

Setting up SuffolkWeb on Windows2000

The actual setup processes is accomplished through a Wizard combining features of Windows2000 and Internet Explorer. The screens you see below may vary because of the version of Internet Explorer installed on your computer and the appearance of the SuffolkWeb page. The essentials and the specific information remain the same no matter what version or release you have. You need go through the Wizard only once. After completing the Wizard, and setting the homepage and the SuffolkWeb connection, use the procedure starting on page 16 to connect to SuffolkWeb in the future.

Start here by clicking on:

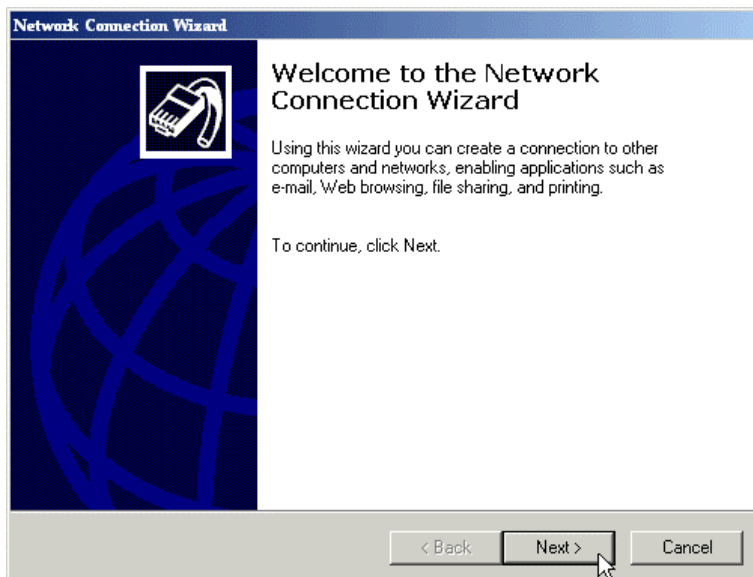
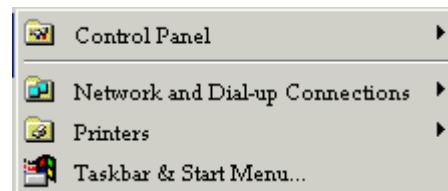
Start

Settings



Network and Dial-up Connections

Make New Connection



◆ Next >

◆ Select the second option “Dial-up to the Internet” by clicking on its radio button.

◆ Click on the **Next >** button to continue.

If you make any mistakes or wish to review previous windows, click on the <Back button.

