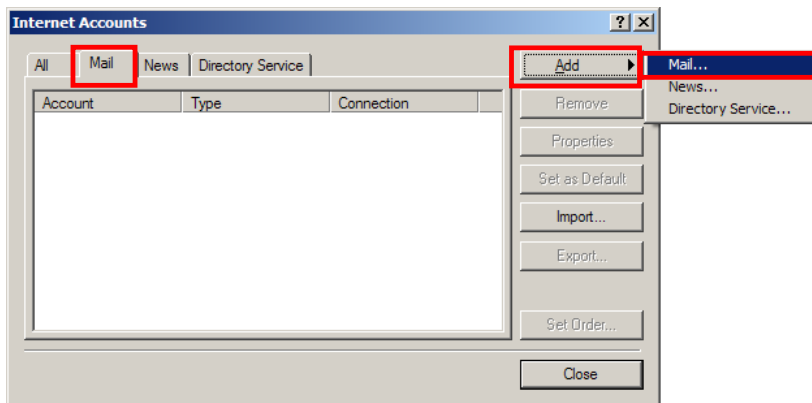


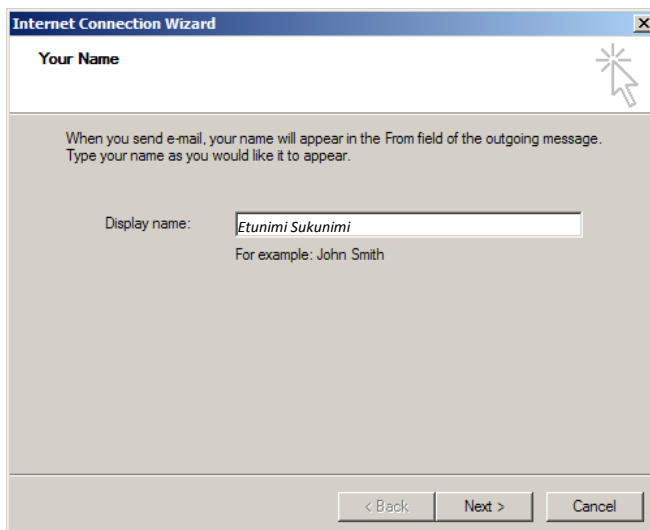
MS Outlook Express Ohje ...surffi.fi / ...rivakka.net -sähköpostitilin asetuksille

