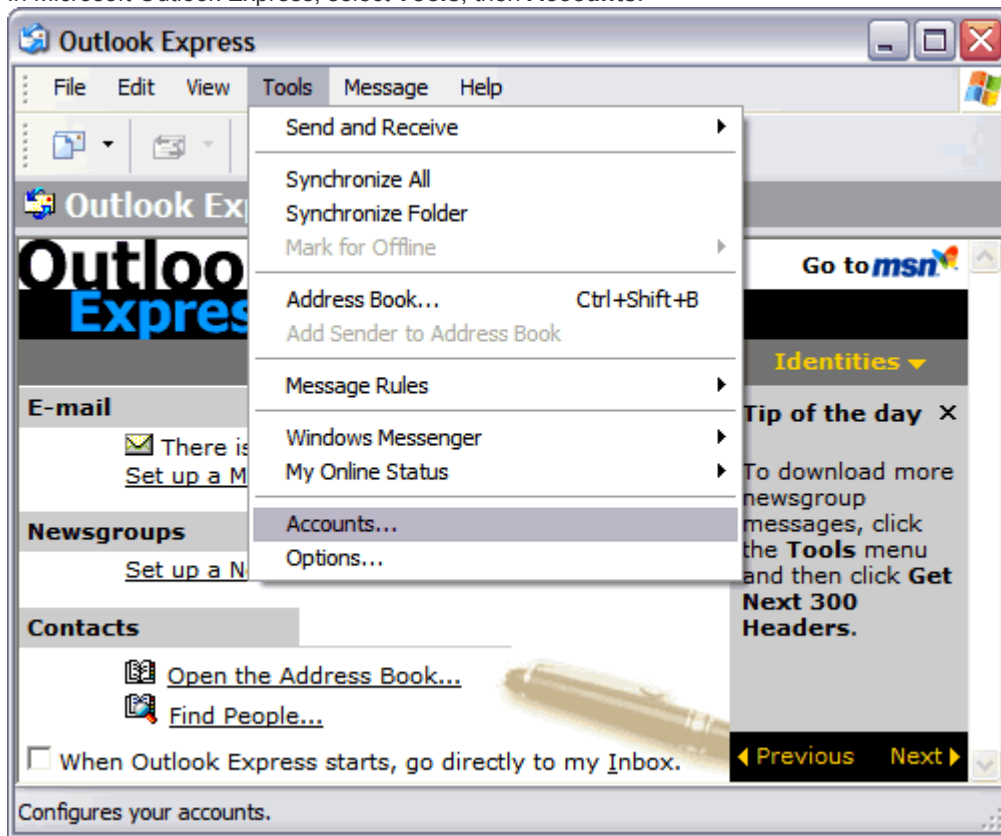


Setting Up Your E-mail in MS Outlook Express

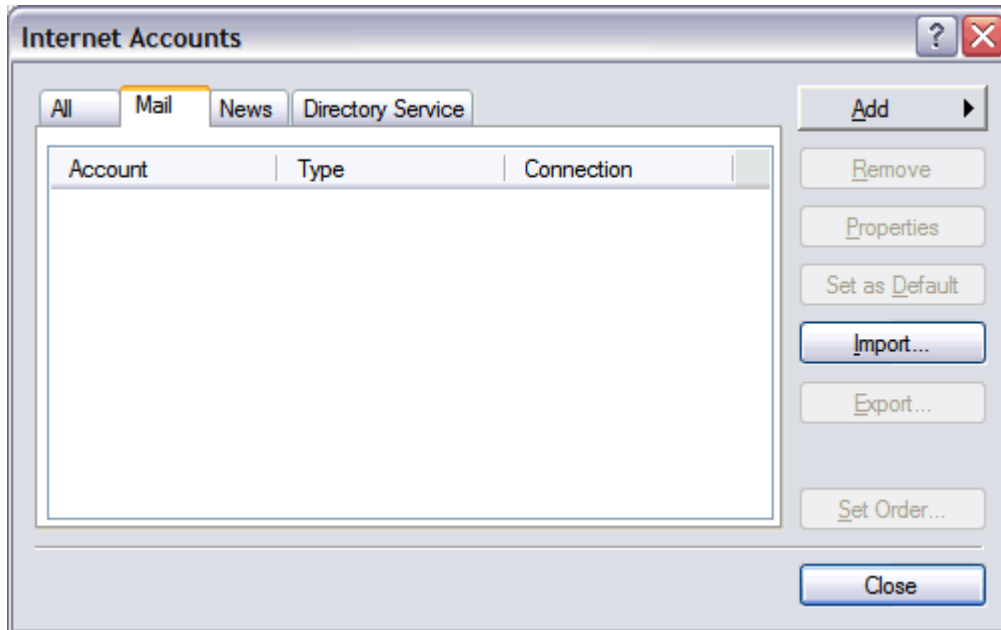
This tutorial shows you how to set up Microsoft Outlook Express to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook Express 6, but these settings are similar in other versions of Microsoft Outlook Express. You can set up previous versions of Microsoft Outlook Express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

