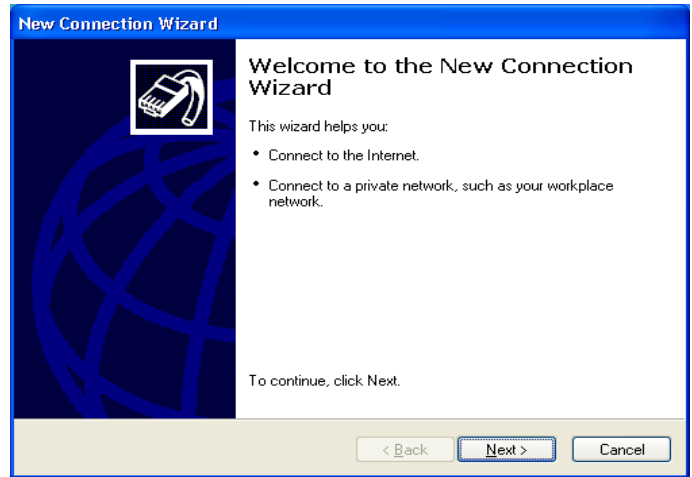
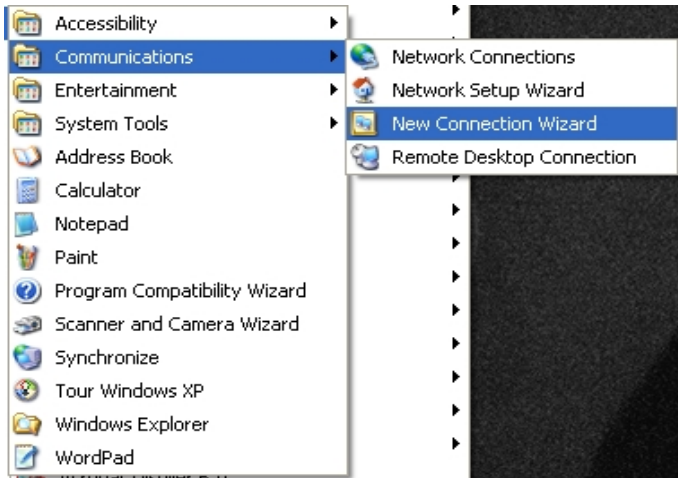


These instructions will help you set up and use a normal telephone line to dial-up and access your law school email account through Outlook Web Access.

For acceptance of your UM Law username and password using this process, you must change/reset your password. For help resetting your password, contact the Service Desk at (305)284-3000.

After resetting your password, follow the instructions below.

**Click on Start, All Programs, Accessories, Communications and click on New Connection Wizard.**



**Click on Next.**



**Choose Connect to the Internet and Click on Next.**

**New Connection Wizard**

**Getting Ready**  
The wizard is preparing to set up your Internet connection.

How do you want to connect to the Internet?

- Choose from a list of Internet service providers (ISPs)
- Set up my connection manually  
For a dial-up connection, you will need your account name, password, and a phone number for your ISP. For a broadband account, you won't need a phone number.
- Use the CD I got from an ISP

< Back   Next >   Cancel

**Choose Setup my connection manually and Click on Next.**

**New Connection Wizard**

**Connection Name**  
What is the name of the service that provides your Internet connection?

Type the name of your ISP in the following box.

ISP Name  
UM LAW

The name you type here will be the name of the connection you are creating.

< Back   Next >   Cancel

**Type in UM Law and click on Next.**

**New Connection Wizard**

**Internet Connection**  
How do you want to connect to the Internet?

- Connect using a dial-up modem  
This type of connection uses a modem and a regular or ISDN phone line.
- Connect using a broadband connection that requires a user name and password  
This is a high-speed connection using either a DSL or cable modem. Your ISP may refer to this type of connection as PPPoE.
- Connect using a broadband connection that is always on  
This is a high-speed connection using either a cable modem, DSL or LAN connection. It is always active, and doesn't require you to sign in.

< Back   Next >   Cancel

**Choose Connect using a dial-up modem and Click on Next.**

**New Connection Wizard**

**Phone Number to Dial**  
What is your ISP's phone number?

Type the phone number below.

Phone number:  
305-284-3300

You might need to include a "1" or the area code, or both. If you are not sure you need the extra numbers, dial the phone number on your telephone. If you hear a modem sound, the number dialed is correct.

< Back   Next >   Cancel

**Type in the phone number 1,305-284-3300 or 1, 800-437-4747 and click on Next.**

The screenshot shows the 'New Connection Wizard' dialog box with the title bar 'New Connection Wizard'. The main heading is 'Connection Availability' with a sub-heading 'You can make the new connection available to any user or only to yourself.' Below this, there is a note: 'A connection that is created for your use only is saved in your user account and is not available unless you are logged on.' The section 'Create this connection for:' has two radio button options: 'Anyone's use' (which is selected) and 'My use only'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**Choose to allow this connection for anyone's use or only for your use and click on Next.**

The screenshot shows the 'New Connection Wizard' dialog box with the title bar 'New Connection Wizard'. The main heading is 'Completing the New Connection Wizard'. Below this, there is a note: 'You have successfully completed the steps needed to create the following connection:'. The connection name is 'UM LAW' with a bullet point: 'Share with all users of this computer'. Below this, there is a note: 'The connection will be saved in the Network Connections folder.' There is a checked checkbox for 'Add a shortcut to this connection to my desktop'. At the bottom, there is a note: 'To create the connection and close this wizard, click Finish.' and three buttons: '< Back', 'Finish', and 'Cancel'.

**Click on Add a shortcut to this connection to my desktop then click on Finish.**

The screenshot shows the 'New Connection Wizard' dialog box with the title bar 'New Connection Wizard'. The main heading is 'Internet Account Information' with a sub-heading 'You will need your UM LAW username and password.' Below this, there is a note: 'Type your UM LAW username and password. If this is the first time that you have used dial-up access, you will need to have changed your password before you will be able to access the system.' There are three text input fields: 'User name:' with 'jsmith' entered, 'Password:', and 'Confirm password:'. Below these are two checkboxes: 'Use this account name and password when anyone connects to the Internet from this computer' and 'Make this the default Internet connection'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**Type in your UM LAW username and password. If you wish to make this the default Internet connection, please check off the appropriate box.**

**When you click on the desktop Icon to logon for dial-up access, you will be prompted to enter your UM username and password.**

**Type the username and password.**

**Once you receive the network connected message, Click on Internet Explorer and go to the law school website to access your email from the "Faculty/Staff" email link.**