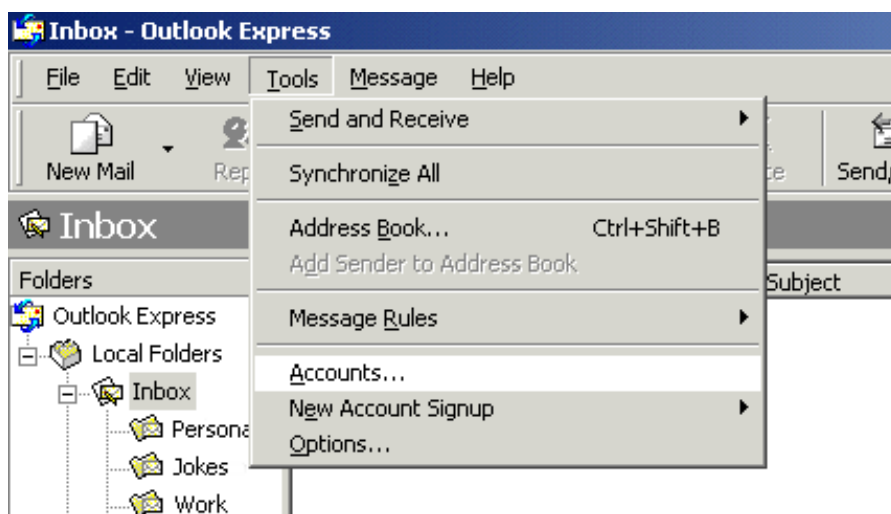


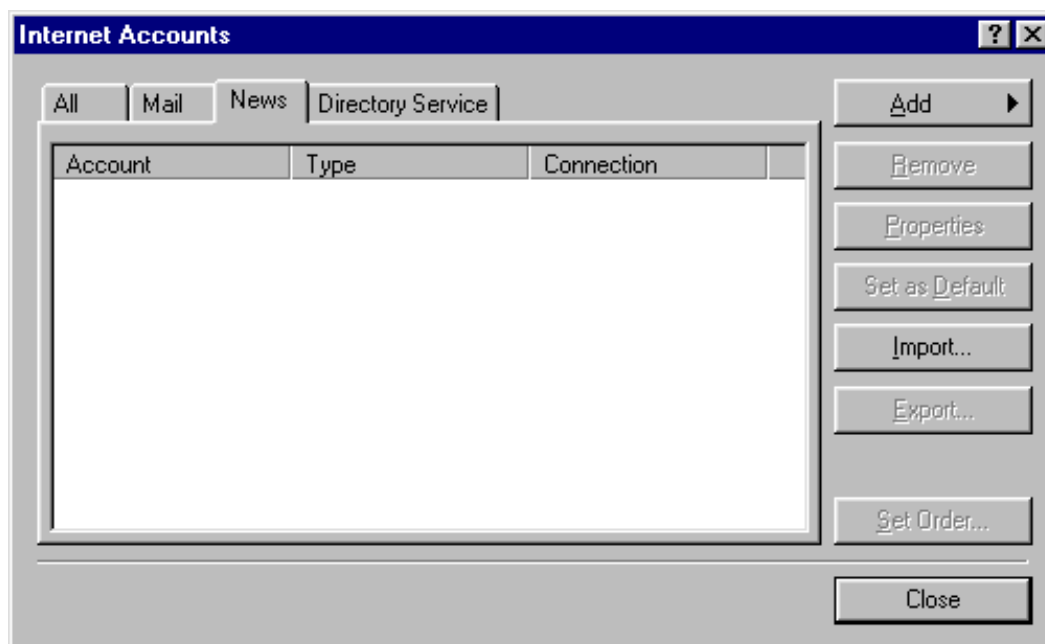
## Outlook Express 5.5

### How to add a newsgroup account and subscribe to newsgroups

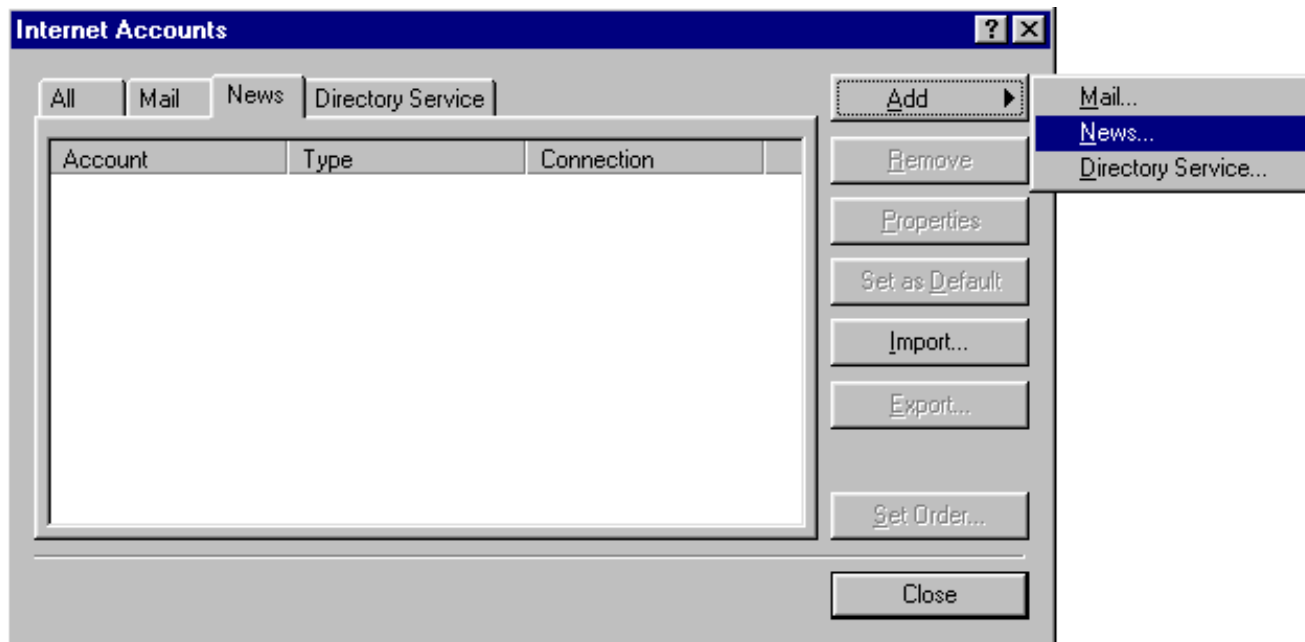
