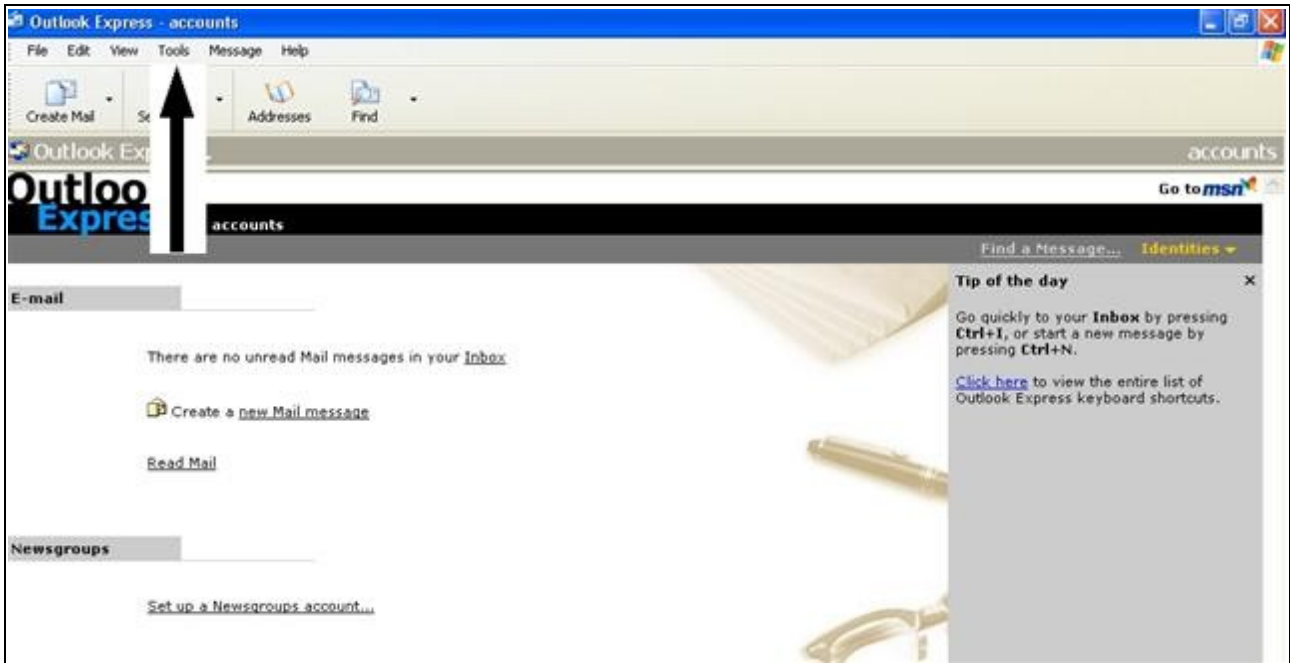


Outlook Express

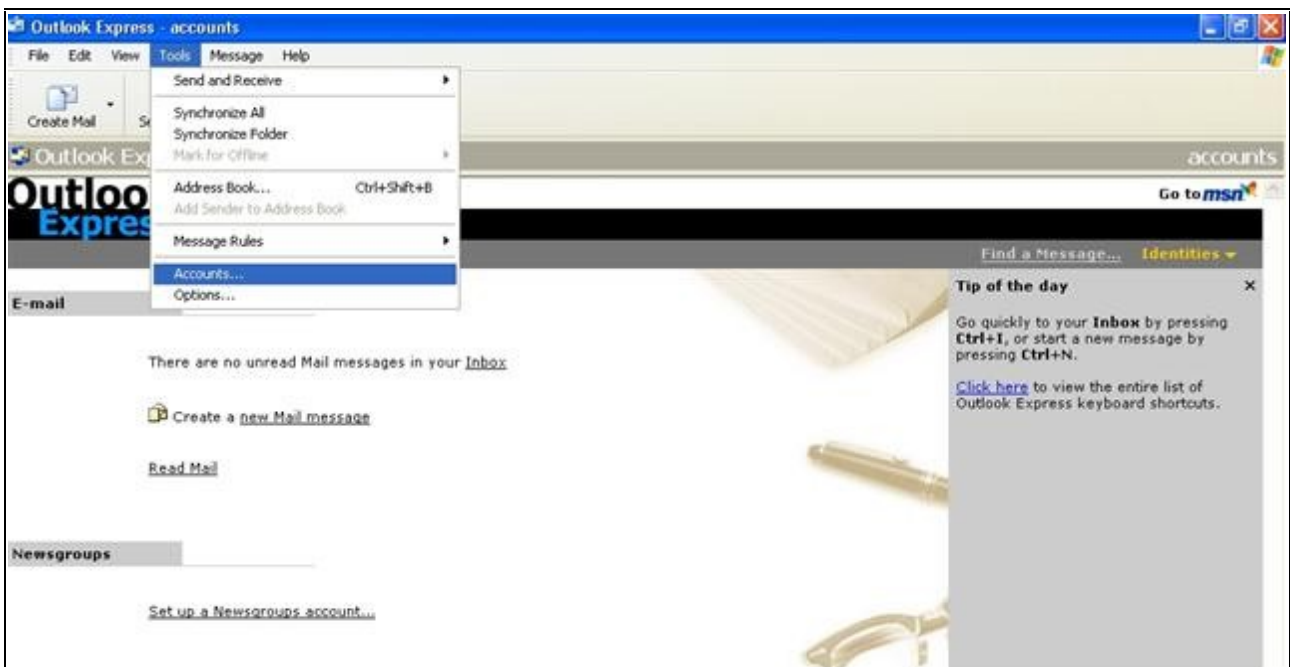
How to change your Password and/or Name.

