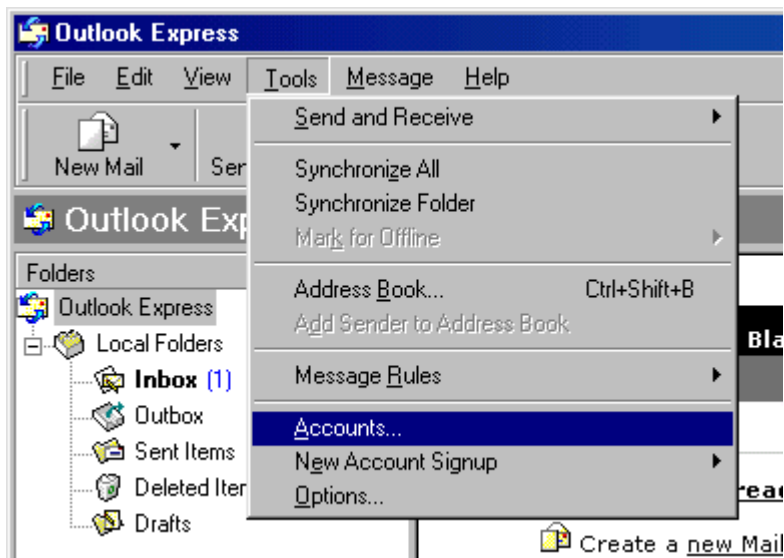


Setting up Outlook Express

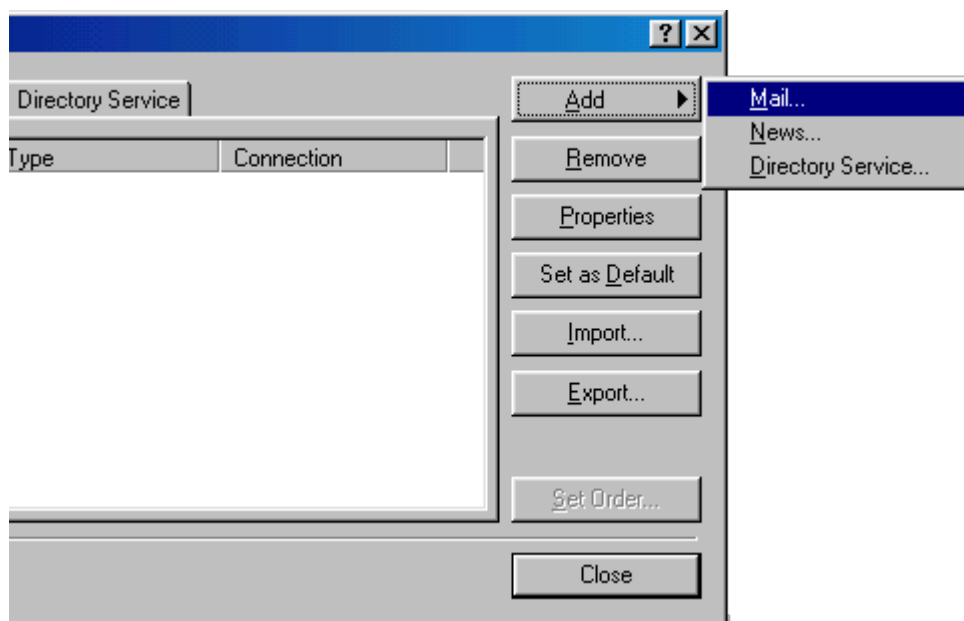


Outlook Express is popular POP email software from Microsoft which is available on both Windows and Macintosh platforms. This tutorial shows you how to configure Outlook Express to retrieve mail from your email account. The following screen shots are taken with Outlook Express 5 on Windows, but they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

The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box containing 'John Smith'. To the left of the text box is the label 'Display name:'. Below the text box is the text 'For example: John Smith'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

