



Runestone Internet Services

123 Memorial Drive, PO Box 336

Hoffman, MN 56339-0336

Telephone: 320-986-6655

Fax: 320-986-2050

Dear Customer:

Welcome to **Runestone Internet Services**. We are excited to have you as one of our many customers.

Enclosed in this package you will find a **Welcome Form** listing specific information relating to your account, a set of instructions to help you set up the Internet on your computer, and a copy of our Acceptable Use Policy, a set of guidelines detailing how to use our services appropriately. With this packet you will be able to configure your computer to access the Internet.

We will begin billing your account for internet services immediately. If you choose not to continue our Internet Service, you must contact us so that we may remove you from our billing process.

If you have any further questions or comments, please contact us by the local technical support number on your Welcome Form.

Sincerely,
Runestone Internet Technical Support

Runestone Internet Services Internet Setup Acceptable Use Policy

General Policy

All information transiting the Runestone Internet Services network is unrestricted unless it is listed as unacceptable under this policy. It is the policy of Runestone Internet Services 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 exits the Runestone Internet Services network and traverses the numerous other networks to which Runestone Internet Services is directly or indirectly connected, must conform to the acceptable use policies governing those networks.

Privacy Policy

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

- Respect the privacy of other subscribers and not to seek information pertaining to other subscribers 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 subscribers.
- 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 Runestone Internet Services network.

We reserve the right to remove any material from any of our servers at any time.

Unacceptable Use Policy

It is not acceptable to use the Runestone Internet Services 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 to the recipient or recipients
- Which make unauthorized entry into other computational, information storage, or communications devices or resources
- Which propagate 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/bulk email/spam
- Which causes disruption of our service or any other entities service due to facilities overload (flaming, bulk e-mail/spam, web server disruption, etc.)

Unlimited Use Policy

It is not the intent nor should it be expected that "unlimited" service will entitle the subscriber to a continuous, 24 hr/day connection to the Internet. A subscriber on a dial-up "unlimited" plan is permitted Internet access for as many hours as desired under the following conditions:

- While connected, the computer must be engaged in interactive use by the subscriber for the purpose of accessing the Internet.
- While connected, the computer shall not be left unattended for extended periods of time except in the event of a large file upload or download.
- During high demand periods, we reserve the right to disconnect those subscribers who are maintaining a long-duration modem connection. The disconnected subscriber may attempt to reconnect immediately, but this procedure is intended to allow other subscribers who could not establish a modem connection an opportunity to do so.
- The use of a "pinger" program or a similar function to avoid automatic disconnection from the Internet is not permitted.

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- Setting an email program to check for new mail at short intervals and thus avoid automatic disconnection from the Internet is not permitted unless the practice can be justified and permission is obtained from Runestone Internet Services.

E-mail Policy

In addition to the items relating to e-mail stated in the section titled Unacceptable Use Policy, the following rules and conditions also apply:

- Check and remove your e-mail from the server on a regular basis, at least once a week.
- If an individual e-mail box exceeds one megabyte in size for more than one week, we will attempt to contact you and request that you promptly remove your e-mail from the server.
- If an individual e-mail box has not been checked in two weeks, we will attempt to contact you and request that you promptly check your e-mail.
- We reserve the right to delete any e-mail from the server at any time.
- Do not consider Internet e-mail to be a secure means of communications. While no one other than system administration personnel (throughout the Internet) would normally have access to e-mail messages, the content of a message is nothing more than simple text in readable form. If more security is required, consider using an encryption program to scramble messages before they are sent. The message recipient will also have to be told how to decrypt any encrypted messages sent to them.
- Do not consider Internet e-mail to be 100% reliable. While there are many safeguards built in to the system, the Internet is not infallible. If you must know that a message was delivered, request that the message recipient reply immediately with a confirming message.

If any of the conditions stated in this e-mail policy are contrary to your needs, please contact us for additional information or to make further arrangements.

Menu System Policy

The menu system located at <http://home.runestone.net/mainmenu.htm> is provided as a courtesy to Runestone Internet Services customers. The links placed at these locations and on subsequent pages do not indicate any endorsement or recommendation of the product or service that the linked-to website is providing. Runestone Internet Services is not responsible for the content, availability or professional conduct of the linked-to sites. Concerns about a particular website or any company or organization related to that website must be directed to the parties responsible for that website.

All links on the menu system are subject to review and approval by Runestone Internet Services. Links may be added, removed or relocated at any time. Please contact us if you have comments or questions about the menu system.