Open Outlook Express. You can either work online or offline.

Step 1. When you are in 'Outlook Express' click on Tools.



Step 2. A drop menu will appear. Click on Accounts...

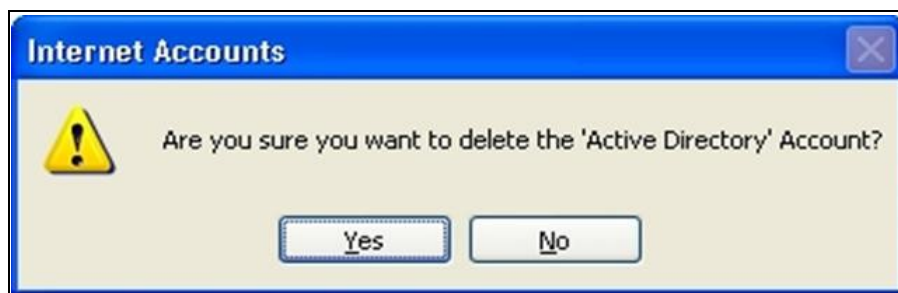


When you enter into the 'Accounts' box, it is possible that you might have a few extra accounts called, **Active Directory**, **Bigfoot Internet Directory Service**, **VeriSign Internet Directory Service** and **WhoWhere Internet Directory Service**. These are default accounts that are not required and can be safely removed. We recommend you do this. If you do not have any added accounts then please proceed to Step 5.

Step 3. Click on the 'Active Directory' account, and then click Remove.

