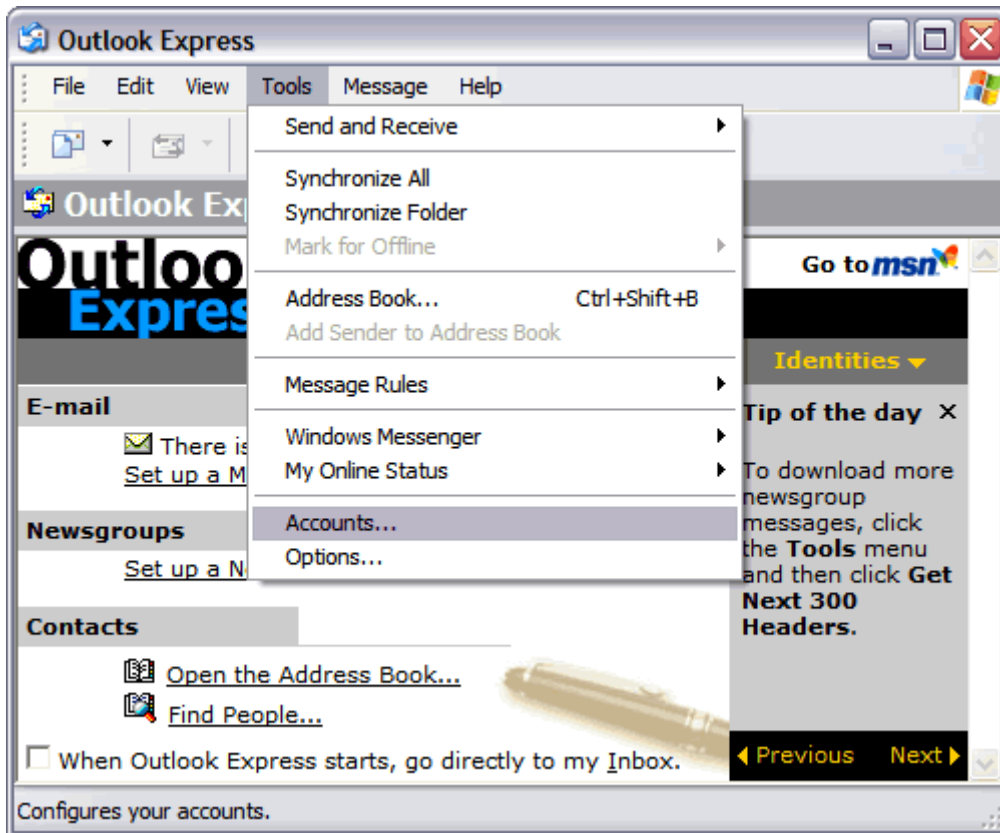


Setting Up Your E-mail in MS Outlook Express

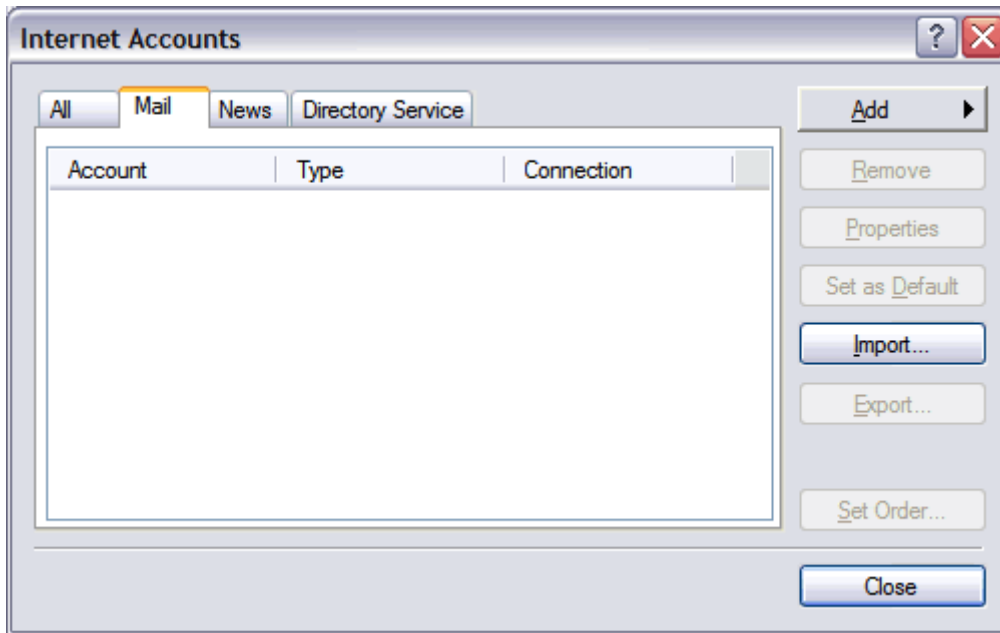
This tutorial shows you how to set up Microsoft Outlook Express 6 to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook Express 6, but these settings are similar in other versions of Microsoft Outlook Express. You can set up previous versions of Microsoft Outlook Express by using the settings in this tutorial.

