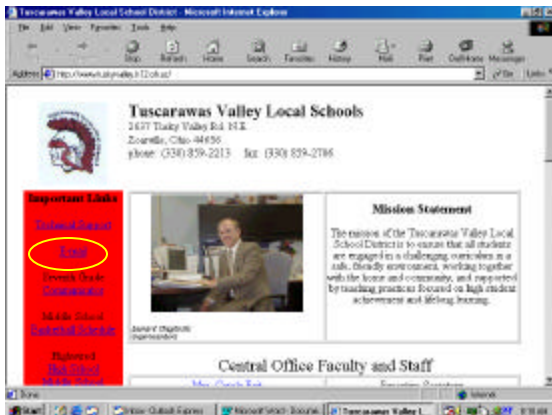
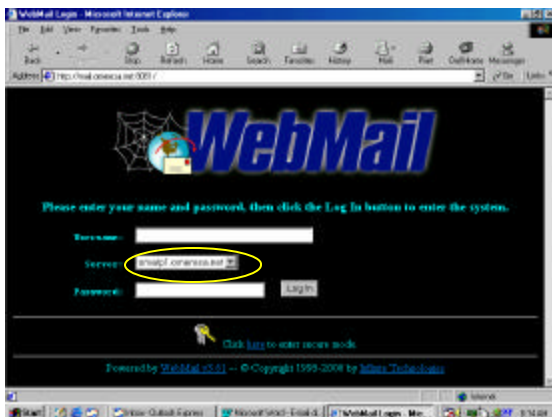


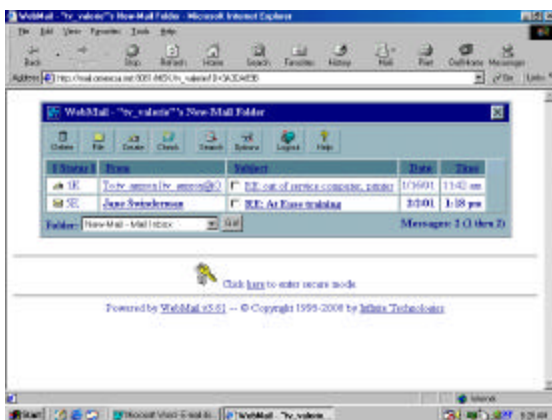
Omeresa E-Mail Information



Click on the “e-mail” link on Tusky Valley’s homepage or enter the URL: <http://mail.omeresa.net:8081/>



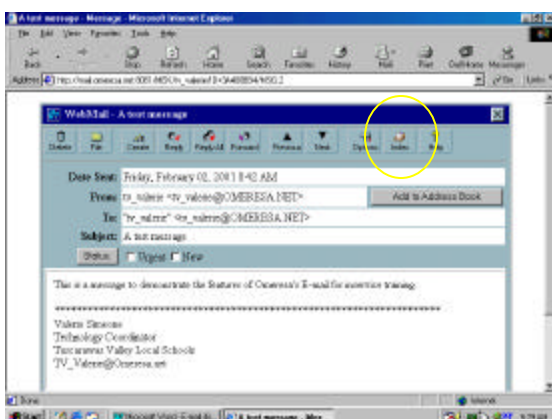
At the login screen, enter your username and password. Be sure that “omerapl1” is selected in the drop down box. Click on the “login” button.



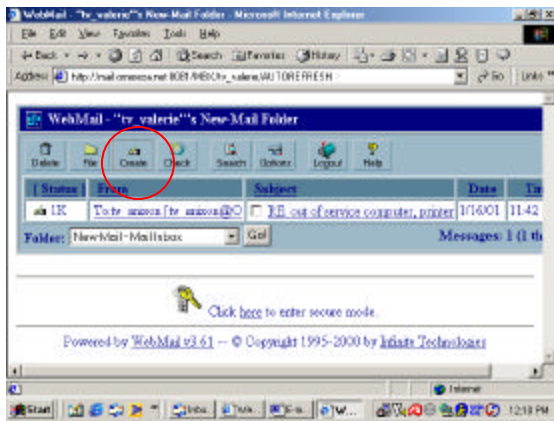
Upon log in, you are automatically placed in your “inbox” folder. From here you can read, delete, file, create, check for new mail, or search your mailbox for a specific message.

