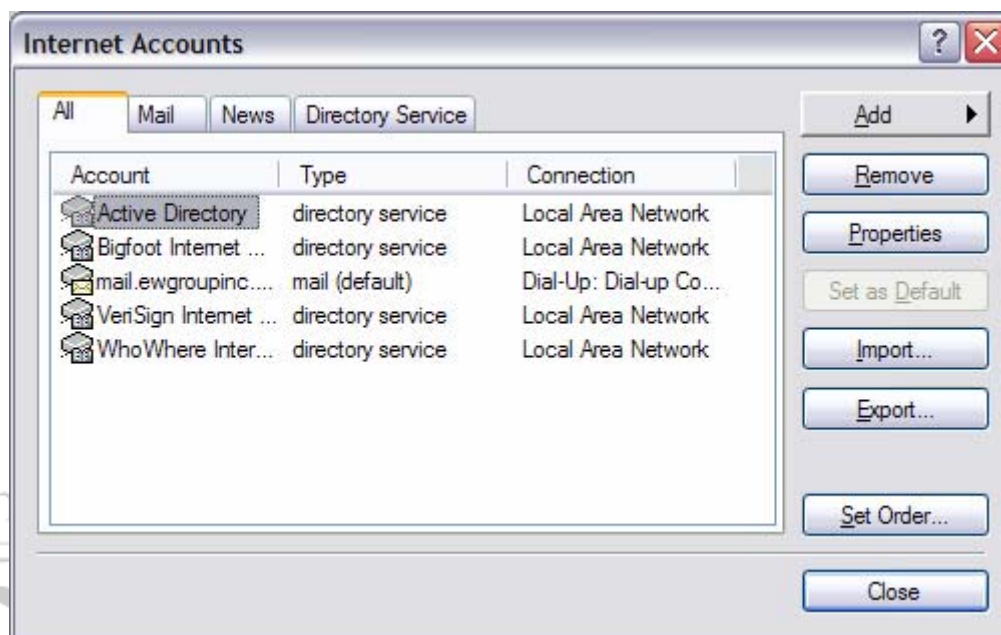


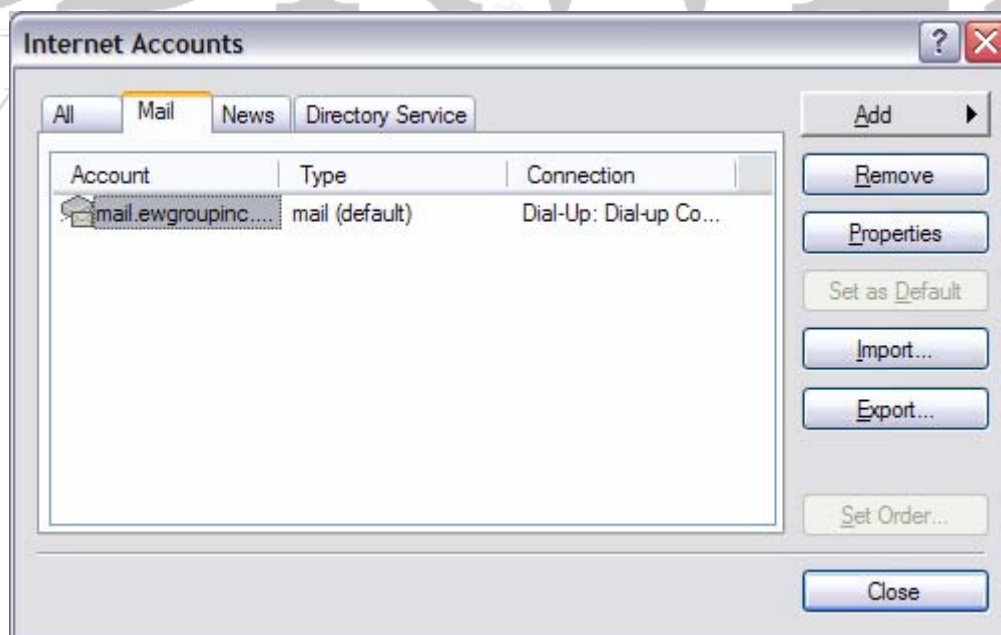
## MICROSOFT OUTLOOK EXPRESS

### Instructions for Setting Up Email

1. Open Outlook Express.
2. Select **TOOLS: E-MAIL ACCOUNTS** from the Menu. The “Internet Accounts” Screen will appear as below.



