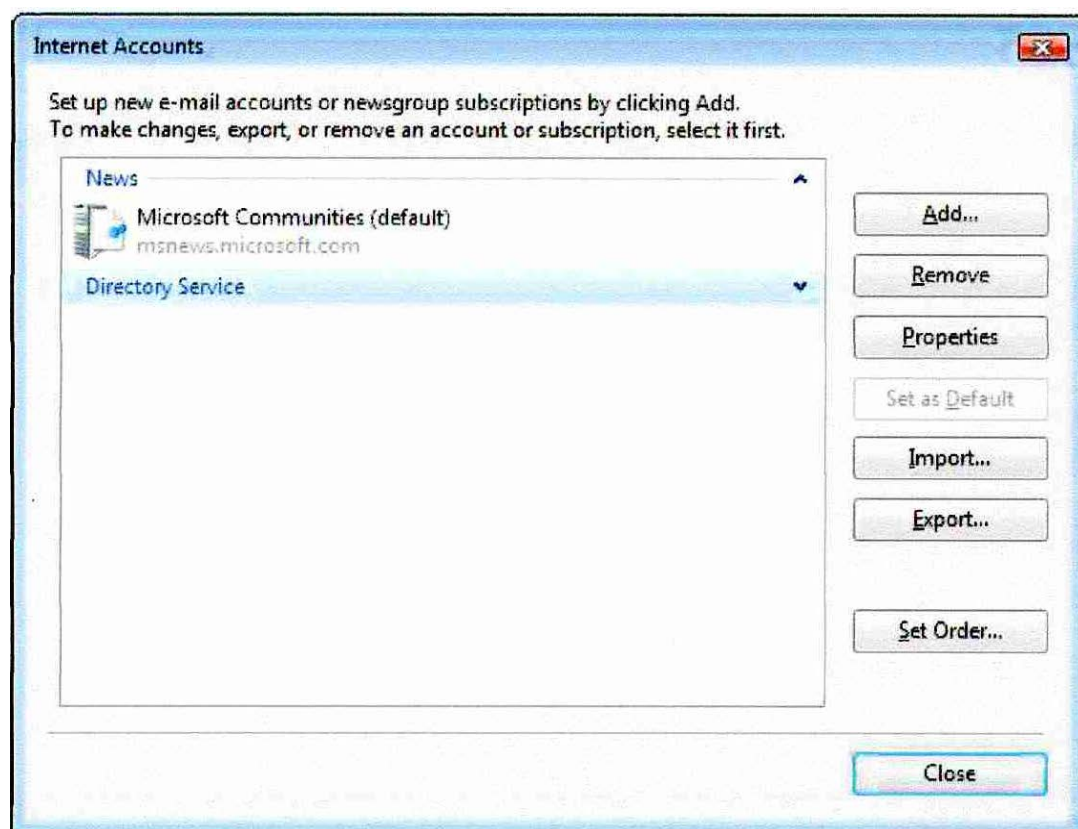


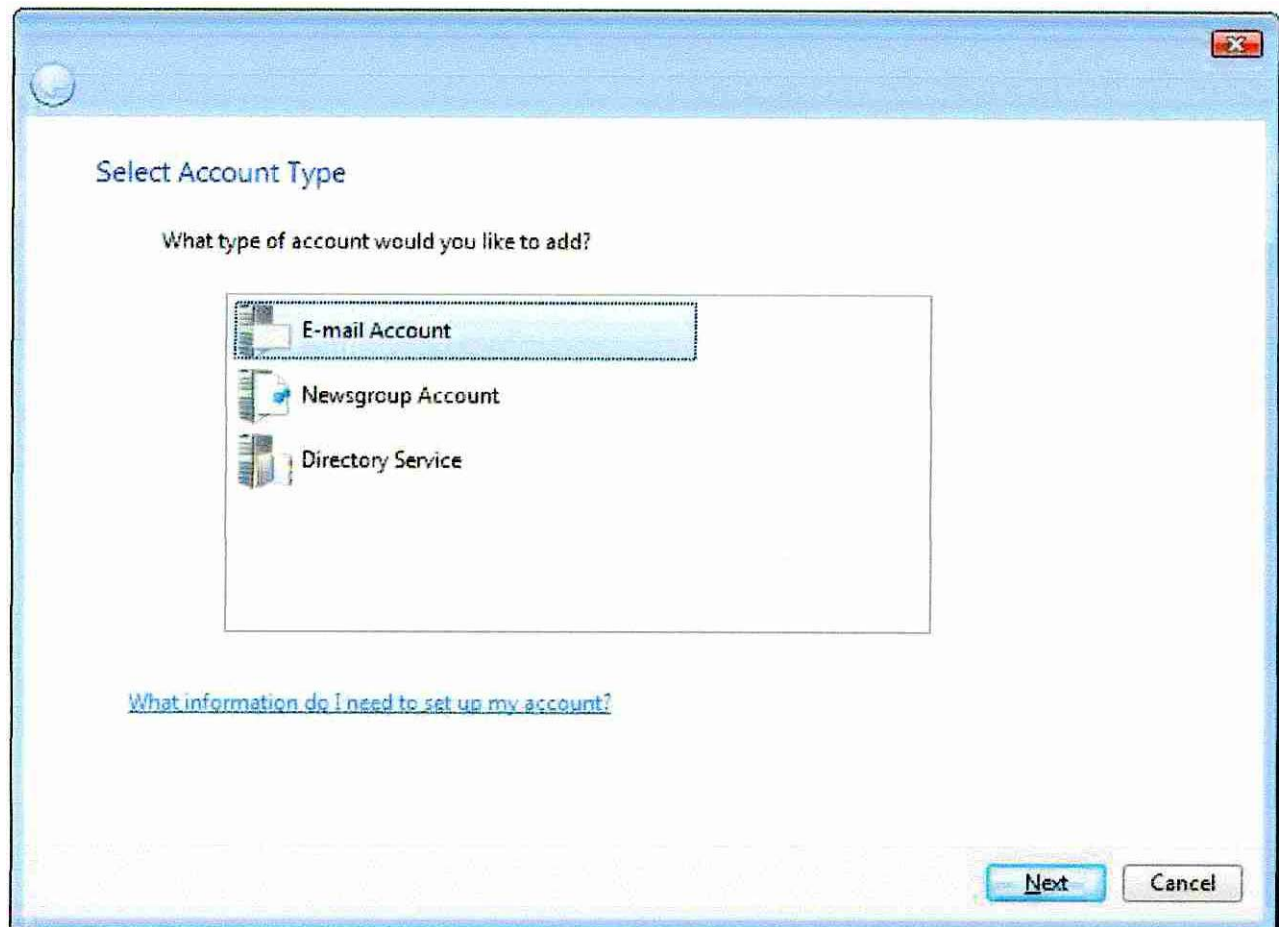
CONFIGURING EMAIL USING OUTLOOK EXPRESS

To set up Outlook Express to work with your email account, please follow these instructions.