1. Käynnistä **Outlook Express** -ohjelma.
2. Valitse **Työkalut / Tools**-valikosta **Tilit... / Accounts...**

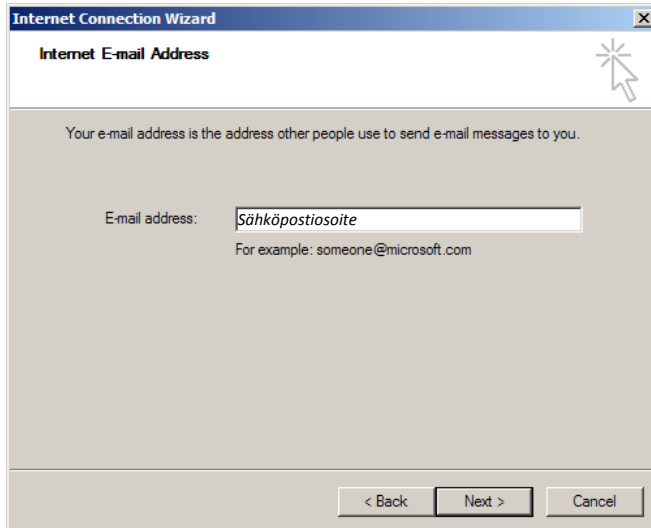


Valitse **Lisää / Add** → **Sähköposti... / Mail...**

3. Kirjoita nimesi ja valitse **Seuraava / Next**.

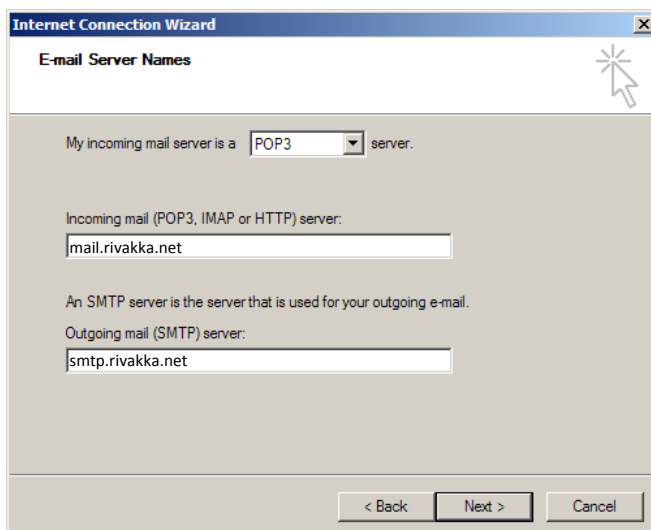


4. Kirjoita sähköpostiosoitteesi ja valitse **Seuraava / Next**.



The screenshot shows the 'Internet Connection Wizard' window, specifically the 'Internet E-mail Address' step. The window title is 'Internet Connection Wizard'. Below the title bar, the text reads 'Internet E-mail Address'. A mouse cursor is pointing at a star icon in the top right corner. The main area contains the instruction: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this, there is a text input field labeled 'E-mail address:' containing the text 'Sähköpostiosoite'. Underneath the input field, it says 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Valitse postipalvelimen tyyppiä POP3 (suositus) tai IMAP.



The screenshot shows the 'Internet Connection Wizard' window, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard'. Below the title bar, the text reads 'E-mail Server Names'. A mouse cursor is pointing at a star icon in the top right corner. The main area contains the instruction: 'My incoming mail server is a POP3 server.' Below this, there is a dropdown menu showing 'POP3'. Underneath, it says 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text input field containing 'mail.rivakka.net'. Below that, it says 'An SMTP server is the server that is used for your outgoing e-mail.' followed by 'Outgoing mail (SMTP) server:' and a text input field containing 'smtp.rivakka.net'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

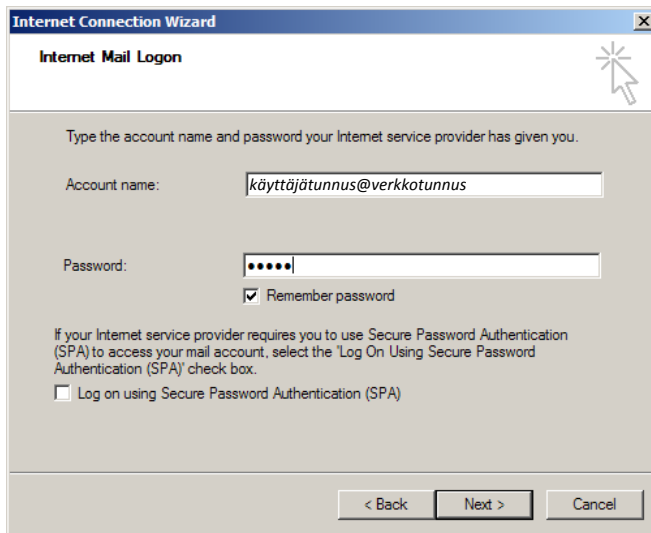
Täydennä palvelintiedot:

Saapuvan postin palvelin / Incoming mail server = **mail.rivakka.net**

Lähtevän postin palvelin / Outgoing mail server = **smtp.rivakka.net**

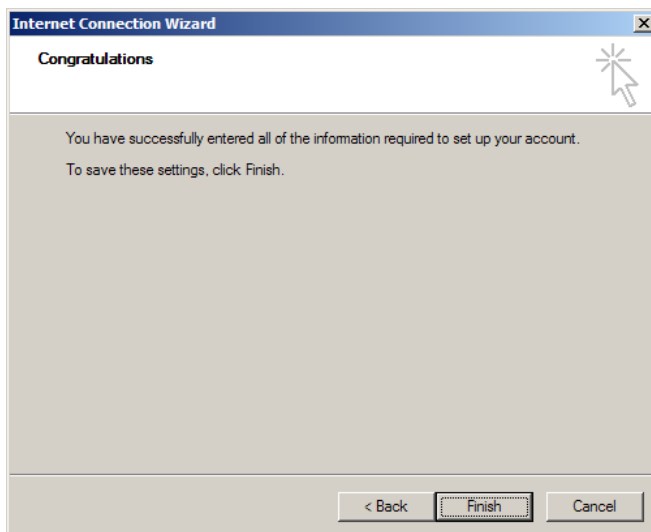
Valitse **Seuraava / Next**.