Bold e-mail is unread messages. Regular fonts are messages that have already been read.

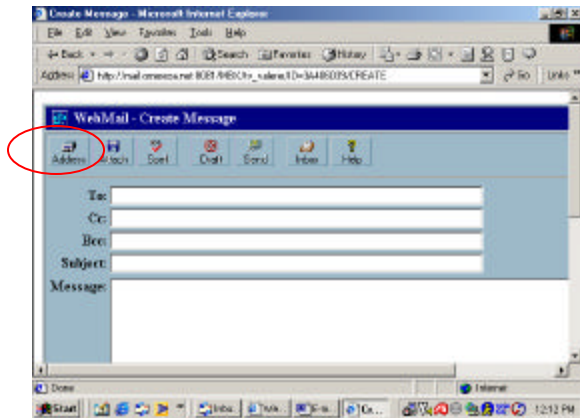
Click on a message to read.



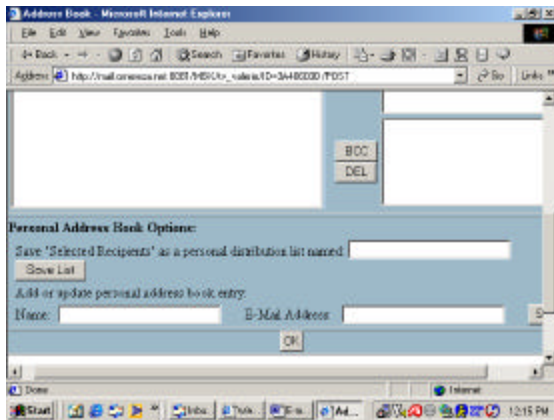
After reading the selected message, you can click on the “inbox” button to return to the inbox to check for additional messages.



To access your address book you will need to click on “create” in the toolbar.



Click on “address” in the toolbar.



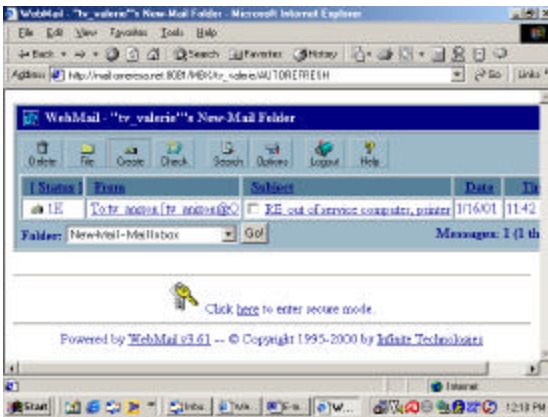
Scroll to the bottom of the page.
Click on the box next to the word “name”
Enter the name of the person you would like to add to your address book.
Click on the box next to the words “e-mail address”
Enter the e-mail address for the person that you are adding to your address book.
Click on “save” and you will see the person now added to your list of contacts.

To select an address from the address book, you must:

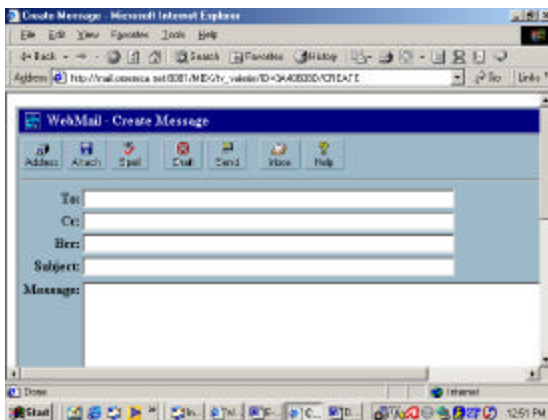
1. Click on the name you want to send the email to.
2. Click on TO, CC, or BCC button.
TO = Recipient to send to.
CC = Carbon Copy to other recipients, and show their names on the message header.
BCC = Blind Carbon Copy to other recipients and do not show their names on the message header
3. Click on the OK button at the bottom of the screen. This will take you back to the message.