To Set Up Your E-mail Account in Microsoft Outlook Express

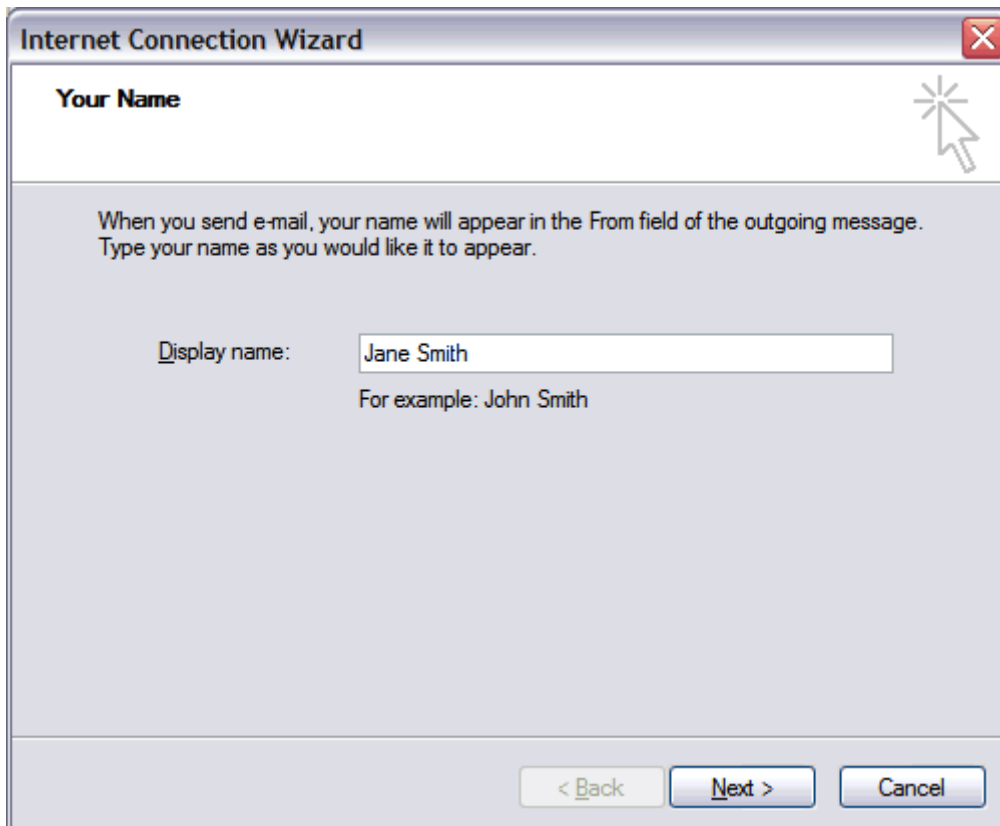
1. In Microsoft Outlook Express, from the Tools menu, select **Accounts**.