Extended Service Outage Reimbursement Policy

While Runestone Internet Services strives to provide reliable Internet access, we also recognize that equipment can fail. In the event that we cannot provide access to the Internet because of a failure within our equipment, we will provide prorated reimbursement to our "unlimited access" subscribers in the form of a credit. The following conditions apply:

- An outage must be the result of a failure within our equipment as opposed to the Internet in general. "Our equipment" is defined to mean that communications equipment used to provide access to the Internet which we own and have direct control over. The subscriber's equipment and other equipment and facilities that we may utilize but do not own are excluded.
- An outage must extend for a period of time greater than 48 hours.
- The subscriber must be on an "unlimited access" plan prior to and during an outage.
- An outage does not include unavailability of service due to 100% utilization of our facilities by other subscribers.
- The amount of reimbursement will be prorated and determined by Runestone Internet Services. It will be based on the number of days access was unavailable and the total number of days in the month in which the outage occurred. For example, a three day outage that occurred during a month that was thirty days long would result in a ten percent credit of the monthly subscription fee.

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- The amount of reimbursement is not to exceed the subscription fee for one month of service.
- Any other real or perceived loss incurred by the subscriber as the result of an outage is the responsibility of the subscriber.

Responsibility

All subscribers of the Runestone Internet Services, whether organizations or individuals, are responsible for publicizing this Acceptable Use Policy at their locations.

All participating telephone companies and resellers are responsible for communicating this policy statement to the appropriate administrative authorities at all user sites connected to theirs via connections that are not directly supported by Runestone Internet Services.

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

Enforcement

The Runestone Internet Services Board of Directors or its designee 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

Runestone Internet Services reserves the right to modify this policy at any time.

Information

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

Internet Administrator
Runestone Internet Services
123 Memorial Drive, PO Box 336
Hoffman MN 56339

e-mail: webmaster@runestone.net
Phone #:320-986-6655 or the local number listed on your Welcome Form

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How to connect to the Internet with your Windows ME / 2000 computer.

(Internet Explorer Version 5)

Please read each step of the instructions carefully before proceeding.

Notes:

Some of the images below have been cropped to save space. Therefore, they may not look exactly like the screens you will see during setup, but the information you will need is in the image.

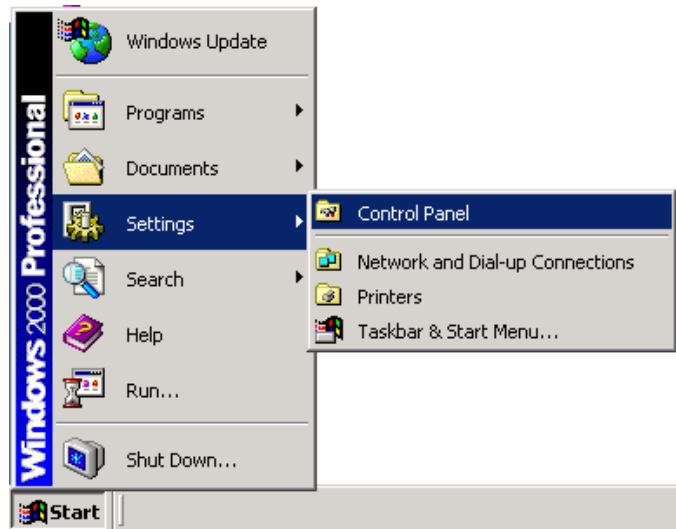
Windows 2000 version 5.00.2195 was used for these instructions. You should not need settings in addition to those pictured here. If you find that your computer is requesting information not provided here, please call the technical support number on your welcome form.

During some parts of this setup process, your computer may need to add some new files to your system. You may be prompted for your Windows ME or Windows 2000 CD-ROM.

These instructions were made using Internet Explorer 5.0 and Outlook Express 5.0. If you are using Netscape (Navigator or Communicator) or a different version of Internet Explorer, there may be some areas that are set up differently that what you see here.