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

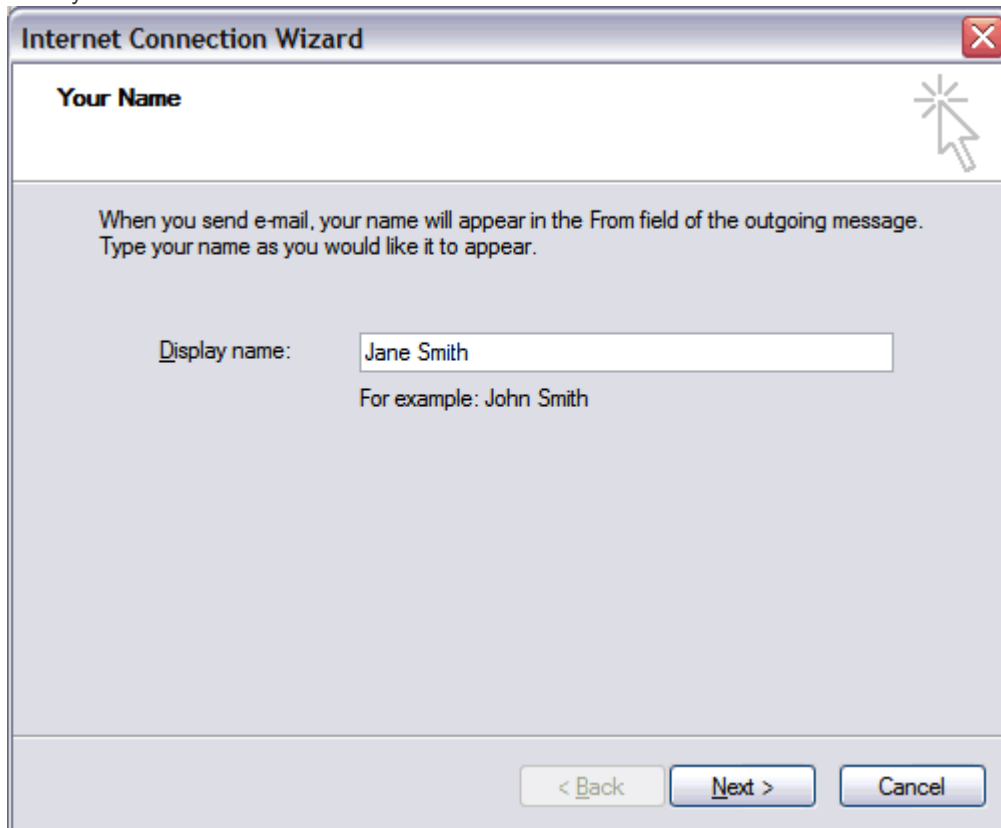
1. In Microsoft Outlook Express, select **Tools**, then **Accounts**.