1. Launch Outlook express
2. Click on the **T**ools menu and select **A**ccounts...



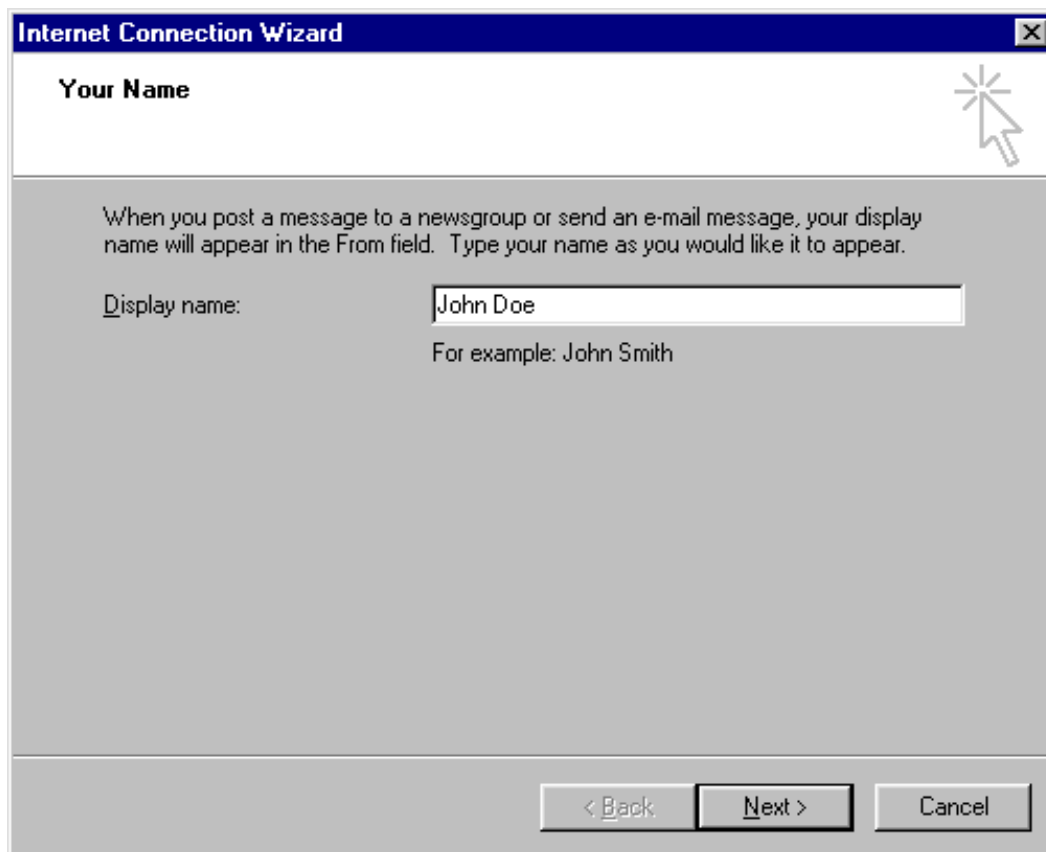
3. Click the **N**ews tab, and it will display a list of all the existing news profiles.



