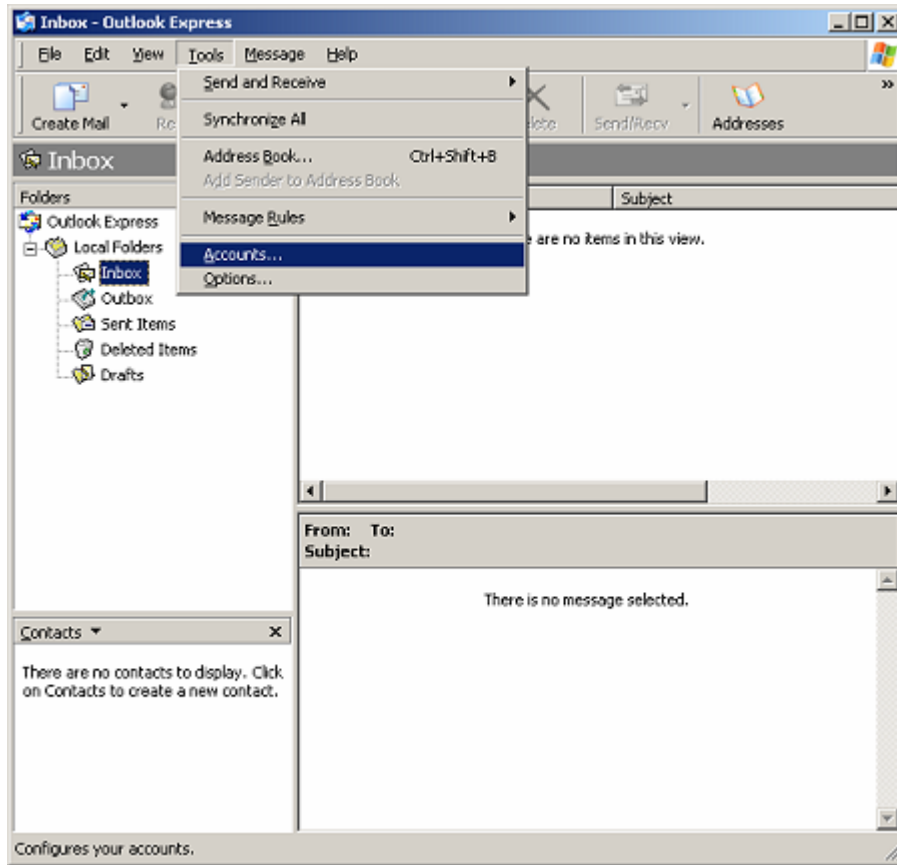
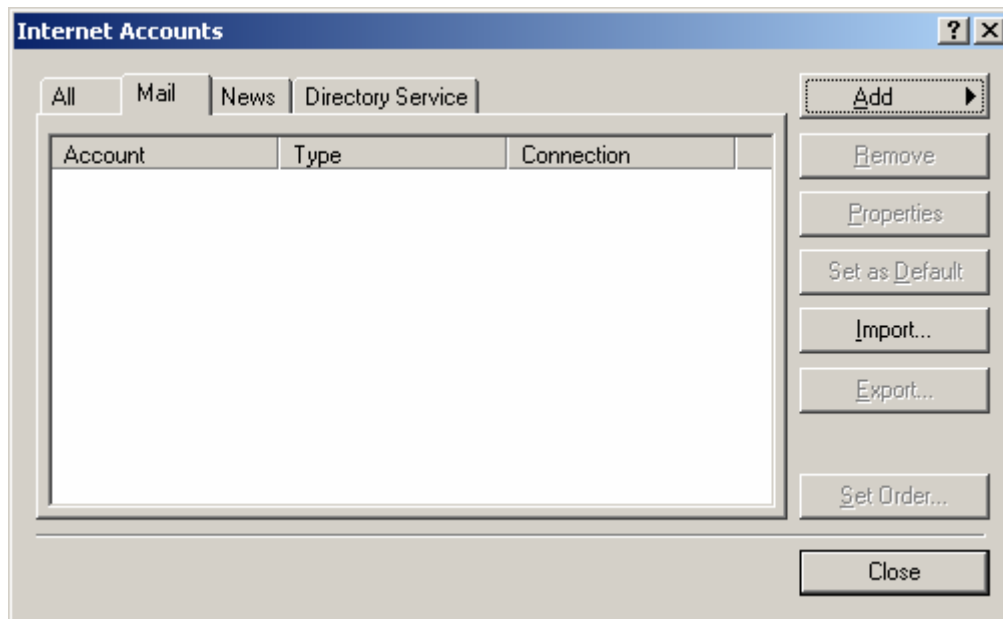


# Outlook Express Instructions



After Outlook Express is open, select **Accounts** from the **Tools** menu option at the top of the window.



