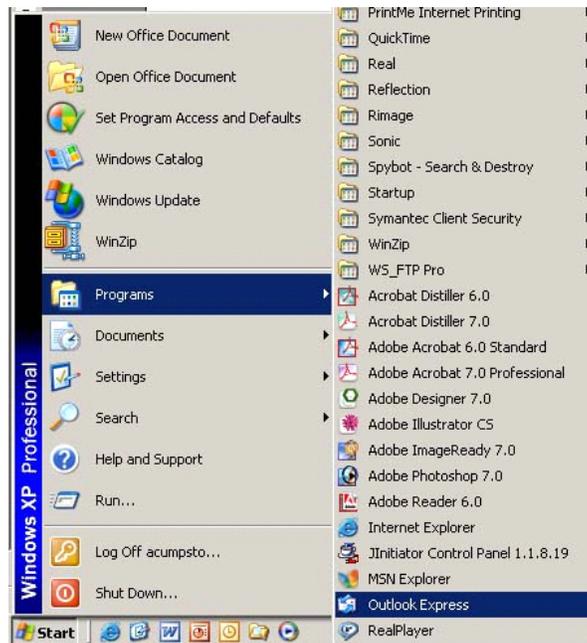


# Setting up E-mail in Microsoft Outlook Express

To launch Microsoft Outlook Express, select:

- Start
- Programs
- Outlook Express

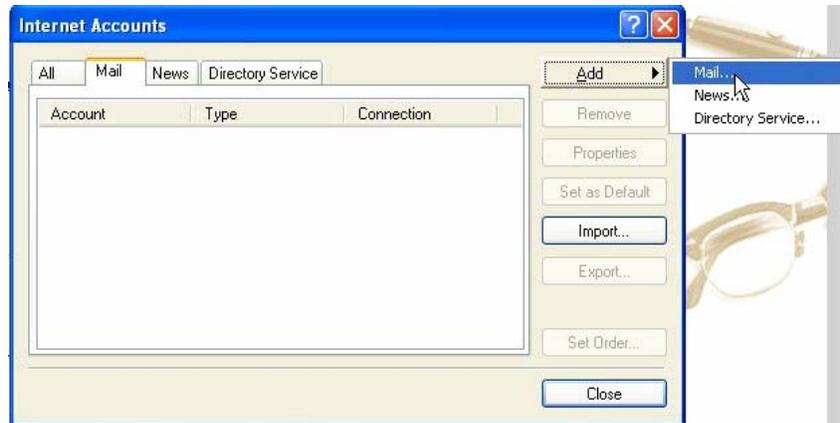


From Outlook Express, select **Tools** and then **Accounts**.



From the Internet Accounts window:

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



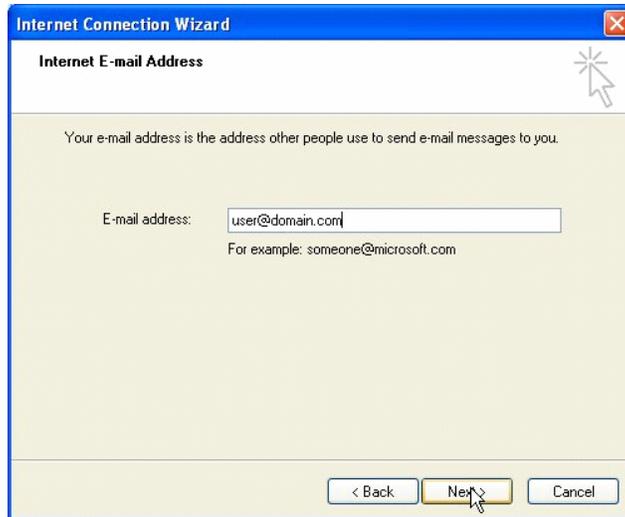
This launches the Internet Connections wizard.

- In the “Your Name” window:
- Enter the subscriber’s display name in the field.
- Click the **Next** button.



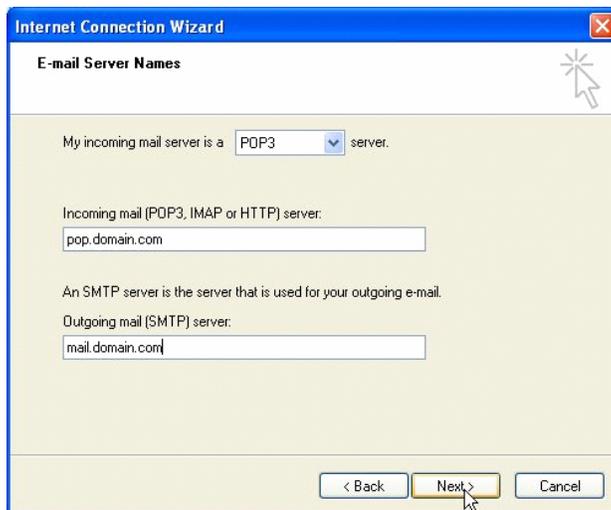
In the “Internet E-mail Address” window:

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



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.



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.

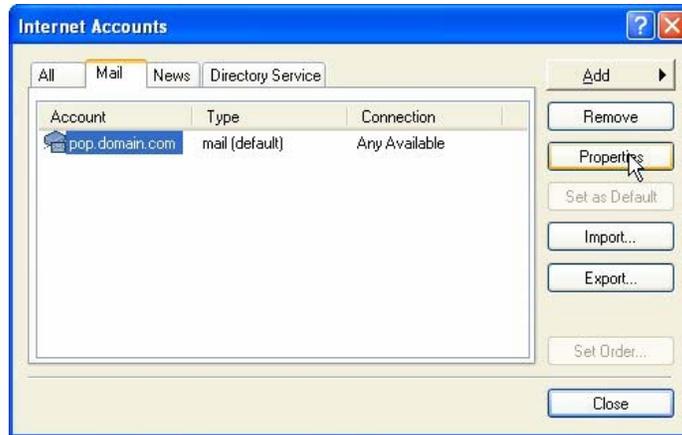


- Click the **Finish** button to save the settings.



At the Internet Accounts window,

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



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.