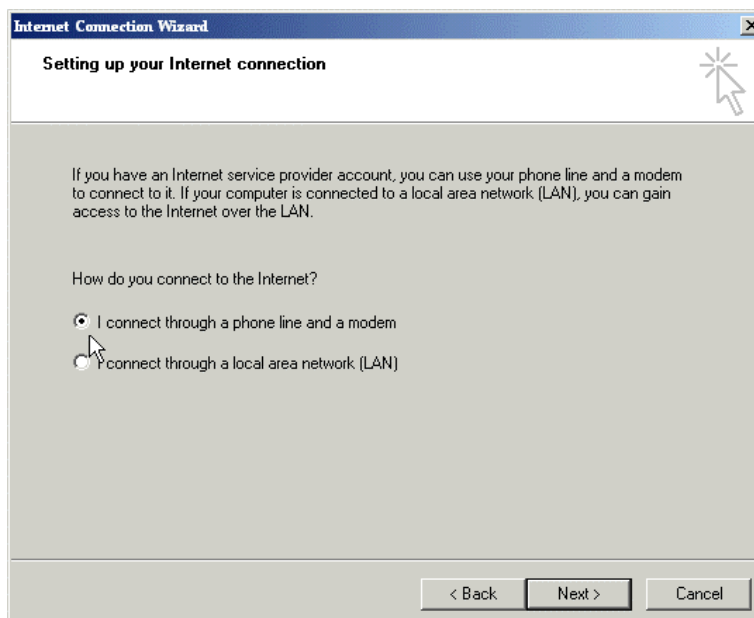
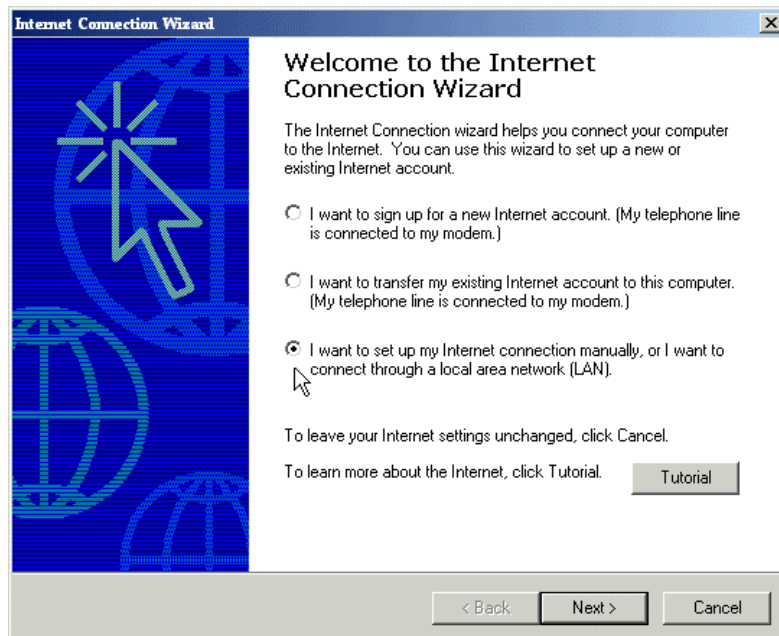
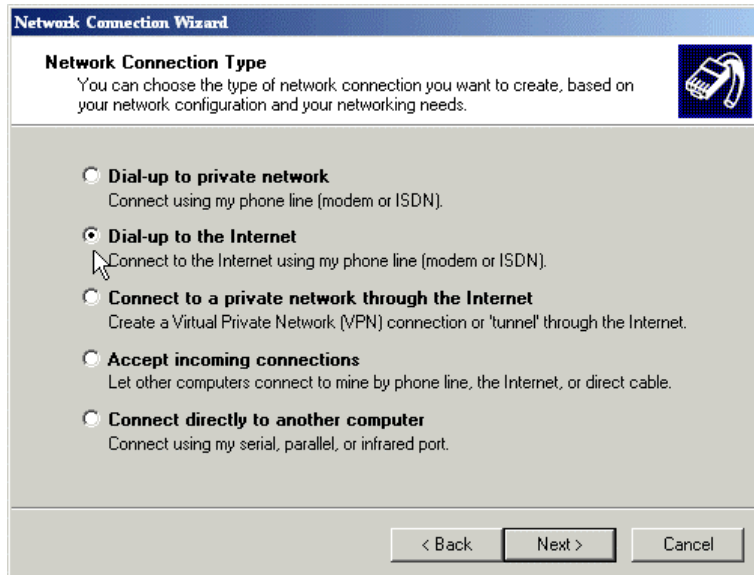
If you wish to stop and start over, click on the Cancel button.

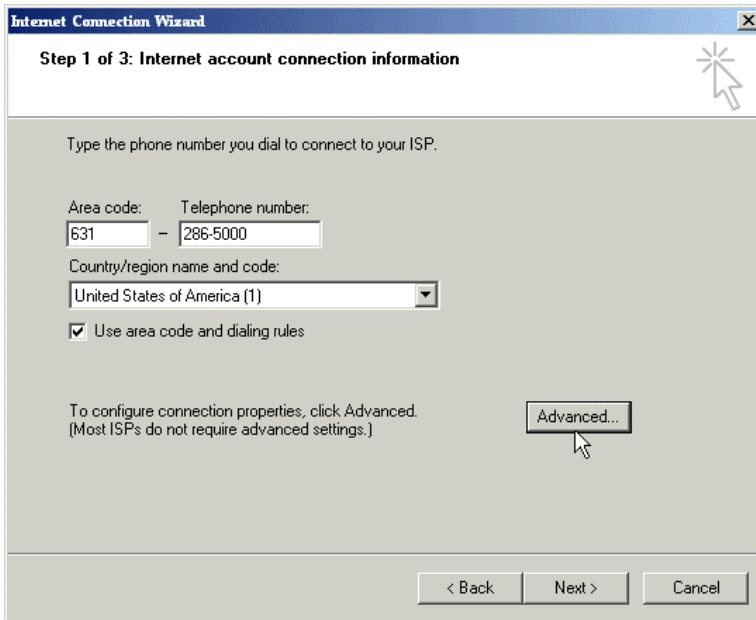
◆ Select the third option “I want to set up my Internet connection manually...”