Next, click **Add** then select **Mail** from the menu.

The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box containing 'Your Name'. To the right of the text box is a mouse cursor icon. Below the text box, there is a label 'Display name:' followed by the text 'Your Name' and an example 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**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

Next, enter your **Display name** and click **Next**.

The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box containing 'account@yourdomain.com'. To the right of the text box is a mouse cursor icon. Below the text box, there is a label 'E-mail address:' followed by the text 'account@yourdomain.com' and an example 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**Internet E-mail Address**

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back   Next >   Cancel

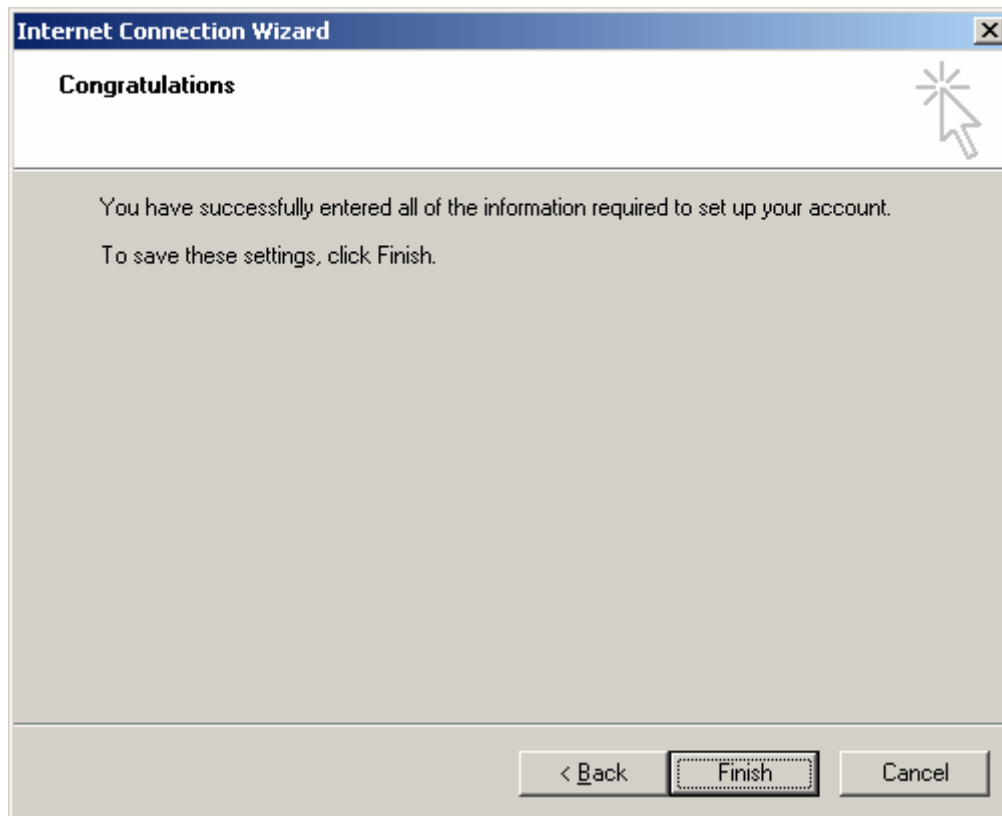
Next, enter your **E-mail address** and click **Next**.

The screenshot shows the 'E-mail Server Names' dialog box in the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main title is 'E-mail Server Names'. The text says 'My incoming mail server is a POP3 server.' Below this is a text box for the incoming mail server containing 'yourdomain.com'. The text then says 'An SMTP server is the server that is used for your outgoing e-mail.' Below this is a text box for the outgoing mail (SMTP) server, also containing 'yourdomain.com'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