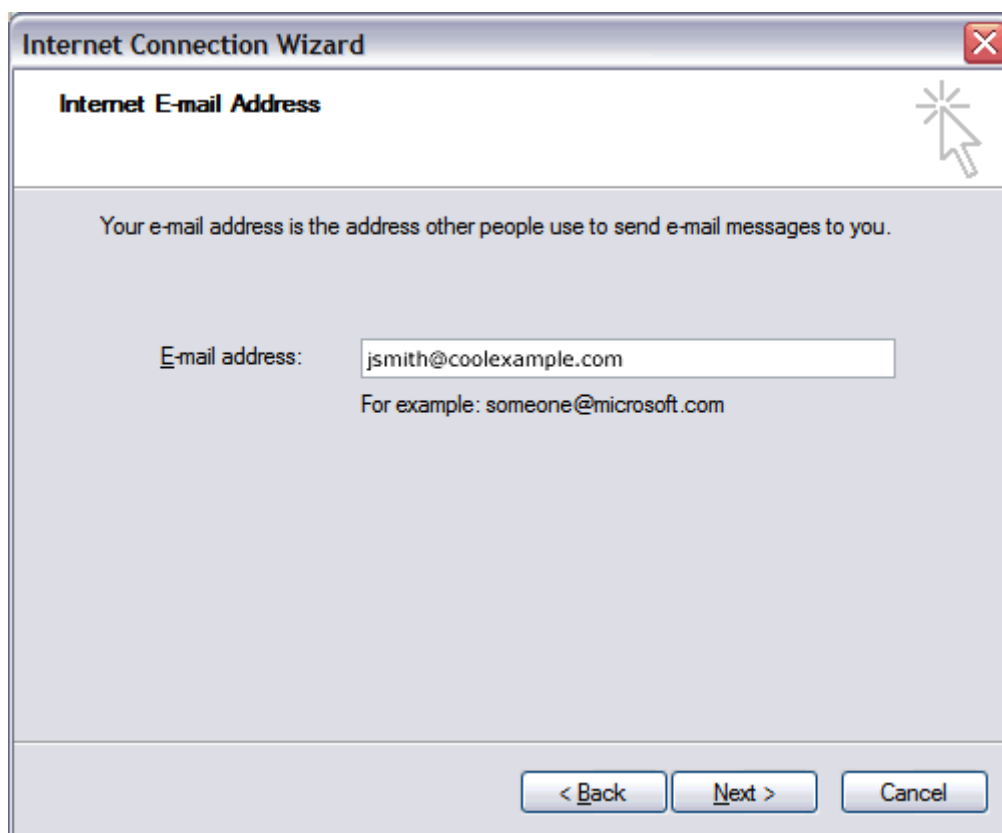
2. Go to the **Mail** tab and from the **Add** menu, select **Mail**.