2. Select the **Mail** tab in the Internet Accounts window and click **Add**.



3. Enter your full name and click **Next>**.



4. Enter your e-mail address and click **Next>**.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The window has a header bar with the text "Internet E-mail Address" and a mouse cursor icon. Below the header, there is a descriptive sentence: "Your e-mail address is the address other people use to send e-mail messages to you." Underneath this, the label "E-mail address:" is followed by a text input field containing "jsmith@mydomain.com". Below the input field, there is an example: "For example: someone@microsoft.com". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

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

My incoming mail server is a

POP3 server

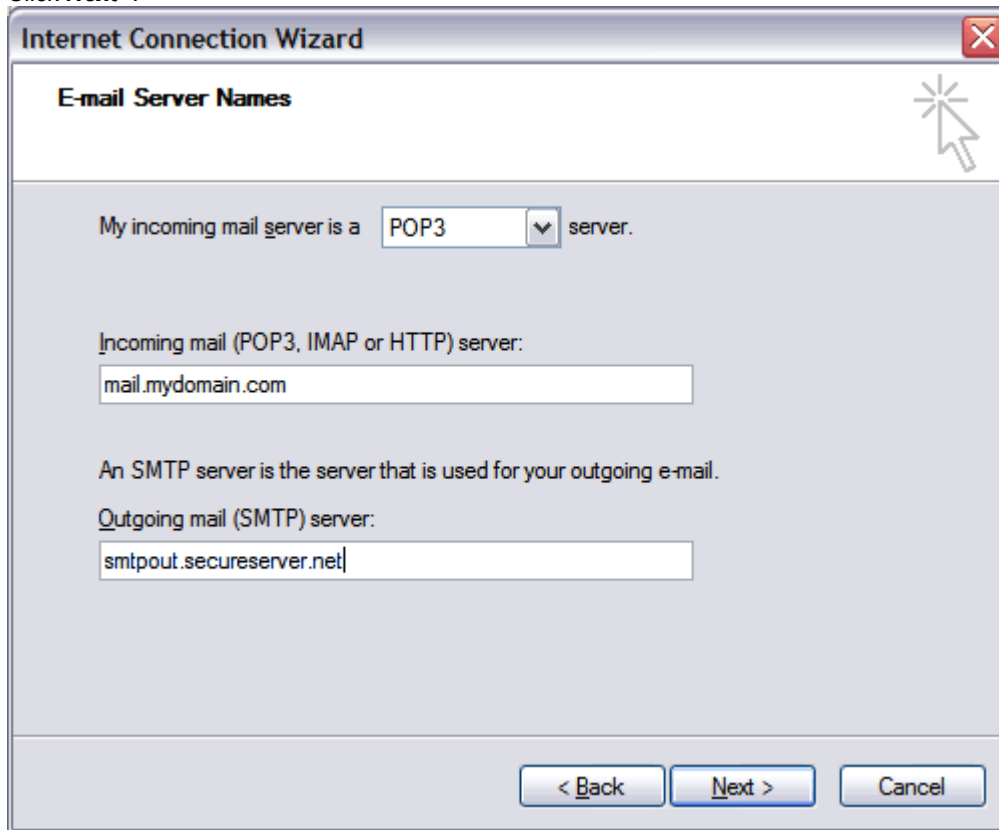
Incoming mail (POP3, IMAP or HTTP) server

mail.mydomain.com

Outgoing mail (SMTP) server

mail.mydomain.com

Click **Next**>.

