



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



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**; select **All Programs, Accessories, Communications**, and then **Network Connection Wizard**
2. At the WELCOME TO THE NETWORK CONNECTION WIZARD screen - click **Next**
3. Select CONNECT TO THE INTERNET - then click **Next**
4. Select SET UP MY CONNECTION MANUALLY - then click **Next**
5. Select CONNECT USING A DIAL-UP MODEM - then click **Next**
6. Type gvtel.com in connection name - then click **Next**
7. Type in the *local dial-up number* for your city from the list below - then click **Next**

(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	Fertile 945-9940	Gully 268-9940	Minerva 657-9940
Beltrami 926-9940	Fosston 435-9940	Lengby 668-9940	Oklee 796-9940
Brooks 698-9940	Gatzke 459-9940	Leonard 968-9940	Plummer 465-9940
Clearbrook 776-9940	Gonvick 487-9940	Maple Bay 574-9940	Red Lake Falls 253-9940
Crookston 926-9940	Goodridge 378-9940	McIntosh 563-9940	St. Hilaire 964-9940
Erskine 687-9940	Grygla 294-9940	Mentor 637-9940	Shevlin 785-9940
	Thief River Falls 964-9940, 465-9940 or 378-9940		Winger 938-9940

8. Make sure the Caps Lock key is off (*username & password are case sensitive*); Type your **username**, tab to the next field, carefully type your **password** (*it will appear as asterisks for your security*), leave all other boxes checked - click **Next**
9. Place a checkmark in the box ADD A SHORTCUT TO MY DESKTOP – then click **Finish**

TO START SET-UP OF YOUR INTERNET EMAIL ACCOUNT:

1. Start Outlook Express
2. On the TOOLS menu, click **Accounts**
3. In the INTERNET ACCOUNTS box, click on the **Mail Tab**, click **Add**, then click **Mail**
4. Type the name you want others to see in the DISPLAY NAME box - click **Next**
5. Type your **email address** (*as shown above*) - then click **Next**
6. The incoming mail server is a POP3 server. Type **gvtel.com** in both the INCOMING AND OUTGOING MAIL SERVER fields - then click **Next**
7. Type your **ACCOUNT NAME** (*username as shown above*) & **PASSWORD** in the fields provided. (DO NOT check Log on using Secure Password Authorization (SPA) - then click **Next**
8. 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