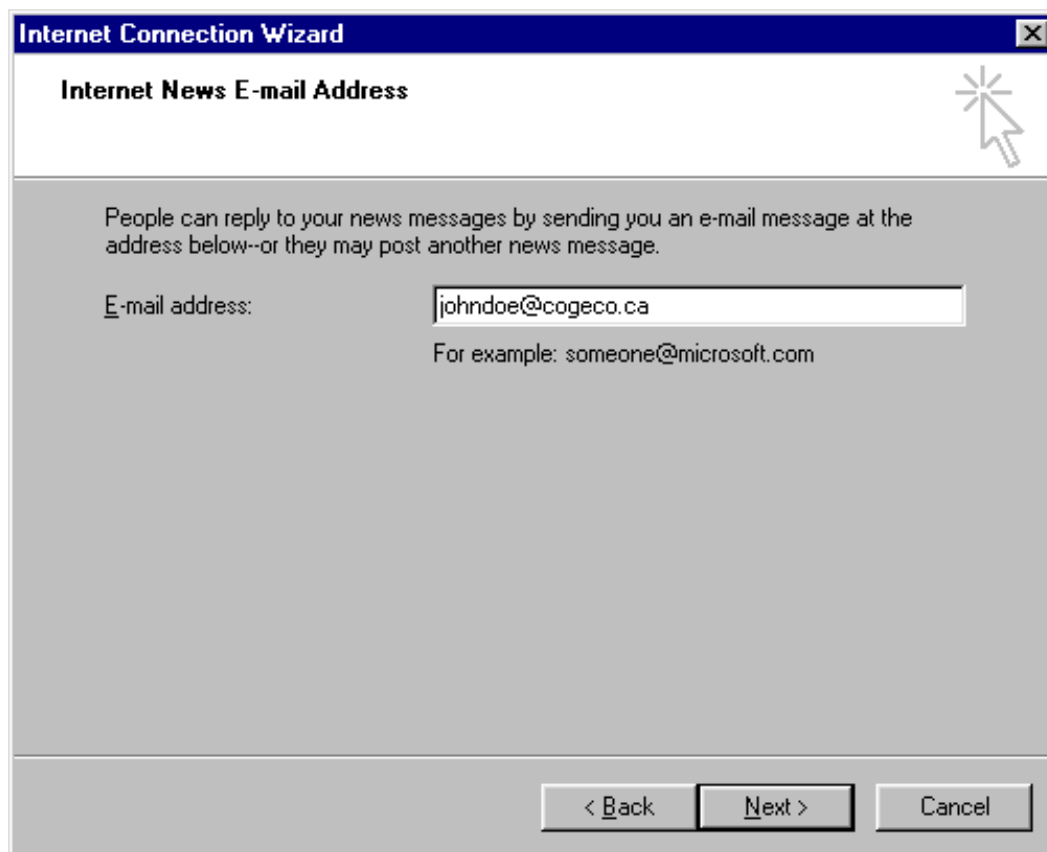
4. Click the **Add** button, and select **News...**



5. Enter the name you would like displayed in the from field when you reply to and post news items. After you have entered a name, click **Next >** to continue.

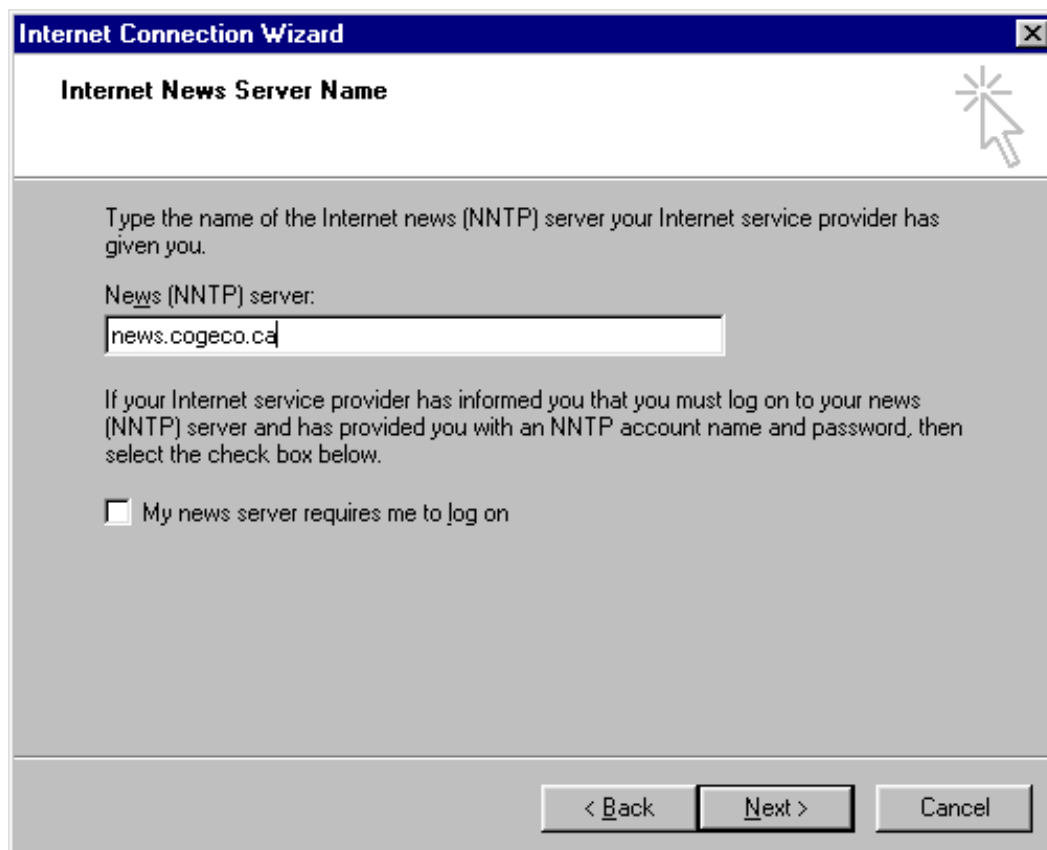


6. Enter the email address that you would like people to reply to. After entering your e-mail address, click **Next >** to continue.



