



How to configure Outlook Express to send and receive Internet Email:

- 1) Open Outlook Express
- 2) Go to Tools->Accounts->Mail
- 3) Click on Add->Mail. A dialog that looks like this will display:

Internet Connection Wizard

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:

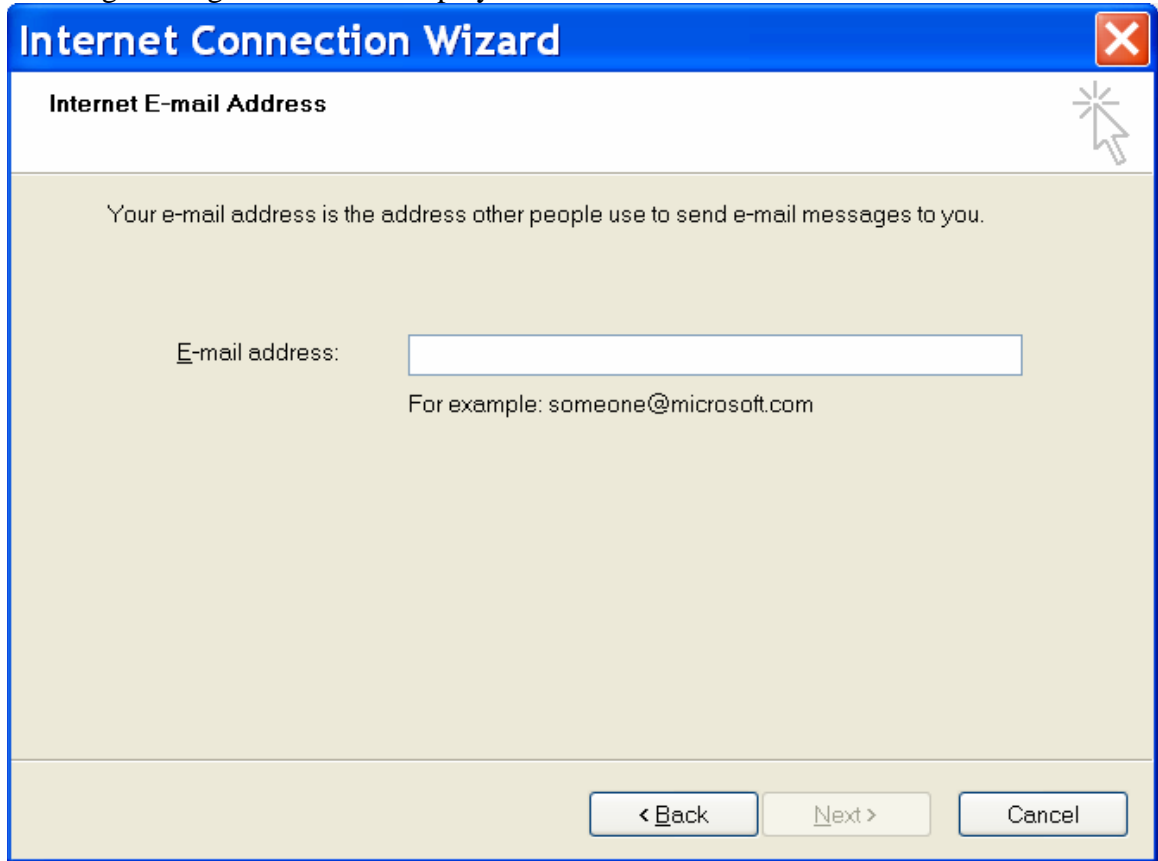
For example: John Smith

< Back Next > Cancel

- 4) Enter your name for display name – example, John Smith, then click Next



5) A dialog looking like this will display:



Enter your email address – example, john.smith@mydomain.com, then click Next.



- 6) The following dialog will display. For “My incoming mail server is a “ pull down, select POP3. Enter the POP3 server supplied to you with your mailbox information as the “Incoming mail (POP3, IMAP, or HTTP) server”. Enter the SMTP server supplied to you with your mailbox information as the “Outgoing mail (SMTP) server”.

