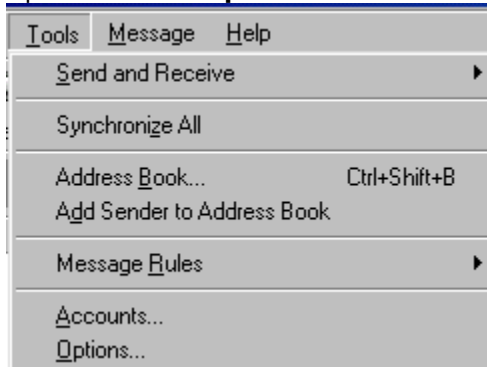
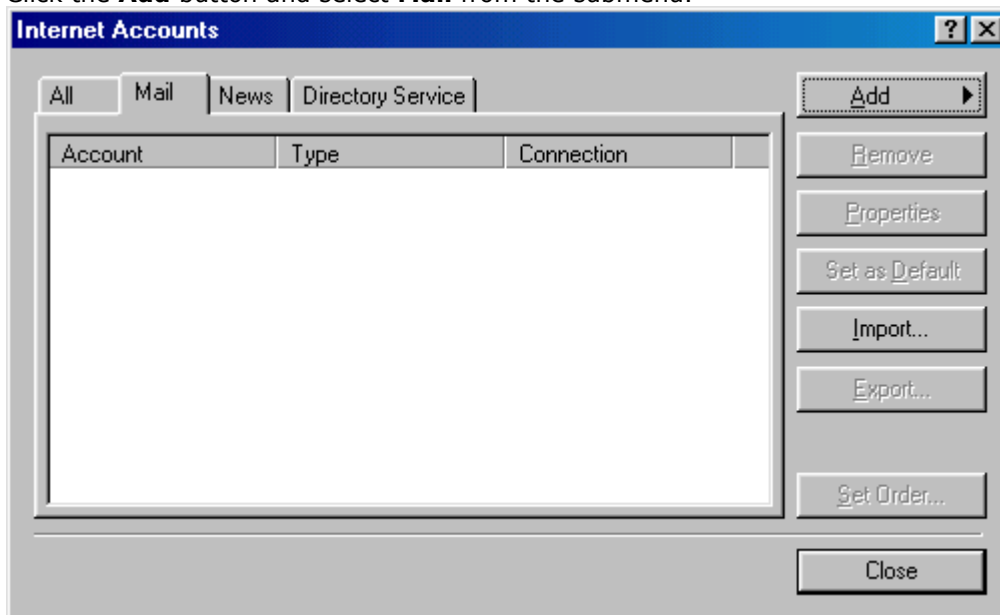


Outlook Express E-Mail Setup (for versions 5.x and 6.0)

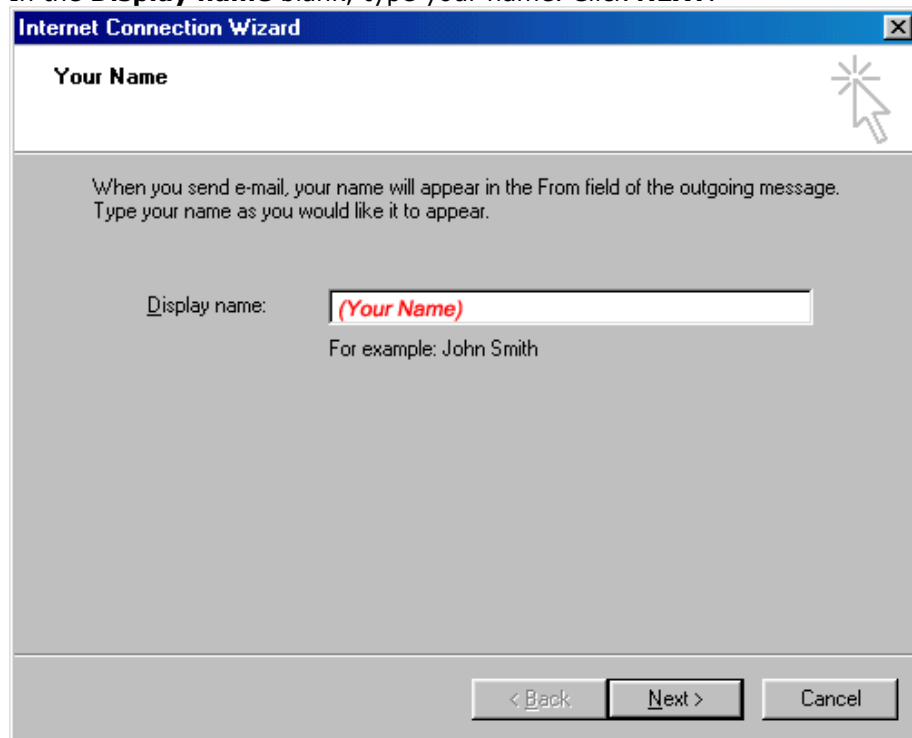
1. Open **Outlook Express** and click on the **Tools** menu and then select **Accounts**.