3. In the Display Name field, enter you full name and click **Next**.



4. In the E-mail address field, enter your email address and click **Next**.

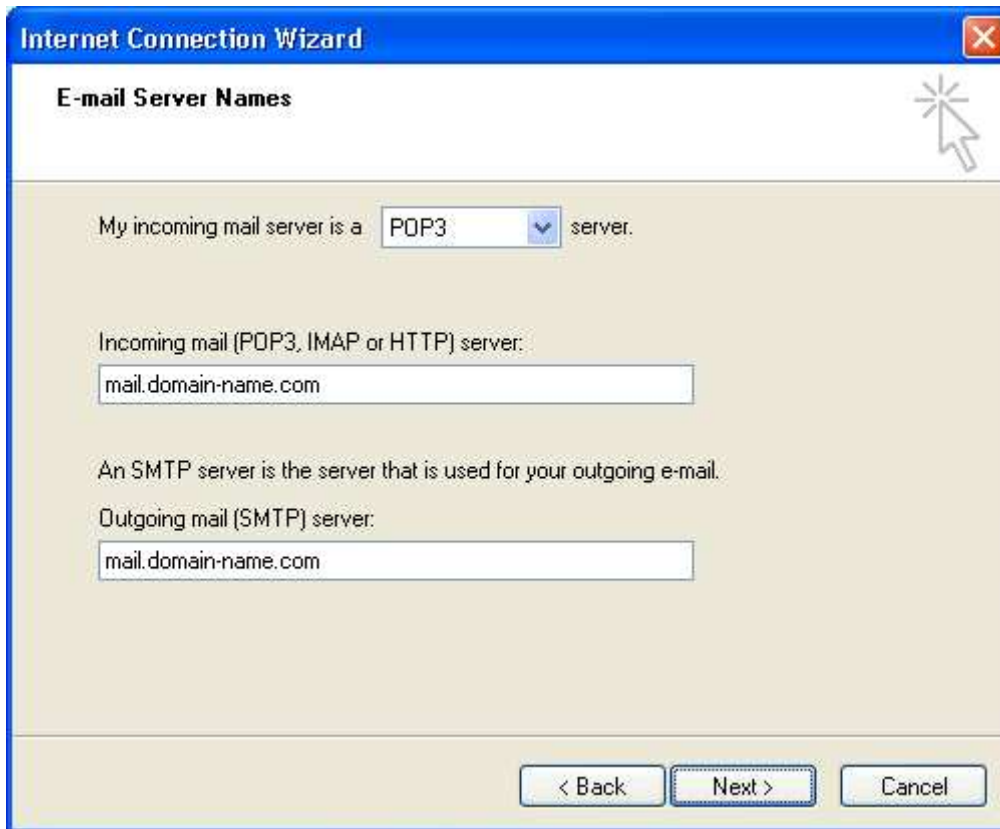


The image shows a screenshot of the 'Internet Connection Wizard' dialog box, specifically the 'Internet E-mail Address' step. The window title is 'Internet Connection Wizard' and the step title is 'Internet E-mail Address'. The text inside the dialog reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this text is a text input field labeled 'E-mail address:' containing the text 'jsmith@coolexample.com'. Underneath the input field is an example: 'For example: someone@microsoft.com'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is visible over the 'Next >' button.

5. On the E-mail Server Names page, enter your information as follows:

My incoming mail server is a
Select **POP3**
Incoming mail (POP3, IMAP or HTTP) server
Type **mail.domain-name.com**
Outgoing mail (SMTP) server
Type **mail.domain-name.com**

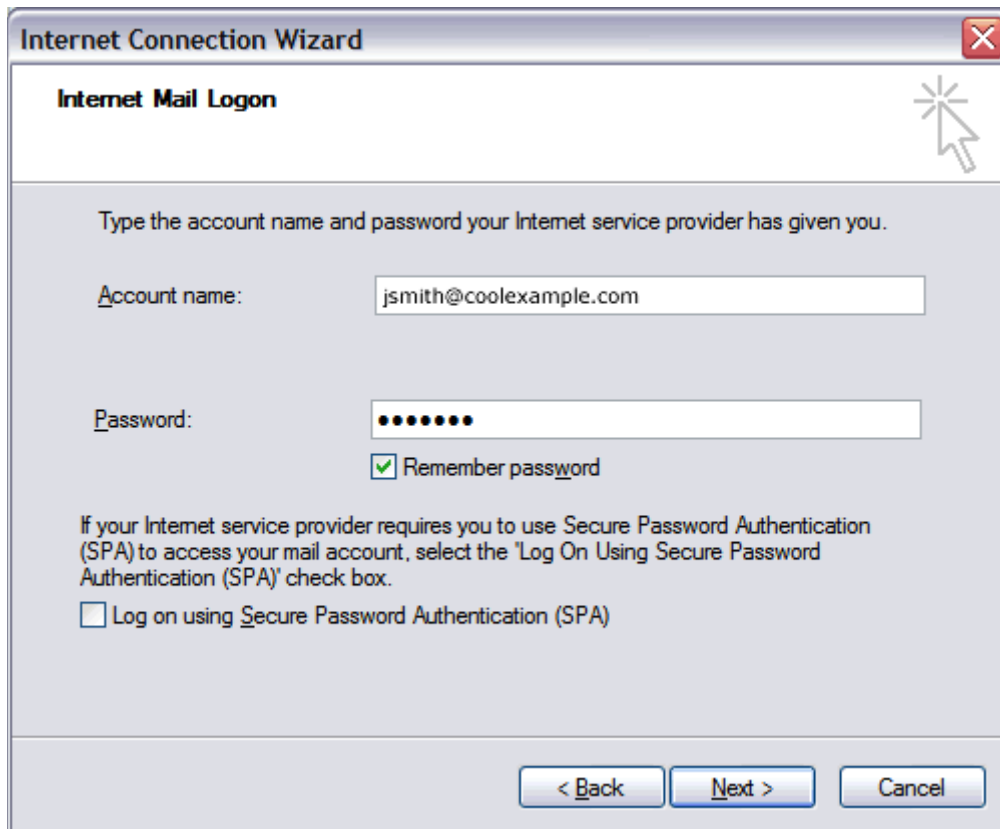
Click **Next**.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The window contains the following fields and controls:

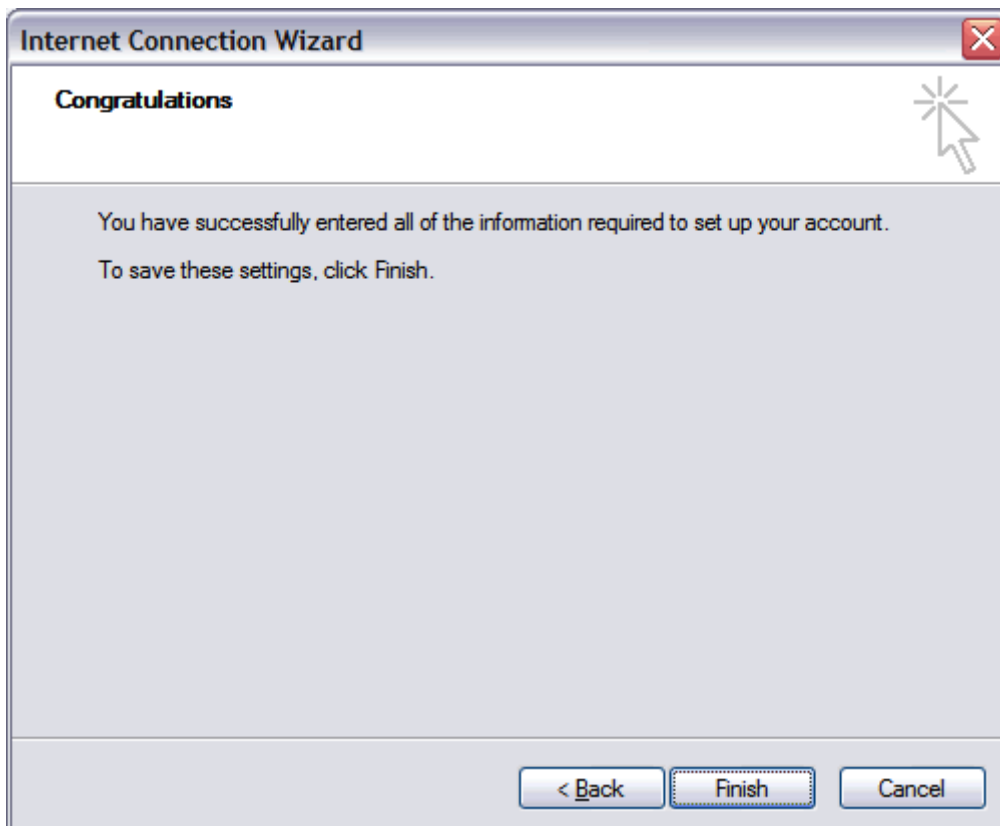
- A label "My incoming mail server is a" followed by a dropdown menu set to "POP3" and the text "server."
- A label "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "mail.domain-name.com".
- A label "An SMTP server is the server that is used for your outgoing e-mail." followed by a label "Outgoing mail (SMTP) server:" and a text input field containing "mail.domain-name.com".
- At the bottom, three buttons: "< Back", "Next >", and "Cancel".

