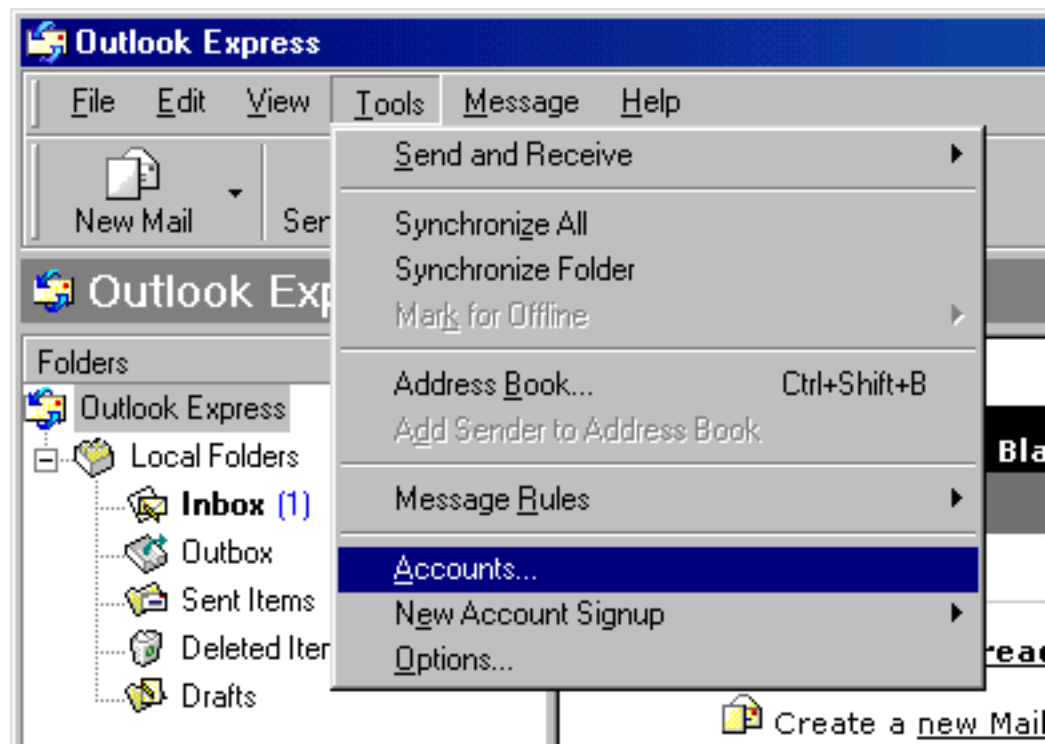


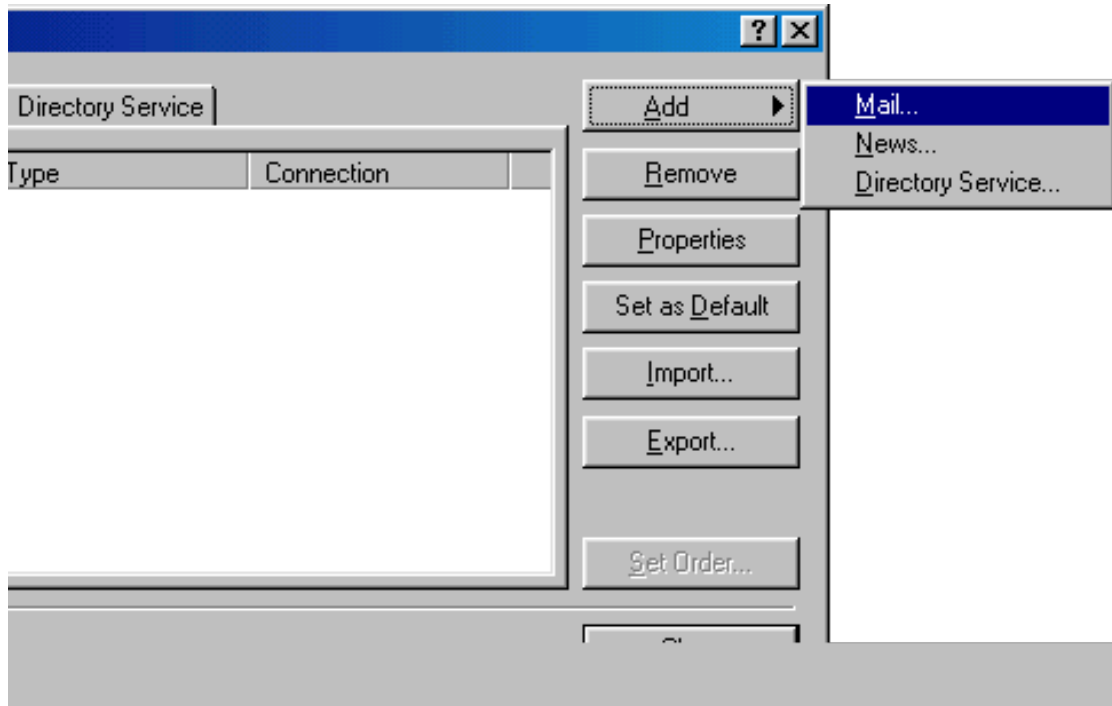
Setting up Outlook Express

Outlook Express is popular POP email software from Microsoft which is available on both Windows and Macintosh platforms. This tutorial shows you how to configure Outlook Express to retrieve mail from your email account. The following screen shots are taken with Outlook Express 5 on Windows, but they should be very similar to other versions on different operating systems.

