

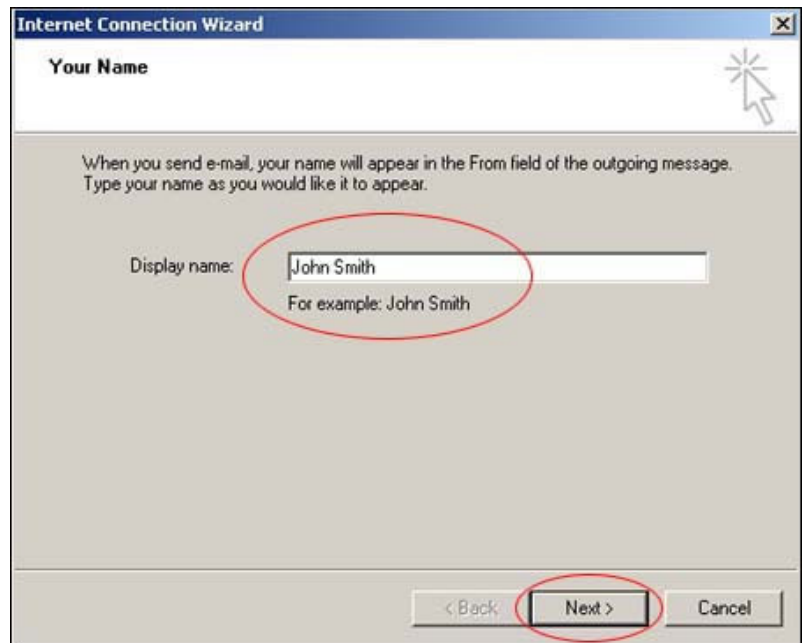
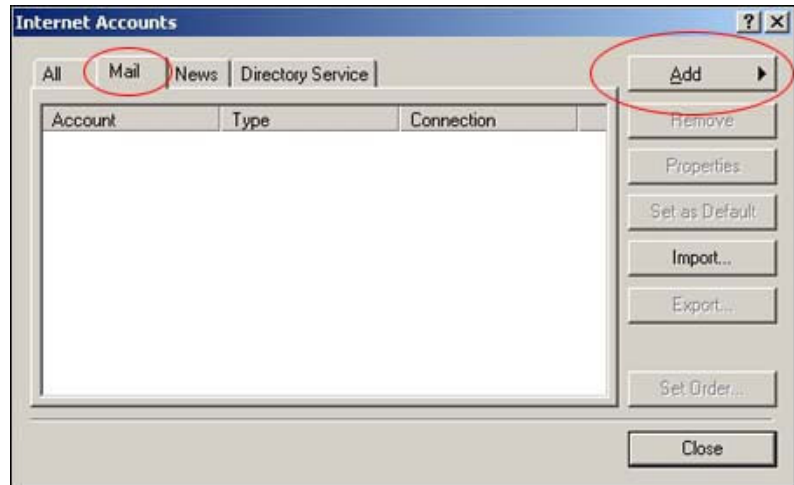
Configuring E-mail: Outlook Express 6.0

- You can open **Outlook Express** on your computer by going to **Start -> Programs -> Outlook Express**.

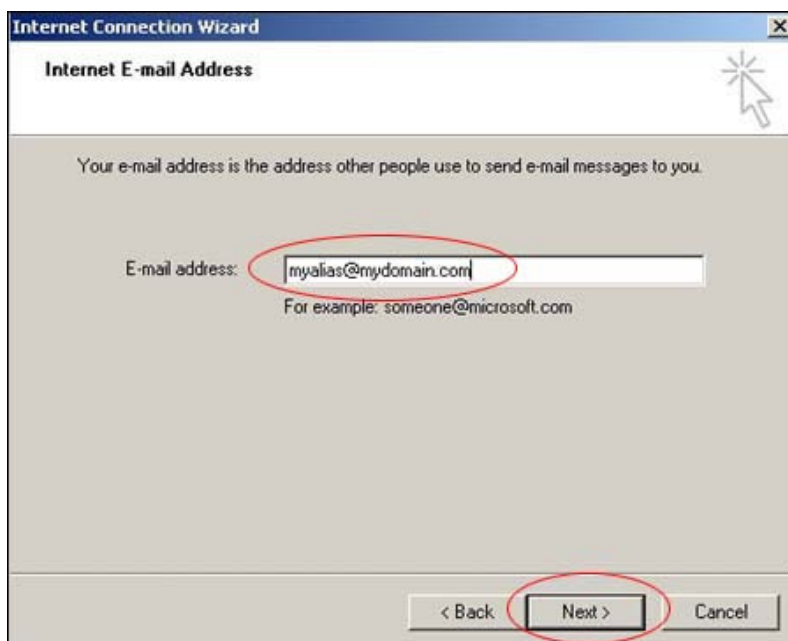
If you are automatically directed to the **Internet Connection Wizard**, select **Use an existing Internet mail account** and click on the **Next** button. This will open a window called **Your Name**. You can now skip to the next bullet.

