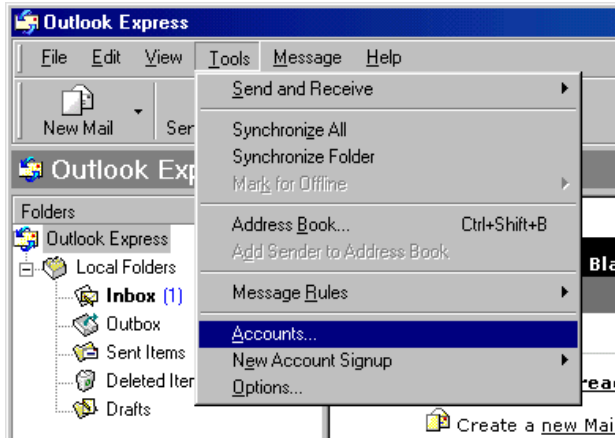


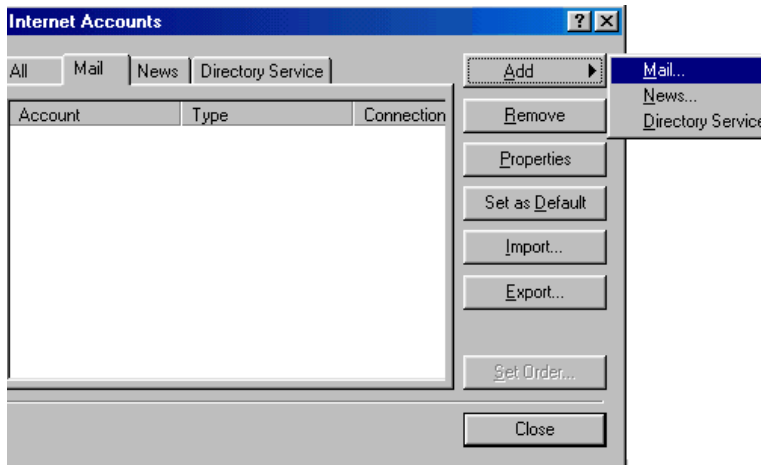
Configuring Outlook Express

Please replace **example.com** with **your domain** throughout.

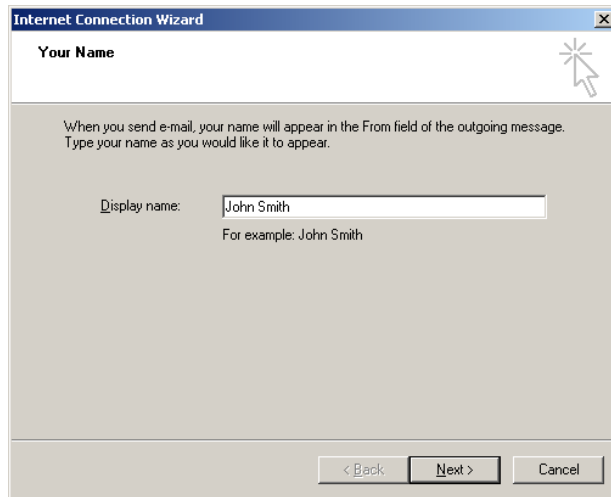
- Open Outlook Express.
- In the menu bar, go to the *Tools* drop-down menu and select *Accounts*.



- On the page that shows, click *Add* and select *Mail*.

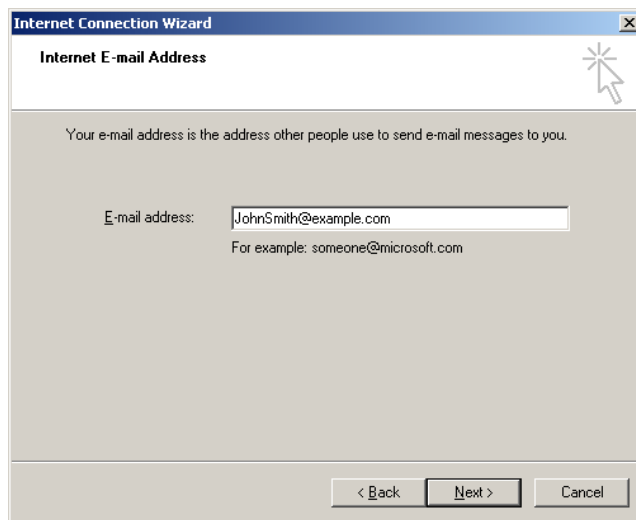


- On the wizard page that shows, enter your name in the field and click *Next* to proceed.
Note: this email will appear when you send out emails.