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

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

Outgoing mail (SMTP) server:

< Back Next > Cancel

Click next after filling in all values.



7) A dialog requesting userid and password information will display:

Internet Connection Wizard

Internet Mail Logon

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

Account name:

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)

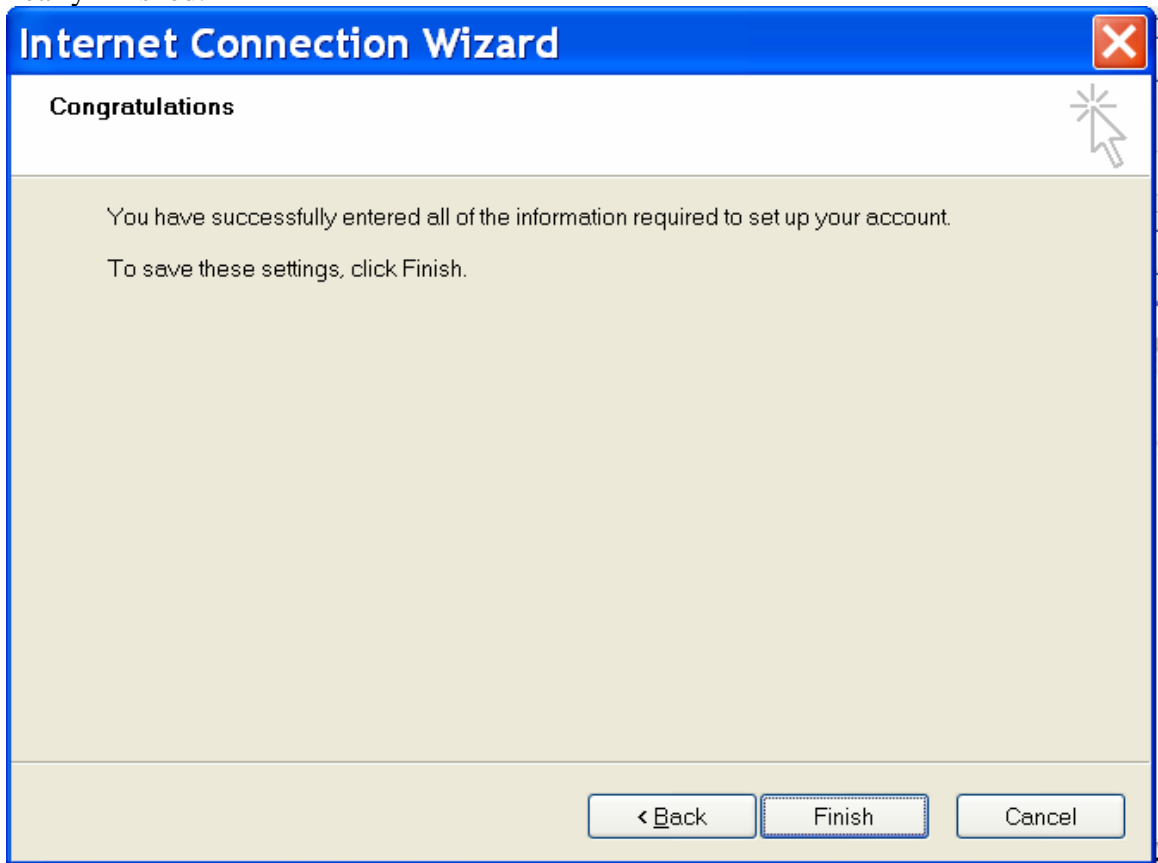
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Enter the userid supplied to you with your mailbox information for “Account name:”. Enter the password supplied to you with your mailbox information as the “Password:”. Make sure “Remember password” is checked otherwise you will need to supply your password every time you startup Outlook Express. Click on Next after you’ve entered this information.