◆ **Next >**

◆ Select “I connect through a phone line and a modem”.

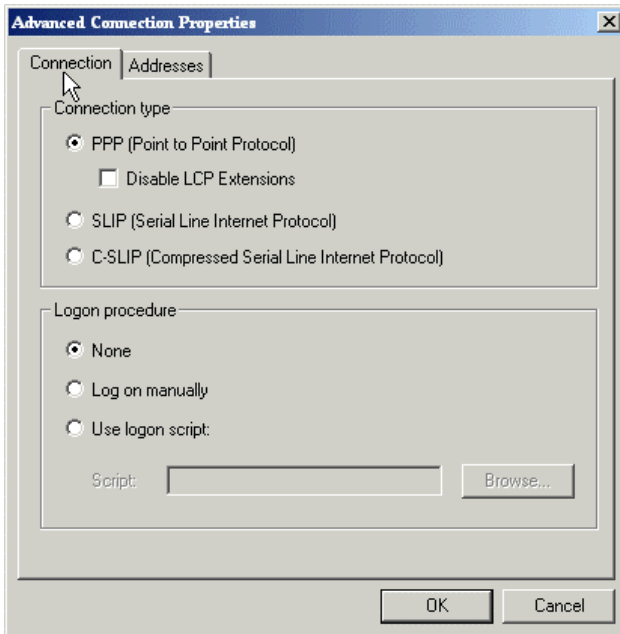
◆ **Next >**





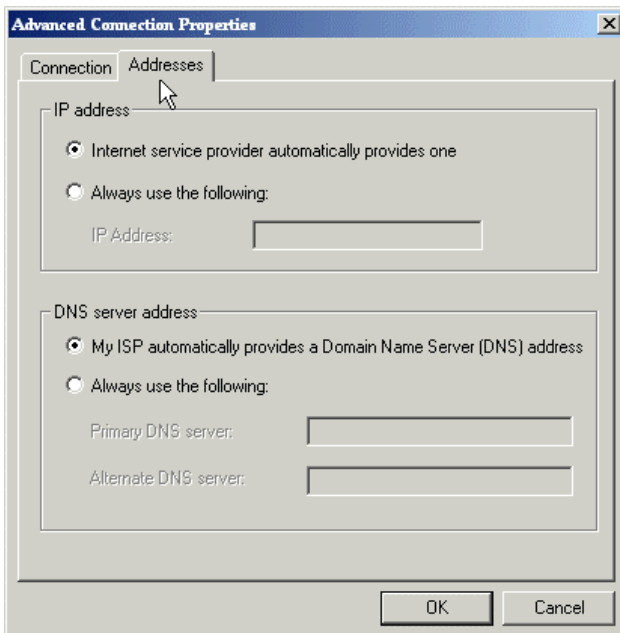
- ◆ Suffolk Web has two dial-up numbers:
 - 286-5000 Western Suffolk
 - 282-0320 Eastern Suffolk

- ◆ **Advanced...**



- ◆ **Connection...**

The default properties under both the Connection and Addresses tabs are correct and need not be changed and are illustrated only for your information.



- ◆ **Addresses...**

- ◆ **OK**

◆ Next >

◆ Enter your SuffolkWeb username as provided by your library....

Do not use the mmouse example.

Do not include the e-mail extension @suffolk.lib.ny.us

◆ Press the Tab key on the keyboard

◆ Enter your SuffolkWeb password as provided by your library.