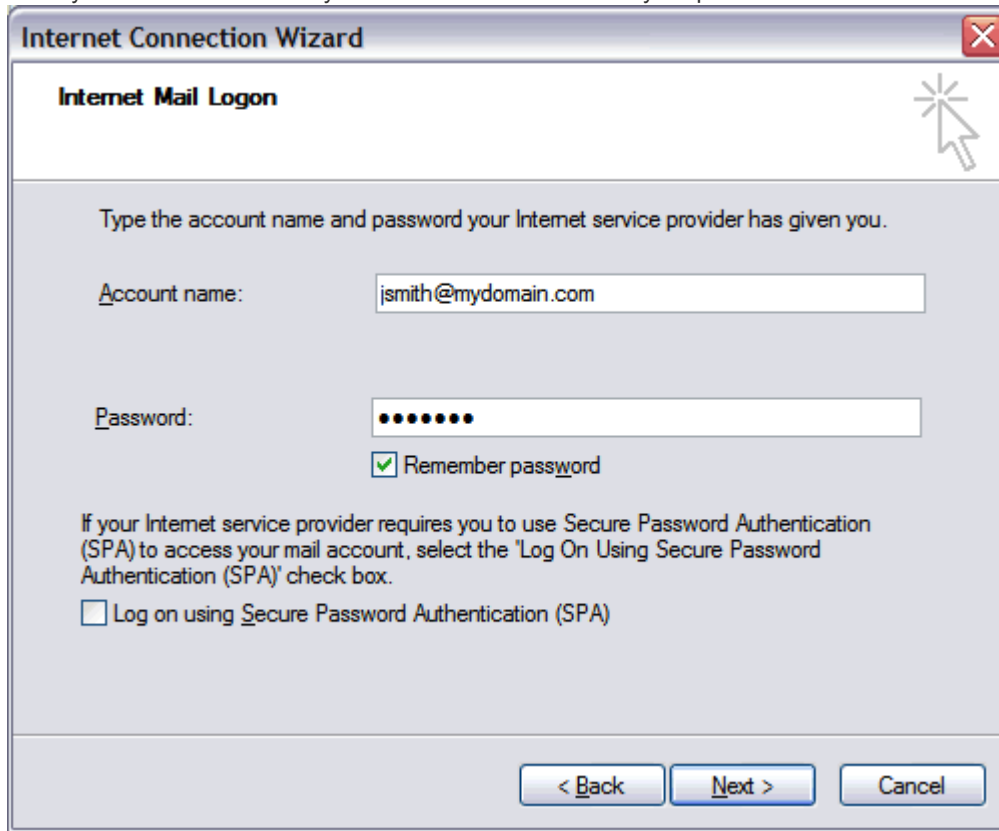


The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The window contains the following text and input fields:

- "My incoming mail server is a" followed by a dropdown menu showing "POP3" and a "server." label.
- "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "mail.mydomain.com".
- "An SMTP server is the server that is used for your outgoing e-mail."
- "Outgoing mail (SMTP) server:" followed by a text input field containing "smtpout.secureserver.net".

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible over the "Next >" button.

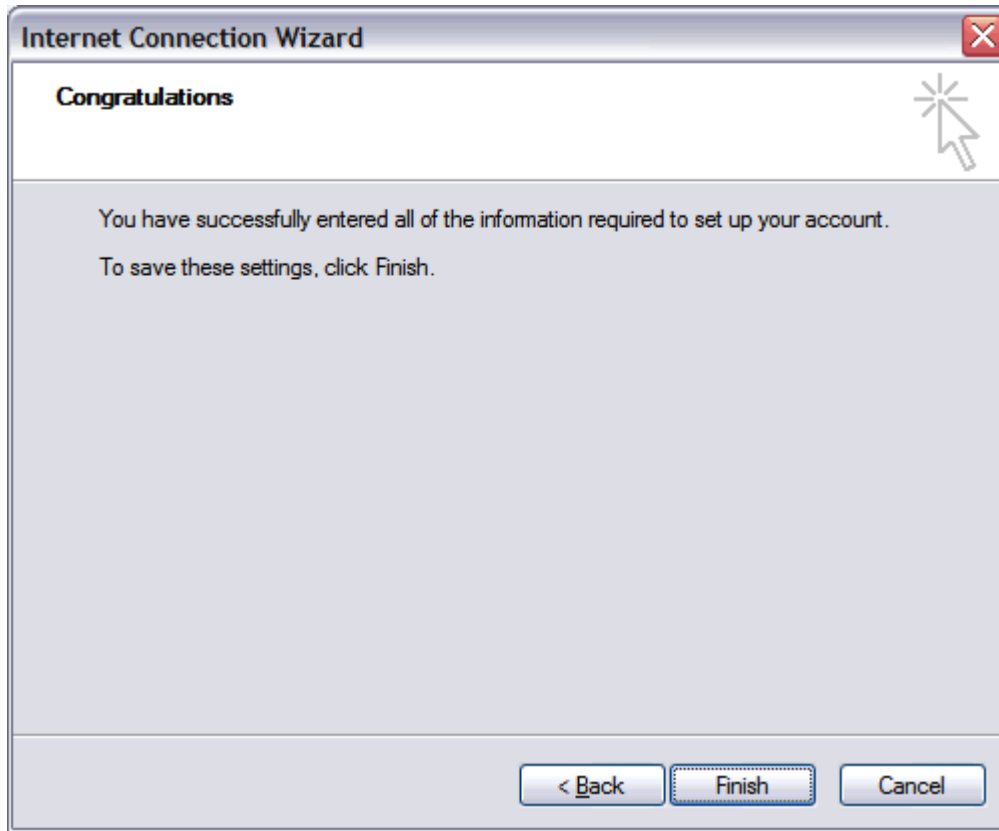
6. Enter your e-mail address for your account name and enter your password. Click **Next>**.