2. Click the **Add** button and select **Mail** from the submenu.



3. In the **Display name** blank, type your name. Click **NEXT**.



The screenshot shows the 'Internet Connection Wizard' dialog box with the title bar 'Internet Connection Wizard' and a close button. The main heading is 'Your Name'. Below it, a text box contains '(Your Name)' in red. To the left of the text box is the label 'Display name:'. Below the text box is the example text 'For example: John Smith'. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Your Name

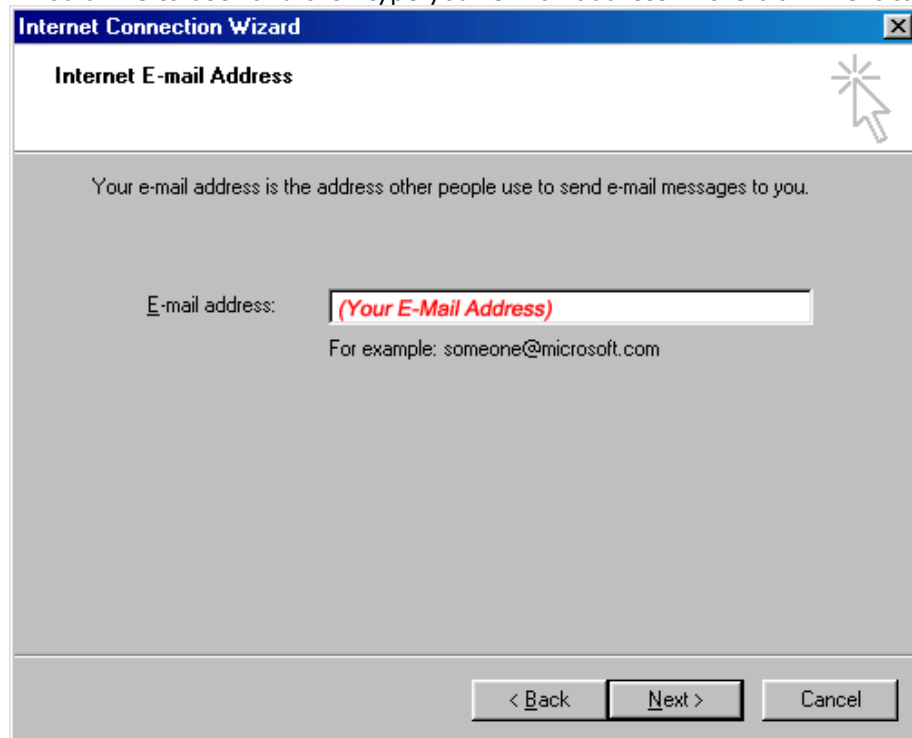
When you send e-mail, your name will appear in the From field of the outgoing message.
Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back Next > Cancel

4. In the **E-Mail address** blank, type your full e-mail address. Click **NEXT**.
Note: In Outlook Express 5.5 you will need to select "I already have an e-mail address I would like to use" and then type your e-mail address in the blank next to it.



The screenshot shows the 'Internet Connection Wizard' dialog box with the title bar 'Internet Connection Wizard' and a close button. The main heading is 'Internet E-mail Address'. Below it, a text box contains '(Your E-Mail Address)' in red. To the left of the text box is the label 'E-mail address:'. Below the text box is the example text 'For example: someone@microsoft.com'. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Internet E-mail Address

