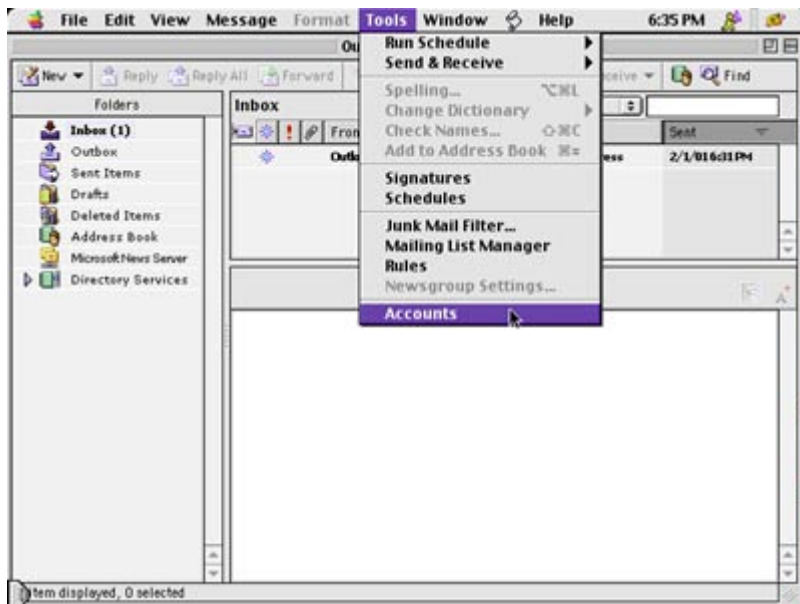


Setting up Outlook Express (Mac)

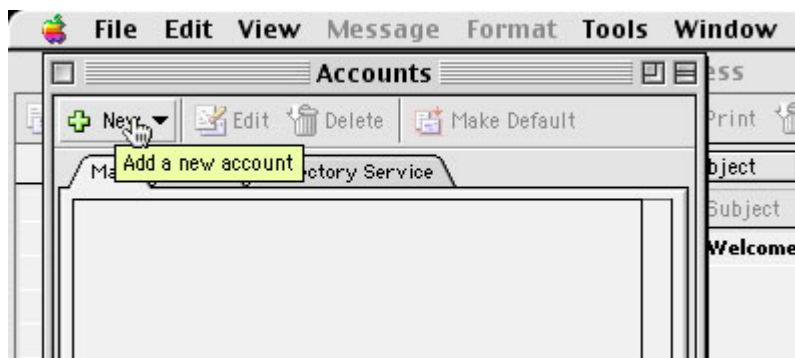


Outlook Express is popular POP email software from Microsoft which is available on both Windows and Macintosh platforms. This tutorial shows you how to configure Outlook Express to retrieve mail from your Aust Domains email account. The following screen shots are taken with Outlook Express, but they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

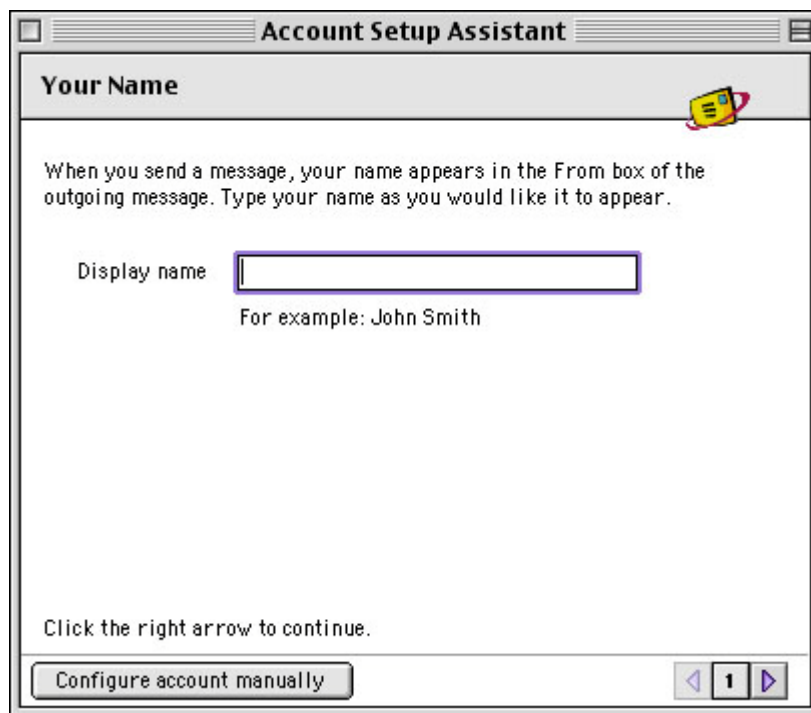
1. Open Outlook Express.
2. Go to the **Tools** menu and choose **Accounts**.



