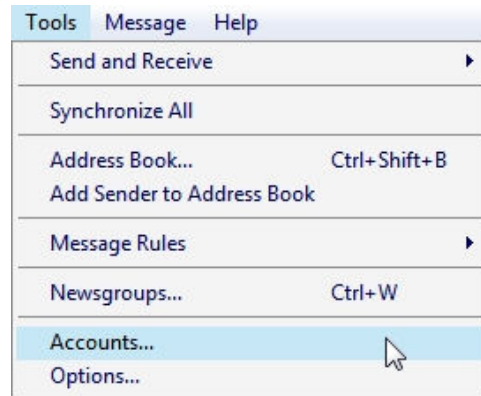
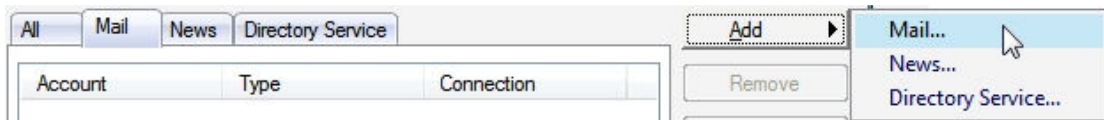


Configuring your email for Outlook Express

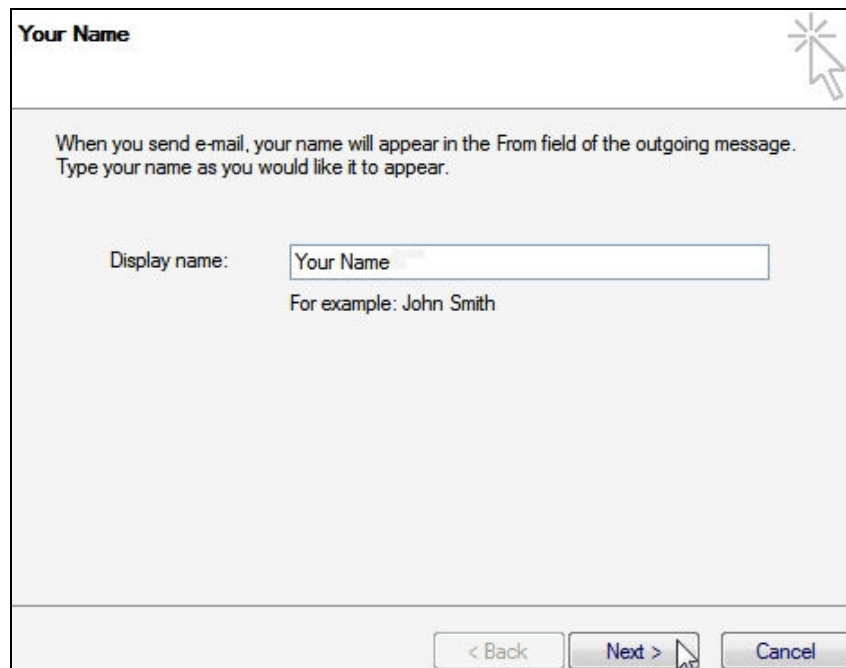
1. Open Outlook Express.
2. Click on 'Tools', then click on 'Accounts' near the bottom of the drop down.



3. In the new window that opens, click on 'New' and select 'Mail' from the flyout menu.



4. Type in the name you wish to be displayed by an email recipient, then click next.

A screenshot of the 'Your Name' dialog box in Outlook Express. The title bar reads 'Your Name'. The main text says: '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, there is a text input field labeled 'Display name:' containing the text 'Your Name'. Underneath the input field, it says 'For example: John Smith'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >' (highlighted with a mouse cursor), and 'Cancel'.

5. Enter you email address that you have been provided with, then click the next button

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

< Back Next > Cancel

6. Enter the two 'Mailserver' Addresses that you have been provided with, then click on the next button

E-mail Server Names

My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.
Outgoing mail (SMTP) server:

< Back Next > Cancel

7. Type in your Account name, this is your full email address as mentioned in step 5. then type in your password, this will have been supplied to you. Click on the 'Remember password' tickbox, if it does not already contain a tick, and then click on the next button.

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

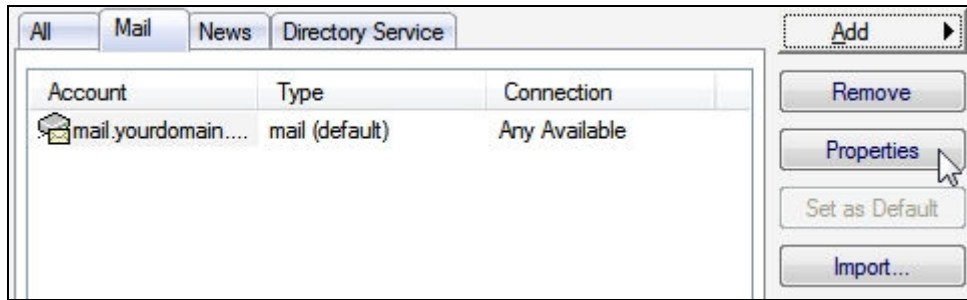
8. You will now have the final screen of the configuration wizard displayed on your screen, click on 'Finish' to exit the wizard.