*The password will appear as *****
Enter the password carefully and exactly as provided by the library.*

◆ Next >

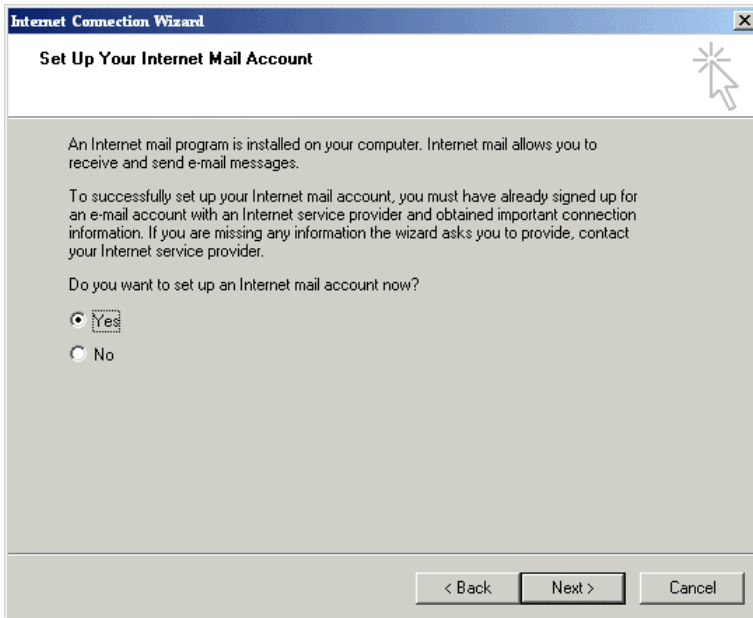
◆ Since this will be your SuffolkWeb connection, we recommend you call the connection SuffolkWeb.

◆ Next >

The screenshot shows the 'Internet Connection Wizard' window at Step 1 of 3. The title bar reads 'Internet Connection Wizard'. The main heading is 'Step 1 of 3: Internet account connection information'. Below this, there is a text prompt: 'Type the phone number you dial to connect to your ISP.' There are two input fields: 'Area code:' with the value '631' and 'Telephone number:' with the value '286-5000'. Below these is a dropdown menu for 'Country/region name and code:' set to 'United States of America (1)'. A checkbox labeled 'Use area code and dialing rules' is checked. At the bottom right, there is an 'Advanced...' button. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

The screenshot shows the 'Internet Connection Wizard' window at Step 2 of 3. The title bar reads 'Internet Connection Wizard'. The main heading is 'Step 2 of 3: Internet account logon information'. Below this, there is a text prompt: 'Type the user name and password you use to log on to your ISP. Your user name may also be referred to as your Member ID or User ID. If you do not know this information, contact your ISP.' There are two input fields: 'User name:' with the value 'mmouse' and 'Password:' with the value '*****'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

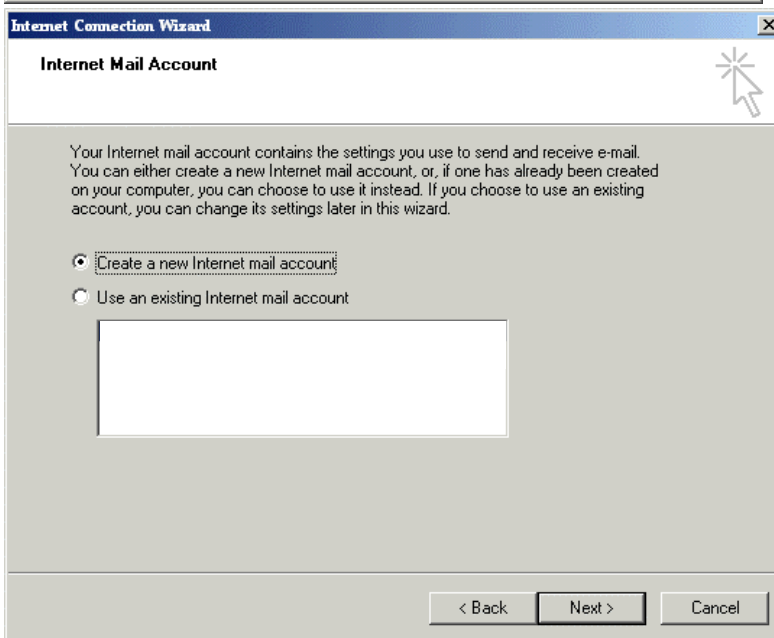
The screenshot shows the 'Internet Connection Wizard' window at Step 3 of 3. The title bar reads 'Internet Connection Wizard'. The main heading is 'Step 3 of 3: Configuring your computer'. Below this, there is a text prompt: 'Information about your Internet account is grouped together as a dial-up connection and labeled with a name you provide.' Another text prompt follows: 'Type a name for the dial-up connection. This can be the name of your ISP or any name you want to use.' There is one input field for 'Connection name:' with the value 'SuffolkWeb'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.