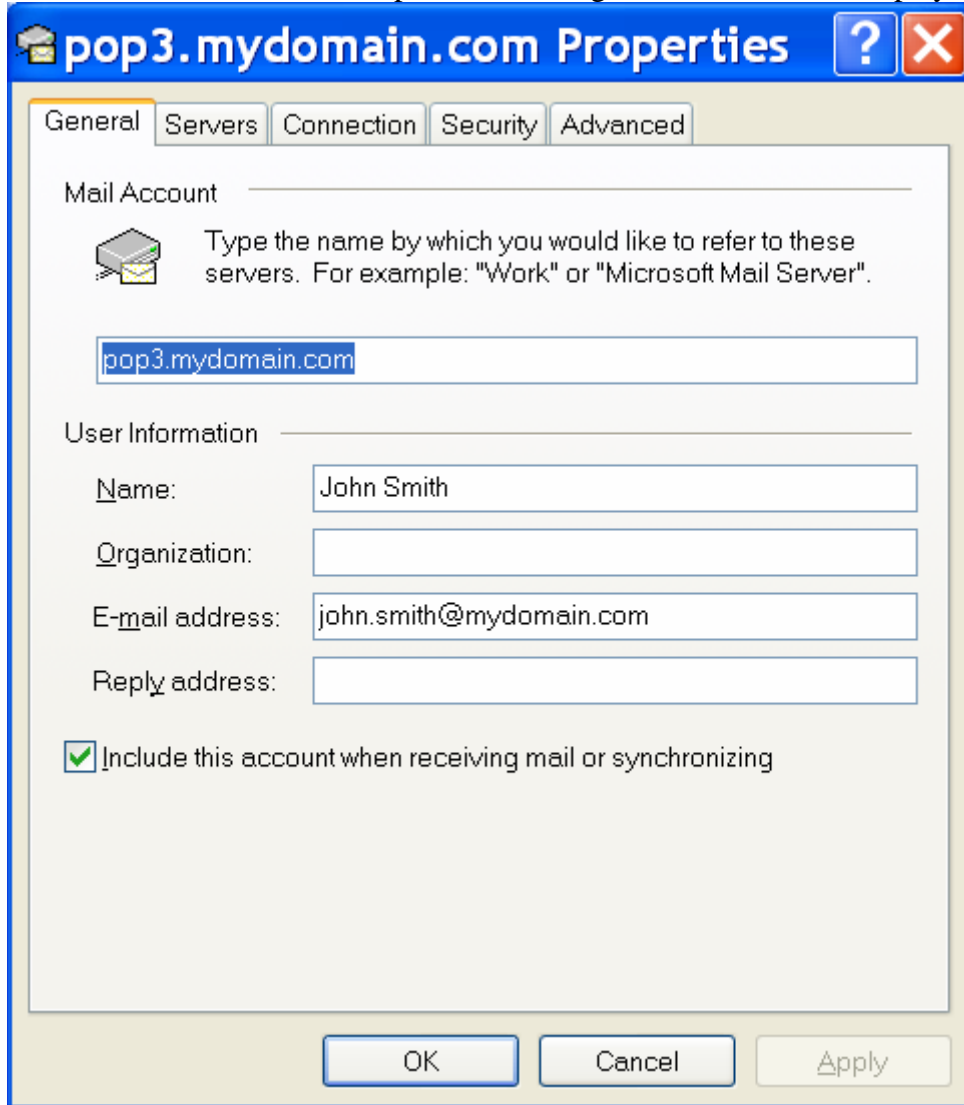
Internet Email Configuration – Outlook Express

- 8) A dialog will display congratulating you on successfully entering in all information and to click on Finish to save these settings. Click on Finish. You are nearly finished.