1. Start your Outlook Express software. Click Tools and select Accounts.



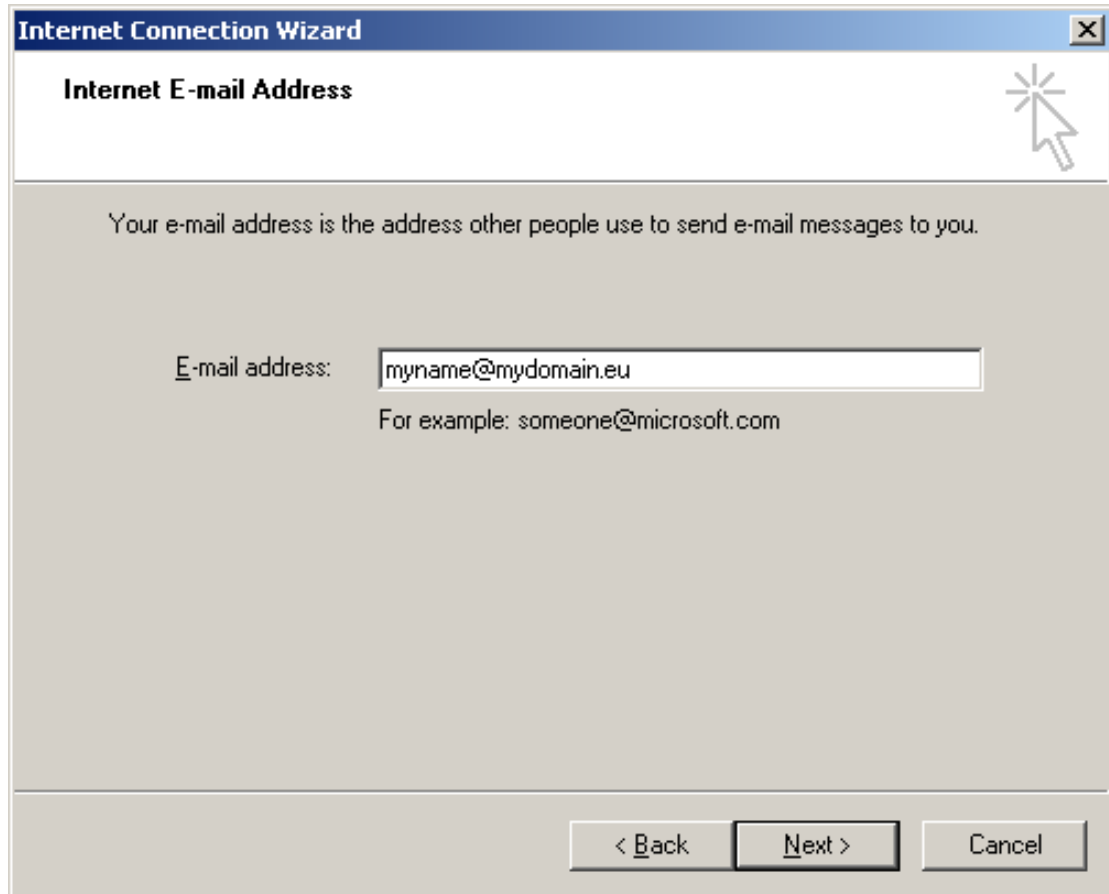
2. On the Internet Accounts page, select the Mail tab, click Add and then select Mail.



3. On the Your Name page, type the email sender's name as the Display name, click Next.



4. On the Internet E-mail Address page, type your email address as the E-mail address and click Next.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet E-mail Address". The window contains the following text: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a text input field labeled "E-mail address:" containing the text "myname@mydomain.eu". Underneath the input field is the example text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible over the "Next >" button.

5. On the E-mail Server Names page, select POP3 as your incoming server type and enter the incoming and outgoing mail servers. Then click Next to continue.

My incoming mail server is a:

POP3 Server

Incoming mail server:

Your incoming server is mail.mydomain.com.au, where "mydomain.com.au" is the name of your domain.

Outgoing mail server (SMTP):

provided by your ISP

The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. Below the title bar, the text "E-mail Server Names" is displayed. A mouse cursor is pointing at a starburst icon in the top right area. The main content area contains the following text and input fields:

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:

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

6. On the Internet Mail Logon screen, type your email address as your Account name and your email account password and then click Next. DO NOT tick Log on using Secure Password Authentication (SPA).

Internet Connection Wizard

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

7. You have successfully setup your POP email software. Click Finish to end.

Internet Connection 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