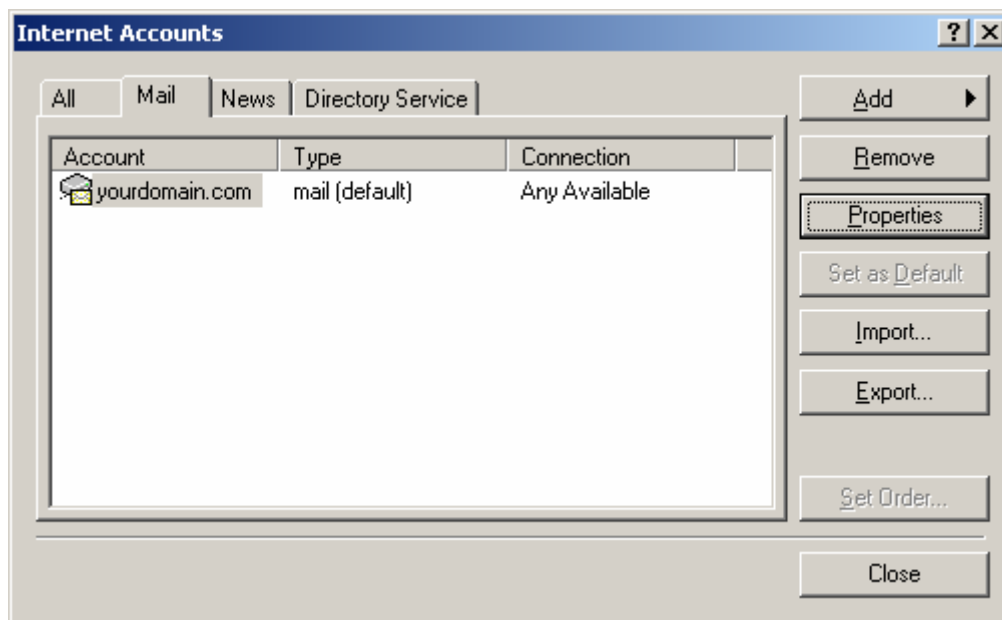
Enter your **Incoming mail** and **Outgoing mail**. This will be the text after the @ sign in your e-mail address. Click **Next** when you are finished.

The screenshot shows the 'Internet Mail Logon' dialog box in the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main title is 'Internet Mail Logon'. The text says 'Type the account name and password your Internet service provider has given you.' Below this are two text boxes: 'Account name:' containing 'account@yourdomain.com' and 'Password:' containing a masked password of ten dots. There is a checked checkbox for 'Remember password'. Below this is a paragraph: '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.' There is an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

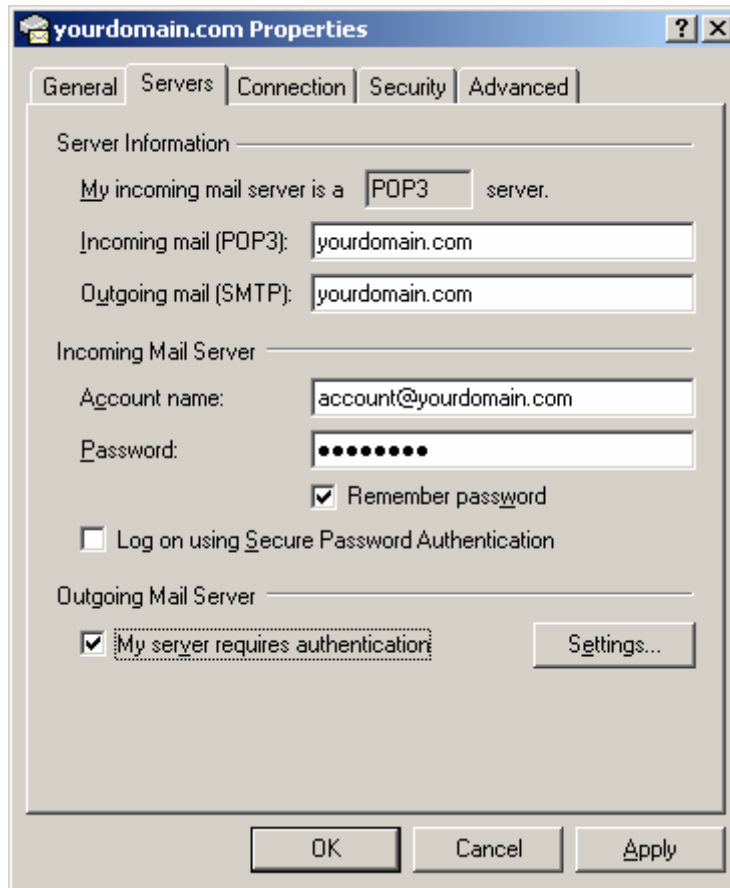
Enter your e-mail address in the **Account name** box and then enter your **Password**. Click **Next** when you are finished.



Click the **Finish** button.



Next, click the **Properties** button.



Select **Servers** from the tab at the top of the window. Select **My server requires authentication** at the bottom of the window. Click the **Settings** button after you do this.



Select the **Log on using** option and enter your **Account name** and **Password**. Your **Account name** is the text before the @ sign in your e-mail address.

**OK** all the windows and you should be setup.