3. Click the “Mail” tab. It is the second tab across the top. If you have any existing email accounts, they will appear in the box (your screen will not reflect the same mailbox names).



4. Click the “Add” button. It is located at the topmost button on the right-hand side of this window. A small window will appear with the three options. Click on “Mail.” The following “Internet Connection Wizard” Screen will appear.



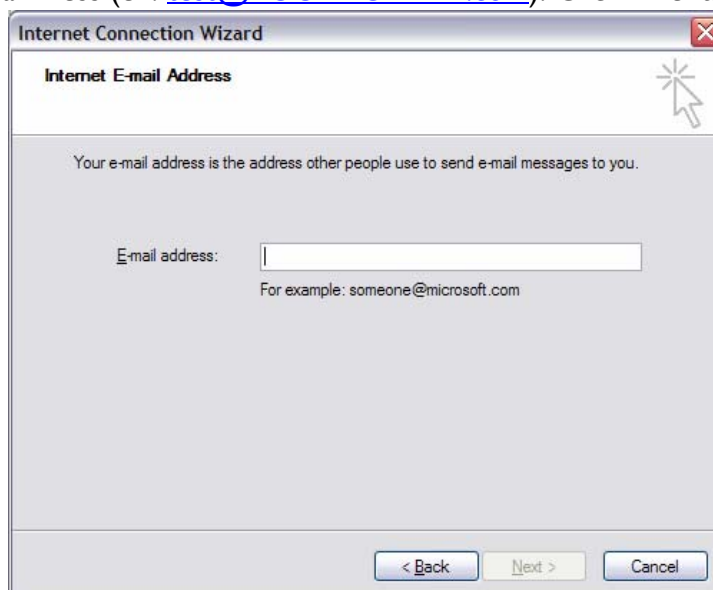
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading, there is a text box for entering a name. The text below the text box reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this is a label "Display name:" followed by an empty text input field. Underneath the input field, it says "For example: John Smith". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

5. Enter the name you would like to appear to receivers of your messages. Example: John Smith. Once you enter your name, click “Next.”

**PLEASE NOTE THAT “YOURDOMAIN” is a placeholder.**  
You want to substitute your *actual* domain name in its place.

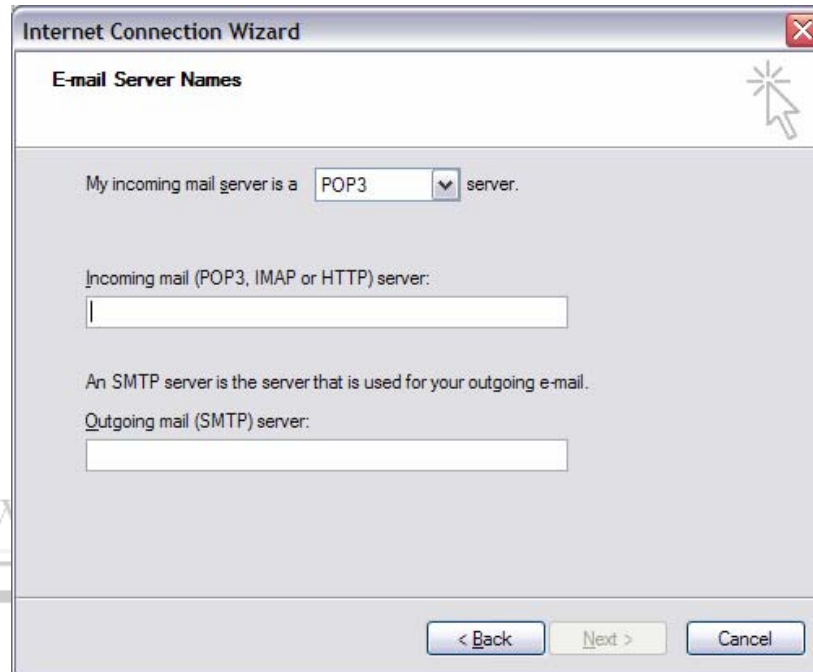
If your domain name is a .org or .net, make sure you replace the .com in the examples below.

