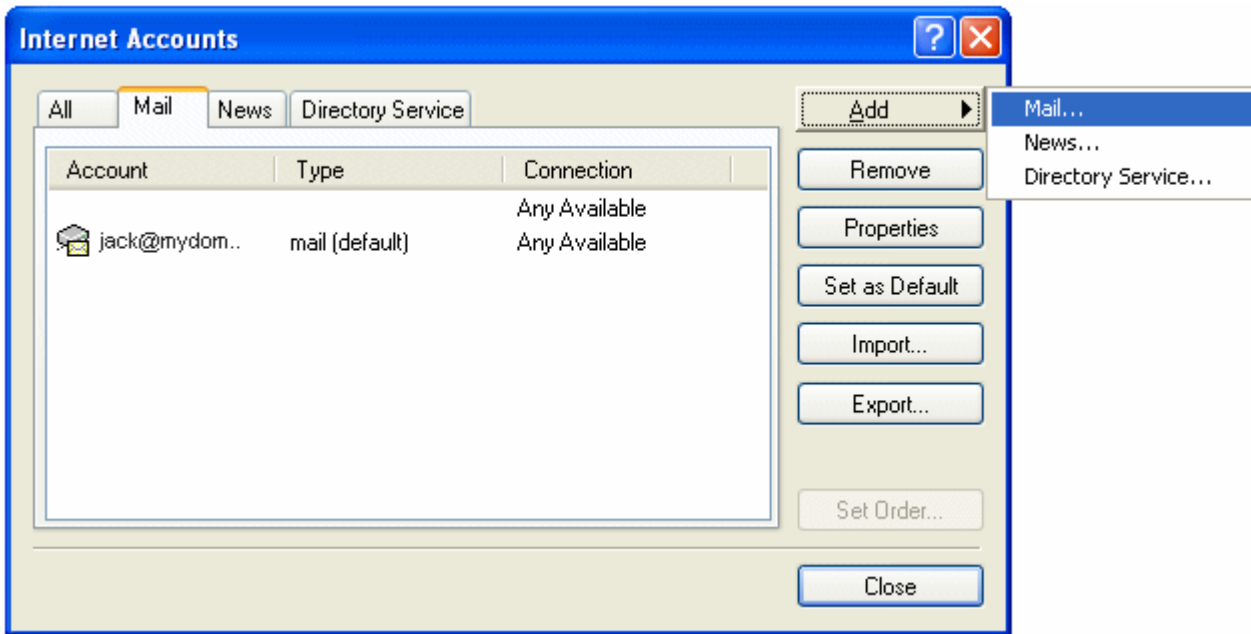


How to Set-up Email Addresses in Outlook Express: A Step-by-Step Guide

This document describes how to set up an email account under Outlook Express so that you can collect your emails.

1. Launch Outlook Express
2. From the menu bar at the top of the Outlook Express window click on **Tools**
3. You should now see a list of options. From these options select **Accounts**
4. You will see a window called Internet Accounts. At the top right-hand corner of this window is a button labeled **Add**. Click on this and select **Mail** as shown below.



