



## Setting up AOL Communicator as your E-mail client

1. Double-click the ac\_install.exe file downloaded from AOL.
2. Click "Accept" on the License Agreement pop-up screen.
3. Select the installation options appropriate for your installation on the Installation Options pop-up screen. For ease of operation of your non-AOL accounts, select "Make AOL Communicator my mail client". Click "Next".  
\*\*Note – AOL will probably be charging you for your connect time while using this product.\*\*
4. Click "Install" on the Installation Folder pop-up screen.
5. After the installation is complete, you will be prompted to set up your AOL account. Click "Next".
6. Step 1: Enter an account description (used to differentiate your accounts in the client program only), your name (as it will be displayed in messages from you), your organization (if desired), your AOL screen name and password, for your AOL account. Click "Next".
7. Step 2: Select the account options you may desire for your AOL e-mail. Click "Next".
8. Step 3: In Launch Options, select the additional applications you may desire when you open AOL Communicator. Click "Next".
9. Step 4: Confirm settings. Click "Complete Setup". Your AOL Communicator client will now try to synchronize with you AOL online account.
10. Click "Yes" when prompted to set up another account.
11. On the Welcome Screen, select "E-mail account with an Internet Service Provider (ISP)". Click "Next".
12. Step 1: Enter an account description (used to differentiate your accounts in the client program only), your name (as it will be displayed in messages from you), your e-mail address (as it will be displayed in messages from this account), and your organization (if desired). Click "Next".
13. Step 2:
  - a. Select POP for the account type.
  - b. Enter your "Inbound Host Name". Your "Inbound Host Name" is \_\_\_\_\_.
  - c. Enter your ISP account "username". Your "username" is \_\_\_\_\_. Enter your ISP account "password". Your "password" is \_\_\_\_\_.
  - d. Select the desired account options for your ISP account ("Remember Password" and "Filter Spam").

- e. Click "Next".
14. Step 3:
  - a. Enter your "Outbound Host Name". Your "Outbound Host Name" is \_\_\_\_\_.
  - b. Check the box next to "Use authentication when sending mail".
  - c. Enter your "SMTP User", the username from above.
  - d. Enter your "SMTP Password", the password from above.
  - e. Click "Next".
15. Step 4: Do nothing. Click "Next".
16. Step 5: Confirm settings. Click "Complete Setup".
17. You are now returned to the client program, where you may perform mail operations for your AOL account and your ISP account.
  - Click "Read" to get mail for your accounts. To refresh mail from a particular account, click and hold the "Read" button until the account list appears, then click on the account you wish to refresh.
  - Click "Write" to compose mail for your accounts. To send mail from a specific account, be sure to click "Write" while browsing from within one of the folders for that account. Optionally, when you click "Write", you have the option of selecting the "From" account from with the "Write mail" window. It is a pull-down arrow located to the right of the "From" address window.