Section 1: Internet Connection Wizzard

1. Click on the **Start** button, go to **Settings**, and click on **Control Panel**.

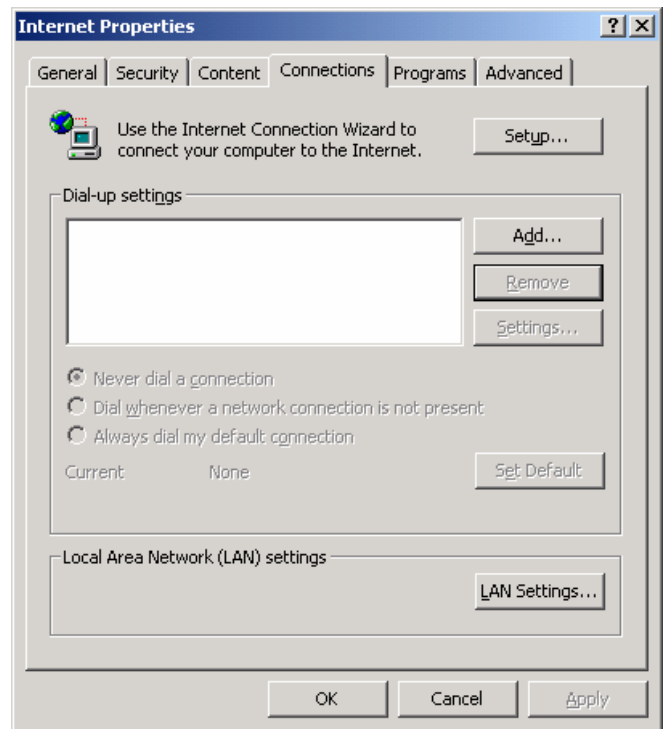


2. Double click on the **Internet Options** Icon in the Control Panel.

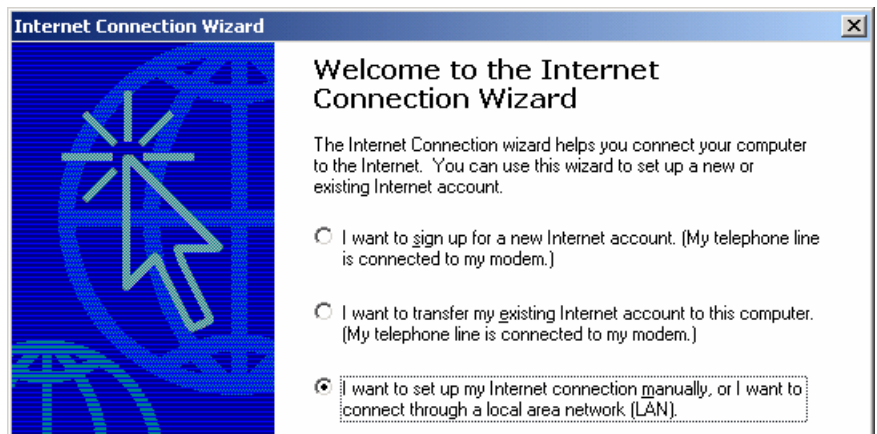


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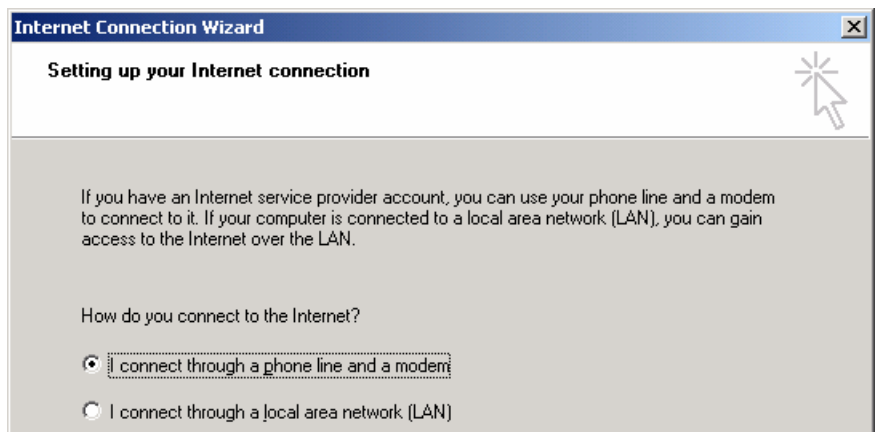
- When the window opens, choose the **Connections** tab at the top of the window. Then click on the **Setup** button.



- Choose “I want to set up my internet connection manually,...” and click **Next**.

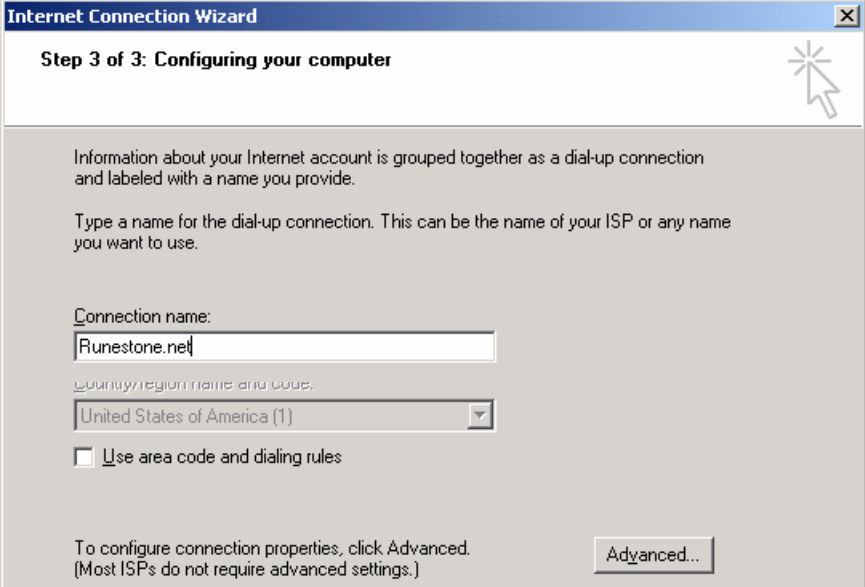


- Select “I connect though a phone line and a modem” and click **Next**.



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6. Type in the **dial-up access number** from the **Welcome Sheet** then uncheck **“Use area code and dialing rules”**, then click **Next**.



