Setting up E-mail in Microsoft Outlook Express

To launch Microsoft Outlook Express, select:

- Start
- Programs
- Outlook Express



From Outlook Express, select Tools and then Accounts.

File Edit View	Tools Message Help	
	Send and Receive	•
Create Mail	Synchronize All	
🕏 Inbox	Address Book Ctrl+Shif Add Sender to Address Book	t+B
olders	Message Rules	•
Uutiook Express	Windows Messenger My Online Status	Þ
Sent Items	Accounts Options	

From the Internet Accounts window:

- Select the Mail tab.
- Select the Add button.
- Select Mail.

II Mail	News Directory Serv	rice	<u>Add</u>	Mail
Account	Туре	Connection	Remove	Directory Service.
			Properties	
			Set as Default	
			Import	
			Export	1
			Set Order	

This launches the Internet Connections wizard.

- In the "Your Name" window:
- Enter the subscriber's display name in the field.
- Click the **Next** button.

ternet Connection Wiz	ard
Your Name	×
When you send e-mail, Type your name as you	your name will appear in the From field of the outgoing message. would like it to appear.
Display name:	Your Name
	For example: John Smith
	< Back Next > Cancel

In the "Internet E-mail Address" window:

- Enter the subscriber's e-mail address.
- Click the **Next** button.

Internet Connection Wiza	ırd	
Internet E-mail Address		×
Your e-mail address is th	e address other people use to send e-mail messages to you.	
E-mail address:	user@domain.com	
	For example: someone@microsoft.com	
	K Back New C	ancel

In the "E-mail Server Names" window,

- Select POP3 as the incoming mail server.
- Enter incoming mail server information.
- Enter outgoing mail (SMTP) server information.
- Click the **Next** button.

E-mail Server Names My incoming mail serv Incoming mail (PDP3, pop. domain.com	ver is a POP3 server. , IMAP or HTTP) server:
My incoming mail serv Incoming mail (POP3, pop. domain.com	ver is a POP3 server.
Incoming mail (POP3, pop.domain.com	, IMAP or HTTP) server:
Population	
An SMTP serveris thi Outgoing mail (SMTP)	ie server that is used for your outgoing e-mail. 1) server:
mail.domain.com	

At the "Internet Mail Logon" window,

- Enter the account name and password that the subscriber received from the ISP when the account was created.
- Click the **Next** button.

nternet Mail Logon	
Type the account nar	ne and password your Internet service provider has given you.
Account name:	user
Desument	[]
Fassword.	Remember password
If your Internet service p (SPA) to access your m Authentication (SPA)' cl	provider requires you to use Secure Password Authentication ail account, select the 'Log On Using Secure Password neck box.
Log on using Secure	e Password Authentication (SPA)

• Click the **Finish** button to save the settings.

ernet Connection Wizard		D
Congratulations		×
You have successfully entered	all of the information required to set up your account.	
To save these settings, click F	inish.	
	C Back Finish	ancel

At the Internet Accounts window,

- Select the Mail tab.
- Select the account you have just added.
- Click the **Properties** button.

All	Mail	News Directory Service	3	<u>A</u> dd
Acc	ount	Туре	Connection	Remove
Gp	op.domain.c	om mail (default)	Any Available	Properties
			Set as Defau	
			Import	
			Export	
				Set Order

At the Properties window for the mail account,

- Select the Servers tab:
- Make sure the Server Information settings are as you set them.
- Check the box to remember password in the Incoming Mail Server settings.
- Check the box to indicate that "My server requires authentication."
- Click OK.

🗟 pop. domain. com	Properties 🛛 🛛 🛛 🔀				
General Servers Con	nection Security Advanced				
Server Information					
My incoming mail ser	rver is a POP3 server.				
Incoming mail (POP3	Incoming mail (POP3): pop.domain.com				
Outgoing mail (SMTF	P): mail.domain.com				
Incoming Mail Server					
Account name:	user				
Password:	•••				
Assword Secure Password Authentication Outgoing Mail Server My server requires authentication Settings					
OK Cancel Apply					