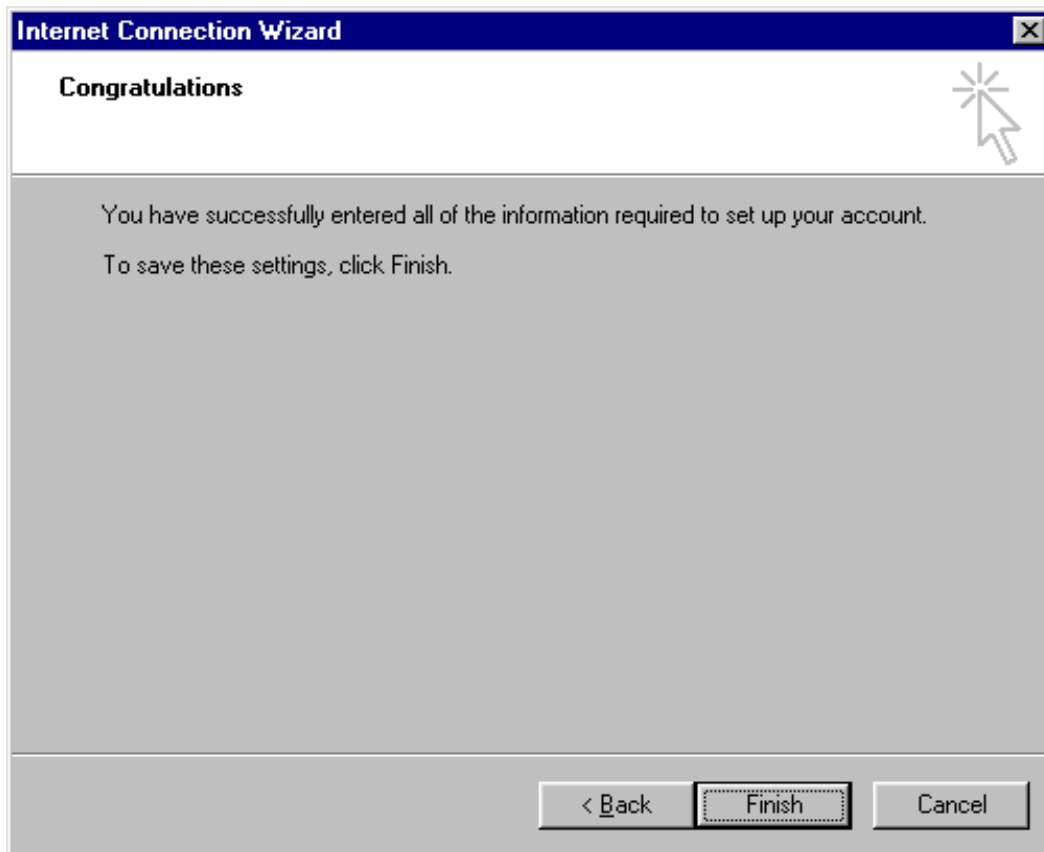
The screenshot shows a dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Internet News E-mail Address". Below the heading is a mouse cursor icon. The text reads: "People can reply to your news messages by sending you an e-mail message at the address below--or they may post another news message." There is a label "E-mail address:" followed by a text input field containing "johndoe@cogeco.ca". Below the input field is the text "For example: someone@microsoft.com". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

7. Enter **news.cogeco.ca** into the **News (NNTP) server** text box and leave the check box blank. When you are finished, click **Next >** to continue.