Your SuffolkWeb account includes an e-mail account.

◆ Click on the Yes radio button in order to enter your SuffolkWeb e-mail settings.

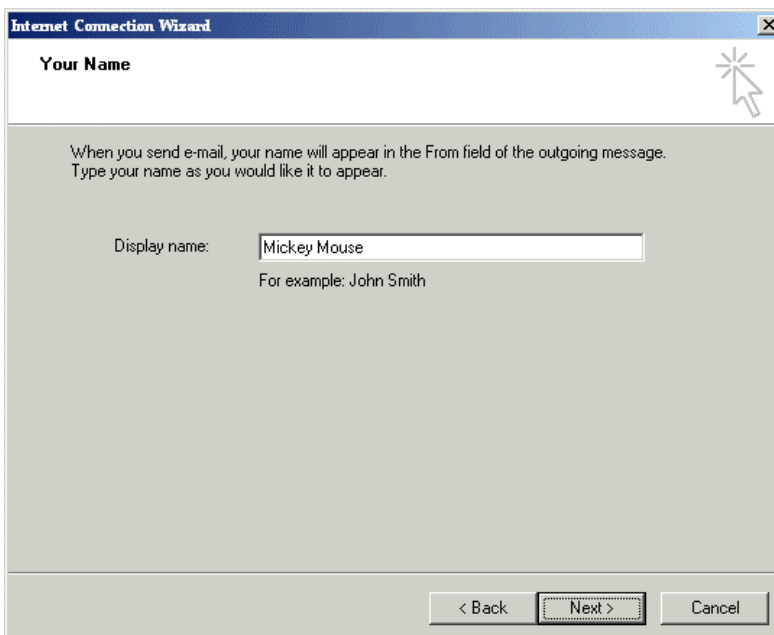
◆ Next >



If Windows detects other e-mail accounts, the wizard will display this screen; otherwise it will display the next window.

◆ If necessary, click on the “Create a new...” radio button to enter your SuffolkWeb e-mail settings.

◆ Next >



We will be using Mickey Mouse as our example – please be sure to enter your information correctly.

◆ Enter the name you would like to appear on the e-mail you send.

◆ Next >

◆ Enter your SuffolkWeb e-mail address

The screenshot shows the 'Internet Connection Wizard' window at the 'Internet E-mail Address' step. The title bar reads 'Internet Connection Wizard'. Below the title bar, the text 'Internet E-mail Address' is displayed. 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 'mmouse@suffolk.lib.ny.us'. Underneath the input field, it says 'For example: someone@microsoft.com'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

◆ Next>

SuffolkWeb uses POP3 mail service

◆ SuffolkWeb's incoming mail server is: **pophost.suffolk.lib.ny.us**

◆ Suffolk Web's outgoing mail server is: **smtphost.suffolk.lib.ny.us**

The screenshot shows the 'Internet Connection Wizard' window at the 'E-mail Server Names' step. The title bar reads 'Internet Connection Wizard'. Below the title bar, the text 'E-mail Server Names' is displayed. The main area contains the instruction: 'My incoming mail server is a POP3 server.' Below this, there is a dropdown menu showing 'POP3'. Underneath, there is a text input field labeled 'Incoming mail (POP3, IMAP or HTTP) server:' containing the text 'pophost.suffolk.lib.ny.us'. Below that, there is another text input field labeled 'Outgoing mail (SMTP) server:' containing the text 'smtphost.suffolk.lib.ny.us'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

