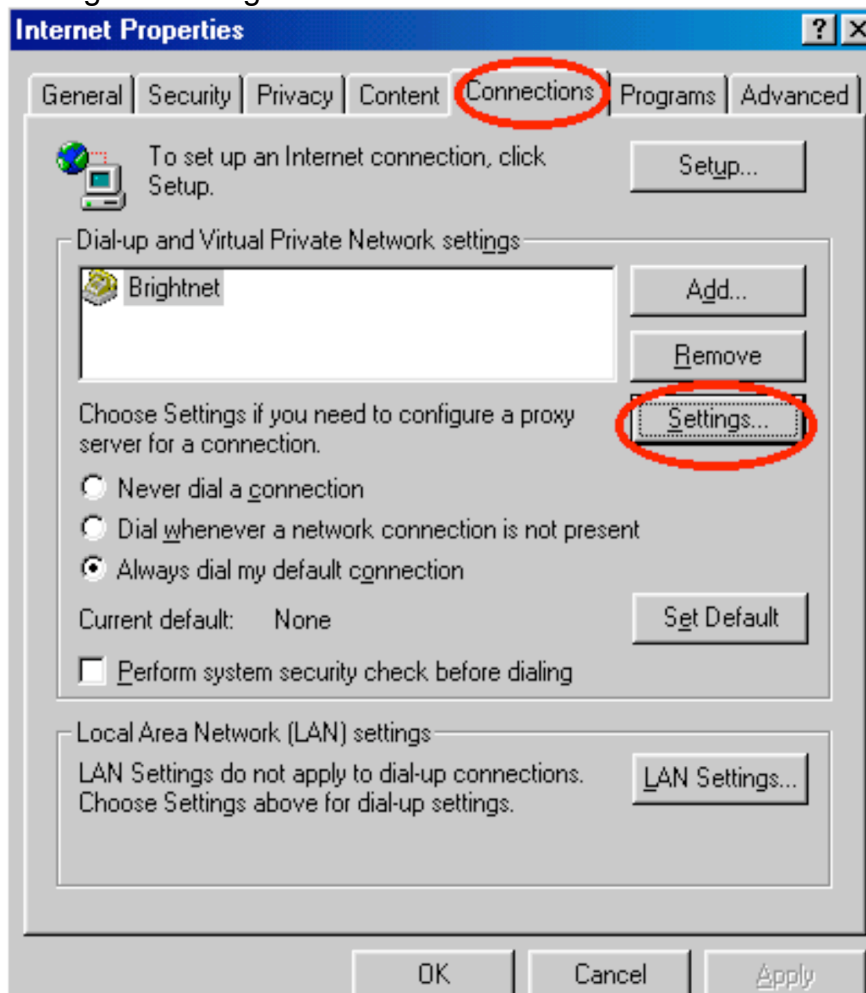




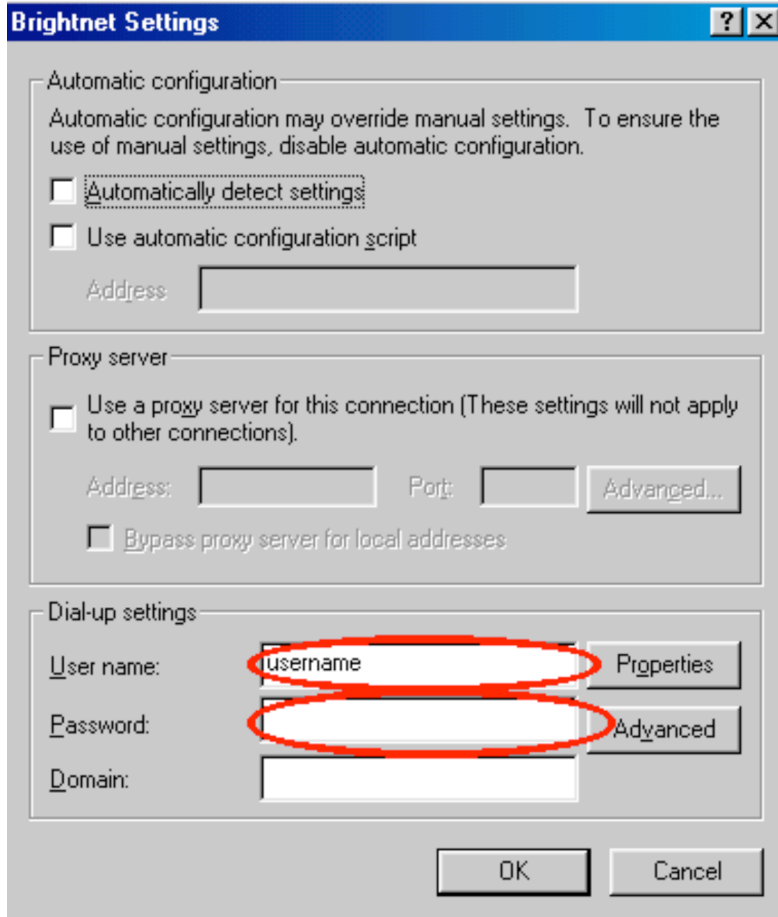
## Changing your user name and/or password in your computer

After contacting Brightnet (888) 831-4678 and having your user name and/or password changed on our server by a tech you can use the following instructions to change the settings on your computer.