To create a distribution list you must:

1. Hold down the CTRL button on your keyboard.
2. Select the addresses you want in the distribution list.
3. Click on the box next to the SAVE LIST button.
4. Enter the name that you wish to call the list.
5. Click on the SAVE LIST Button.



To create a new e-mail message, select “create” from the toolbar.



Type the address of the recipient in the box next to the word TO, CC, or BCC.

TO = Recipient to send to

CC = Carbon Copy to other recipients, and show their names on the message header.

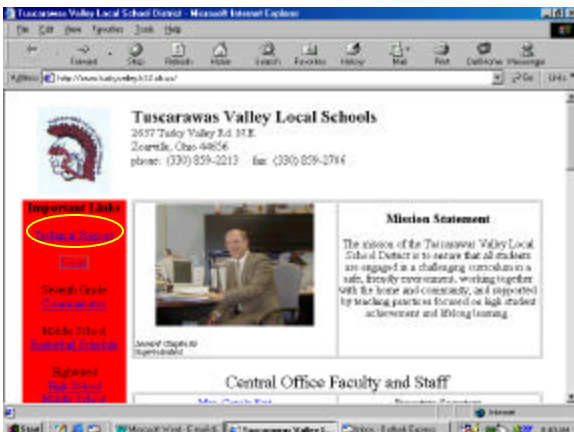
BCC = Blind Carbon Copy to other recipients and do not show their names on the message header.

Type in the subject of the message in the box next to the word “subject.”

Type in the message in the space provided next to the word “message.”

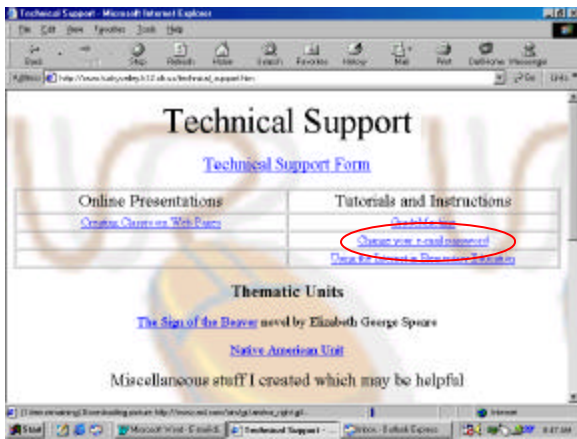
To send the message, click on the SEND button.

Changing Your Password



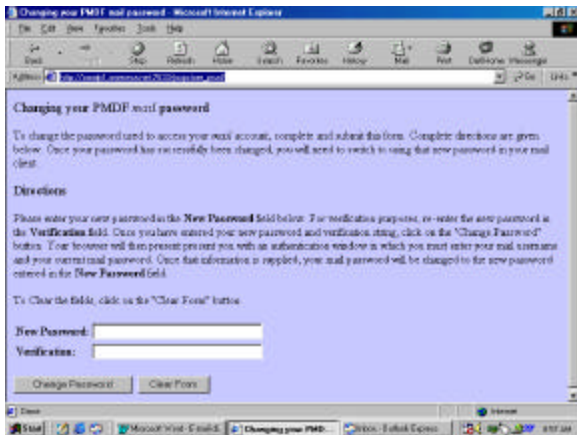
Your Omeresa e-mail password will expire every 90 days.