If the Wizard does not begin automatically, select the **Tools** menu, then **Accounts**. This will open a window called **Internet Accounts**. In this window, select the **Mail** tab and click on **Add -> Mail**. This will activate the **Internet Connection Wizard**, and you will see the window called **Your Name**.

- On the **Your Name** screen, enter your first and last name. Click **Next** to move on to the next screen.



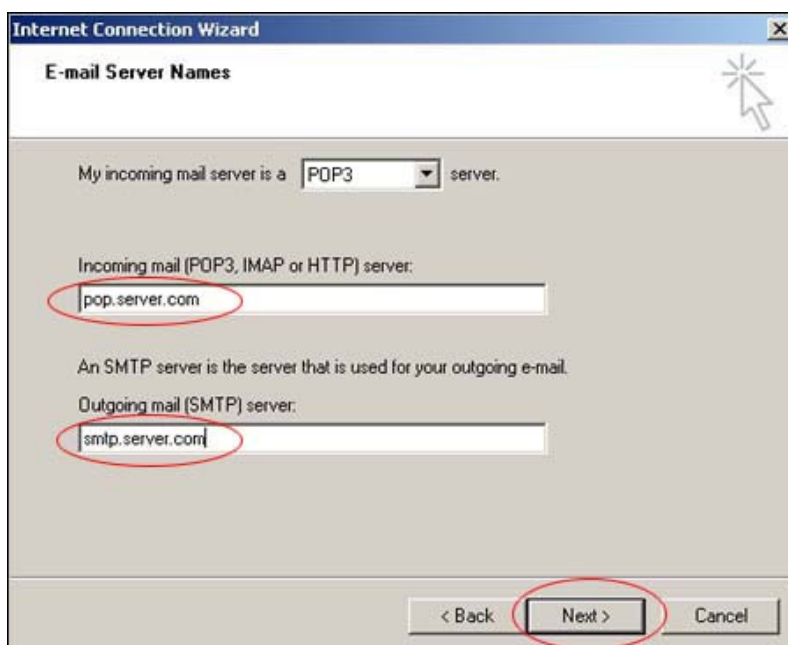
- On the **Internet E-mail Address** screen, enter the e-mail address you would like to set up on Outlook Express. Click **Next** to move on to the next screen.



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet E-mail Address' screen. The text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this is a text box containing 'myalias@mydomain.com', which is circled in red. Underneath the text box is the example 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

- On the **E-mail Server Names** screen, select POP3 from the pull-down menu. (POP3 will likely be the default setting.)

Then enter *mail.yourdomain.com* in the box labeled **Incoming mail server** and *mail.yourdomain.com* in the box labeled **Outgoing mail (SMTP) server**. Click **Next**.



The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' screen. The text reads: 'My incoming mail server is a POP3 server.' Below this is a pull-down menu showing 'POP3'. Underneath is a text box labeled 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'pop.server.com', which is circled in red. Below that is another text box labeled 'Outgoing mail (SMTP) server:' containing 'smtp.server.com', which is also circled in red. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

- On the **Internet Mail Logon** screen, enter your e-mail address as the **Account name**. Then enter the **password** that corresponds to that mailbox and click **Next** to move on.

NOTE: Enter the e-mail address of your actual mailbox, NOT a forwarding address. Once you have configured Outlook Express to this mailbox, Outlook Express will receive mail sent to all forwarding addresses associated with this mailbox.