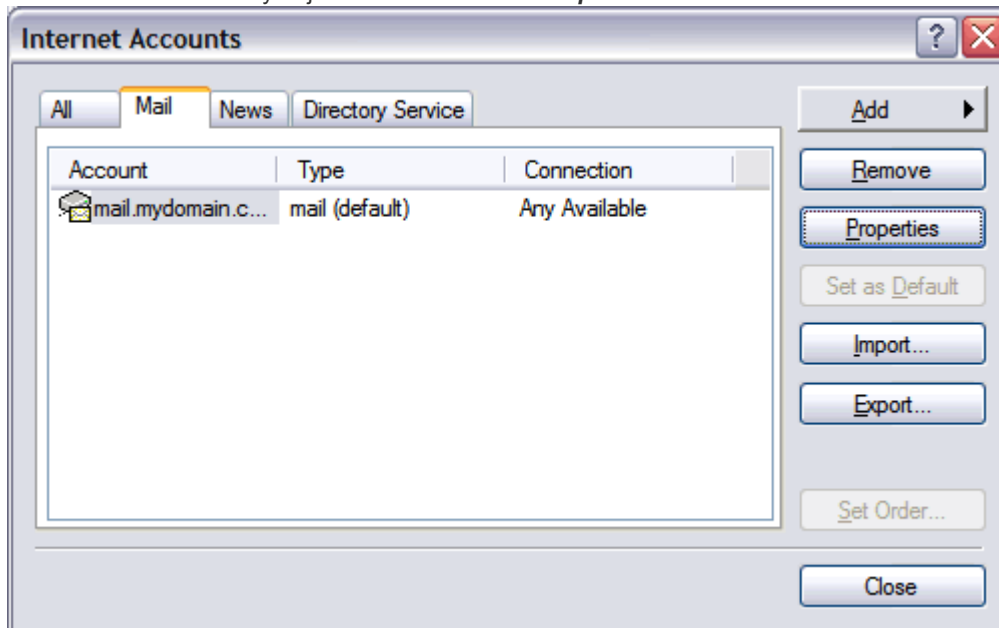
The screenshot shows a dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog box contains the following elements:

- A close button (X) in the top right corner.
- A mouse cursor icon pointing to the top right corner.
- Instructional text: "Type the account name and password your Internet service provider has given you."
- An "Account name:" label followed by a text input field containing "jsmith@mydomain.com".
- A "Password:" label followed by a password input field containing seven dots.
- A checked checkbox labeled "Remember password".
- Instructional 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."
- An unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- Three buttons at the bottom: "< Back", "Next >", and "Cancel".

7. Click **Finish**.



8. Select the mail account you just created and click **Properties**.



9. In the **Properties** window, select the **Servers** tab.
At the bottom of the window, select **My server requires authentication**.
Click **OK**.

The screenshot shows a dialog box titled "mail.mydomain.com Properties" with a help icon and a close button in the title bar. The "Servers" tab is selected, showing the following configuration:

- Server Information**
 - My incoming mail server is a **POP3** server.
 - Incoming mail (POP3):
 - Outgoing mail (SMTP):
- Incoming Mail Server**
 - Account name:
 - Password:
 - Remember password
 - Log on using Secure Password Authentication
- Outgoing Mail Server**
 - My server requires authentication

At the bottom of the dialog are three buttons: **OK**, **Cancel**, and **Apply**.