6. Enter your email address and password and then click **Next**.



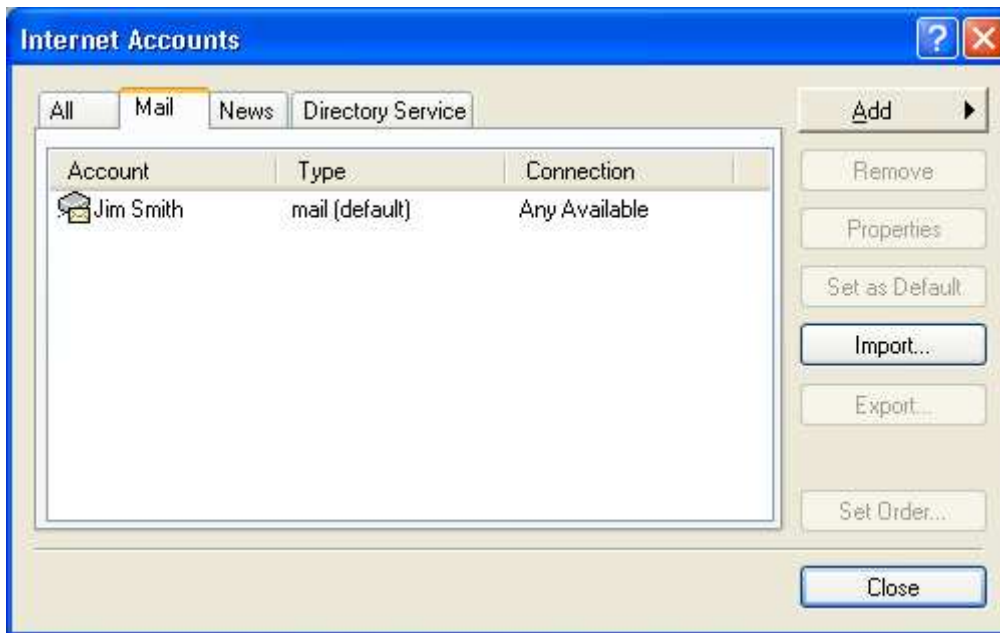
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet Mail Logon". Below the heading is a mouse cursor icon. The text reads: "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" with the value "jsmith@coolexample.com" and "Password:" with a masked password of seven dots. Below the password field is a checked checkbox labeled "Remember password". Further down, there is a paragraph of text: "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." Below this text is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