6. Enter your full email address (ex: [test@YOURDOMAIN.com](mailto:test@YOURDOMAIN.com)). 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 E-mail Address". Below the heading, there is a text box for entering an email address. The text below the text box reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a label "E-mail address:" followed by an empty text input field. Underneath the input field, it says "For example: someone@microsoft.com". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

7. Under “Email Server Names”:
  - a. The default setting under “My incoming mail server is a” is **POP3**. This is correct.
  - b. Incoming mail server (POP3) – enter **mail.YOURDOMAIN.com**
  - c. Outgoing mail server (SMTP) – enter **mail.YOURDOMAIN.com** (YES – these are the same!) IF YOU HAVE DSL, THE OUTGOING MAIL SERVER WILL BE THE SAME AS YOUR DSL MAIL SERVER.
  - d. Click “Next.”



8. Under “Internet Mail Logon”:
  - a. Account Name: - this is the FULL email address again (ex: [test@YOURDOMAIN.com](mailto:test@YOURDOMAIN.com))
  - b. Password is as assigned (mine is test123, so I enter that here).
  - c. If you never want to have to type in the password again, CHECK the box next to “Remember password.”

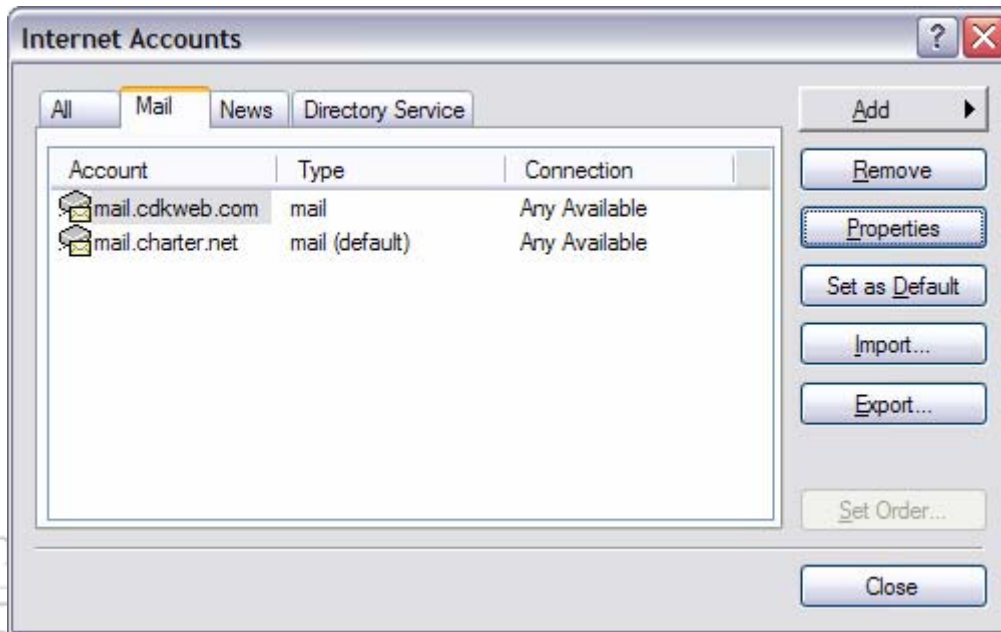