You can change your password by clicking on the “technical support” link on the Tusky Valley homepage.

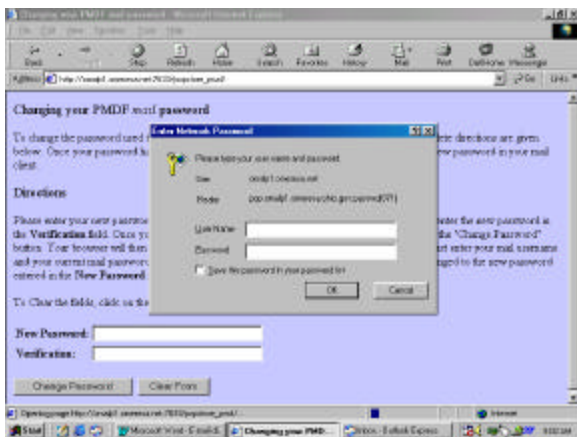


Choose the “change your e-mail password” link or type the URL:

http://omalp1.omeres.net:7633/popstore_pwd/



The “change your password” screen will ask you to enter your choice for a new password and to verify it by typing it again. Please remember that you cannot use the same password twice. Your password must be between 8 and 12 characters in length and can be any combination of numbers or letters but cannot be a word, which would commonly be found in a dictionary.



After entering your new password, a popup box will prompt you for your current username and your “old” password.

Please pay close attention to any error messages you may get during this process. The message will tell you if there is a problem with the password you are trying to choose. The message may inform you that your new password is too long, too short, found in the dictionary, or found in the history list. If you receive one of these messages, just make the required changes and try again. If you continue to have difficulty that you cannot correct, please contact me.

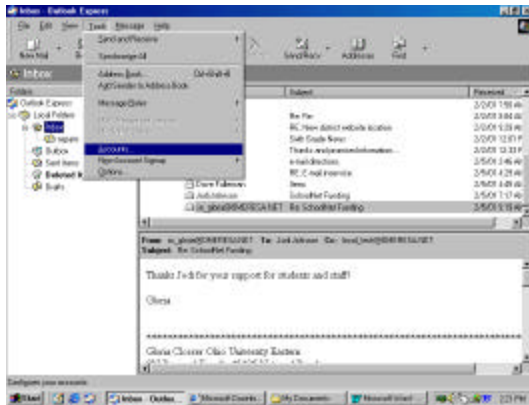
Other Alternatives

Download Outlook Express for Macintosh from this URL:

<http://www.microsoft.com/mac/download/en/default.asp>

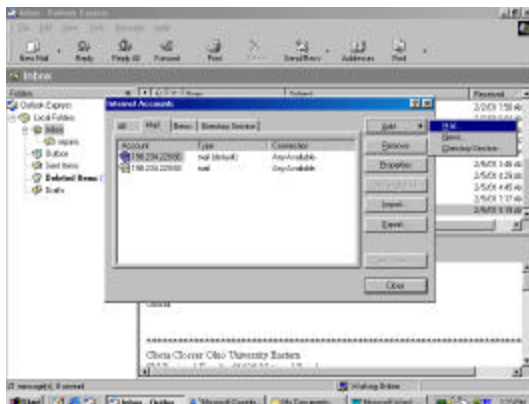
Outlook Express for Windows is included in the download of Internet Explorer. 5.5. See:

<http://www.microsoft.com/downloads/search.asp?> for details on how to download.



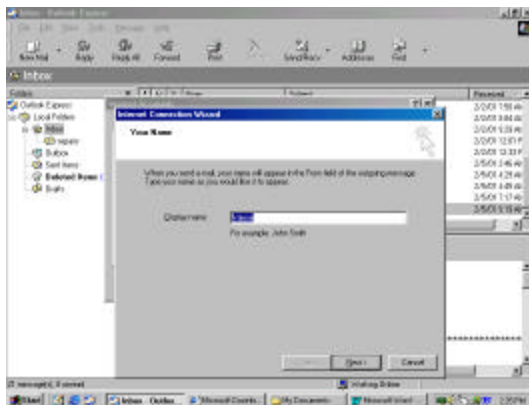
Go to “tools” on the menu bar.