7. On the setup confirmation page, click **Finish**.

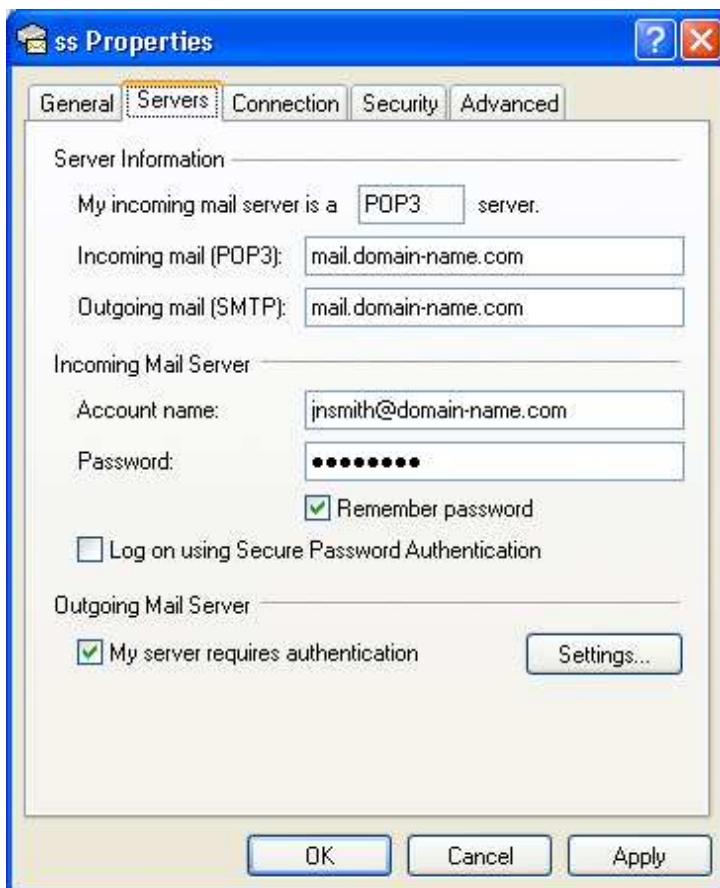


The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Congratulations". Below the heading is a mouse cursor icon. The text reads: "You have successfully entered all of the information required to set up your account. To save these settings, click Finish." At the bottom of the window are three buttons: "< Back", "Finish", and "Cancel".

8. On the Mail tab, select the account you just created and then click **Properties**.

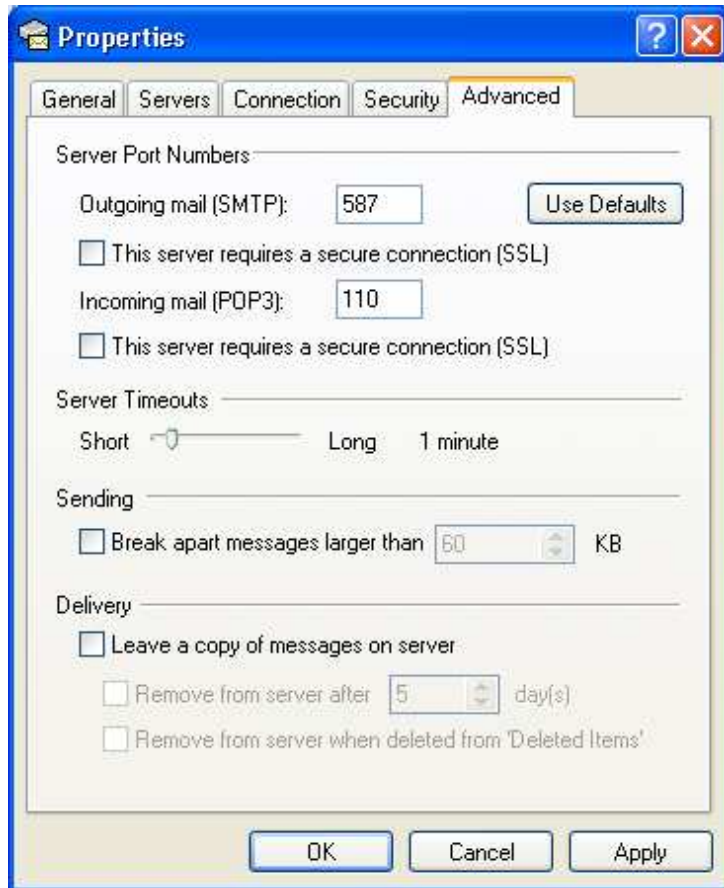


9. Go to the **Servers** tab.
10. Select **My server requires authentication**, and then click **Apply**.



11. Go to the **Advanced** tab.

12. In the Server Port Numbers section, change **Outgoing mail (SMTP)** to **587**, and then click **OK**.



13. (Optional) If you would like to keep a copy of your email messages stored on your email provider's servers, in the Delivery section, select **Leave a copy of messages on server**.

Your Outlook Express account is now set up. Click **Close** to close the Internet Accounts window and return to your Outlook Express.