

Email Account Requirement

You are responsible for maintaining a useable email address server. Occasionally, emails “bounce back” to us because of insufficient storage to receive incoming email. Sometimes this happens because the receiving server has limited storage capacity and/or the user has saved too many email messages. Because of this issue, it is required that your permanent Email address has a minimum storage capacity of 5Mb.

The chart below lists the storage capacity of the more popular free email systems. In the third column you will see the price for upgrading to a higher capacity system.

Common Free Email	Basic Storage Capacity/Cost	Upgraded Storage Capacity/Cost
Hotmail	2 Mb/Free	10 Mb/\$19.95 per year
Yahoo	4 Mb/Free	10 Mb/\$9.99 per year 25 Mb/\$19.99 per year 50 Mb/\$29.99 per year 100 Mb/\$49.99 per year

If you would rather not pay for the upgraded storage capacity, here are some other options available:

➤ **Scenario 1: Basic Hotmail Choices**

MSN Hotmail gives you 2 megabytes (MB) of storage space when you store your messages and attachments on MSN Hotmail servers. If you do not keep your account below this limit, Hotmail may remove some messages and their attachments. Messages and attachments removed by Hotmail cannot be recovered. To avoid exceeding the storage limit, they recommend that you save large attachments in a folder on your hard disk.

If you need additional storage space, there are a few options:

- (a) You can download MSN Explorer, a free Web browser that includes many MSN services, such as your MSN Hotmail account, and enables you to store messages and attachments on your computer. Download your free version of MSN Explorer or order a CD with MSN Explorer at <http://explorer.msn.com/home.htm>.
- (b) You can use Microsoft® Outlook® 2002, which is also included in Microsoft Office XP. Outlook makes it easy to send and receive messages from multiple accounts, including MSN Hotmail. To stay under the account size limit, use Outlook to store messages and attachments from your Hotmail account on your computer. You can also send and receive instant messages with MSN Messenger. For more information about Outlook 2002, go to <http://www.microsoft.com/office/worldwide.htm>.

➤ **Scenario 2: Utilize a POP3 Account**

POP3 is short for Post Office Protocol and is used to retrieve e-mail from an e-mail server. Configuring POP3 allows you to download your e-mail to your laptop instead of

accessing it via a continuing server connection. This allows you to manage, store, and manipulate your e-mail however you wish. Also, you can disconnect from the server after you download your e-mail and read it off line. You can also compose messages off line, and send them later when you reconnect to the server. This saves time and money, and uses Thunderbird's network resources more efficiently. I&IT supports two common e-mail packages with POP3 clients – Outlook Express (part of Internet Explorer) and Netscape Messenger (part of Netscape Communicator). Contained in your MIMLA 2004 Orientation Folder are detailed instructions that explain how to configure these e-mail packages with POP3 settings.