

Instructions for free American Express Email: www.amexmail.com

There are several different websites which offer free email services. Basically, this service is paid for by advertisers who put ads on the website you use to check your email. Other websites offering free email include www.hotmail.com (owned and controlled by Microsoft), www.yahoo.com, and www.netscape.com.

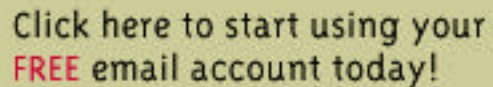
By using amexmail, you can enjoy several important advantages:

- **It's Free** — There is no charge for your email address or any of the AmExMail services
- **It's Permanent** — Your AmExMail address stays with you even if you switch ISPs, change jobs, or move
- **It's Easily Accessible** — Use AmExMail to get your email at work, at home, traveling, or almost anywhere you have an Internet connection (you can use any web browser)
- **It's Customizable** — With Message Filtering, AmExMail allows you to block out unwanted messages.

www.amexmail.com has some important advantages over other free email services, including the fact that you can use another email program (like Eudora) to check your mail, and don't have to see online ads.

How to Sign up for an amexmail account:

1. Type the web address www.amexmail.com into your web browser.



2. Click on this button to sign up:

3. Enter a login name, password your name and address, and complete the survey questions. Click SUBMIT at the bottom of the page when finished.
4. If someone has already taken the login name you selected, on the next screen you should either choose another name or click to select one of the suggested login names. (An example is shown at right)
5. After you successfully choose a login name, choose the services of American Express you want to sign up for. Most of these are informational offers that will be emailed to you. When you have selected either none or some of the choices, click SUBSCRIBE at the bottom of the screen.
6. Next, enter your password and click the SUBMIT button to begin using your email account.
7. Take time RIGHT NOW to write down your login name and password on a piece of paper, and keep it in a safe place you can find later!
8. Enter up to six email accounts of people you want to notify about your new email address.
9. Your account is now setup! To log into your amexmail account again, type the same web address listed above into your browser and enter your login name and password on the left side of the screen. Then click LOG ON.



Choose Your Email Address
Select from a variety of AmExMail suggested a

- wesleyfryer@usa.net
- wesley.fryer@usa.net
- wesley_fryer@usa.net
- fryerwesley@usa.net

Or

Create your own

@usa.net

How to send email:

1. Click on the text on the left side of the screen: "WRITE MAIL"
2. Enter the email of the person you want to send email to beside TO.
3. Enter a subject.
4. Type your message in the large window.
5. When finished typing your message, click on the button SEND MAIL at the top of the screen.

How to read email:

1. Click on the text on the left side of the screen: "READ MAIL"
2. Click on the button GO TO while INBOX is selected next to it ("inbox" should already be selected)
3. If you have email, it will be listed below. Click on the blue, underlined name of the email sender to view it.
4. You can DELETE, REPLY, or FORWARD the message on to someone else by clicking on the corresponding button at the bottom of the screen.

How to Set up your Address Book

Use your Address Book to enter the names and email addresses of the people to whom you send messages.

To add individuals to your Address Book, please follow these steps:

1. Click Address Book on the Navigation Bar on the left side of your screen.
2. Click the "New" button under the Addresses area.
3. The Address Book page displays, allowing you to enter the individual's name, email address, physical address, phone number(s), etc.
4. Type in the person's email address in the Email Address field.
5. Type in the person's Nickname, First and Last Name. Note: You may use a person's nickname when addressing an email message. AmExMail will associate that nickname with the appropriate email address and send your mail accordingly.
6. Enter any other information or notes associated with this person.
7. If you wish to include the person on an already created group list, click the box next to the appropriate Group Name.
8. Click on the "Ok" button.

Your Address Book is updated to include the person you just added. You may edit an entry by clicking the "Edit" button on the main Individual Address Book page. Save your changes by clicking the "Ok" button. To delete an entry, simply click the "Delete" button.

Log Out When Finished

After you are finished writing email, reading your email, and setting up your address book, **MAKE SURE YOU CHOOSE LOG OFF** by choosing the LOG OFF link on the left side of your screen!