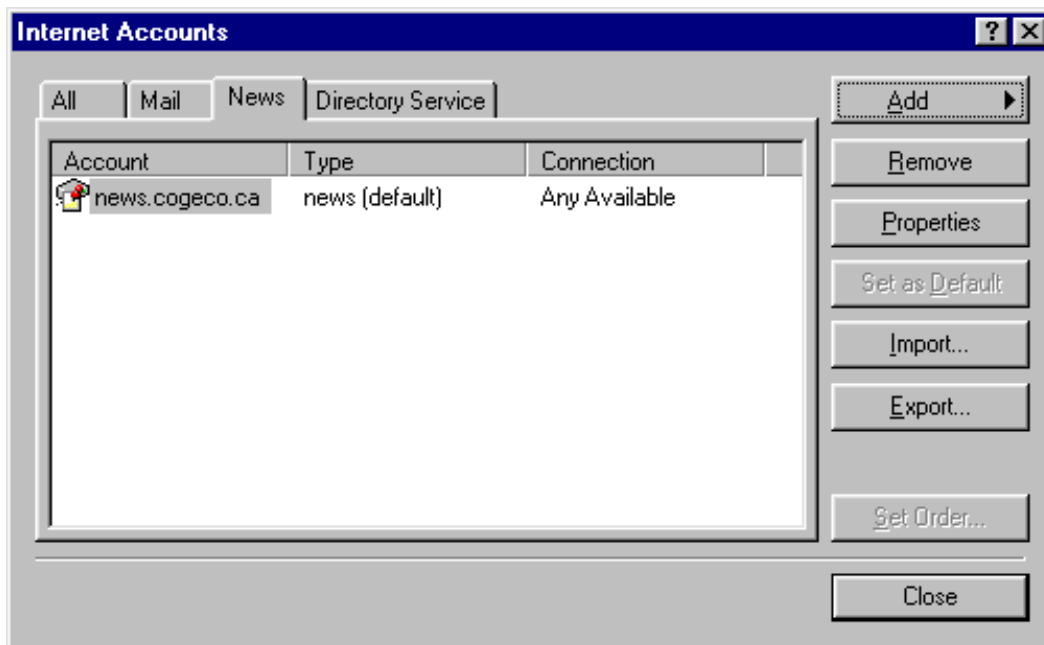


The screenshot shows a dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Internet News Server Name". Below the heading is a mouse cursor icon. The text reads: "Type the name of the Internet news (NNTP) server your Internet service provider has given you." There is a label "News (NNTP) server:" followed by a text input field containing "news.cogeco.ca". Below the input field is the text: "If your Internet service provider has informed you that you must log on to your news (NNTP) server and has provided you with an NNTP account name and password, then select the check box below." There is a checkbox labeled "My news server requires me to log on" which is currently unchecked. At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

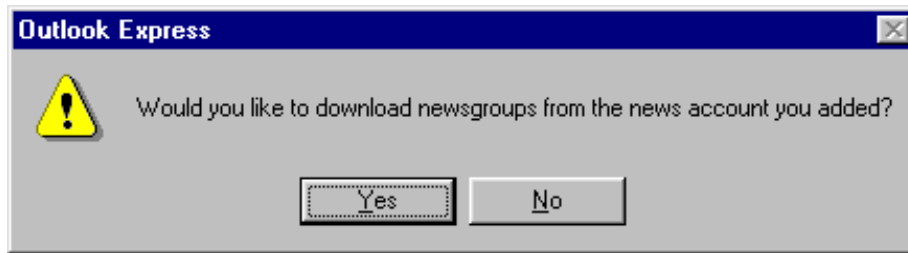
8. The final screen indicates the end of the process. Click **Finish** to return to the profiles listing.



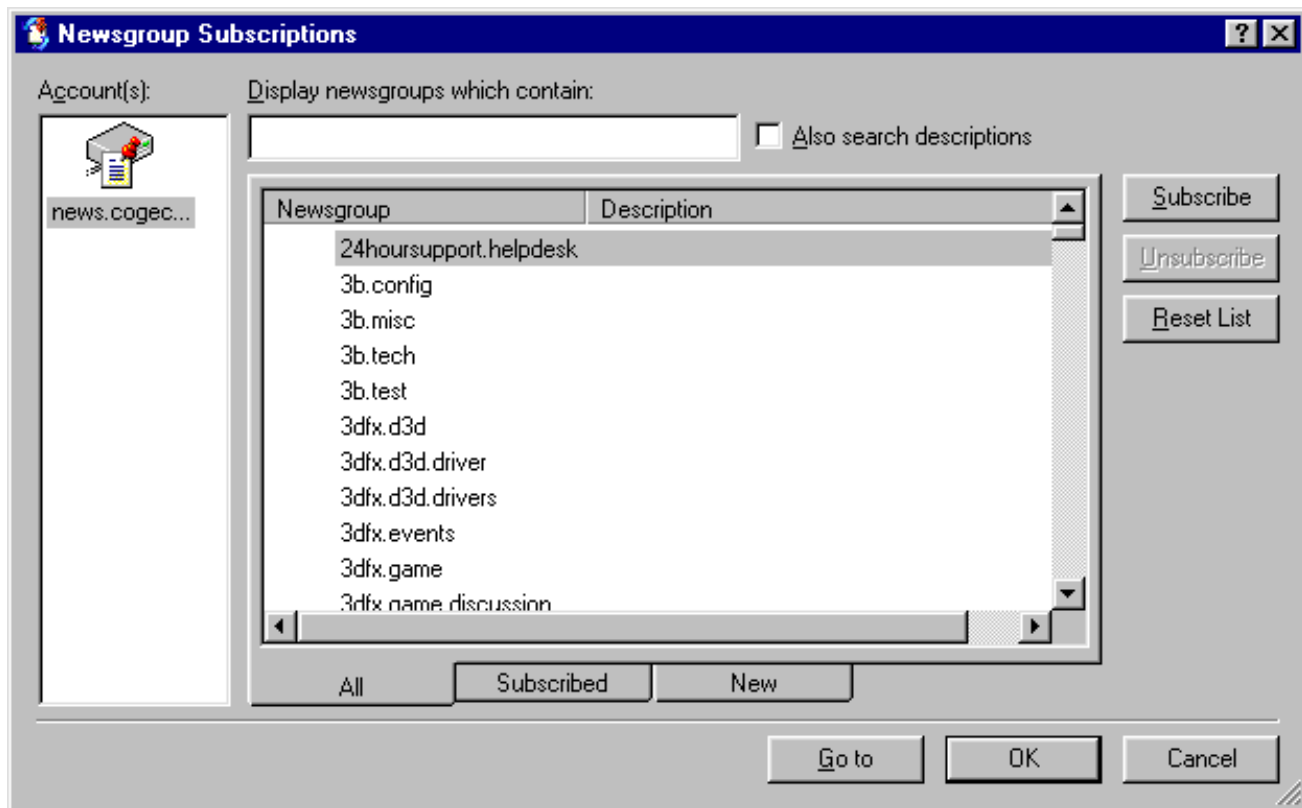
9. Click **Close** at this point to return to the program.