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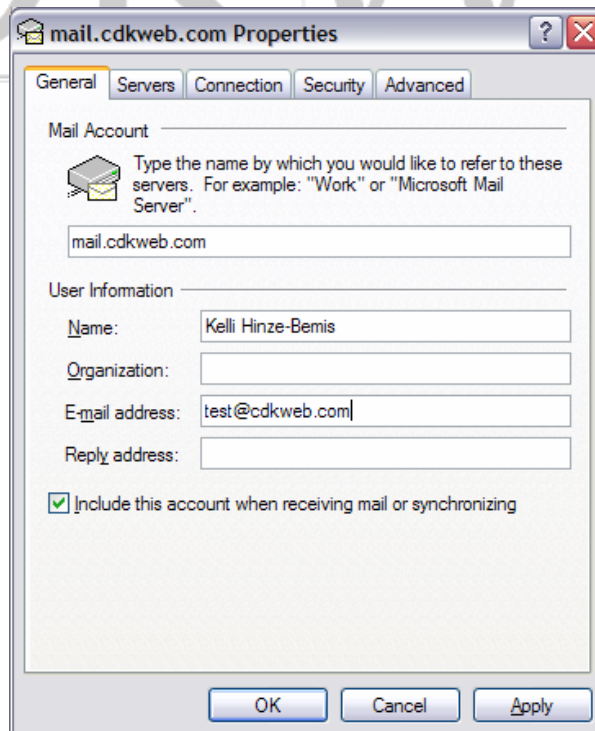
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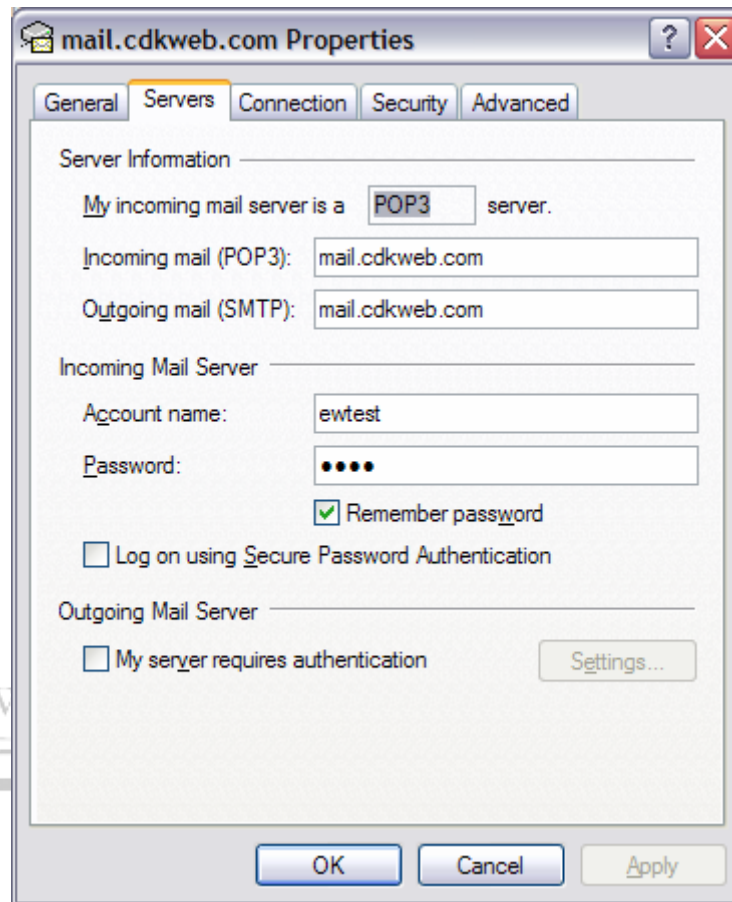
9. Click "Next." This will lead you to the completed screen. It states:  
*You have successfully entered all the information required to setup your account.  
To save these settings, click "Finish."*
10. Click "Finish." The "Internet Accounts" screen reappears.



11. Select the account you just created (it will most likely be the only one there) and click the "Properties" button from the right. The following screen appears:

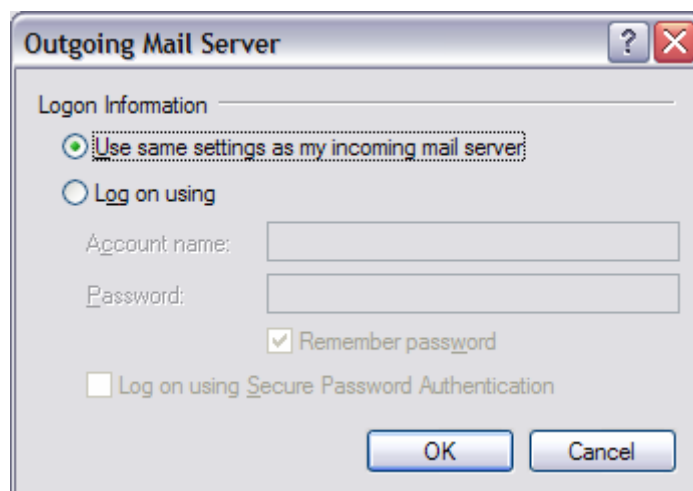


12. Click the second tab "Servers" and the screen changes as below:



13. Under the "Outgoing Mail Server" section, click the checkbox next to the statement "My server requires authentication."

14. Click the "Settings..." button. The following screen appears:



15. Verify the “Use same settings as my incoming mail server” option is selected and click “OK.”  
If it is not, select it and click “OK.”
16. Click “OK” on the Properties screen.
17. Click “Close” to close the “Internet Accounts” Screen.
18. Click “Send/Receive.” You should receive a “test” email message with the subject line of:  
“Welcome to Outlook Express.”
19. Your email is now set up!