◆ Next>

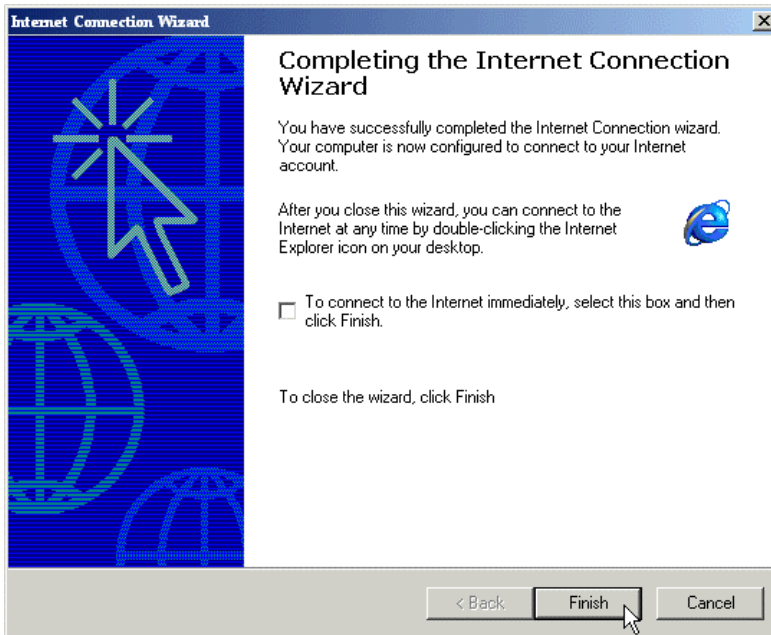
◆ Enter your SuffolkWeb username

◆ Press the Tab key

◆ Enter your Suffolk Web password
"Remember password" is optional

The screenshot shows the 'Internet Connection Wizard' window at the 'Internet Mail Logon' step. The title bar reads 'Internet Connection Wizard'. Below the title bar, the text 'Internet Mail Logon' is displayed. The main area contains the instruction: 'Type the account name and password your Internet service provider has given you.' Below this, there is a text input field labeled 'Account name:' containing the text 'mmouse'. Below that, there is a text input field labeled 'Password:' containing several asterisks. Underneath the password field, there is a checked checkbox labeled 'Remember password'. Below this, 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 paragraph, there is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

◆ Next >



◆ Uncheck the ‘..connect..’ box

◆ Finish

This completes the Internet Connection Wizard section. The wizard has accomplished the following:

1. Prepared Windows2000 to dial into the Internet
2. Created a specific Dial-Up Connection icon for SuffolkWeb
3. Prepared an account in Outlook Express, Internet Explorer’s mail program, to access your SuffolkWeb mail.

The next steps include:

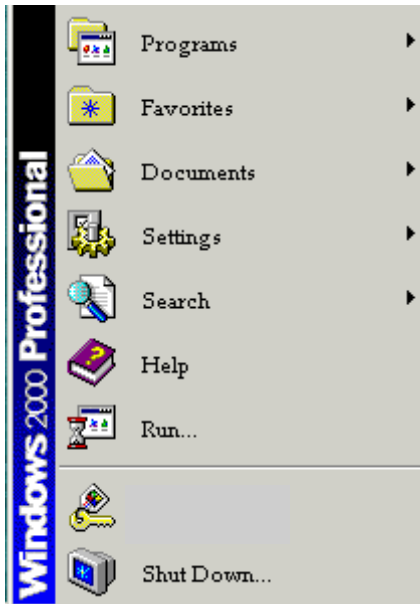
1. Setting a starting (home) page that Internet Explorer automatically goes to when connecting to the Internet.
2. Setting SuffolkWeb as your default dial-up connection to the Internet.
3. Connecting to SuffolkWeb.

Setting a Home Page and the SuffolkWeb Connection

The home page is the first place Internet Explorer goes to when connected to the Internet. It is also accessed each time you press the HOME icon in Internet Explorer.