Congratulations

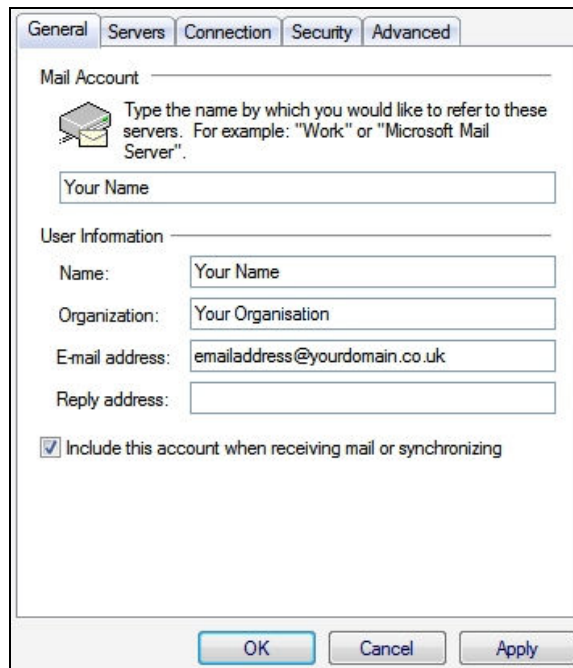
You have successfully entered all of the information required to set up your account.
To save these settings, click Finish.

< Back Finish Cancel

9. You will now be back at the 'Accounts' page. Click on the newly created email account, to highlight it, then click on the 'Properties' button.



10. Whilst in the General tab, type into the top text box a name you would like this email account to be known as, e.g. Accounts Email. If you wish you can click on the text box titled 'Organization', and enter your company name into it. When you have finished making changes to this page, click on the 'Servers' tab at the top of this screen.



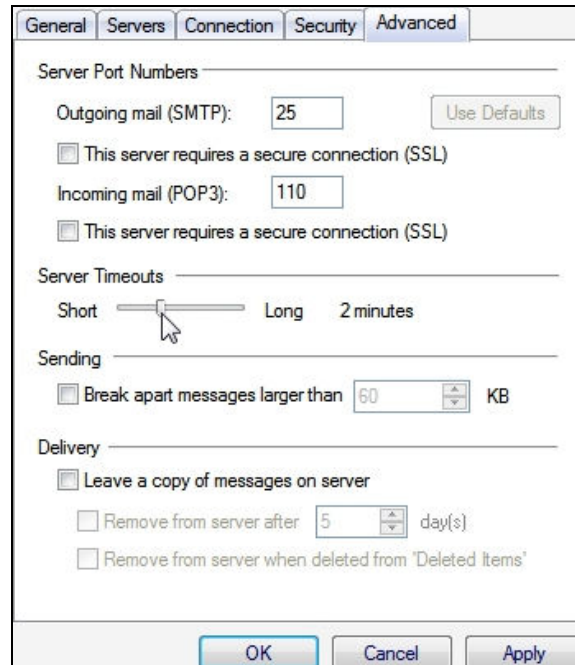
11. On the 'Servers' tab, ensure that there is a tick in the box titled 'My server requires authentication' in the Outgoing Mail Server section. When you have placed a tick into this box, click on the 'Settings...' button.

The screenshot shows the 'Servers' tab in an email client. The 'Server Information' section indicates the incoming mail server is a POP3 server with the address mail.yourdomain.co.uk. The 'Incoming Mail Server' section shows the account name as emailaddress@yourdomain.co.uk and the password field is masked with dots. The 'Remember password' checkbox is checked. The 'Outgoing Mail Server' section has the 'My server requires authentication' checkbox checked, and the 'Settings...' button is highlighted with a mouse cursor.

12. Ensure that the settings look the same as the diagram below, then click on the 'OK' button.

The screenshot shows the 'Logon Information' dialog box. The 'Use same settings as my incoming mail server' radio button is selected, and the 'Log on using' radio button is unselected. The 'Account name' and 'Password' fields are empty. The 'Remember password' checkbox is checked, and the 'Log on using Secure Password Authentication' checkbox is unselected. The 'OK' button is highlighted with a mouse cursor.

- Back in the properties page, click on the 'Advanced' tab. Move the slider in the middle of the screen, in the section Server Timeouts, until it reads 2 minutes. When this is done, click on the 'OK' button. This will now take you back to the Accounts page, where you can now click on the 'Close' button.



- Your email account is now configured and is ready for use.