



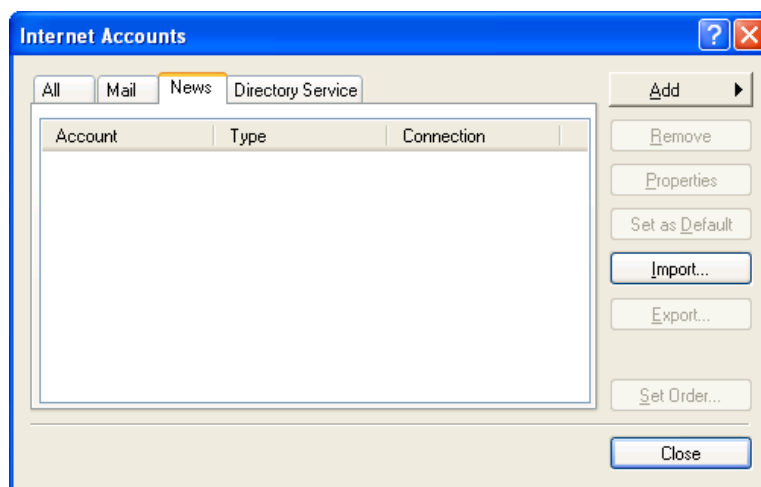
Outlook Express

How to Subscribe to Newsgroups

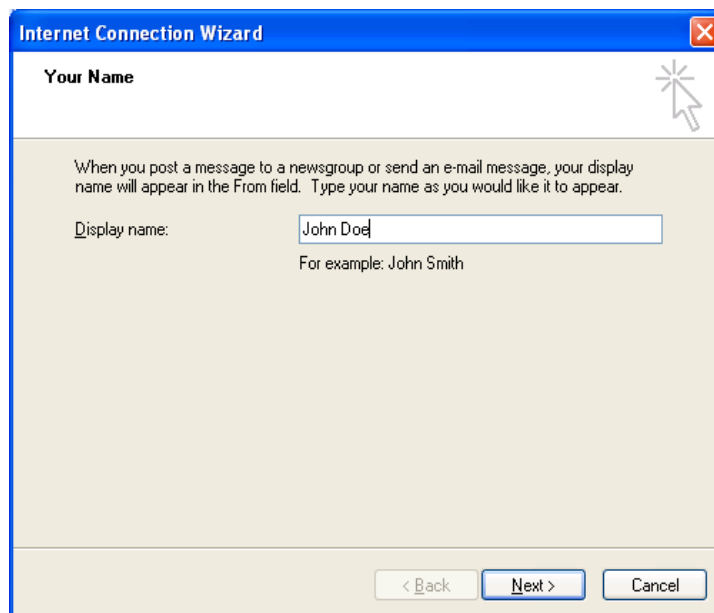


****Newsgroups are for educational purposes ONLY. Personal topics are NOT PERMITTED. Everything posted here is in public view and can be viewed by ALL district staff.****

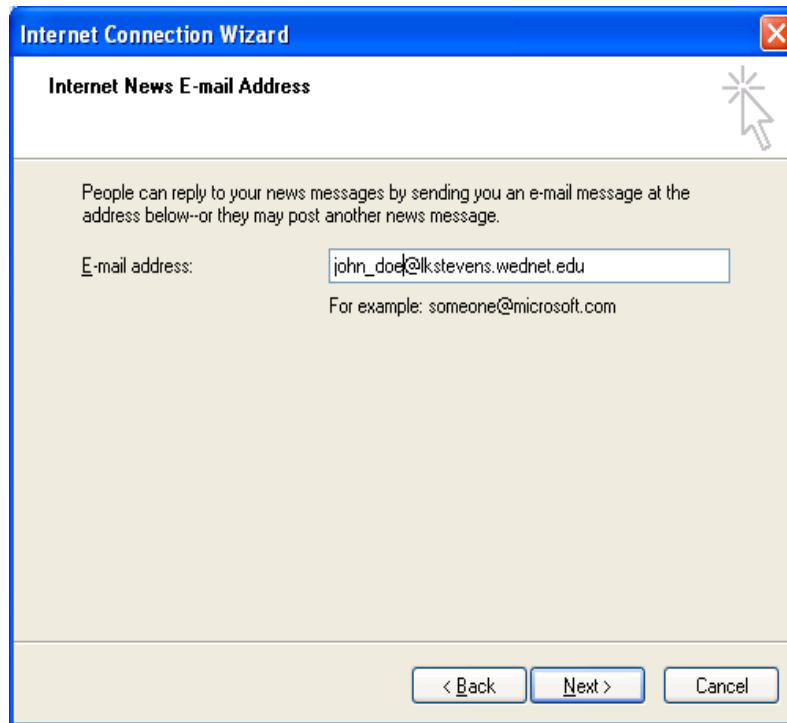
1. Open Outlook Express. Click on the **Tools** menu, and select **Accounts**. Click on the **News** tab. You will get a window similar to this:



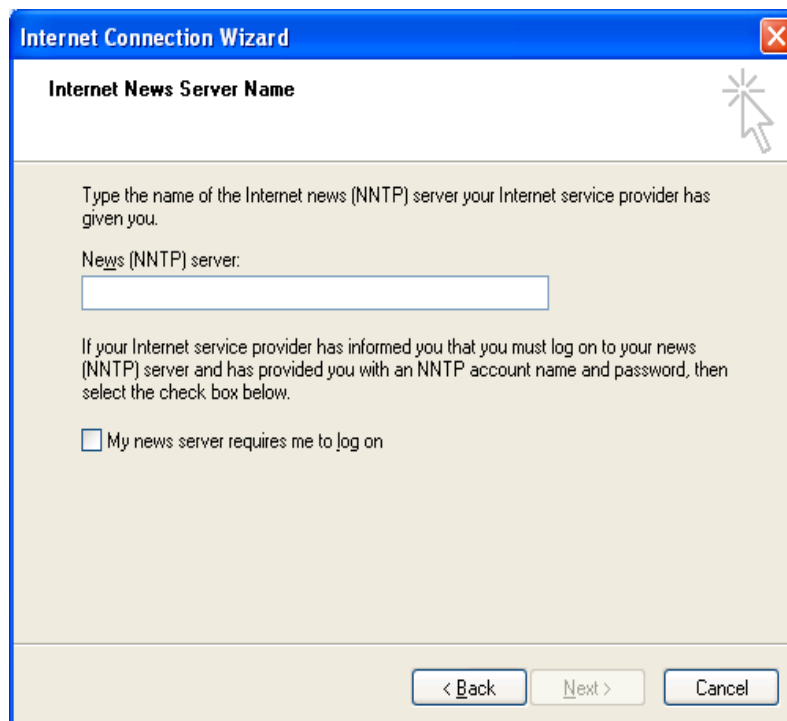
2. Click on the **Add** button and choose **News**. This will bring up a window that looks like this:



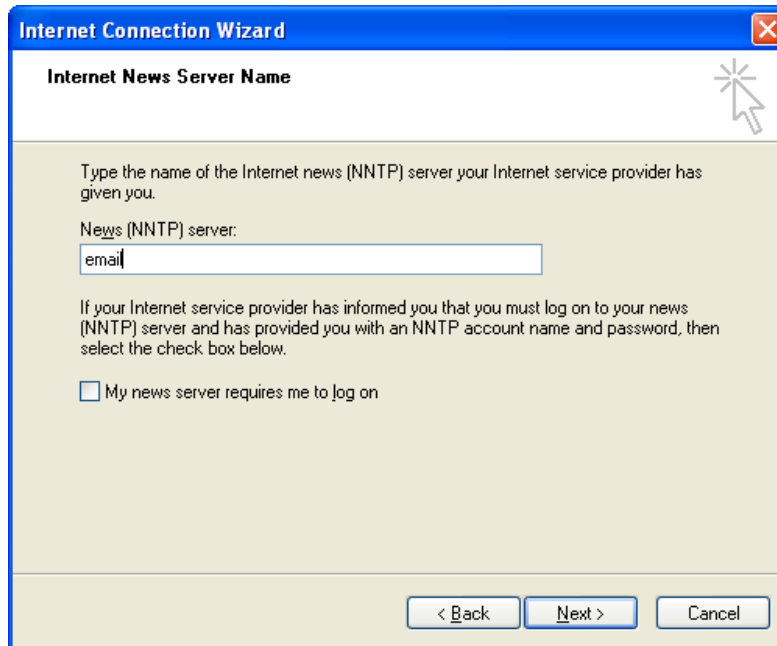
3. If you have previously configured your email account within Outlook Express then your name will auto-populate the **Display name** block, if not enter your name and click the **Next** button.
4. Like wise if your email was already set up, then your email address will auto-populate the **Email address** block with your correct email address. If not, enter your email address in this block now so that it looks like this and click the **Next** button:



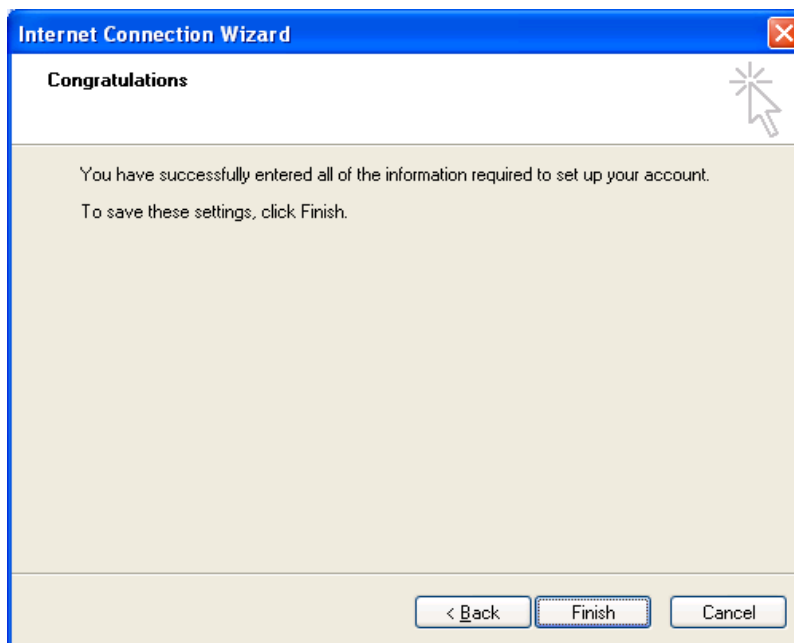
5. You will then get a window that looks like this:



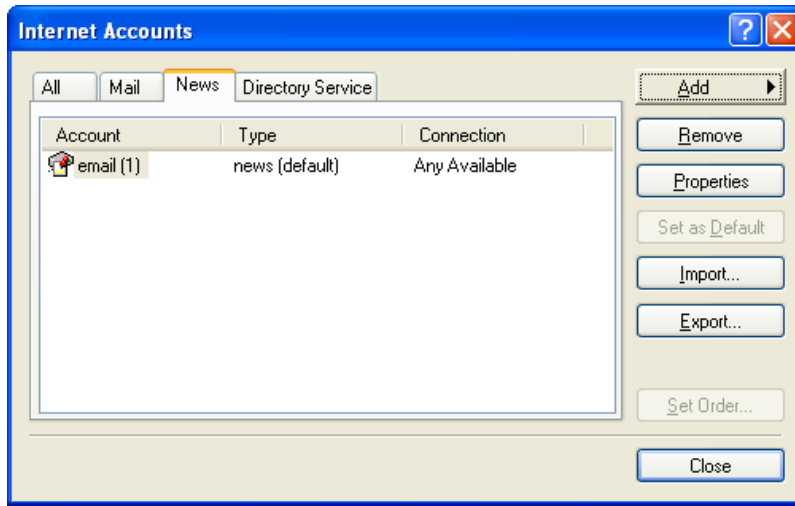
6. In the **News (NNTP) server** block enter **email** so that it looks like this and click the **Next** button:



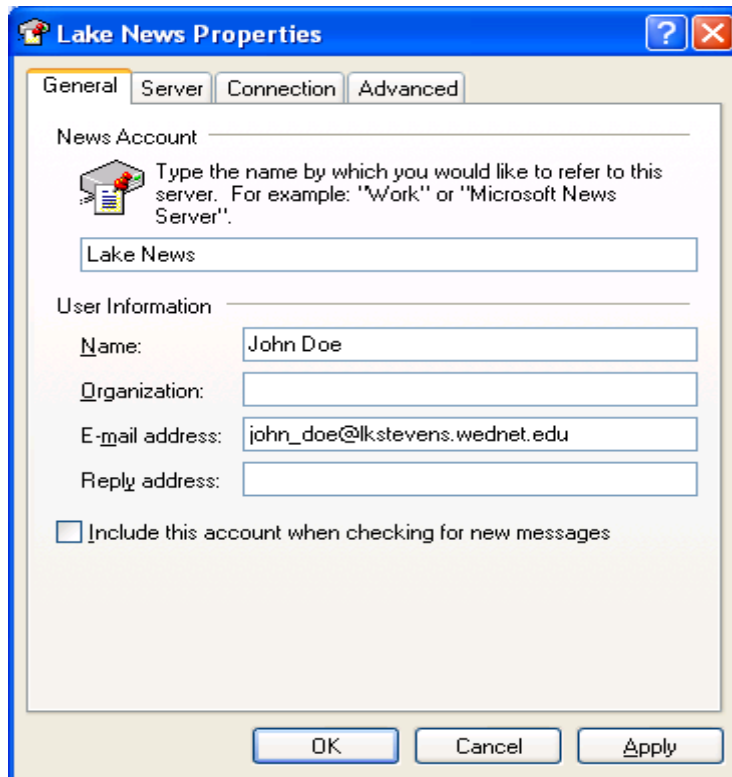
7. Click on the **Finish** button.