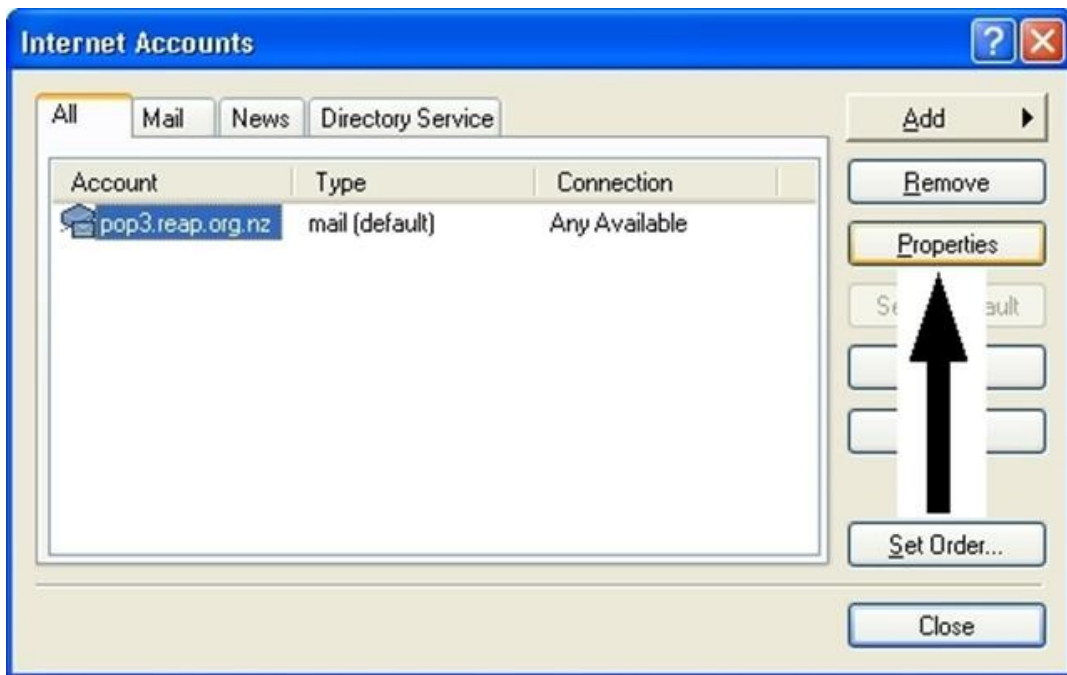


Step 4. This box will appear. Click Yes.

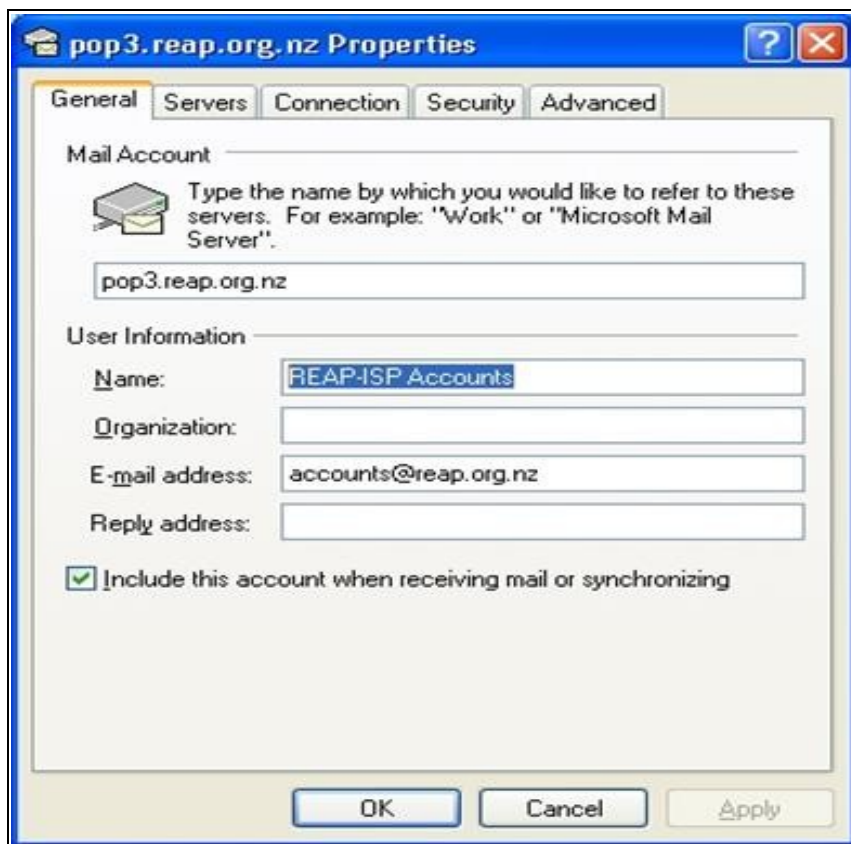


After you have done this, continue deleting the 'Bigfoot', 'VeriSign', and 'WhoWhere' accounts by following steps three and four.

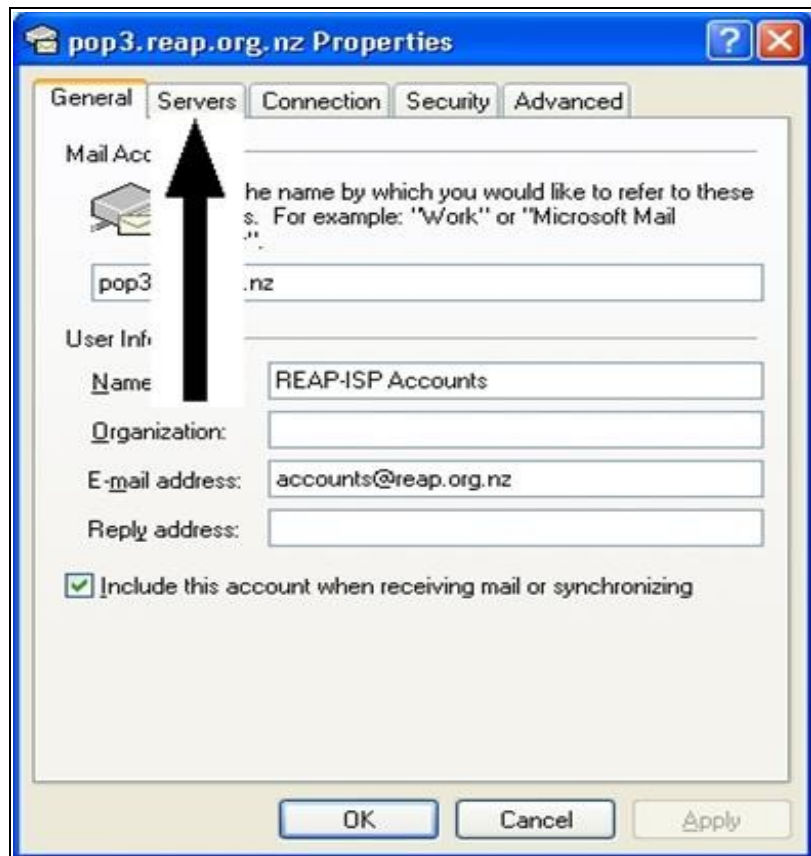
Step 5. Click on your account, then click Properties.