The screenshot shows the 'Internet Connection Wizard' window at Step 3 of 3: 'Configuring your computer'. The window title is 'Internet Connection Wizard'. The main heading is 'Step 3 of 3: Configuring your computer'. Below the heading, there is a paragraph: 'Information about your Internet account is grouped together as a dial-up connection and labeled with a name you provide.' Another paragraph follows: 'Type a name for the dial-up connection. This can be the name of your ISP or any name you want to use.' There are two input fields: 'Connection name:' with the text 'Runestone.net' entered, and 'Country/region name and code:' with a dropdown menu showing 'United States of America (1)'. Below these fields is a checkbox labeled 'Use area code and dialing rules' which is unchecked. At the bottom, there is a paragraph: 'To configure connection properties, click Advanced. (Most ISPs do not require advanced settings.)' and a button labeled 'Advanced...'. A mouse cursor is pointing at the top right corner of the window.

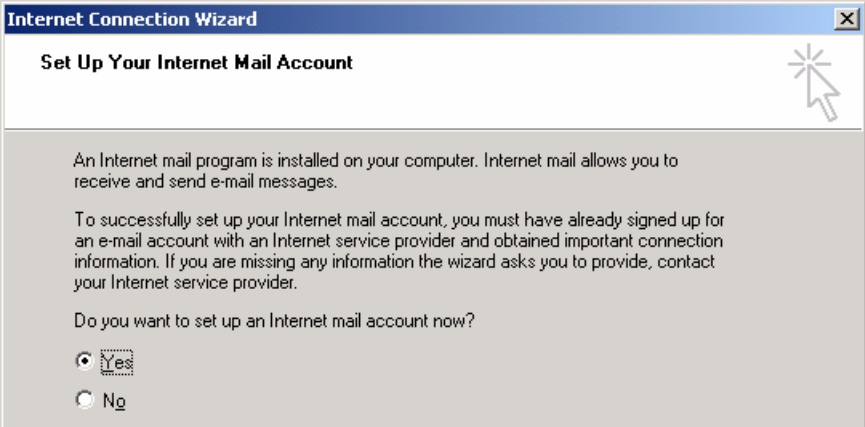
7. Type in your **username** and **password** as they appear on the **Welcome Sheet**, then click **Next**.



The screenshot shows the 'Internet Connection Wizard' window at Step 2 of 3: 'Internet account logon information'. The window title is 'Internet Connection Wizard'. The main heading is 'Step 2 of 3: Internet account logon information'. Below the heading, there is a paragraph: 'Type the user name and password you use to log on to your ISP. Your user name may also be referred to as your Member ID or User ID. If you do not know this information, contact your ISP.' There are two input fields: 'User name:' with the text 'username' entered, and 'Password:' with the text 'XXXXXXXXXX' entered. A mouse cursor is pointing at the top right corner of the window.

8. Type in **Runestone.net** for the connection name and click **Next**.

9. Select **Yes** and click **Next**.



The screenshot shows the 'Internet Connection Wizard' window at the 'Set Up Your Internet Mail Account' screen. The window title is 'Internet Connection Wizard'. The main heading is 'Set Up Your Internet Mail Account'. Below the heading, there is a paragraph: 'An Internet mail program is installed on your computer. Internet mail allows you to receive and send e-mail messages.' Another paragraph follows: 'To successfully set up your Internet mail account, you must have already signed up for an e-mail account with an Internet service provider and obtained important connection information. If you are missing any information the wizard asks you to provide, contact your Internet service provider.' Below this is a question: 'Do you want to set up an Internet mail account now?' There are two radio buttons: 'Yes' (which is selected) and 'No'. A mouse cursor is pointing at the top right corner of the window.

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10. Choose “**Create a new Internet mail account**” and click **Next**.

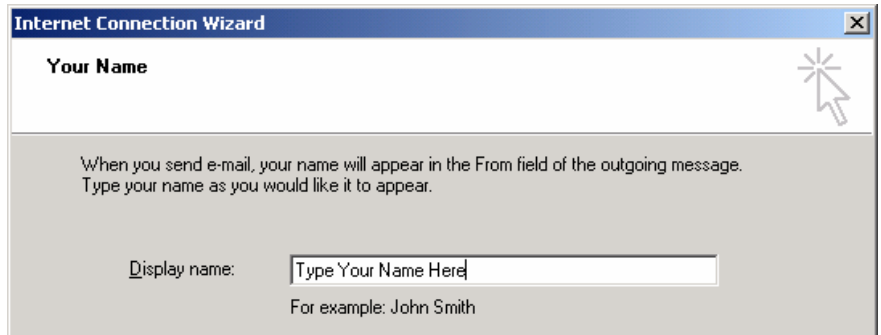
(you may not see this screen. If not, please continue to step 12.)



