



Setting up Outlook Express for email access.

1. Open Outlook Express (Start -> Programs -> Outlook Express)
2. From the tools menu, choose "Accounts" and select the "Mail" tab.
3. Click the "Add" button, and select "Mail..." from the popup menu.
4. In the first screen, type your full name into the box marked "Display Name"
5. Click "Next"
6. Enter your e-mail address into the space provided.
7. Click "Next"
8. Choose "My incoming server is a POP3 server". This should be the default.
9. In the space marked "Incoming server" type "[Enter incoming server]" .
10. In the space marked "Outgoing server" type "[Enter outgoing server]" .
11. Click "Next"
12. In the space marked "Account Name" enter your provided account name.
13. In the space marked "Password" enter the password provided.
14. Check the box marked "Save Password"
15. Make sure the box marked "Log on using Secure Password Authentication" is NOT checked.
16. Click "Next"
17. Click "Finish"
18. In the 'Internet Accounts' dialog, on the 'Mail' tab, double click the new entry.
19. In the 'Properties' dialog, select the 'Servers' tab.
20. Check the box labeled 'My Server Requires Authentication'.
21. Click the 'Settings' button.
22. In the 'Outgoing Mail Server' dialog, ensure that 'Use same settings as my incoming mail server' is selected.
23. Click 'OK' in the 'Outgoing Mail Server' dialog.
24. Click 'OK' in the 'Properties' dialog.
25. Click 'Close' in the 'Internet Accounts' dialog.