



Garden Valley Telephone Company Internet & Email Setup Information for Windows Vista



Username: _____

Email Address: _____

Password: _____

Email Pop3 Server Name: **gvtel.com**

Add'l Username: _____

Add'l Email Address: _____

Add'l Password: _____

Email Pop3 Server Name: **gvtel.com**

Internet Log-in Set-up Instructions

1. Click **Start**.
2. Type **Internet Options** in the start search box - then press **Enter**.
3. From the Internet properties, click on the **CONNECTIONS** tab - then click on the **Add** button on the right side.
4. Select DIAL UP from the list.
5. Type in the *local dial up number* (without the area code) for your city from the list below.
(Do not allow your computer to dial a long distance number, as you will be responsible for the toll charges billed to the line your computer is connecting with.)

Bagley 694-9940
Beltrami 926-9940
Brooks 698-9940
Clearbrook 776-9940
Crookston 926-9940
Erskine 687-9940

Fertile 945-9940
Fosston 435-9940
Gatzke 459-9940
Gonvick 487-9940
Goodridge 378-9940
Grygla 294-9940
Thief River Falls 964-9940, 465-9940 or 378-9940

Gully 268-9940
Lengby 668-9940
Leonard 968-9940
Maple Bay 574-9940
McIntosh 563-9940
Mentor 637-9940

Minerva 657-9940
Oklee 796-9940
Plummer 465-9940
Red Lake Falls 253-9940
St. Hilaire 964-9940
Shevlin 785-9940
Winger 938-9940

6. Type your **username**, tab to the next field, carefully type your **password** (*it will appear as asterisks for your security*). Make sure the Caps Lock key is off (*username & password are case sensitive*).
7. Check REMEMBER PASSWORD if you would like the connection to remember the password.
8. The name of the connection can be left as is or renamed.
9. Check ALLOW OTHER PEOPLE TO USE THIS CONNECTION if you would like other users on this computer to use this connection.
10. Once you have finished, hit the **Connect** button to continue and if you wish to skip the test connection, click on the **Skip** button at the bottom of the screen. If you've chosen to "Skip" the test connection it will show a screen saying that "The Internet connectivity test was unsuccessful" and you will need to choose SET UP THE CONNECTION ANYWAY. You can now click on the **close** button and your Internet connection is now complete.

TO START SETUP OF YOUR INTERNET EMAIL ACCOUNT Click the start button and in the box directly above it that now reads START SEARCH, type **Windows Mail**, then press **Enter**.

11. Click on **Tools** and choose ACCOUNTS from the list. In the INTERNET ACCOUNTS list, choose ADD and select EMAIL ACCOUNT, then click **Next**.
12. Enter YOUR FAMILY NAME OR FIRST AND LAST NAME (*capitalization ok here*), then click **Next**.
13. Type your **email address** (*as shown above*), then click **Next**.
14. The incoming mail server is a POP3 server. Type **gvtel.com** in both the INCOMING AND OUTGOING MAIL SERVER fields, then click **Next**.
15. Type your **email username** (*username as shown above*) & **password** in the fields provided. (*Click in the REMEMBER PASSWORD box to have the computer remember your password*).
Do not check the box to use secure password authentication as this feature is not supported and will disrupt your email service. Click **Next**.
16. Click the box that reads DO NOT DOWNLOAD MY EMAIL AT THIS TIME.
17. Click **Finish**.

You may access your internet programs by double clicking on the icon for Outlook Express (email) and Internet Explorer (browser). When connected you should see an icon for two computers or a telephone icon near the clock in the taskbar. If you close your Internet windows make sure your phone line disconnects. If the connection icon is still visible on the task bar, double click on it and then select disconnect.

Garden Valley Support number for Internet/Email Setup is **877-546-7495** or Email helpdesk@gvtel.com

Acceptable Use Policy for Garden Valley Telephone Company Internet Service

Introduction

The Garden Valley Telephone Company Internet network is available to all business, academic, governmental, and private subscribers for a reasonable fee.

The Garden Valley Telephone Company network uses a combination of communications transmission and specialized switching equipment to provide a high speed, wide area communications network service that provides inter-organizational connectivity for its subscribers to other regional, state, national, and international networks.

General Policy

All information transiting the Garden Valley Telephone Company network is unrestricted unless it is listed as unacceptable under this policy.

It is the policy of Garden Valley Telephone Company to provide its subscribers electronic access to the broadest possible number of organizations connected to the Internet. This is accomplished through connectivity to one or more state, multi-state, regional, or national "backbone" networks. All information that exists on the Garden Valley Telephone Company network and traverses the numerous other networks to which Garden Valley Telephone Company is directly and indirectly connected, must conform to the *acceptable use* policies governing those networks.

Private Policy

It is the responsibility of all individual subscribers or subscriber organizations to:

- Respect the privacy of other users, and not to seek information pertaining to other users without their explicit permission. This includes but is not limited to personal data, passwords, access to confidential files, or modification of files belonging to other users.
- Use the network service in a manner that is consistent with ethical practice and accepted community standards.

Copyright Policy

It is the responsibility of all individual subscribers or subscriber organizations to respect the legal protection provided by copyright and license to programs, data, and other information that may be accessible over the Garden Valley Telephone Company network.

Unacceptable Use Policy

It is not acceptable to use the Garden Valley Telephone Company network services or facilities for any purpose:

- Which would violate any applicable laws or regulations.
- Where the meaning of the message or the content of a file would likely be highly offensive of the recipient or recipients.
- Which makes unauthorized entry into other computational, information storage, or communications devices or resources.
- Which propagates computer worms, viruses, or transmissions of any type which cause disruption to disable or otherwise impede the recipient's facilities or equipment.
- To make distribution of unsolicited advertising.
- Which causes disruption of service due to facilities overload ("flaming").

Responsibility

All users of the Garden Valley Telephone Company network, whether organizations or individuals, are responsible for publicizing this *Acceptable Use Policy* at their locations.

The ultimate responsibility for assuring the *acceptability of use* according to this policy is with the individual end-user who originates the communication.

Enforcement

Garden Valley Telephone Company will review alleged violations of this policy on a case-by-case basis. A violation may result in denying the user access to the network, termination of access to all services, and forfeiture of all fees paid.

Evidence of illegal activities will be reported to the appropriate law enforcement authorities.

Policy Modifications

Garden Valley Telephone Company reserves the right to modify this policy at any time. Subscribers will receive prompt notification of all changes.

Information

Questions related to this *Acceptable Use Policy* should be addressed to:



Helpdesk
Garden Valley Telephone Company
201 Ross Ave
Erskine MN 56535

e-mail: helpdesk@gvtel.com

Web page: www.gvtc@gvtel.com