



Getting Started Guide



1st Edition – March 2002

SuffolkWeb : A Cooperative Project of the Public Libraries of Suffolk County, NY

Table of Contents



<u>Page</u>	<u>Topic</u>
1	Introduction
2	Acceptable Use Policy
3	Privacy Policy
4	System Requirements
5	How to Use this Guide
7	Setting up SuffolkWeb with the Internet Explorer Connection Wizard
11	Setting the Home Page and Reviewing Your Username/Password
13	Connecting to SuffolkWeb and your Public Library
15	Outlook Express Mail
16	Outlook Express Account Wizard
18	SuffolkWeb Mail Account Properties
21	Review Outlook Express Options
22	Outlook Express Help and Layout
23	Composing an E-Mail Message
24	Sending and Receiving E-Mail
25	Reading Messages
27	Outlook Express News
28	Creating a News Account
30	News Account Properties
32	Subscribing to Newsgroups
34	Reading Newsgroup Messages
37	Outlook Express Help
39	Troubleshooting the SuffolkWeb Connection
39	Phone Line Issues
40	Call Waiting
41	Review the SuffolkWeb Dial Up Connection
44	Viewing the SuffolkWeb Dial Up Connection
44	Working Offline