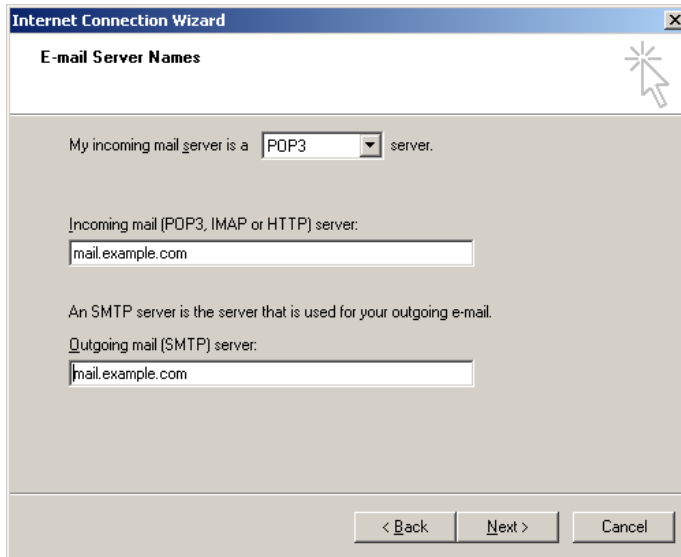
The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Your Name". Below the heading is a text box containing "John Smith". To the left of the text box is the label "Display name:". Below the text box is the text "For example: John Smith". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

- On the page that shows, enter your *Email Address* and click *Next* to proceed.

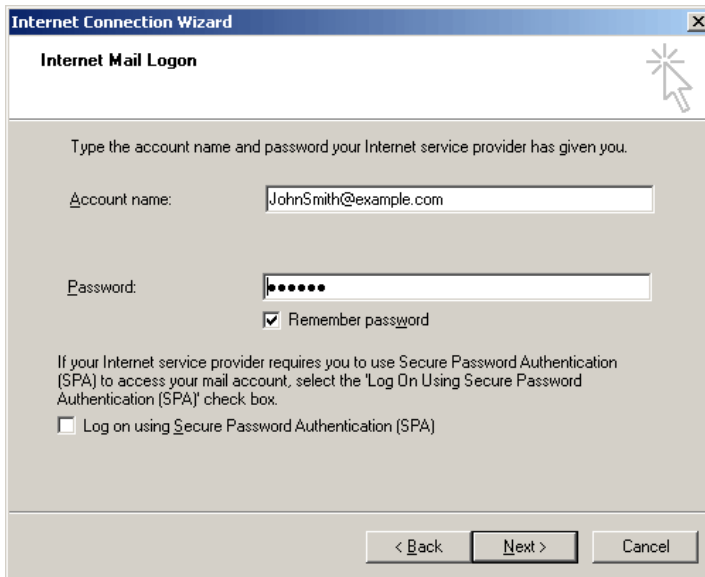


The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a text box containing "JohnSmith@example.com". To the left of the text box is the label "E-mail address:". Below the text box is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

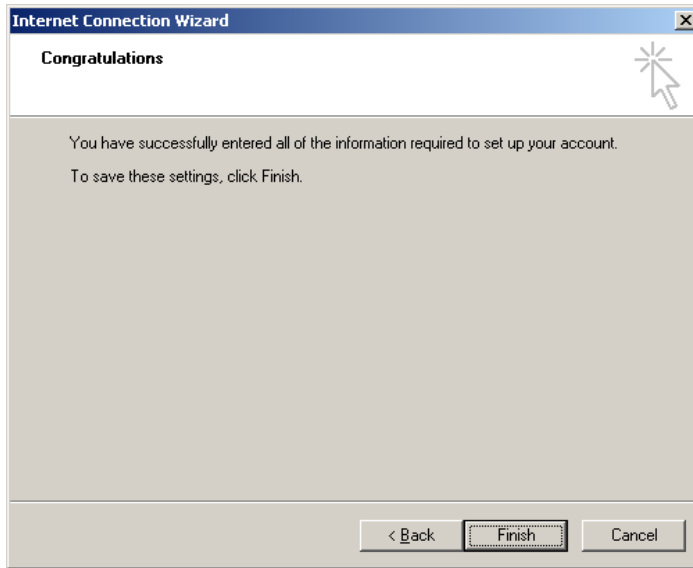
- In the form that shows:
 - in the drop-down box, choose *POP3* as your *incoming server*;
 - enter the *Mail Server Name* for both *Incoming Mail* and *Outgoing Mail* ;
 - click *Next* to proceed.