The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet Mail Account'. The text reads: 'Your Internet mail account contains the settings you use to send and receive e-mail. You can either create a new Internet mail account, or, if one has already been created on your computer, you can choose to use it instead. If you choose to use an existing account, you can change its settings later in this wizard.' There are two radio buttons: the first is selected and labeled 'Create a new Internet mail account', and the second is labeled 'Use an existing Internet mail account'.

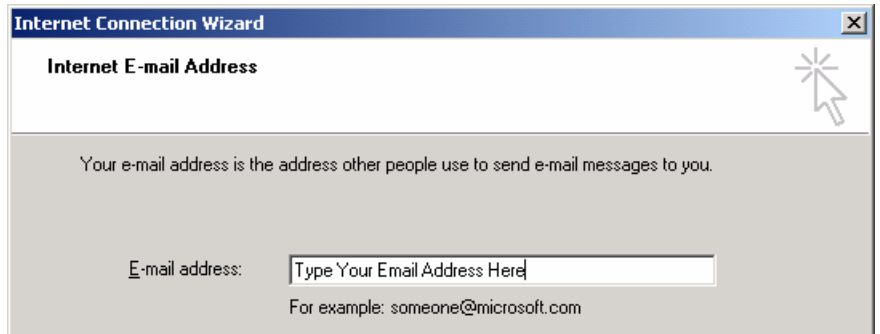
11. Type in your **full name** in the Display name field.

You can type whatever you want to appear on your outgoing email messages. Examples: “The Smiths,” “John and Sue Smith,” “The Smith Family,” etc...



The screenshot shows the 'Internet Connection Wizard' window with the title 'Your Name'. The text reads: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this is a text input field labeled 'Display name:' with the placeholder text 'Type Your Name Here'. Below the field is an example: 'For example: John Smith'.

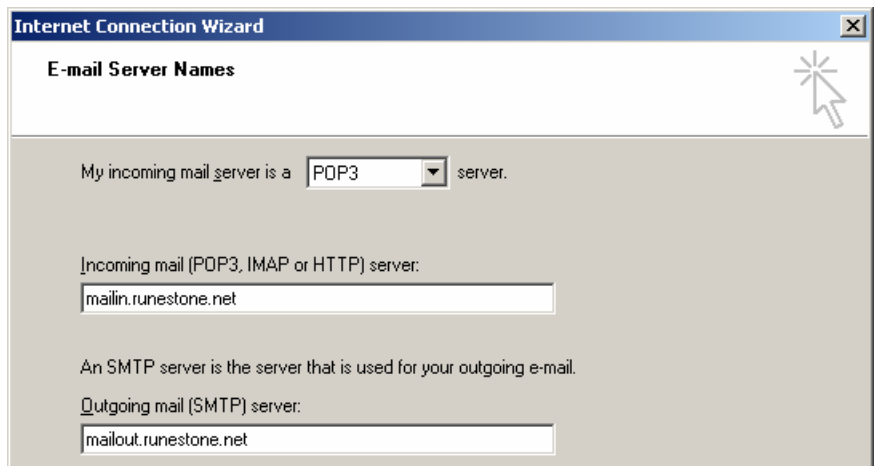
12. Type in your **e-mail address** as it appears on the **Welcome Sheet**. Click **Next**.



The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet E-mail Address'. The text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this is a text input field labeled 'E-mail address:' with the placeholder text 'Type Your Email Address Here'. Below the field is an example: 'For example: someone@microsoft.com'.

13. Your mail server is a **POP3** server.

Type in **mailin.runestone.net** for the **Incoming** mail server and **mailout.runestone.net** for the **Outgoing** mail server. Click **Next**.



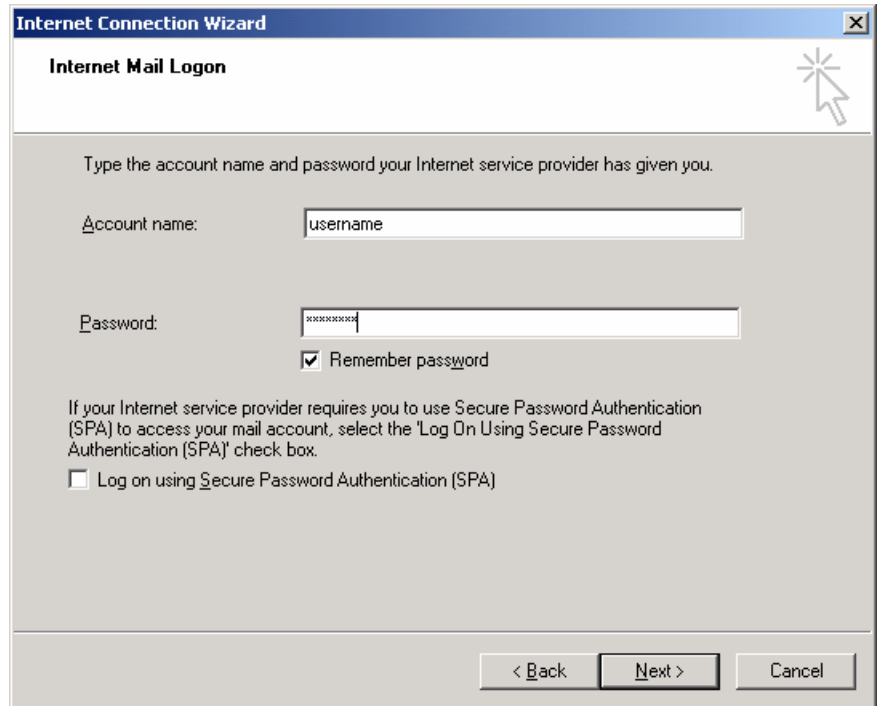
The screenshot shows the 'Internet Connection Wizard' window with the title 'E-mail Server Names'. The text reads: 'My incoming mail server is a POP3 server.' Below this is a text input field labeled 'Incoming mail (POP3, IMAP or HTTP) server:' with the text 'mailin.runestone.net' entered. Below this is another text input field labeled 'Outgoing mail (SMTP) server:' with the text 'mailout.runestone.net' entered.

