Click on "Networking" tab

Make sure that the top (Internet Protocol [TCP/IP]) and the bottom (Client for Microsoft Networks) boxes are checked.

Click on "OK" on this and next window and close.

This should complete your dial-up connection. If something is not working correctly these "Properties" windows are the place to make changes and corrections

In the "Advanced" tap window is where you set the "Firewall" protection if you choose.

Your "dial-up" connection should now be working. This will now connect you to the Internet.

Your web browser (Internet Explorer) should be your default browser unless you choose otherwise.

You now must set up your e-mail account. You ISP will give you one or more e-mail accounts.

You must advise or discuss the names you want for your e-mail boxes with your ISP. He must set up on his server your e-mail boxes. Choose the names you want carefully. It is most desirable to use the name of each person or account unless you want otherwise. Example: yourname@ISP address.

If your e-mail names have been determined we must go to your "Outlook Express" and set up your e-mail accounts. We need 3 things: your e-mail name, your user name, and your password.

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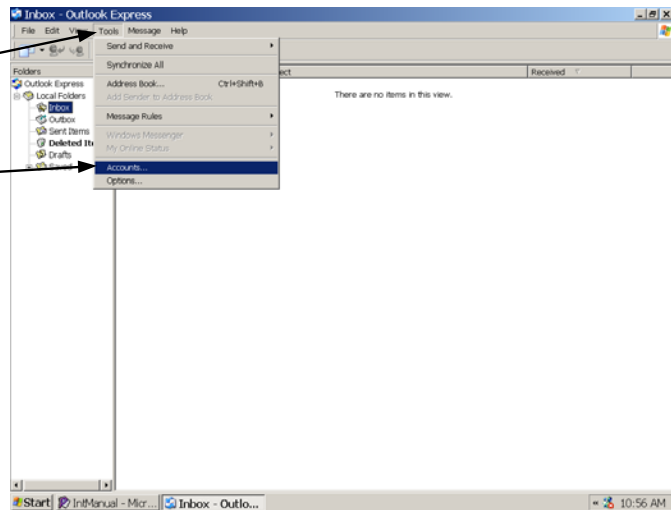# How To Set-Up Your e-mail Account (Outlook Express)

In order to set-up your e-mail account you must first establish with your Internet Service Provider:
- Your e-mail address. e.a. yourname@bellsouth.net
- Incoming mail server (POP3) e.a. mail.bellsouth.net
- Outgoing mail server (SMT)   e.a mail.bellsouth.net
- Account name and Password