Start

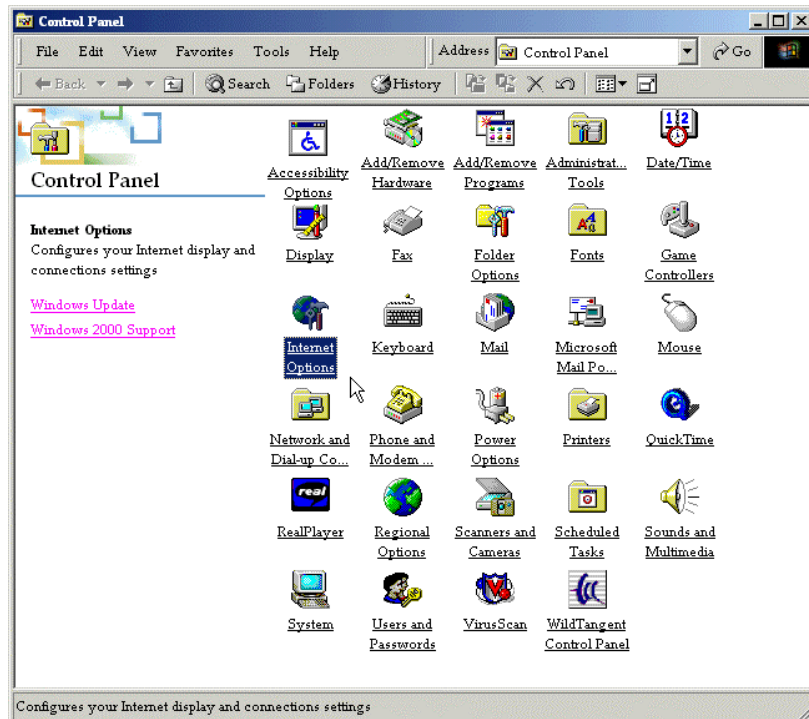
Settings

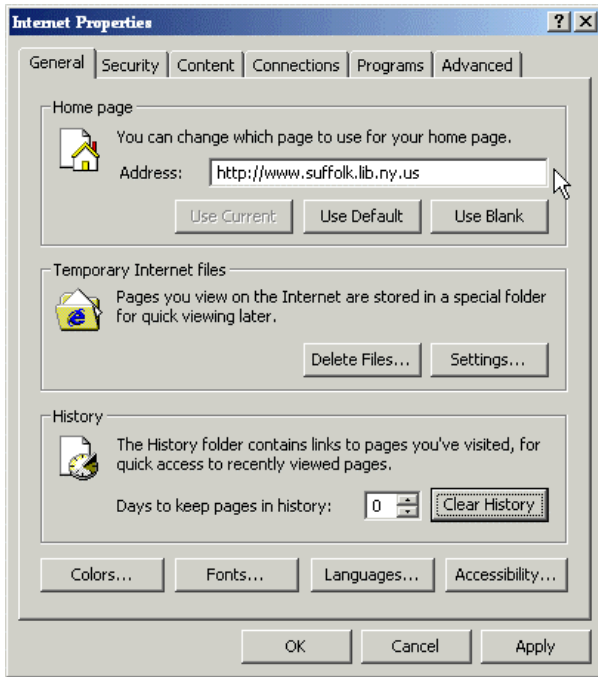


Control Panel



- ◆ Open the Internet Options icon

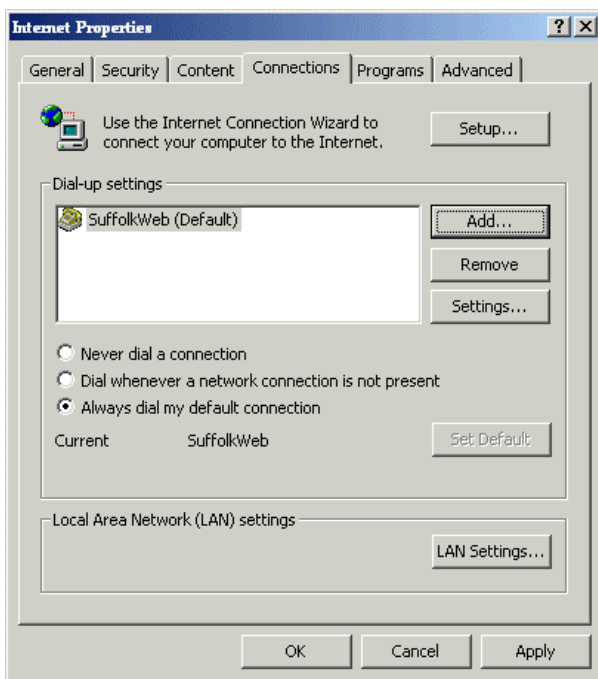




◆ Under the General tab...

Enter your library's homepage – use the address supplied by your library. In this example, we are using the SuffolkWeb address.

◆ Do not press Enter....



◆ Click on the Connections tab

◆ Confirm SuffolkWeb is listed in the 'Dial-up settings' box.

If SuffolkWeb does not appear in the box, you may have named it differently or never finished the Wizard.

If SuffolkWeb is not the default connection, highlight SuffolkWeb and click on the "Set Default" button.

◆ Confirm 'Always dial my default connection' is checked.

