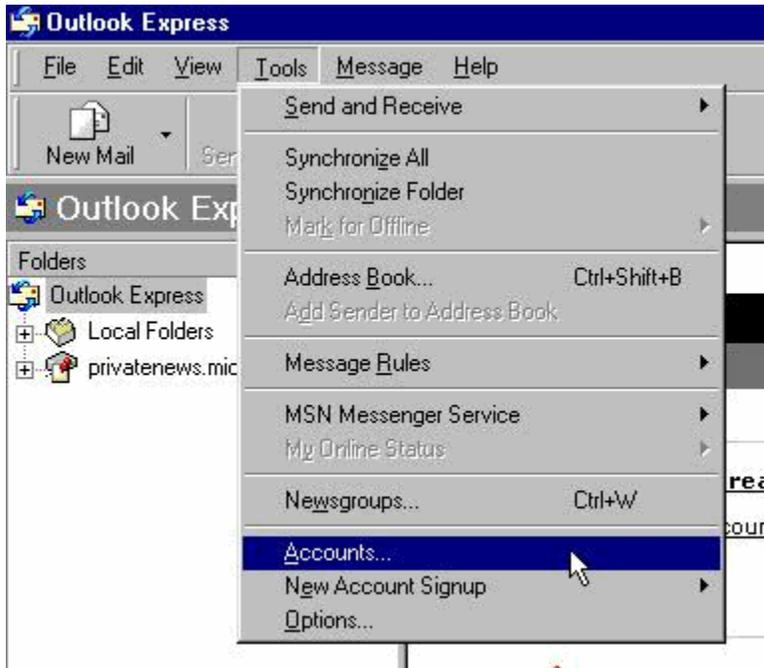


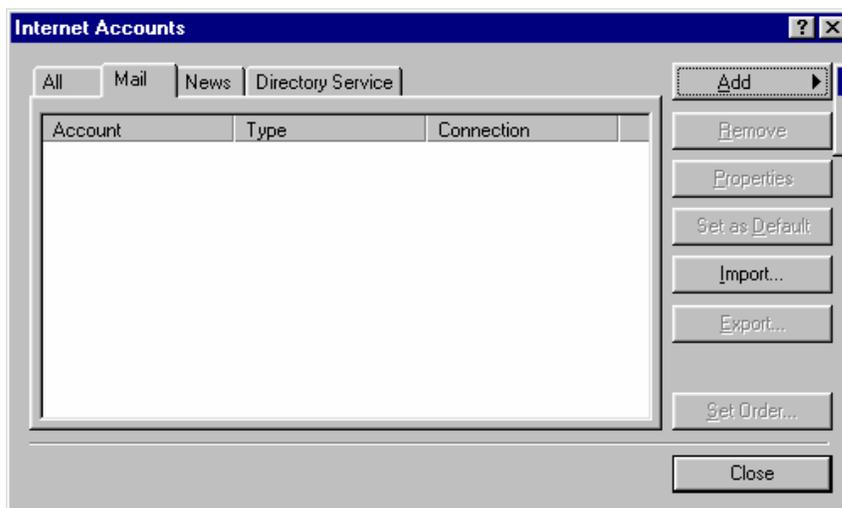
How to Setup Your E-mail via Outlook Express

Open up Outlook Express

Click on **Tools, Accounts**, as shown in the picture below



Select **Accounts**. You will now be in a new window. Select the **Add** button, and then pick **Mail** as shown below



In the name field, type your name, and then click the **Next** button.

Internet Connection Wizard [X]

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

Select the radio button "I already have an e-mail address that I'd like to use", type in your email name, which has been assigned to you. For example, if your email account name is john@gettingmail.com, you would type it in here as shown

Internet Connection Wizard [X]

Internet E-mail Address

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

I already have an e-mail address that I'd like to use.

E-mail address:

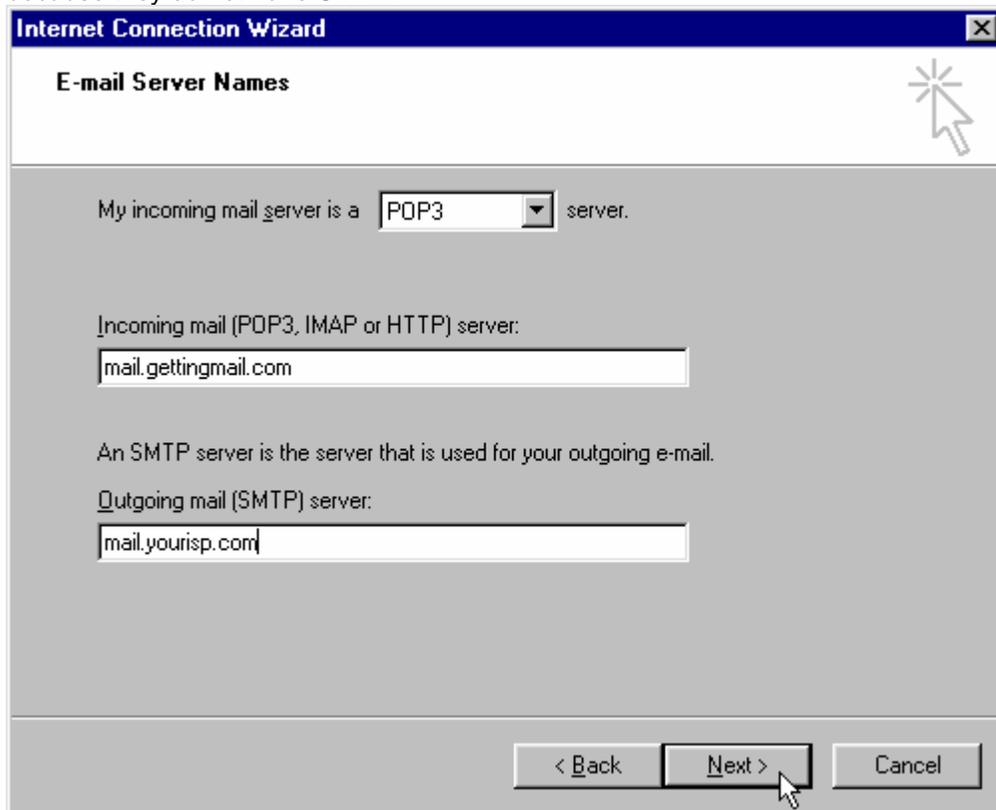
For example: someone@microsoft.com

I'd like to sign up for a new account from:

< Back Next > Cancel

Click the **next** button to continue. You will now need to enter in your mail server information. Your POP3 or incoming mail server will be your domain name along with "mail." at the beginning. For example, if your domain were gettingmail.com, you would enter **mail.gettingmail.com** as your incoming server as shown below. Your ISP provides your outgoing, or SMTP server. Please check with your ISP for this information. If you are using AOL, you will not be able to send mail

because they do not have SMTP.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The dialog contains the following elements:

- A label: "My incoming mail server is a" followed by a dropdown menu showing "POP3" and the word "server".
- A label: "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "mail.gettingmail.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.yourisp.com".
- At the bottom, three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

Once you have entered this information, click the Next button to continue.

You will now be on a screen requesting your account information. Your account name will be your complete email address. As with our previous example, john@gettingmail.com, that name would go into the Account name box, then enter your password on the next box and continue by clicking **next**.

Internet Connection Wizard [X]

Internet Mail Logon

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

Account name:

Password:

Remember password

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.

Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

Internet Connection Wizard [X]

Congratulations

You have successfully entered all of the information required to set up your account.

To save these settings, click Finish.

That's it; now click the **Finish** box followed by **Close** to return to the main screen!