6. Anna **Tilin nimi / Account name**. Se kirjoitetaan muodossa *käyttäjätunnus@verkkotunnus*, esim. mat-tim@surffi.fi tai mattim@rivakka.net. Muista siis lisätä käyttäjätunnuksesi perään joko **@surffi.fi** tai **@rivakka.net** ! Salasana ei ole tässä pakollinen, mutta voit halutessasi tallentaa sen valitsemalla **Tallenna salasana / Remember password**. Valitse **Seuraava / Next**.



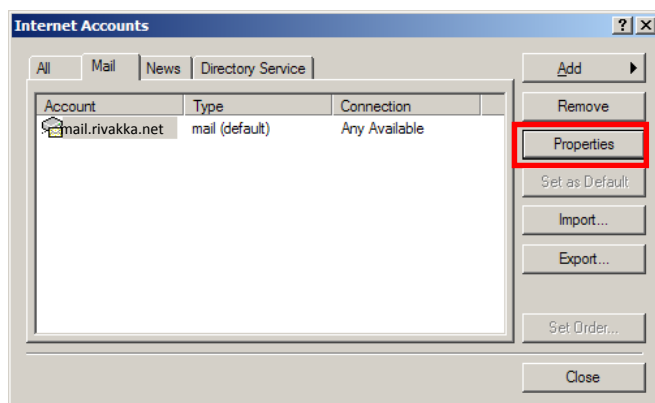
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text prompt: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the text 'käyttäjätunnus@verkkotunnus' and 'Password:' with five dots. Below the password field is a checked checkbox labeled 'Remember password'. At the bottom, there is a paragraph of text: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.' Below this text is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Valitse **Valmis / Finish**.

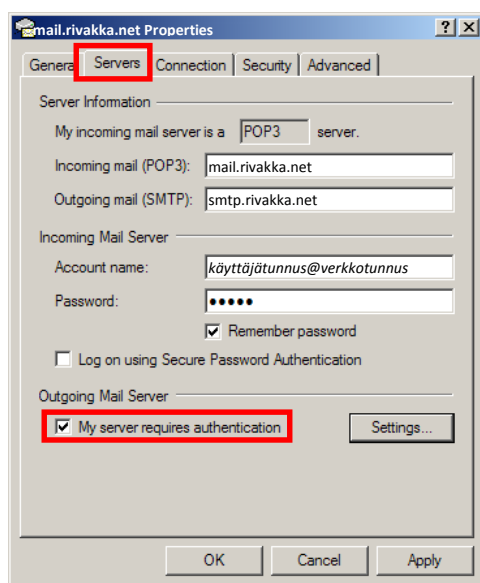


The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Congratulations' step. The window title is 'Internet Connection Wizard'. The main heading is 'Congratulations'. Below the heading, there is a text prompt: 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.' At the bottom of the dialog are three buttons: '< Back', 'Finish', and 'Cancel'.

8. Valitse muokattava tili ja valitse **Ominaisuudet / Properties**.

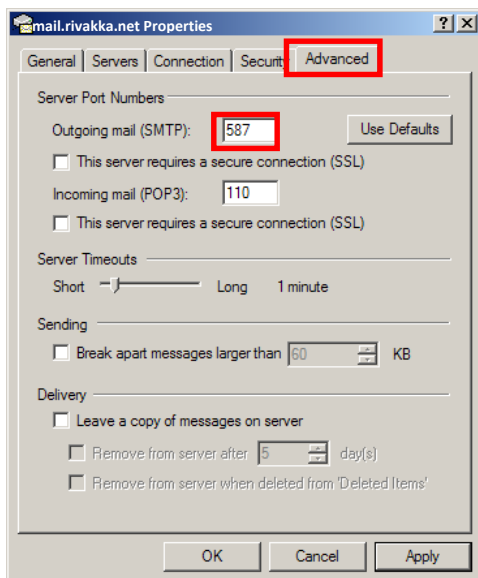


9. Valitse **Palvelimet / Servers** -välilehti aukeavasta ikkunasta.



- Valitse kohta **Palvelin edellyttää kirjautumista / My server requires authentication**.

10. Valitse samasta ikkunasta **Lisäasetukset / Advanced**-välilehti.



Vaihda **Lähtevän postin palvelimen / Outgoing mail** portin numeroksi **587**.
Hyväksy painamalla **Käytä / Apply**, **OK** ja **Sulje / Close**.

11. Sähköpostitili on nyt valmis käytettäväksi. Voit testata sähköpostisi toimivuutta valitsemalla **Työkalut** -valikosta **Lähetä ja vastaanota kaikki**.