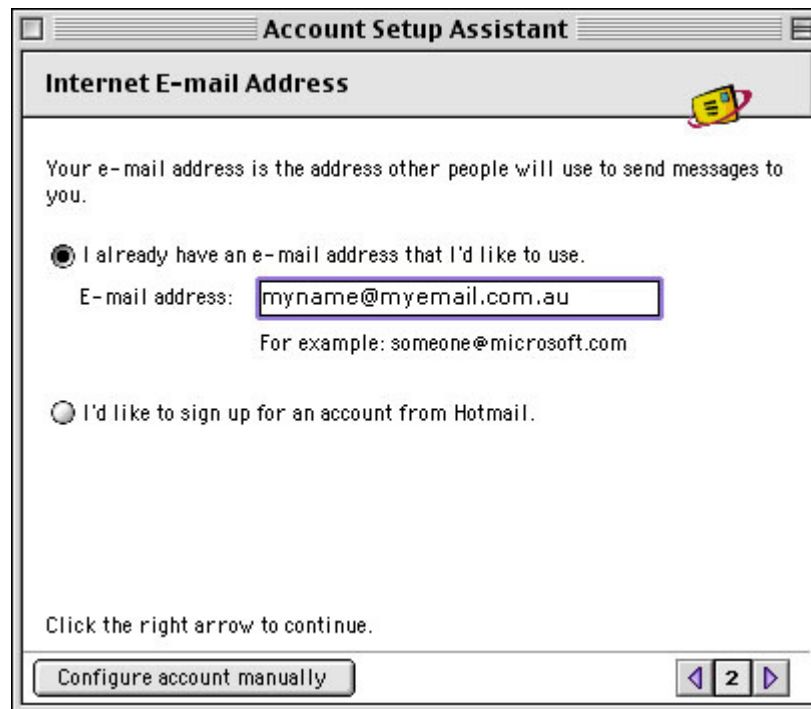
3. Click on **New** then **Add a new account**.



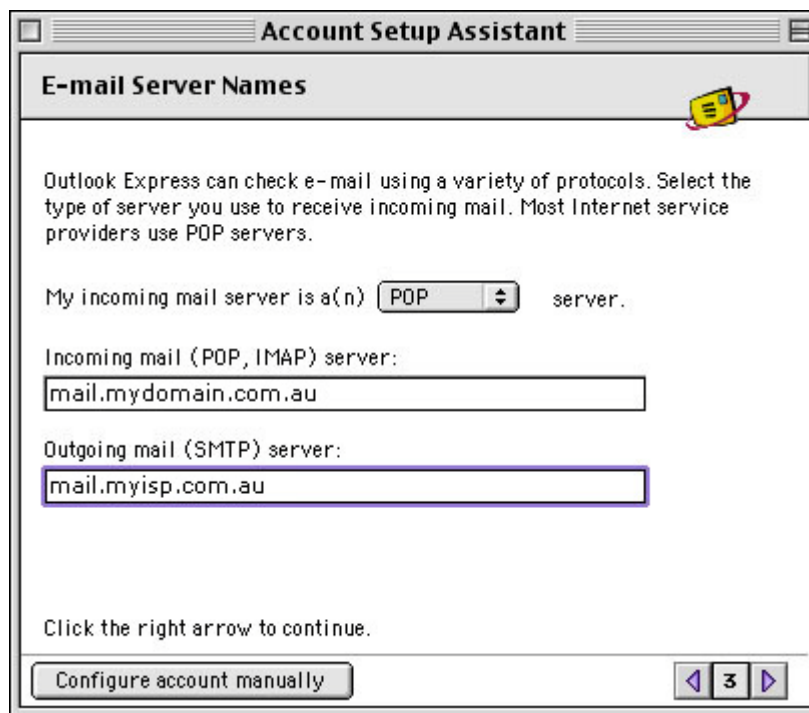
4. The Account Setup Assistant will open. Type **your name**, and **click the right arrow** at the bottom of the window on the right-hand side.



