



## Windows XP Geetel Internet Setup

Burlington, Cutler, Forest, Frankfort, Geetingsville, and Michigantown

### Setting up Internet Explorer

- 1) Left click the Windows Start button, then highlight Internet (there is a blue e to represent it), then Left Click
- 2) Internet Explorer will open up
- 3) Towards the top, Left Click on Tools
- 4) A drop down list will appear, you need to highlight Internet Options and Left Click
- 5) There will be 7 tabs across the top, you need to Left Click on Connections tab
- 6) There will be a big box and above that it will say “Dial-up and Virtual Private Network Settings”
- 7) To the right of the big box, Left Click on the Add button
- 8) A window will appear, please confirm that there is a dot in “Dial-up to private network”
- 9) Left click Next
- 10) Insert the phone number 2585600 (do not use an area code or a dash)
- 11) Left click Next
- 12) It is going to ask you to “type a name you want for this connection” Type in geetel
- 13) Then left click Finish
- 14) A geetel settings window will open up. Towards the bottom there is a section called “Dial-up Settings”
- 15) Left click in the username box and type your username in small letters (your username can be found on your Internet application that you filled out, it is your USERID (Note: do NOT type @geetel.net after your username)
- 16) Below your username is a section called Password, please insert your password in small letters. (it will appear as dots, this is normal so make sure you type your password correctly)
- 17) Left Click OK at the bottom
- 18) Left Click OK at the bottom again
- 19) Left click File in upper left hand corner
- 20) Left click Close

Now you are ready to get on the Internet. Just Left Click the Start Button in the lower left hand corner, highlight Internet Explorer (Blue e) and do a Left Click, then Left Click connect. Once connected you may get an online status saying you are connected in the lower right hand corner, and an icon in the lower right hand corner of your screen of two computers linked together. To disconnect from the Internet, left click on file and then close, this will close out of your browser and then double left click on the two computer screens in lower right hand corner and left click disconnect.

### Setting up email using Outlook Express

#### Microsoft Outlook Express Setup

1. Left Click on your start button in lower left hand corner, highlight Email (Outlook Express) and do a Left Click
2. A wizard should appear asking you for a display name if this happens go to step number 3, if this does

not happen go to step number 4

**3. Start with Step A**

**A. Type in a Display Name, this is your actual name (Any name you want, capital letters OK)**

**B. Left click next**

**C. Email Address: username@geetel.net (small letters only)**

**D. Left click next**

**E. Incoming Mail Server is a POP3 server (this is right leave this alone)**

**Fill in the blanks below for the following**

**Incoming Mail (POP3, IMAP, or HTTP) server: pop3.geetel.net (small letters only)**

**Outgoing Mail (SMTP) server: smtp.geetel.net (small letters only)**

**F. Left click next**

**G. Internet Mail Logon**

**Account Name: your username (should already be in here)**

**Password: your password (small letters only)**

**H. Left click next**

**I. Left click finish.**

**J. Left click close in the lower right hand corner**

**K. Left click Tools at the top**

**L. Left click on Options**

**M. Left click the general tab**

**N. The first check box says, When starting, go directly to my 'inbox' folder, put a check in this box by left clicking**

**O. Left Click OK at the bottom**

**This should set up your mail account, please close out of Outlook Express, by left clicking on file and then exit**

**4. Left-click on Tools**

**Left click Accounts**

**5. Left-click on Mail Tab**

**6. If you already have a Mail Account shown start below with step A, if you do not have one shown, then skip to step # 7**

**A. Left Click Properties button to the right**

**Mail Account is the Name for Account (whatever you wish)**

**Name is your name (Any name you want, capital letters OK)**

**Email Address: username@geetel.net (small letters only)**

**Reply Address: username@geetel.net (small letters only)**

**Ensure the box is checked to include this account when receiving mail or synchronizing**

**B. Left-click on the Servers Tab**

**Incoming Mail server is a POP3 server (change if it does not say this)**

**Incoming Mail (POP3): pop3.geetel.net (lower case letters only)**

**Outgoing Mail (SMTP): smtp.geetel.net (lower case letters only)**

**C. Under Incoming Mail Server Section**

**Account Name: your username (small letters only)**

**Password: your password (small case letters only)**

**D. Left-click OK**

**E. Left click close in the lower right hand corner**

**F. Left click Tools at the top**

**G. Left click options**

**H. Left click on the general tab**

**I. The first check box says, When starting, go directly to my 'inbox' folder, put a check in this box by left clicking**

**J. Left click OK at the bottom**

**K. You have now configured your email to geetel (You can skip step #7, you are done setting up your email).**

**7. If you don't have a Mail account showing,**

**P. Left-click ADD and left-click Mail**

**Q. Resort back to step number 3A on page one and follow the steps**

## **HELPFUL INFORMATION SECTION**

**Tech Support Hours: Mon - Fri: 8:00 am - 8:00 pm, Sat: 9:00 am - 12:00 pm**

**Tech Support Phone Number: 258-HELP for local calls  
877-99GTELL (toll free)**

**Tech Support by Email: [support@geetel.net](mailto:support@geetel.net)**

## **GEETEL.NET CONFIGURATION SETTINGS**

**Primary DNS Server: 216.21.176.10**

**Secondary DNS Server: 216.21.176.11**

**Domain Name: geetel.net**

**News Server: news.geetel.net**

**Incoming Mail Server: pop3.geetel.net**

**Outgoing Mail Server: smtp.geetel.net**

**Email Address: username@geetel.net**

**Geetingsville's Home Page: [www.geetel.net](http://www.geetel.net)**