If you have previously configured e-mail programs to your mailbox using only the name of the mailbox ("mailbox_name" with no "@domain.com"), continue to use that mailbox name.

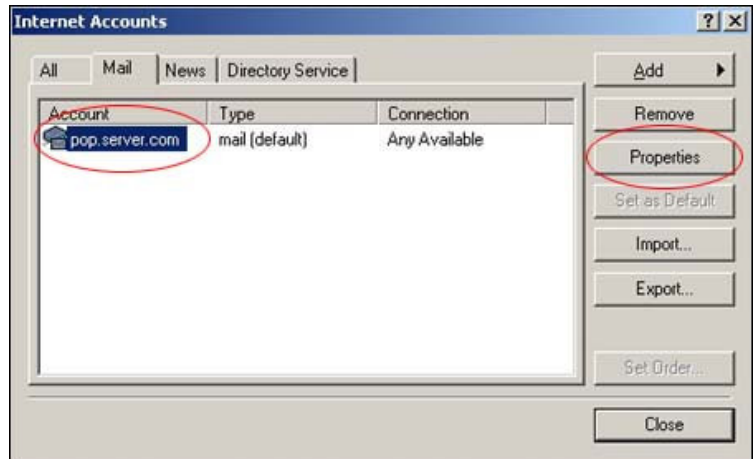
NOTE: If you are updating a previously created e-mail account that has a '%' in the account name (username) please change the '%' to an '@' so that it looks like an e-mail address.

- You have successfully entered all of the information required to receive e-mail from the mailbox. Click **Finish** to move on. You will still need to set up your account properties.

The screenshot shows the 'Internet Mail Logon' dialog box. It prompts the user to enter their account name and password. The 'Account name' field is filled with 'myusername_1' and the 'Password' field is filled with masked characters. The 'Remember password' checkbox is checked. Below the password field, there is a note about Secure Password Authentication (SPA) and a checkbox for 'Log on using Secure Password Authentication (SPA)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

The screenshot shows the 'Congratulations' dialog box. It displays the message: 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.' At the bottom, there are three buttons: '< Back', 'Finish', and 'Cancel'. The 'Finish' button is circled in red.

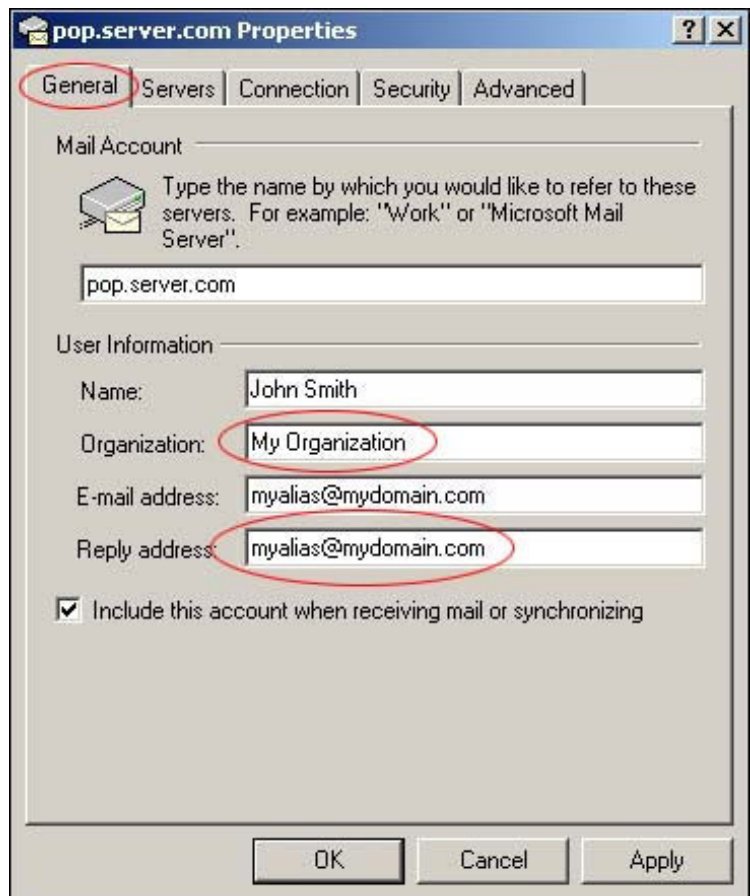
- If you are brought back to the **Internet Accounts** window, you will see the e-mail account you just created listed as **mail.yourdomain.com**. Select your account and click on the **Properties** button to set up your account properties.