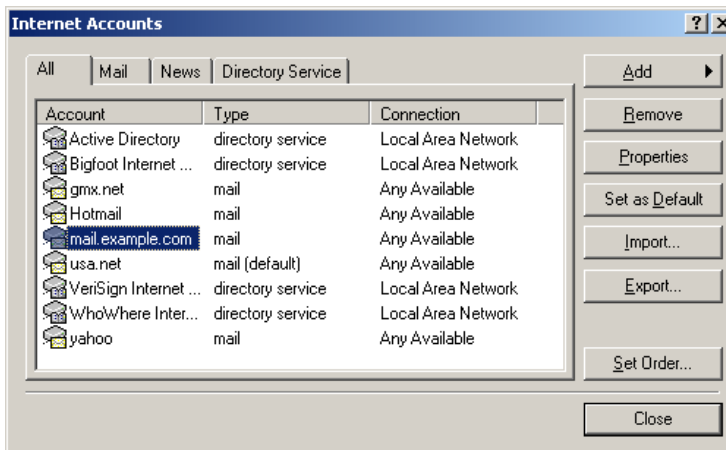
- On the page that appears:
 - make sure to enter **full** email address in the *Account Name* field;
 - enter mailbox password in the *Password* field;
 - check the *Remember Password* box to avoid entering it every time you check or send email
 - click *Next* to proceed.



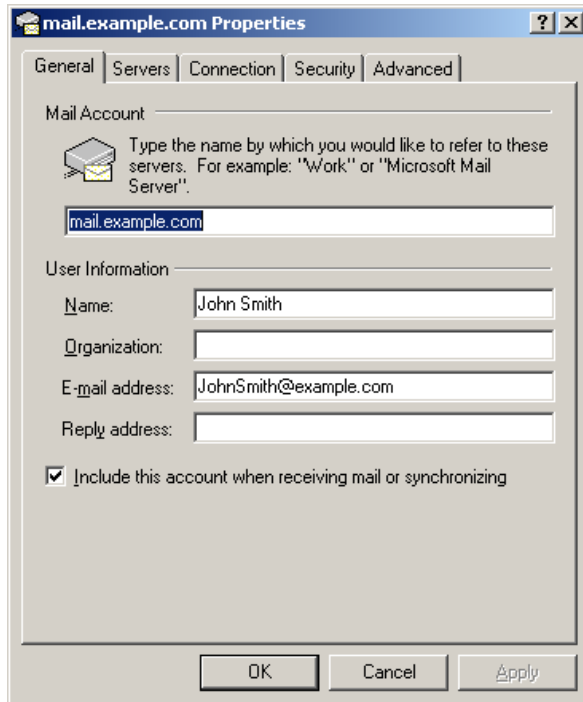
- On the page that shows, click *Finish* to save settings and get back to the list of email accounts



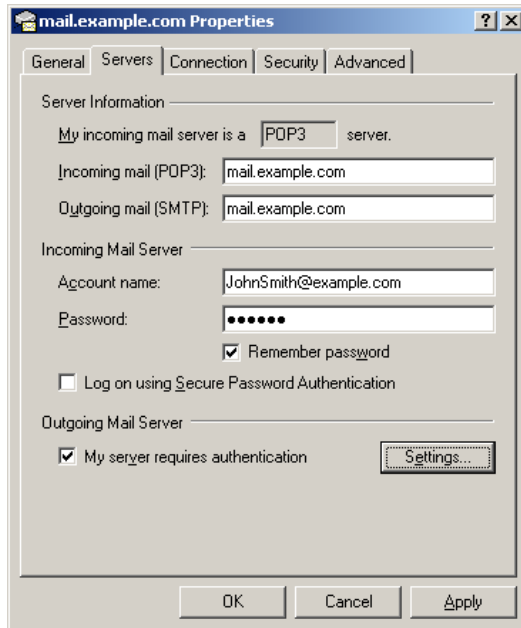
- Now that email account is created, select *Accounts* from the *Tools* drop-down menu in the menu bar.
- On the *Internet Accounts* window, select the newly created mail account and click *Properties* to edit the settings for your email account.



- On the *Properties* page that appears, choose the *General* tab and check the settings of your email account.



- Here you can:
 - set the name that will show in your letters
 - set reply email (should be the same as email)
- Choose the *Servers* tab.
- Check *My server requires authentication* box and click *Settings* on the right.



- On the *Outgoing Mail Server* window use the same settings as incoming server.



- On the *Outgoing Mail Server* window use the same settings as incoming server.
Back on the *Properties* page, click *Apply* and *OK* to save settings and then close all dialog boxes.
- Now that Outlook Express is configured, you can send and receive emails.