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14. Type in your **username** and **password** as they appear on the **Welcome Sheet** and check **Save Password**.

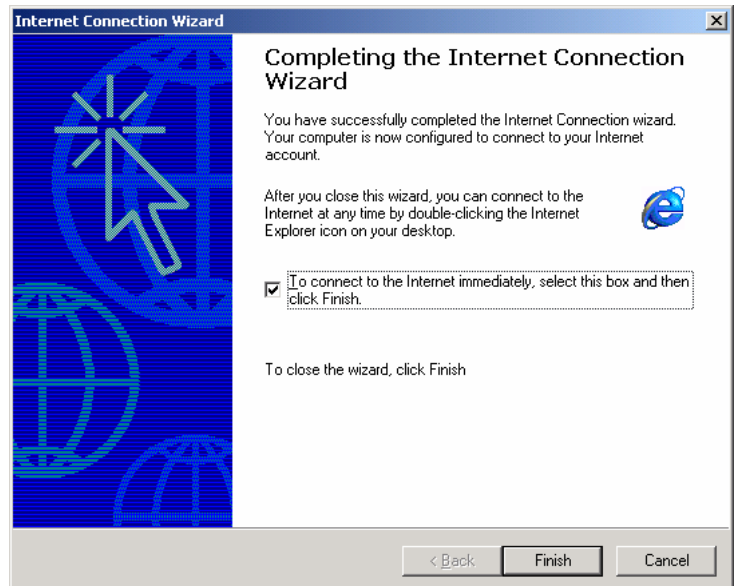
Make sure the check box next to **“Log on using Secure Password Authentication (SPA)”** is **not checked**.

Click **Next**.



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text prompt: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the text 'username' and 'Password:' with masked characters '*****'. Below the password field is a checked checkbox labeled 'Remember password'. A paragraph of text explains that if the provider requires SPA, the 'Log On Using Secure Password Authentication (SPA)' checkbox should be selected. This checkbox is currently unchecked. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

15. If you have a phone line connected to your computer, you can connect to the internet immediately by selecting the checkbox and clicking **Finish**.



The screenshot shows the 'Internet Connection Wizard' window with the 'Completing the Internet Connection Wizard' screen. The window title is 'Internet Connection Wizard'. The main heading is 'Completing the Internet Connection Wizard'. Below the heading, there is a text prompt: 'You have successfully completed the Internet Connection wizard. Your computer is now configured to connect to your Internet account.' There is a small globe icon. Below this, there is another text prompt: 'After you close this wizard, you can connect to the Internet at any time by double-clicking the Internet Explorer icon on your desktop.' There is a checked checkbox with the text: 'To connect to the Internet immediately, select this box and then click Finish.' Below this, there is a text prompt: 'To close the wizard, click Finish'. At the bottom right, there are three buttons: '< Back', 'Finish', and 'Cancel'.

Section 2: Connecting to the Internet

1. Double click on the  icon on your desktop.

(If it is not there, click **Start**, then **Programs**, then **Internet Explorer**)



The screenshot shows the 'Dial-up Connection' window. The window title is 'Dial-up Connection'. The main heading is 'Dial-up Connection'. Below the heading, there is a text prompt: 'Select the service you want to connect to, and then enter your user name and password.' There are three input fields: 'Connect to:' with a dropdown menu showing 'runestone.net', 'User name:' with the text 'username', and 'Password:' with masked characters '*****'. Below the password field is a checked checkbox labeled 'Save password' and an unchecked checkbox labeled 'Connect automatically'. At the bottom, there are three buttons: 'Connect', 'Settings...', and 'Work Offline'.

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- When the Dial-up Connection window comes up, make sure that your username and password are typed in as they appear on the **Welcome Sheet**. (The password will not be shown.)

If you would like the program to save your password so that you don't have to type that it each time you connect, check **Save Password**.