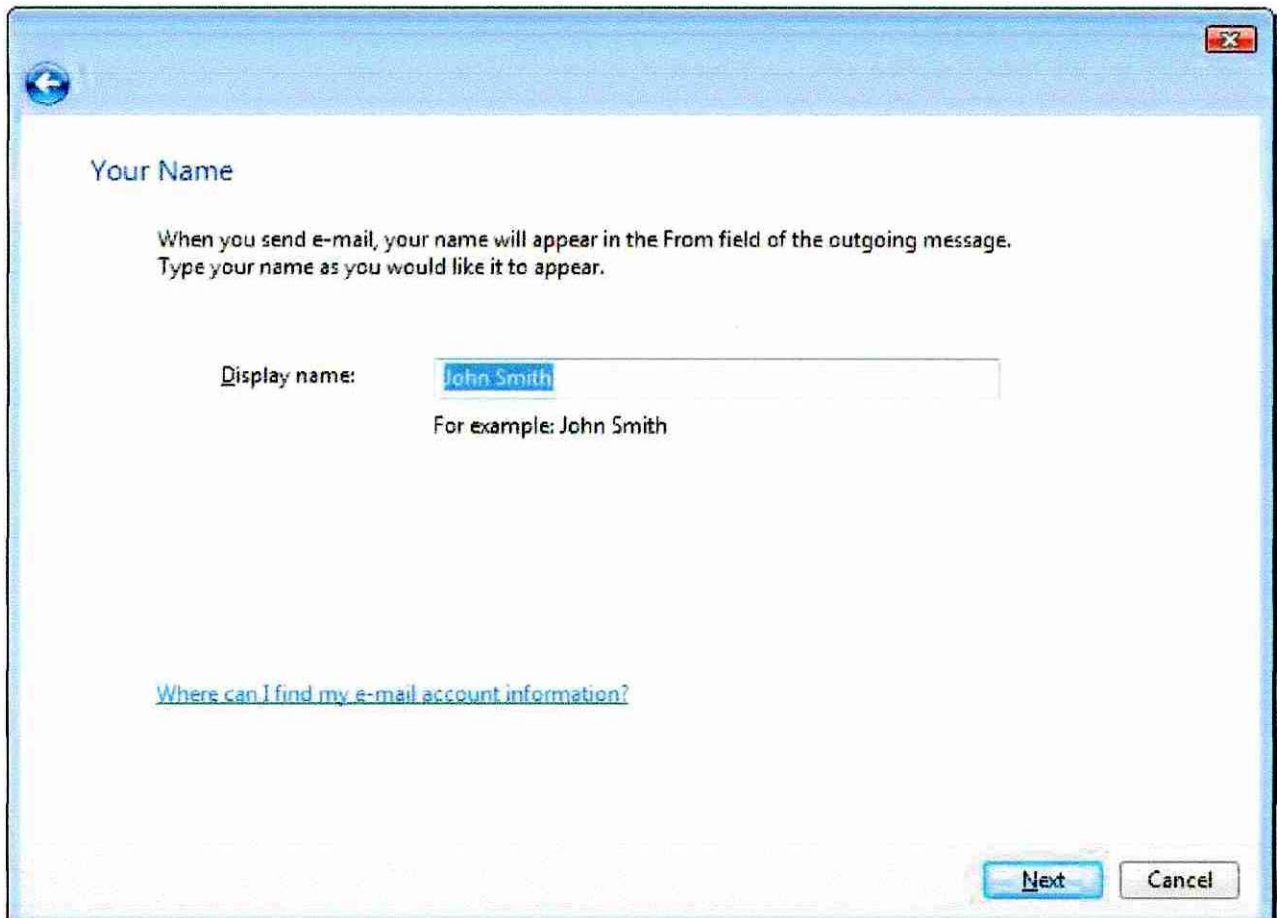
1. Start **Outlook Express** and select the **Tools** menu.
From here, select '**Accounts**'.



2. In the window that appears, click on '**Add**' button and select '**E-Mail Account**'.



3. **Enter your name** as you would like it to appear to people who receive emails from you. Then click '**Next**'.



The screenshot shows a window titled "Your Name" with a blue header bar. Below the title, there is a paragraph of text: "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." Below this text is a text input field with the label "Display name:" to its left. The input field contains the text "John Smith". Below the input field, there is a small example text: "For example: John Smith". At the bottom left of the window, there is a blue hyperlink: "[Where can I find my e-mail account information?](#)". At the bottom right, there are two buttons: a blue "Next" button and a grey "Cancel" button.

4. Enter the **email address** that you are setting up. Then click '**Next**'.

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

[Where can I find my e-mail account information?](#)

Next Cancel

5. Now you need to enter your **incoming and outgoing servers**.

For the **incoming mail server**:

Leave drop-down menu set to **POP3**

You should enter:

'mail.yourdomain.co.uk'

substituting your actual domain name for 'yourdomainname.co.uk'.

For the **outgoing mail server (SMTP)** you should enter exactly the same as explained for the incoming mail server.

Make sure the box for 'Outgoing server requires authentication' is **ticked**.

Then click '**Next**'.

The screenshot shows a window titled "Set up e-mail servers" with the following fields and options:

- Incoming e-mail server type:** A dropdown menu set to "POP3".
- Incoming mail (POP3 or IMAP) server:** A text box containing "mail.yourdomain.co.uk".
- Outgoing e-mail server (SMTP) name:** A text box containing "mail.yourdomain.co.uk".
- Outgoing server requires authentication:** A checked checkbox.
- [Where can I find my e-mail server information?](#)

An orange callout box with the text "Replace 'yourdomain.co.uk' with your own Domain Name." points to the domain name in the server fields. At the bottom right, there are "Next" and "Cancel" buttons, with "Next" being highlighted.

6. To finish, you need to **enter your username** (this is your full email address) and **your password** for your email account.
7. Once you have done this, click '**Next**' and then '**Finish**'.

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

E-mail username:

Password:

Remember password

8. To allow you to send mail through the mail server, you now need to make a small change to the properties of the account.

For this, select the **'Tools'** menu again and then **'Accounts'** again and this time, select **'Properties'**.

You need to tick the box that says **'My server requires authentication'** or **'This server requires me to log on'**.

Then click **'OK'** and **'Close'**.

9. You can now send and receive emails!