Most often your ISP will walk you through this set-up via telephone. It is a usual service of an ISP. When calling them, have your computer turned on and your e-mail program (Outlook Express) running. You do not have to be on-line.
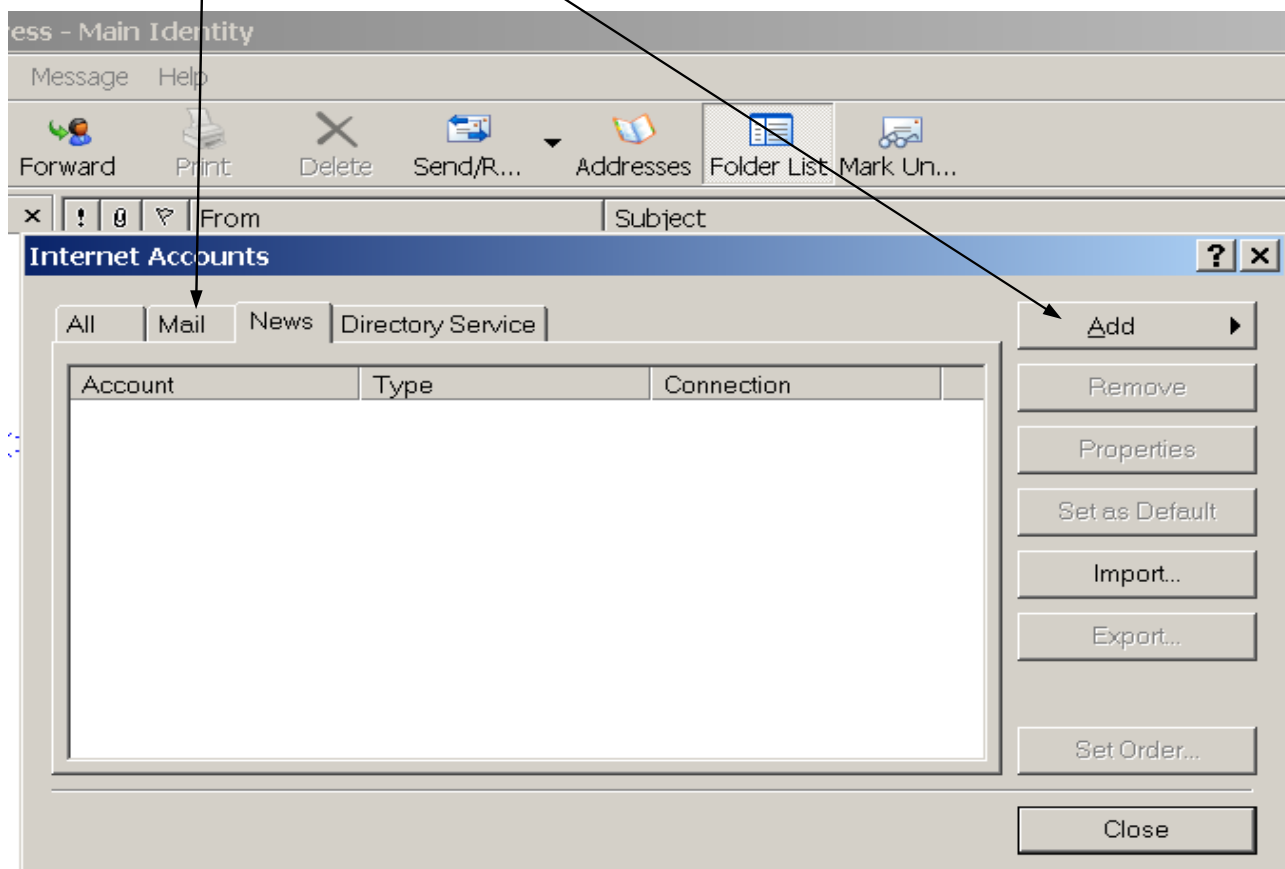
Creating an e-mail account

Open your Outlook Express. From the Menu Bar click on "Tools." which will show a menu like this shown. Click on "accounts."

This will open up another window shown below. Click on the "Mail" tab. This is where your account will always show.

Now click on the "Add" button and then on "Mail." This will start the the **"Internet Connection Wizard"**
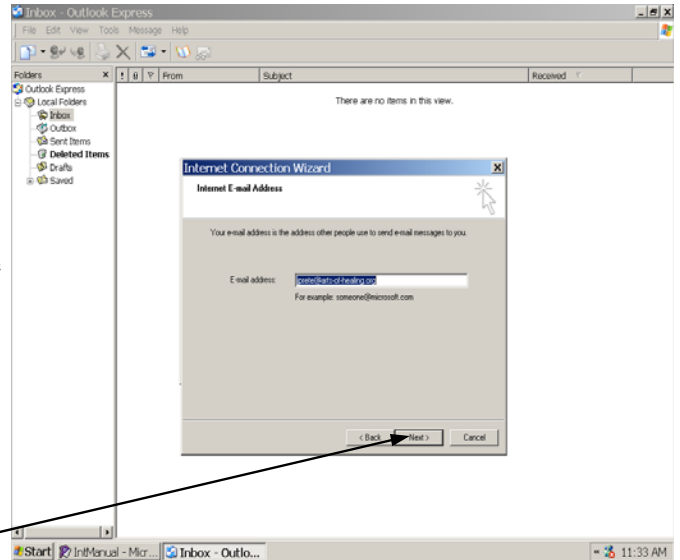
The Internet Connection Wizard