If you would like the program to always connect without stopping at this window, check **Connect automatically**.

When you have everything typed in and selected, click **Connect**.

- When you are connecting, you should see the window to the right.

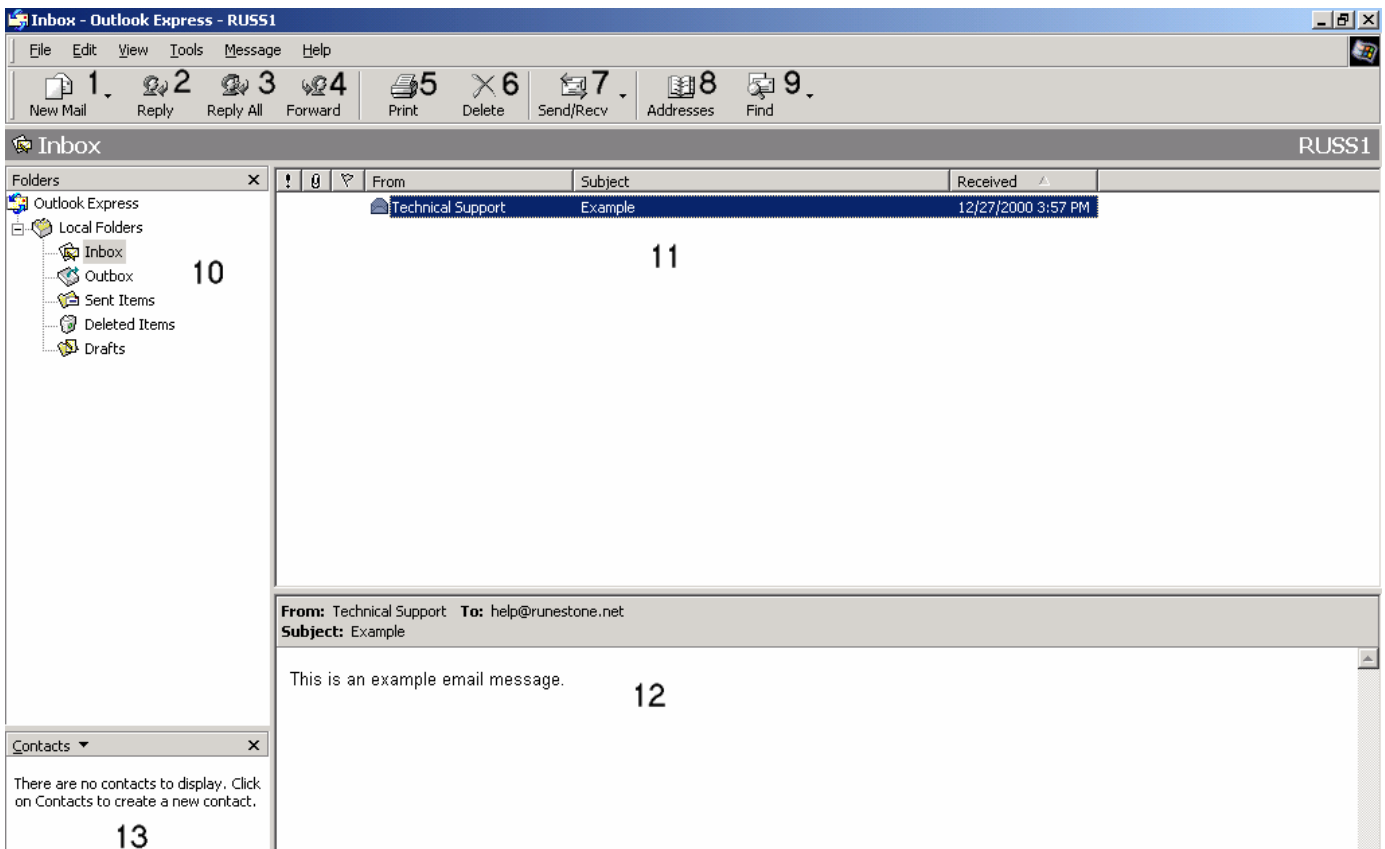
If you are asked for your username and password again, make sure that the username is in lowercase letters and that you include the capitalization or numbers in your password.

You are now connected!



Section 3: Outlook Express (for email)

To open Outlook Express, either double click the icon on the desktop, click the **mail** icon at the top of Internet Explorer and click on **Read Mail**, or click **Start- Programs-** and choose **Outlook Express**.