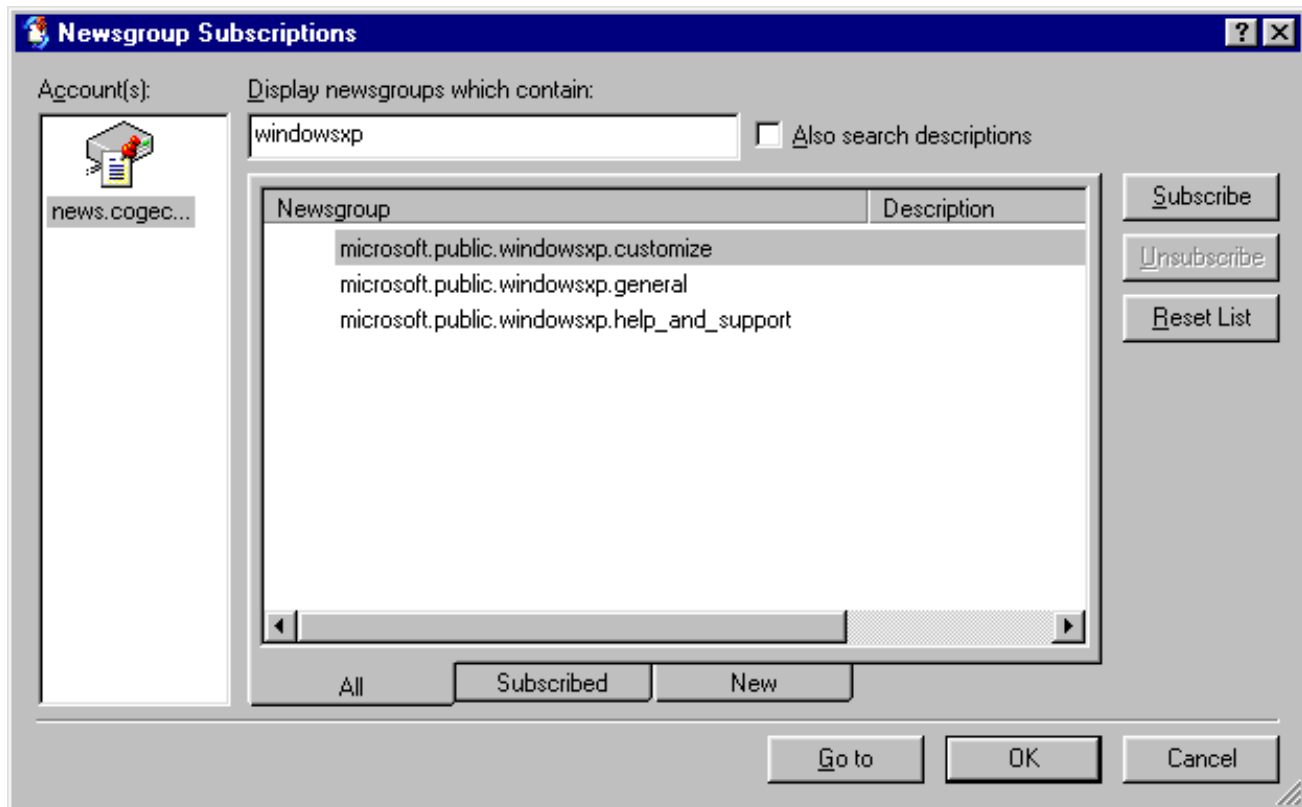
10. You will be prompted with the following message box. Select **Yes** to download the newsgroups. This will take a while as there are many newsgroups. You will only need to do this once.