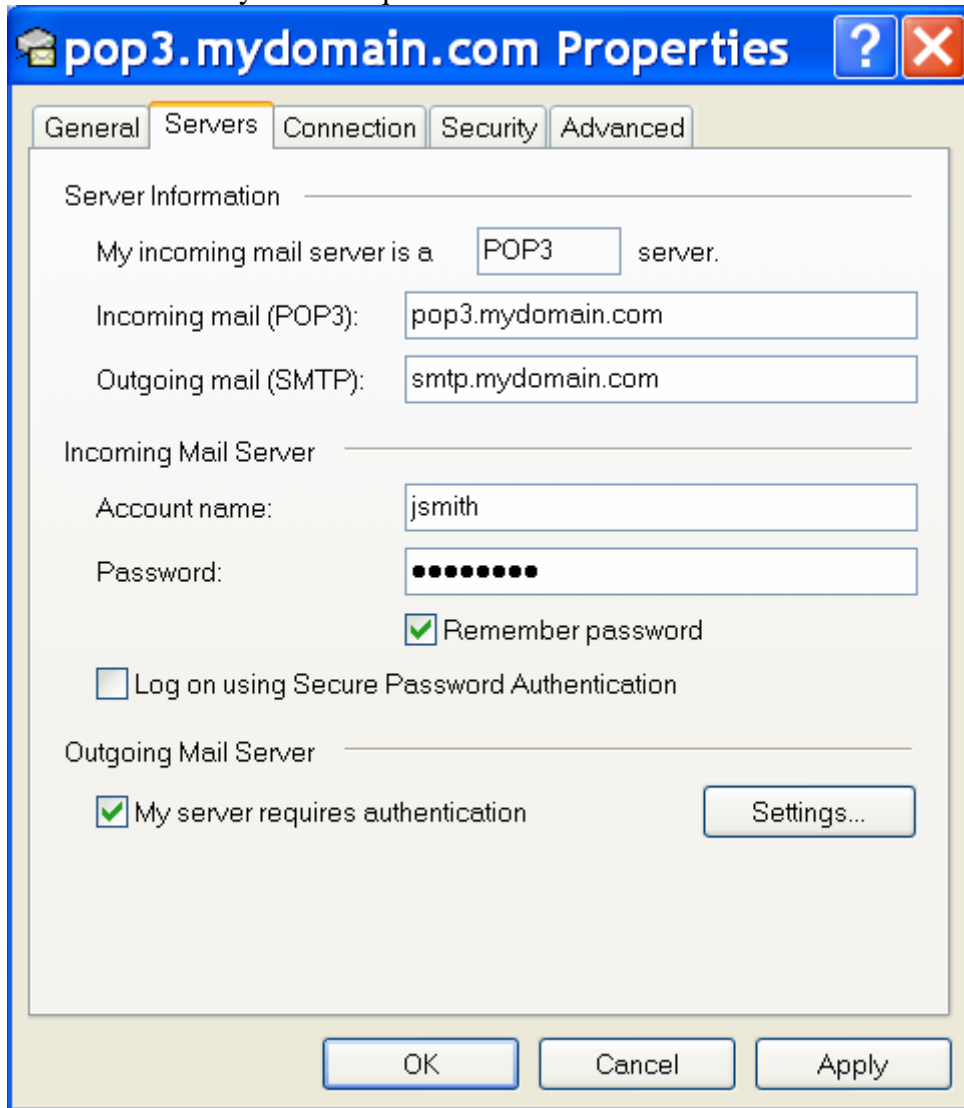
- 9) You will need to turn on one more checkbox in order to start using Outlook Express to send and receive email. From the main Outlook Express window, click on Tools->Accounts->Mail. You will see a list of email accounts. There will be an account named after the POP3 server you supplied in step 6. Click on this account, and then click on Properties. A dialog similar to this will display:



Click on the “Servers” tab (second from left) at the top of the dialog box.



10) Make sure the “My server requires authentication” checkbox is checked:



Then click on OK.

11) You will now be back at the dialog titled Internet Accounts. Click on Close. This will take you back to the Outlook Express main window.

12) You may now start sending & receiving email.