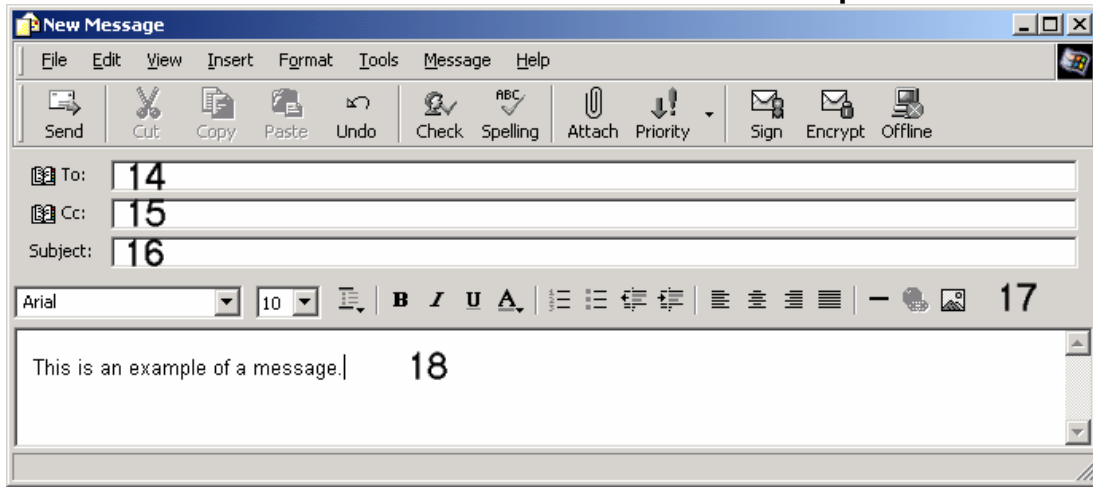


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1. Click **New Mail** to compose a new email. (See numbers 14-18 for help on writing messages)
2. If you would like to respond to someone who has written to you, highlight the message they wrote then click **Reply**.
3. If you received a message that was sent to several people, and you would like to send a response to everyone who received that message, highlight the message and click **Reply All**.
4. If you received a message, and would like to send a copy of that message to someone else, highlight the message and click **Forward**.
5. If you want to print an email message, highlight the message and click on the **Print** button.
6. If you would like to delete a message you received, highlight the message and click **Delete**. (Deleted messages are transferred to the **Deleted Items** folder until you delete them from that folder.)
7. Click **Send\Recv** to send any mail you have written and receive any mail that was sent to you.
8. To access your address book (to store email addresses) click on **Addresses**. If you will be frequently writing to the same person (address), you can add them to your Address Book.
9. If you want to find a particular message in any of the folders, click on **Find**.
10. To change to another folder (Sent Items, Outbox, etc...), click on the folder you want to open; the messages in that folder will appear by number 11.
11. This area lists the messages you have in the folder you are viewing. This window will generally tell you who the message is from, the subject of the message, and when you received the message.
12. This area will display what is written in the message you have highlighted by number 11.
13. People who you have added to your address book will appear in this section.

Creating a new message:

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14. When writing an email, make sure that you have a complete email address (e.g., anyone@runestone.net) in the **To:** field. To add email names from the Address Book, click the **book** icon in the New Message window next to **To:**, and then select the names.
15. **Cc:** stands for carbon copy. If you would like to send the same message to several people, enter their address here. Separate multiple addresses with a semicolon (;).
16. Type something brief concerning the subject of the message. (e.g., “Meeting on Tuesday,” “How are you?” etc...)
17. This is the format bar that you can use to enhance your email. You can choose different fonts, sizes, styles, alignment, and pictures. **Caution:** Sending enhanced email to people who have incompatible email programs can cause the message to be unreadable.
18. This is the body of the message, where you type whatever you want to send to the recipients in the **To:** or **Cc:** fields.

C. Internet Tips

1. You may want to set your Internet Start Page to our **Main Menu**. To do so, open **Internet Explorer** and click on **View**, then **Internet Options**. On the **General** tab, erase the current address in the **Address** field and type in **http://home.runestone.net/** then click **Apply** and **OK**.
2. If you are looking for something specific on the Internet, try the links on this page:
<http://home.runestone.net/srchmenu.htm>
 - a. Try **Yahoo**, **Google**, **Infoseek**, **Excite**, or **Lycos** from the above link for easy searching or browsing by category.
 - b. When searching for a phrase (e.g., internet phone) put quotes around the phrase (e.g., “internet phone”.) That way the search engine will look for that specific phrase instead of the separate words.

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3. Fun Internet Sites:

<http://www.cnet.com/> - computer and Internet industry news and reviews

<http://www.cnn.com/> - CNN, the Cable News Network

<http://www.disney.com/> - Walt Disney Company

<http://www.dogpile.com/> - A very good meta-search engine,
it will search several of the big directories

<http://www.echopress.com/> - The Echo Press – Alexandria area newspaper

http://www.google.com - Very popular search engine

<http://www.grantherald.com/> - The Grant County Herald

<http://www.startribune.com/> - The Star Tribune

<http://www.state.mn.us/> - The State of Minnesota Homepage

<http://www.umn.edu/> - The University of Minnesota

<http://www.weather.com/> - The Weather Channel

<http://www.whitehouse.gov/> - The White House

<http://www.yahoo.com/> - easy, category based search engine

<http://www.yahooligans.com/> - Yahoo! for kids