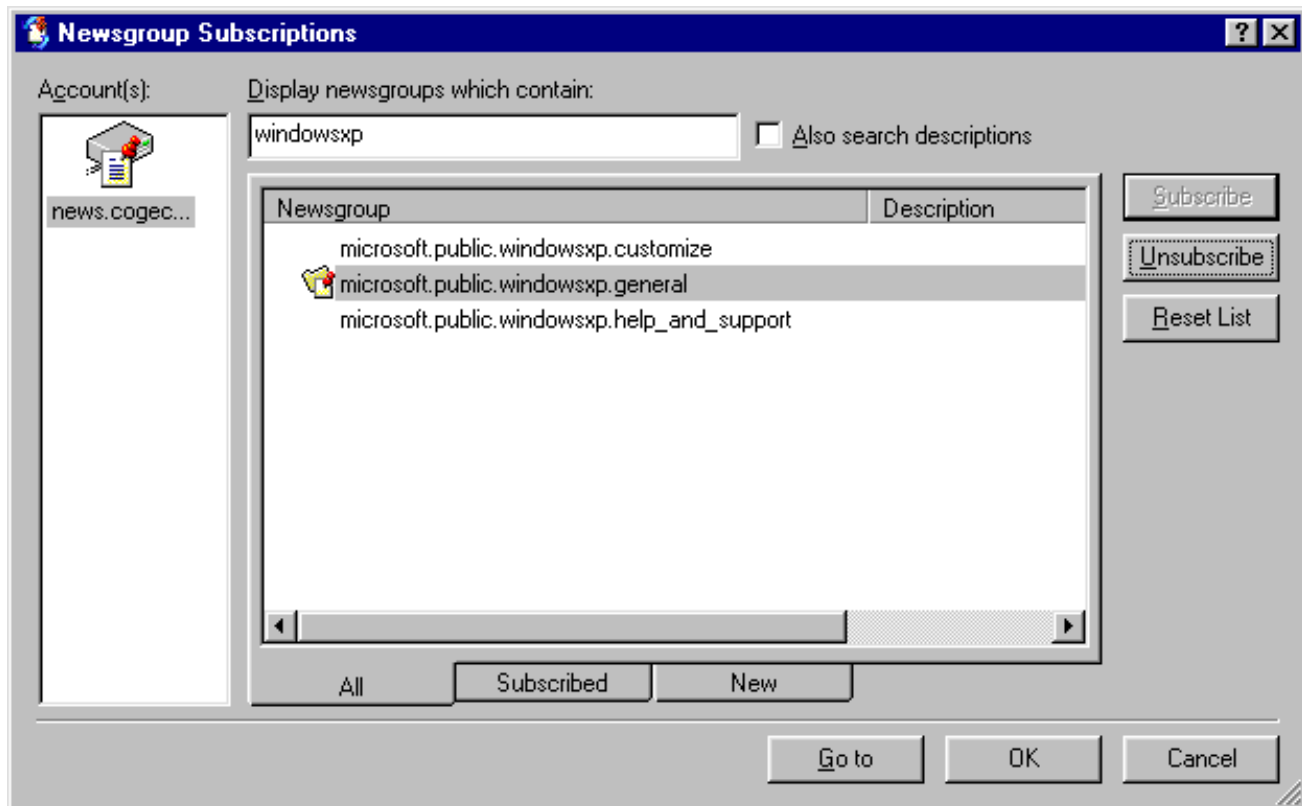
11. After downloading is complete, you will be presented with a list of newsgroups that you can subscribe to.



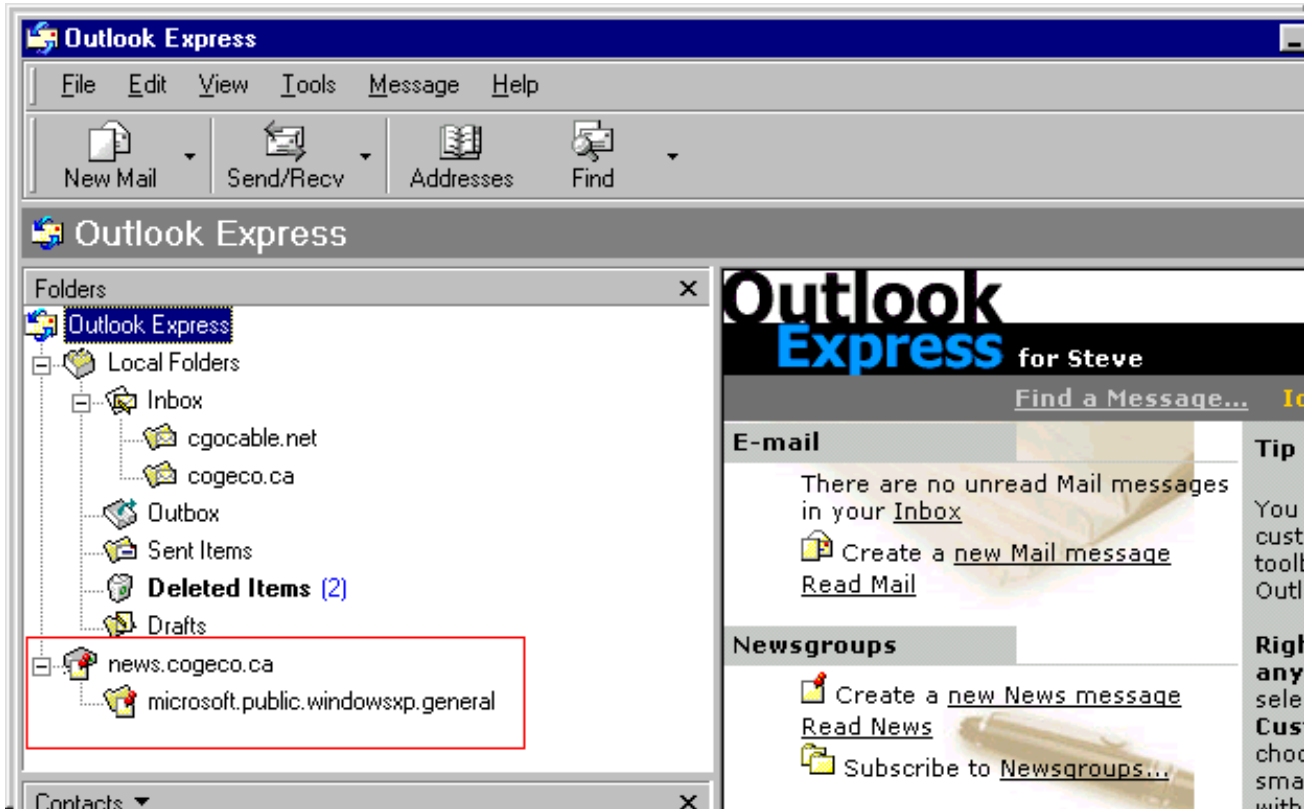
12. By typing a word in the text box, you can narrow down the list of newsgroups.