You are now to proceed with "The Internet Connection Wizard" to its completion. Make sure you have all the information listed from the previous page. The "Wizard is for NEW accounts only. If you are making changes in an existing account the procedure is a little different.
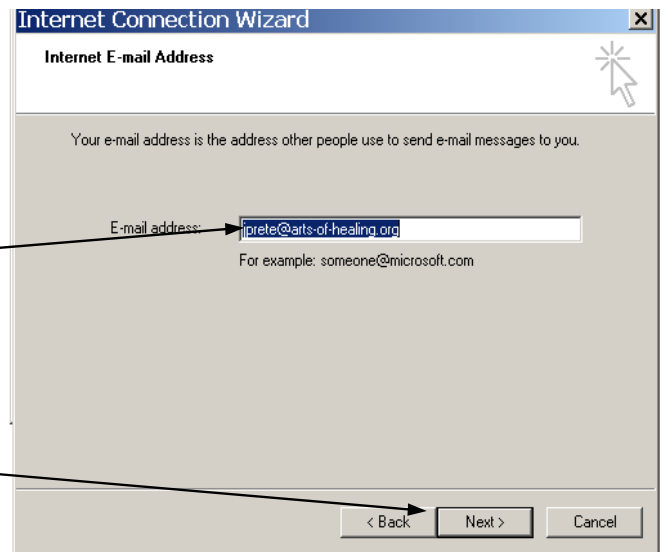
The first window will request the name on your account. This should NOT be your e-mail address but the name you want to appear on the "from" list of your e-mail message when it is received by your recipients.

Click on "Next" when finished

In this window you will need to type your complete e-mail address as it is listed, given, or decided upon with your ISP. It must be exact.
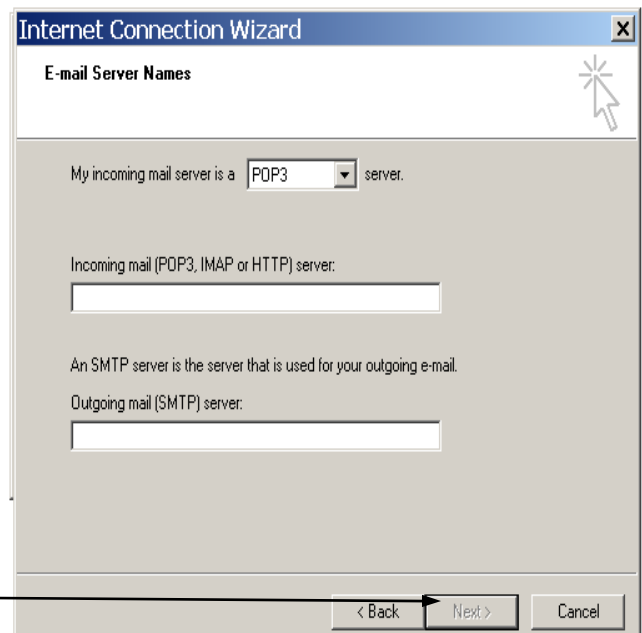
Click on "Next" when finished

This information again is from the list on the previous page.

This window is the location on your ISP's server of your "Inbox." It is important to be exact or it will not locate your e-mail. It usually consists of the word "mail" followed by a "." and the name of the server where it is located. The name could be the ISP's name for all its general mail or the name of your web site if you have one.

The next box is the outgoing mail server for the e-mail that you are sending. Again exact. It usually consists of the word "mail" or "SMTP" followed by a " . " and then the name of the server.

When finished click on "next."

Again this information is from the list on the previous page. It is the account name from your ISP and the password you have agreed upon. If you check the remember password you will not have to type it again when you get or download your e-mail.

The Secure Password should not be checked unless your ISP requires it.

Click on "Next"

When you click on the "Finish" button you will have completed the procedure and your account will now appear in your accounts folder.

You can check on it by following the procedure again beginning with clicking on the "accounts" from the Tools Menu of the opening page of Outlook Express.

If you need to edit or make any changes in your account information you will highlight your account and instead of clicking on "Add" you will click of the "Properties" button. Make sure that you have highlighted (clicked on) your account first.

The Edit or "Properties" window looks different than the "Wizard" window. It is a concise series of "tabbed" folders organized with all your information that you can edit or change.

You may want to glance through each folder. If everything is working OK, but do not make any changes unless you know what you are doing. If you are consulting with your ISP technician, he or she will probably direct you to these folders to direct you in making any corrections that must be made.

See chapter on "Accounts"