◆ Apply

◆ OK

After clicking OK, you will be returned to the Control Panel. Close the Control Panel to return to the Desktop.

The basics for the SuffolkWeb connection are now completed. Proceed to the next section "Connecting to SuffolkWeb and your Public Library".

Connecting to SuffolkWeb and your Public Library

Now that the basic setup has been completed, use the following procedure for connecting to SuffolkWeb and the Internet.

If you have any trouble, review your SuffolkWeb configuration with the “Troubleshooting” section of this guide. If you continue to have problems, contact your local public library and/or e-mail our Technical Support staff at techsupp@suffolk.lib.ny.us



- ◆ Double-click on the Internet Explorer icon on the Desktop, or in the Quick Launch bar in the Windows Taskbar

Internet Explorer will start to open, and bring up the Dial Up Connection window.

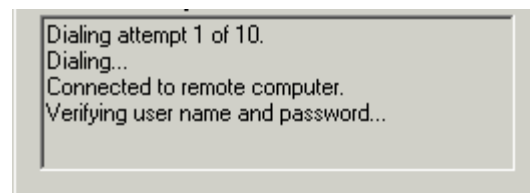
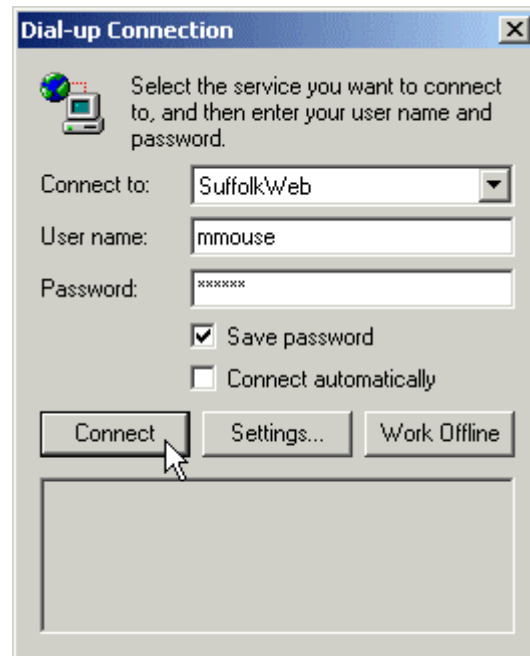
- ◆ Confirm your SuffolkWeb username and password are correct..

If you choose to check the “Save Password” box, please be sure to keep a written copy of your password in case you ever forget it.

We do not recommend checking “Connect automatically” until you are more familiar with using SuffolkWeb and the Internet.

- ◆ **Connect**

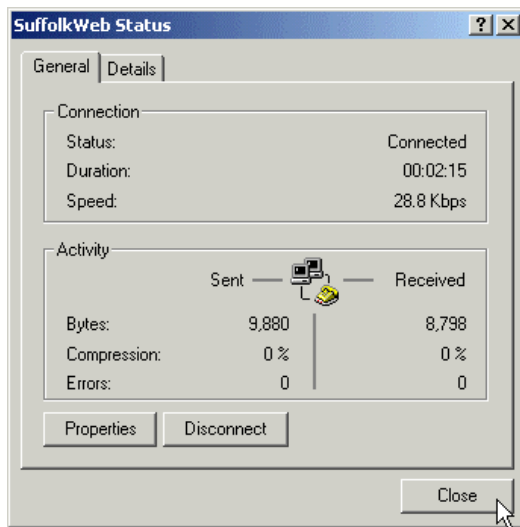
Your modem will dial into SuffolkWeb and log you in.





Once connected, your homepage (we're using the SuffolkWeb page as an example) will display.

Use the Address box,
the Favorites list,
or links on a page
to move about the Internet.



Whenever connected to the Internet using SuffolkWeb, the Connected To icon appears on your Windows Taskbar.

Double-clicking on the icon displays information about the connection. Click Close to minimize the Status window back to the Taskbar.

Use Internet Explorer's Help feature to learn more about using Internet Explorer.



Click on Tools and then Internet Options to review various Internet Explorer options and settings.

When finished using the Internet,

- ◆ Click on File and then Close
- or
- ◆ Click on the X

to close Internet Explorer.

- ◆ Click 'Disconnect Now' to end your SuffolkWeb connection and return to the Desktop.