5. You should now see the box shown below. Follow the instructions on this window and click **Next**

Your Name

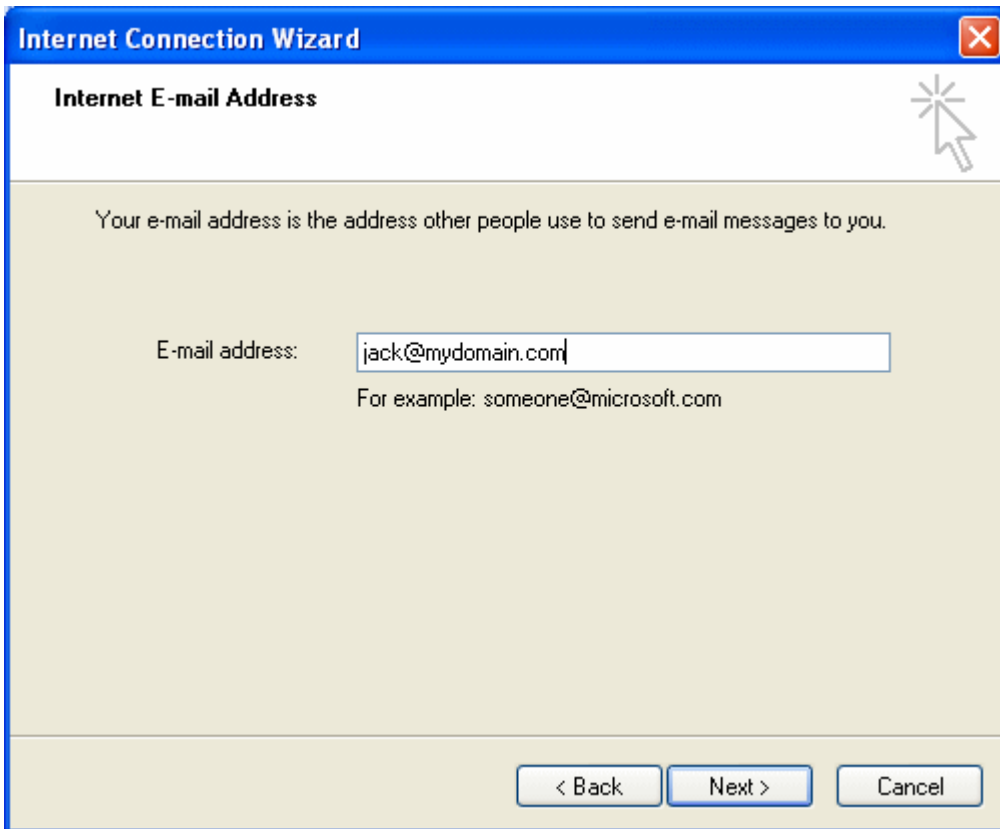
When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

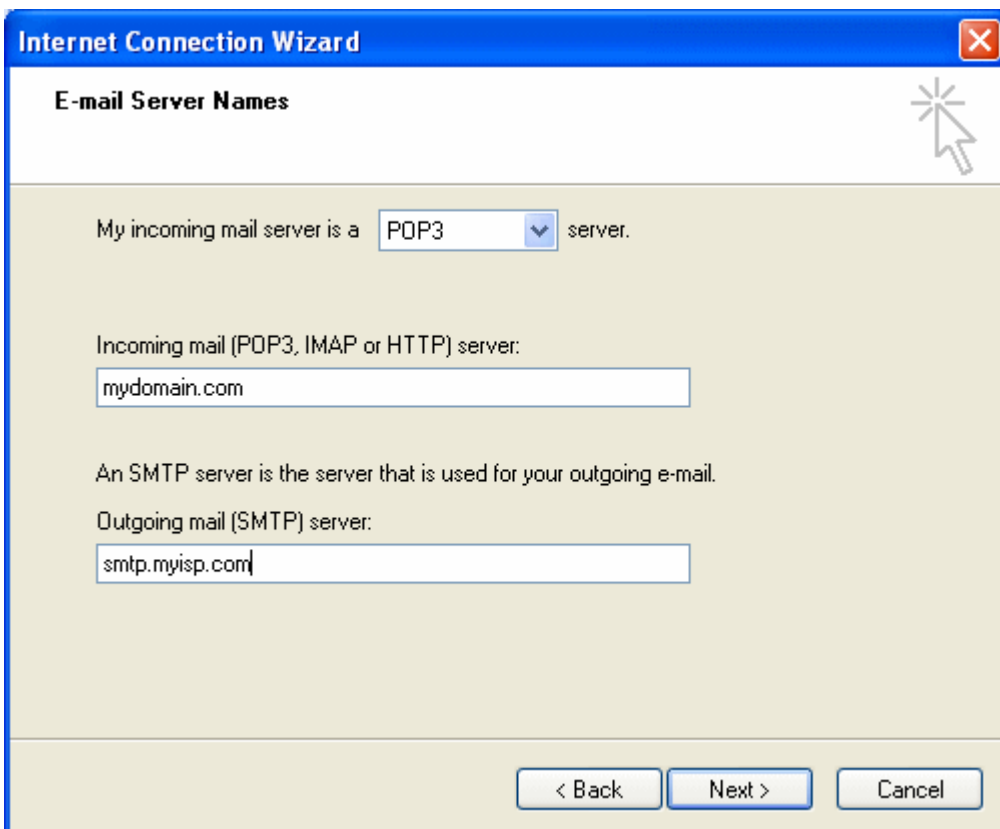
< Back Next > Cancel

6. You will now see the box below. Enter the email address you are trying to set-up and click **Next**



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field labeled "E-mail address:" containing the text "jack@mydomain.com". Below the input field is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