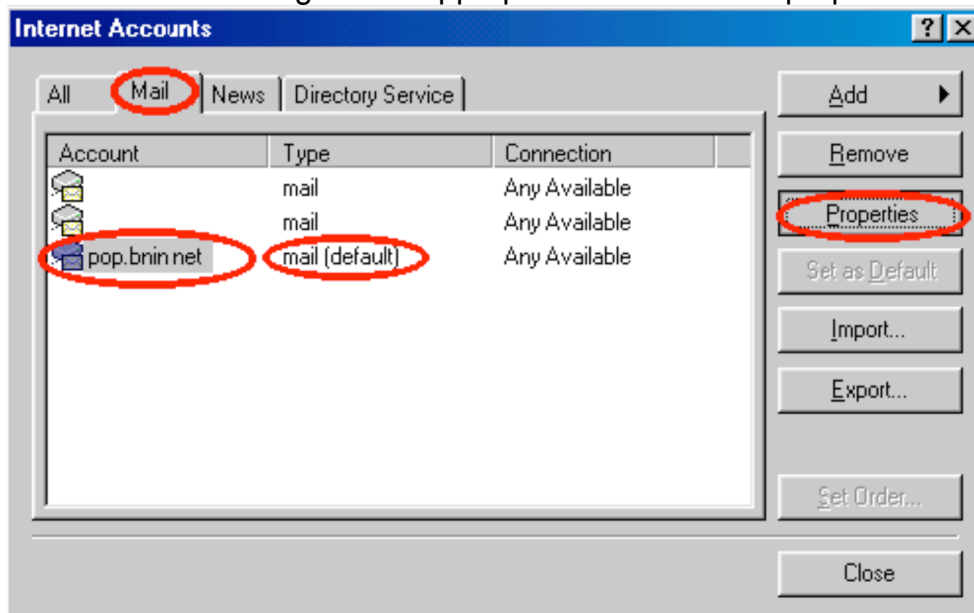
1. Inside of the control panel (start --> settings --> control panel) double-click on Internet options, inside of Internet options click on the tab at the top called connections, in the connection window you will see a list of dial-up connections in a large white box, click on the one marked Brightnet (yours could be called something different), usually your connection you use is marked "(default)". After clicking on the Brightnet connection click settings on the right.



2. On the bottom of the settings window you will see 2 white boxes, one marked user name and one marked password. Change the appropriate one and click OK, keep clicking OK on every window until your back out to the Control Panel, Close the Control Panel when you are finished.



3. Open your copy of Outlook Express, click cancel or work off-line when the connection screen appears, once Outlook Express is open click on tools --> and then accounts. In the internet accounts window click on the tab called mail. In the mail tab you will see a connection called pop.bnin.net click on it, if yours is different then click on the one marked default. After clicking on the appropriate account click properties.



4. On the first window you will see a text field called e-mail address, in this field change it to your new Brightnet e-mail address, if you are just changing your password skip to step 5. After you have typed in the user name click on the tab called servers.

The screenshot shows a dialog box titled "pop.bnin.net Properties" with a blue header bar containing a question mark and a close button. Below the header are four tabs: "General", "Servers", "Connection", "Security", and "Advanced". The "Servers" tab is selected and circled in red. The dialog is divided into two sections: "Mail Account" and "User Information".

**Mail Account:** A text field contains "pop.bnin.net". Above it is a folder icon and the instruction: "Type the name by which you would like to refer to these servers. For example: 'Work' or 'Microsoft Mail Server'".

**User Information:** This section contains four text fields: "Name:" with "Sue Schrock", "Organization:" (empty), "E-mail address:" with "username@bnin.net" (circled in red), and "Reply address:" (empty). Below these fields is a checked checkbox labeled "Include this account when receiving mail or synchronizing".

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

5. In the servers tab you will see two fields in the middle called Account name and Password, change the appropriate field(s) to your new user name and/or password. When you are done click OK, in the Internet Accounts window click on close. Close your Outlook Express and you are ready.