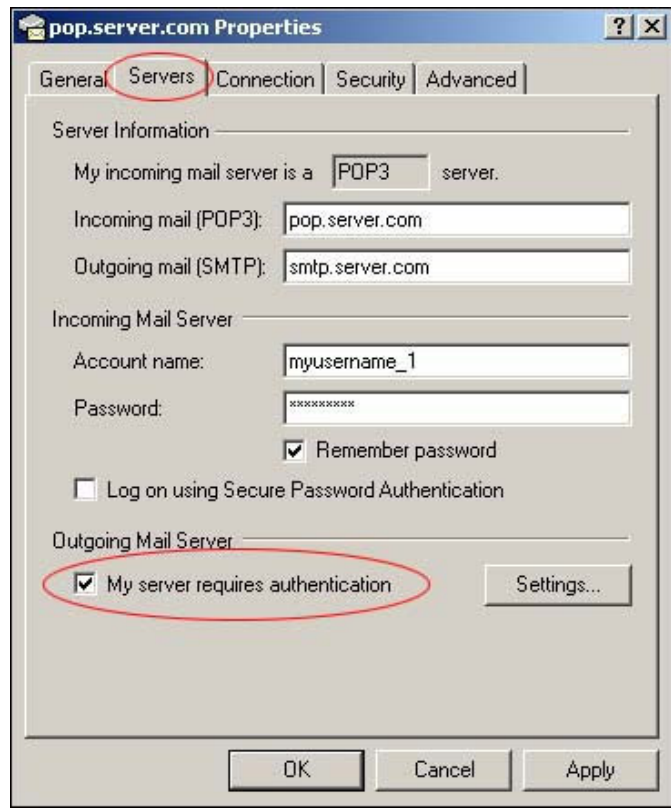
If you are not brought back to the **Internet Accounts** window, you can open it by selecting first the **Tools** menu and then **Accounts**. Click on the **Mail** tab, select your account and click on the **Properties** button to set up your account properties.

- Under the **General** tab, fill out all the **User Information**. The **Name** and **E-mail Address** fields should already contain the information you entered previously, but you can use this screen to enter your **Organization** (your company, association, etc.) and **Reply Address**.

NOTE: Your reply address is the address to which messages will be sent when people reply to your e-mail messages. It is usually the same as your e-mail address.



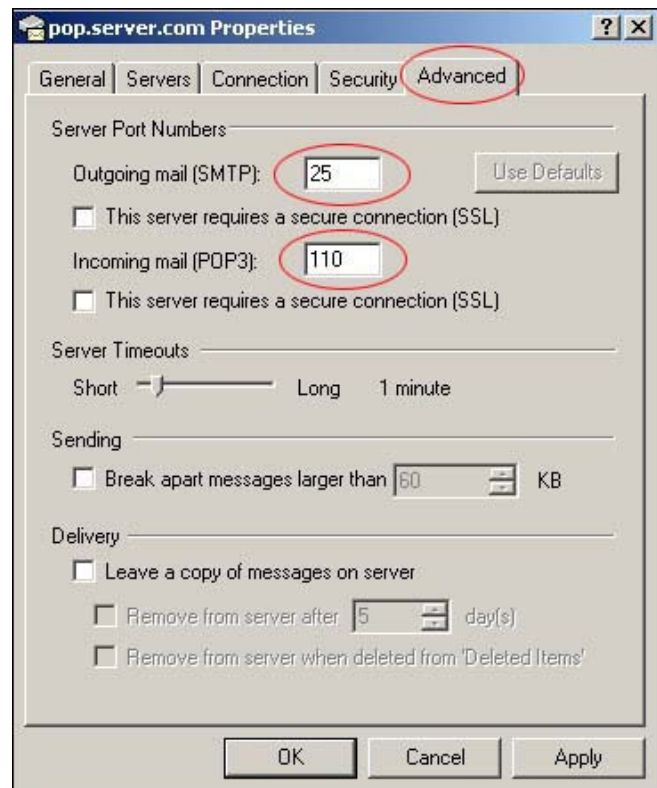
- Click on the **Servers** tab and you will see the account information you entered previously. Select the **My server requires authentication** check box under the **Outgoing Mail Server** heading as show below:



- Finally, click on the **Advanced** tab and make sure that nothing is checked in the **Server Port Numbers** section. Your **Outgoing Mail (SMTP) Server Port Number** should be changed from **25** to **587** and your **Incoming Mail (POP3) Server Port Number** should be set to **110**. Click **Apply**; then click **OK**.

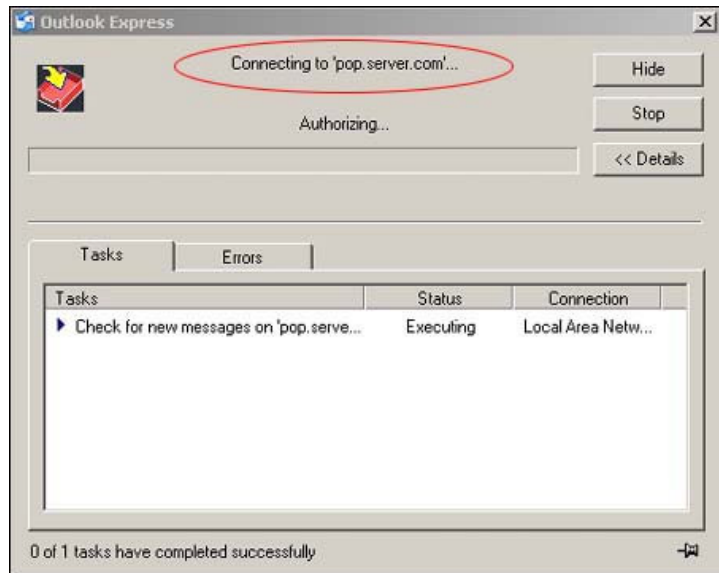
NOTE: If you have previously sent messages with a different SMTP port number, that number will still work.

Outlook Express has now been configured to your mailbox! Click on the **Inbox** icon in the left navigation menu of Outlook Express to see the inbox of the e-mail account you just set up. (You may have to close the **Internet Accounts** window first.)



Testing Your Account

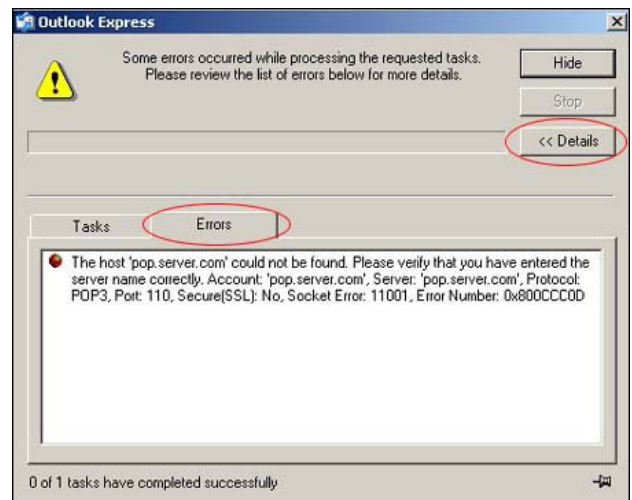
- Send yourself a message from an external e-mail address to make sure that you are properly set up to receive mail. Click on the **Send/Recv** button to receive your incoming e-mail, and you should see a window like the one below.



- Next, send a message using Outlook Express to an external e-mail address to make sure that you can send mail.

If you do not receive an error message when you receive or send mail, you can begin using Outlook Express.

- If your account is not working properly, an error message window will open, similar to the one below. Click on **Details** to view the specific message under the **Errors** tab:



Add Another Mailbox

If you would like Outlook Express to receive mail from more than one mailbox, select first the **Tools** menu and then **Accounts** to reopen the **Internet Accounts** window. Click on **Add -> Mail** to add another mailbox and continue along with the steps outlined in this tutorial.