5. Type your **email address** (yourname@yourdomain.com.au) **Click the right arrow** at the bottom of the window.

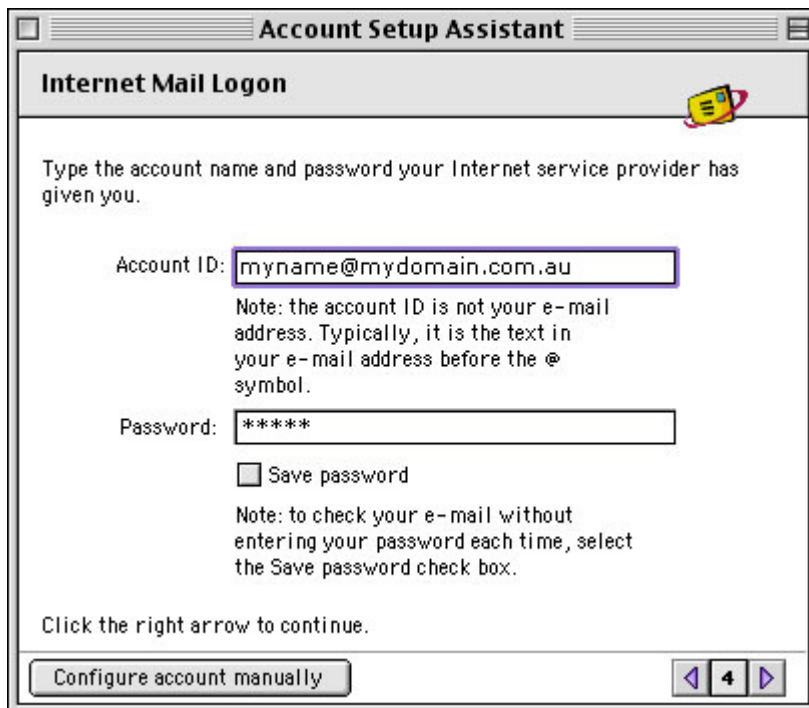


6. On this page, select **POP** as your incoming server type and enter the **incoming** and **outgoing mail servers**. **Click the right arrow** at the bottom of the window.