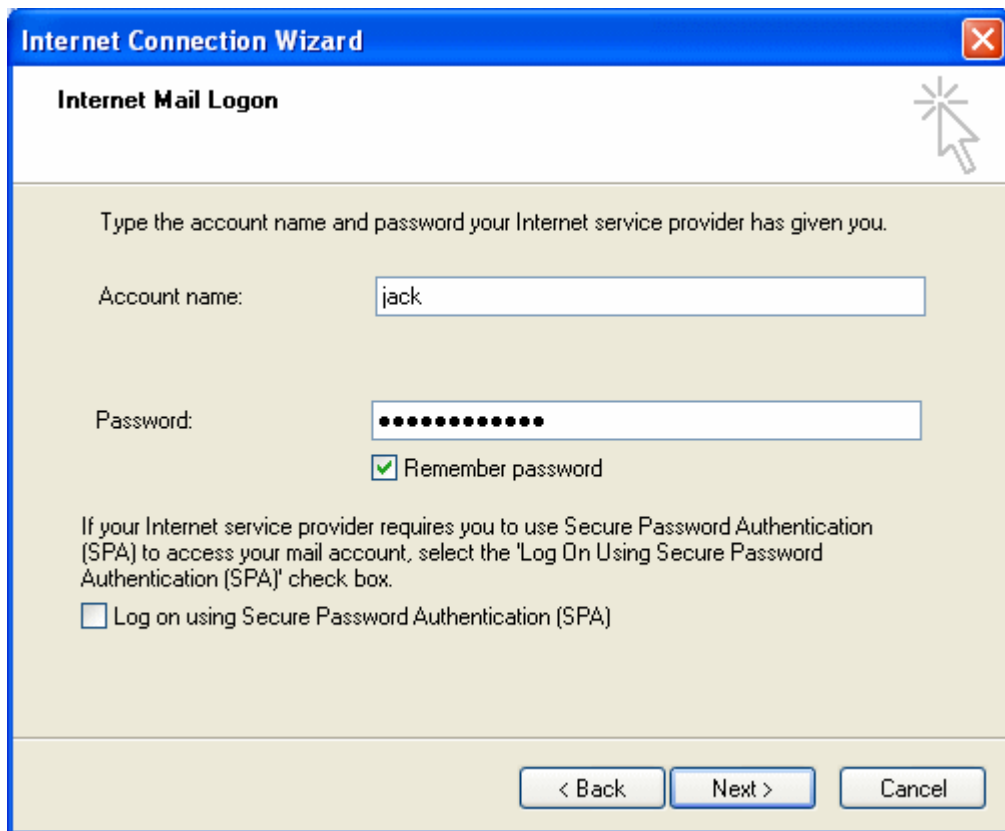
7. You should now be presented with the window shown below. Please make sure you have selected POP3 in the box "My incoming mail server is a" section. In the other boxes enter your POP3 and your SMTP server names. Click **Next** when finished. The POP3 server is simply your domain name (mydomain.com in this example).



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "E-mail Server Names". Below the heading is a mouse cursor icon. The text reads: "My incoming mail server is a" followed by a dropdown menu showing "POP3" and a "server." label. Below this is the text "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "mydomain.com". Below that is the text "An SMTP server is the server that is used for your outgoing e-mail." followed by the text "Outgoing mail (SMTP) server:" and a text input field containing "smtp.myisp.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

IMPORTANT NOTES:

- a) smtp.myisp.com is just an example. Please ask your ISP what SMTP server you should use and how to configure it in Outlook Express. Your ISP provides you with your internet connection.
 - b) You can again use your domain name as the SMTP server. In this case, after you have finished this set-up, click Tools->Accounts->your email address->Servers and tick "My server requires Authentication"
8. This is the final step. You will now see the box below. Please enter the account name and password for your email account in the boxes indicated. Please ensure Remember Password **IS ticked** (as shown) and "Log on using Secure Password Authentication (SPA) is **NOT ticked**.



After clicking **Next** you will see a final screen. Please click **Finish** to complete the set-up of your account. You can then close the final window. To check everything is working, please send yourself an email.

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