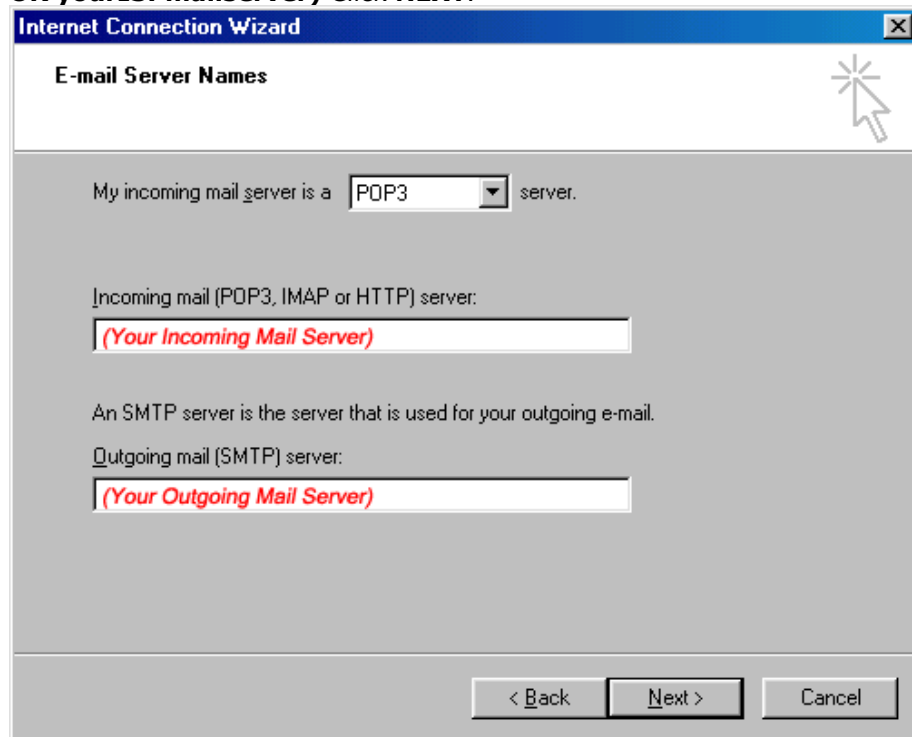
Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back Next > Cancel

5. Select **POP3** as the incoming mail server. In the **Incoming mail server** blank, type **(yourdomain.com)** In the **Outgoing mail server** blank, type **(yourdomain.com OR yourISPmailserver)** Click **NEXT**.



The screenshot shows the 'Internet Connection Wizard' window with the title 'E-mail Server Names'. It contains a dropdown menu for 'My incoming mail server is a' set to 'POP3'. Below this are two text input fields: 'Incoming mail (POP3, IMAP or HTTP) server:' and 'Outgoing mail (SMTP) server:'. Both fields contain the placeholder text '(Your Incoming Mail Server)' and '(Your Outgoing Mail Server)' respectively. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a **POP3** server.

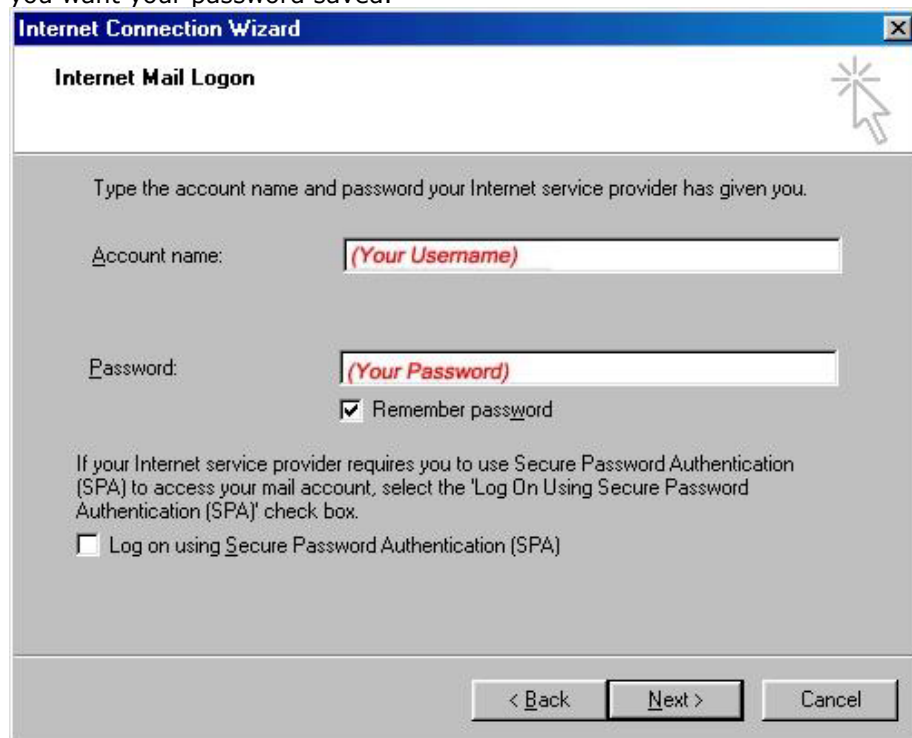
Incoming mail (POP3, IMAP or HTTP) server:
(Your Incoming Mail Server)

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:
(Your Outgoing Mail Server)

< Back Next > Cancel

6. Enter your **username** and **password** here. Check the **Remember Password** box if you want your password saved.



The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet Mail Logon'. It contains two text input fields: 'Account name:' and 'Password:'. Both fields contain the placeholder text '(Your Username)' and '(Your Password)' respectively. Below the password field is a checked checkbox labeled 'Remember password'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name: (Your Username)

Password: (Your Password)

☒ Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

☐ Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

7. Click **FINISH**. You can now send and receive your e-mail.