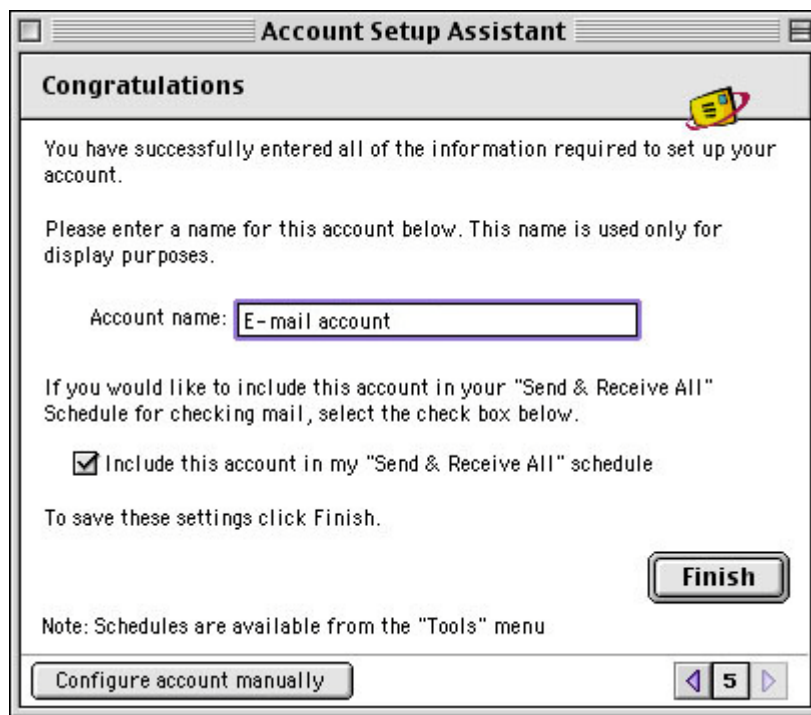


On the Internet Mail Logon screen:

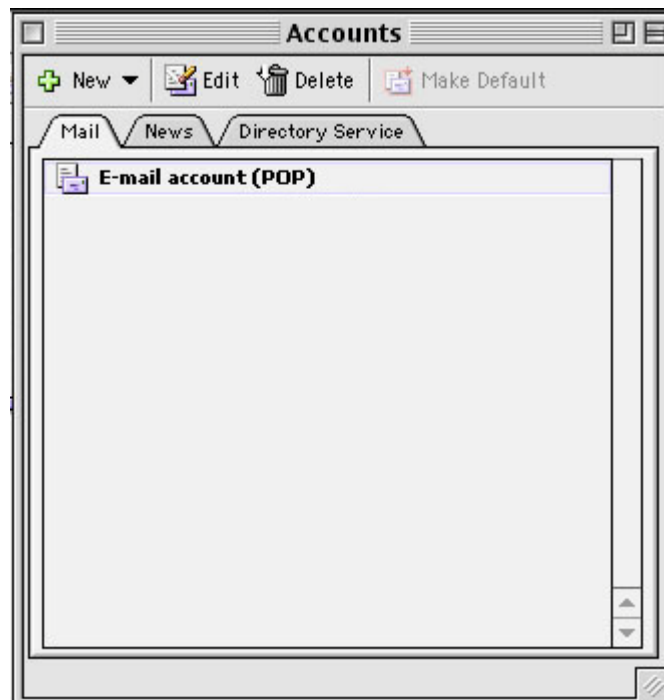
7.
 - Type your **full email address** as your Account ID
 - Type your **email account password** in the Password field
 - You may tick **Save password**
 - **Click the right arrow** at the bottom of the window.



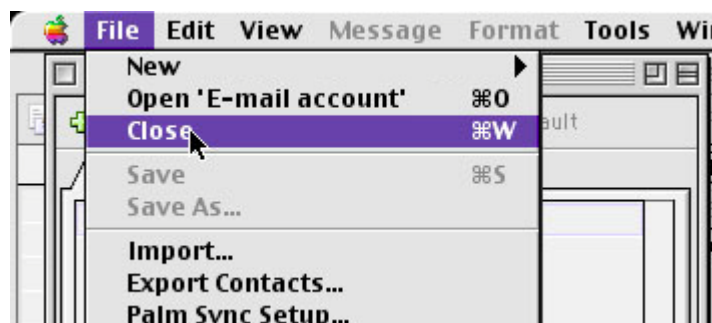
8. **Give your account a name** (something like My Aust Email) so you'll know which account you're checking if you decide to set up more than one account (to check more than one email address.) **Tick** the box marked **Include this account** in my Send & Receive All schedule. Click **Finish**.



9. You should see the following window pop up.



10. Click on the File menu, and choose Close.



11. Congratulations - you just set up your Mac Outlook Express account! - **Click Send & Receive All.** You should then receive all your new email.