8. You will be back to the Internet Accounts window which should look similar to this:

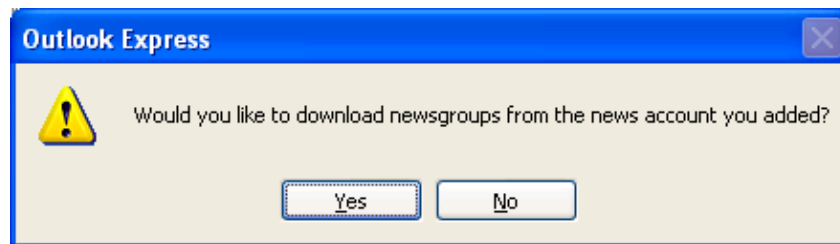


9. Click on the **Properties** button. Start typing **Lake News** so that it looks like this:



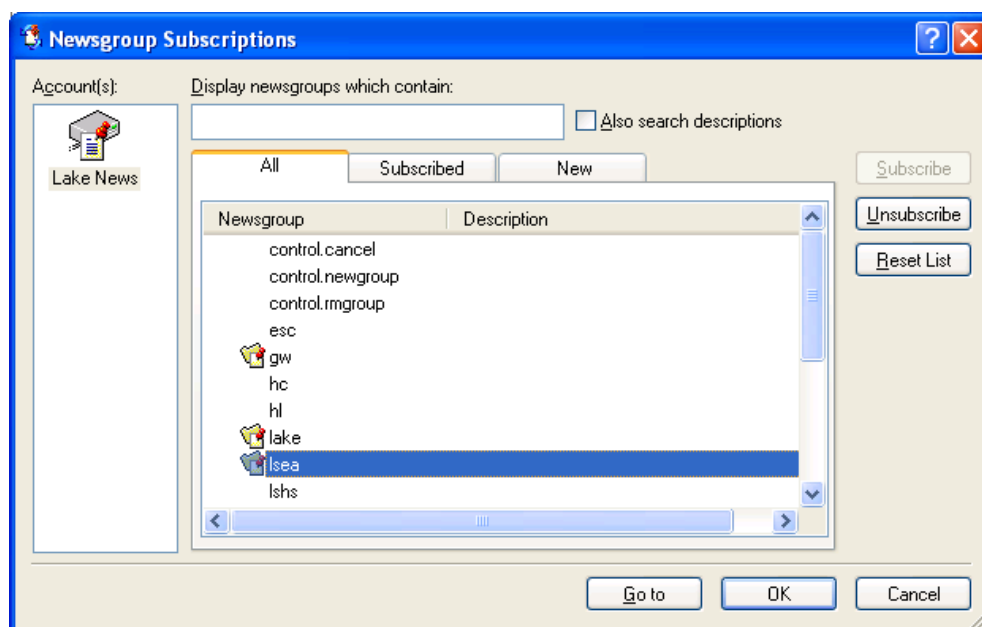
10. Click the **OK** button. Click the **Close** button to close the Internet Accounts window.

11. You should now be prompted by the following window:



12. Click the **Yes** button and you are ready to start selecting newsgroups.

13. Double-click on each newsgroup you wish to subscribe to. Eg. **lake** is district news, **lsea** is the teachers union, etc.



14. As you subscribe to each newsgroup, it will place an icon next to that group. Once you have selected all of the newsgroups you want, click the **OK** button. You will now be able to read messages in each newsgroups that you subscribed to. You have successfully configured Outlook Express to view newsgroups.