Click on “accounts.”



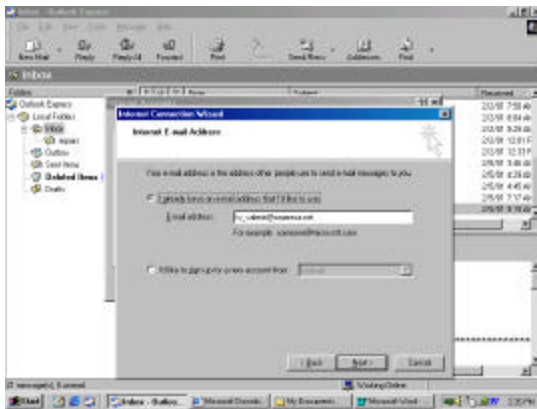
Select “add.”

Select “mail.”

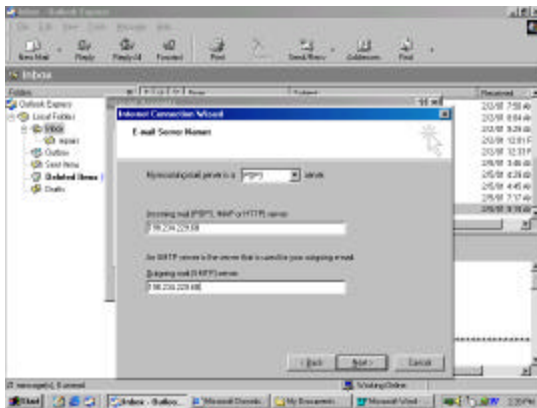


An Internet Connection Wizard will appear:

Your Name Field: Enter your name



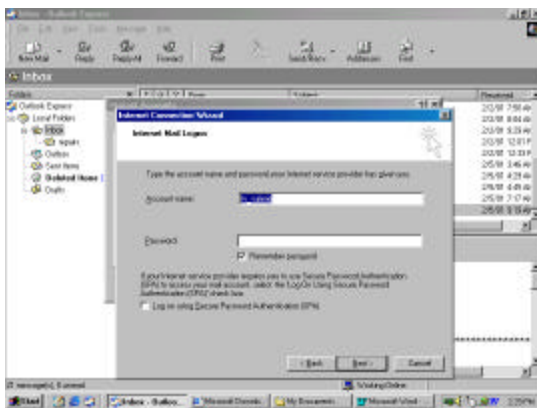
Email Address: Enter your email address



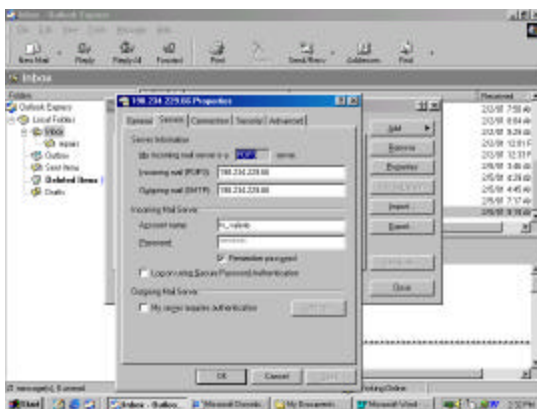
In the drop down box select POP3

Incoming Mail: 198.234.229.68 for OMALP1

Outgoing Mail: 198.234.229.68 for OMALP1



Enter your e-mail username and password



If you are using Outlook Express, remember that when you change your Omeresa password, you will need to click on your account in Outlook Express, choose the “servers” tab and also change your password in Outlook Express to match your new Omeresa password.