

KEEP THIS FOR FUTURE REFERENCE

**HOW TO CONFIGURE YOUR EMAIL AND
TO REESTABLISH YOUR INTERNET CONNECTION**

How to reestablish your Internet Connection

If you are unable to connect to the Internet use the following steps to reestablish your connections:

Motorola modems only: make certain that the cable modem is not in **standby**. If in **standby** only the bottom light will be lit. Push button on the top of the modem to take out of standby.

1. Check Status of Cable modem; make sure the **online** or **ready** light is solid and not blinking.
2. Turn off computer.
3. Unplug black power cord from cable modem for 1 minute then reinsert power cord.
4. Wait until the online light on the cable modem stays solid.
5. Turn on computer.

If the following steps are not successful please call Norway City Hall Offices at 906-563-9961 for further assistance.

Email Instruction

To access your email account from the Internet use www.norwaymi.com and click on Check Norway Email followed by your email address and password. If you choose not to use our WebMail apply the following setting in your email software:

1. **Incoming Mail:** Enter **pop.norwaymi.com**
2. **Outgoing Mail:** Enter **smtp.norwaymi.com**
3. **Account Name:** Enter your complete **Norway email address**
4. **Password:** Enter your **password**

Note: The City of Norway will not support software programs such as Outlook Express, Outlook, Netscape, Incredimail, or virus and spy-ware software. You should contact DT Jack for support on these programs.

Email Address #1: _____ [@norwaymi.com](mailto:_____@norwaymi.com) **Six-digit password:** _____

Email Address #2: _____ [@norwaymi.com](mailto:_____@norwaymi.com) **Six-digit password:** _____