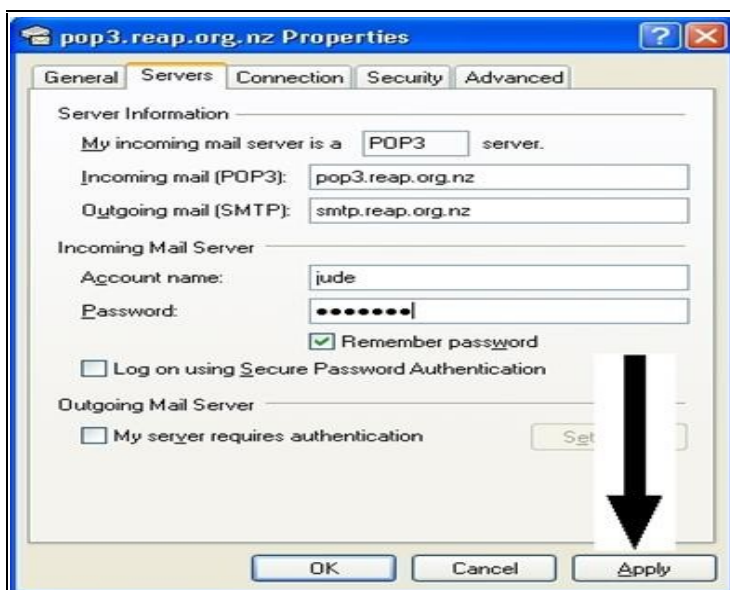
Step 6. To change your name, click into the 'Name' box. Type your desired name. This name can be anything you wish it to be including capitals and spaces. Do not touch the 'E-mail address' option.



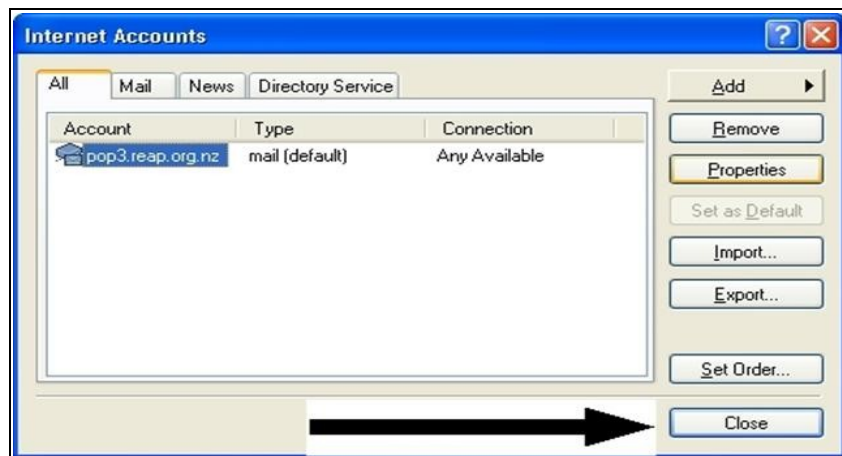
Step 7. Click onto the 'Servers' tab.



Step 8. To enter your password click into the password box and type your correct password that would have been supplied to you from the REAP-ISP . Then click *Apply* and *OK*. (all letters in your password **MUST** be in lowercase, if you can not click into the password box, it may be because you need to check the *Remember password* box).
Note: If you wish to change your password, you need to ring the REAP-ISP Help Desk on (07) 3771426, as we need to change the password on our system first.



Step 9. Then you will be back at this box. Click Close.



Your changes will now be saved.

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