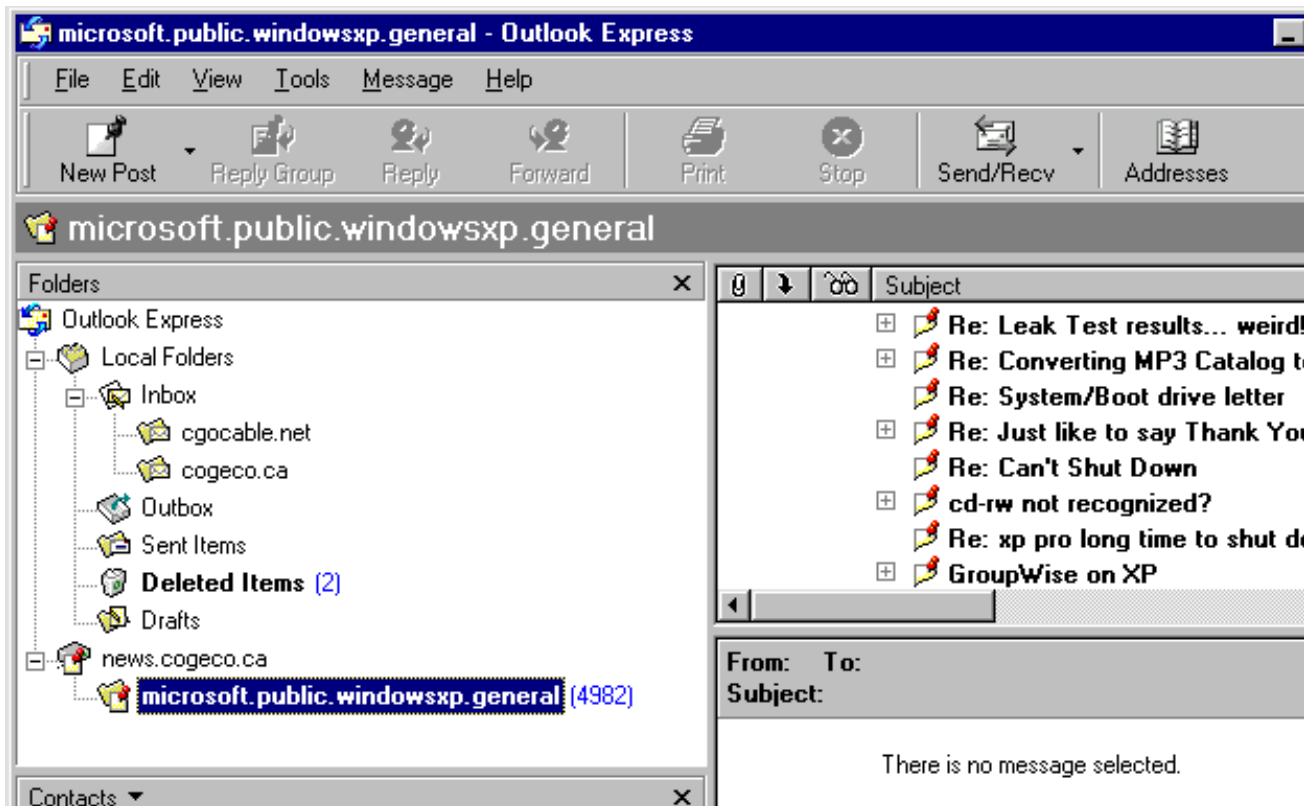
13. Highlight the newsgroup(s) you are interested in, and click on the **Subscribe** button. An icon will appear to the left of the newsgroup to indicate that you have subscribed to it. When you have completed selecting all the newsgroups you are interested in, click on **OK** to exit this screen.



14. You will see that icons representing the news server and the newsgroups have been added to the list of folders in Outlook Express. To read the articles in a newsgroup, simply highlight the name of the newsgroup from the list.



15. The first time that a newsgroup is selected, Outlook Express will need to download all the articles. This may take some time depending on the number of articles that have been posted to the newsgroup. The number of articles in the newsgroup is indicated by the number in brackets to the right of the newsgroup name.



16. Reading newsgroup "posts" is similar to reading email from your inbox. Simply select the desired message from the list, and the body of the message appears in the preview pane.