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

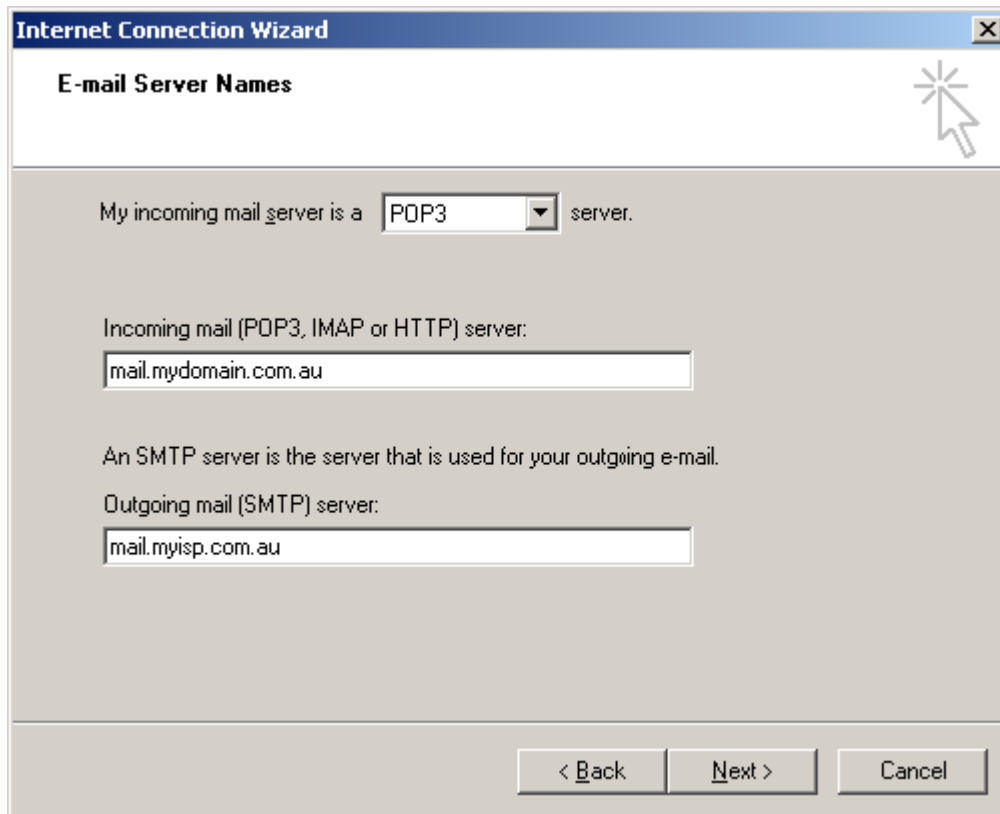
The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box containing 'myname@mydomain.com.au'. To the left of the text box is the label 'E-mail address:'. Below the text box is the text 'For example: someone@microsoft.com'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

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.

5. **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.

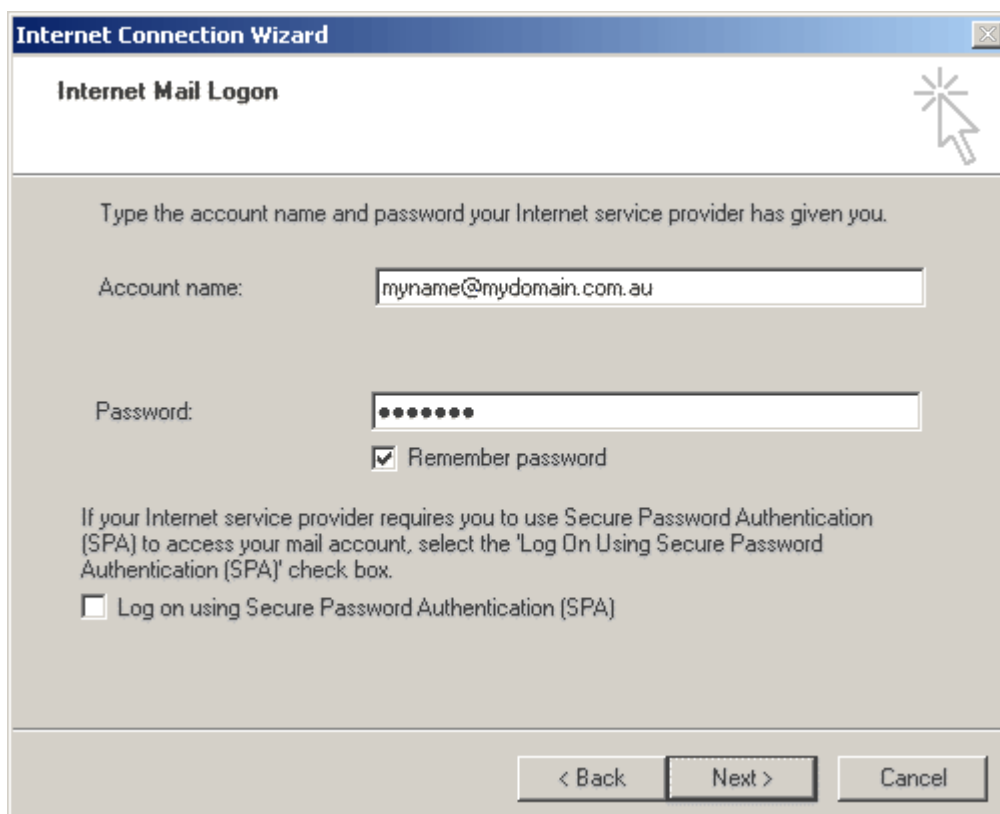
- **Outgoing mail server (SMTP):** provided by your ISP



The screenshot shows the 'Internet Connection Wizard' window with the title 'E-mail Server Names'. It contains the following fields and options:

- A dropdown menu for 'My incoming mail server is a' set to 'POP3'.
- A text box for 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'mail.mydomain.com.au'.
- A text box for 'Outgoing mail (SMTP) server:' containing 'mail.myisp.com.au'.
- Buttons for '< Back', 'Next >', and 'Cancel'.

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).

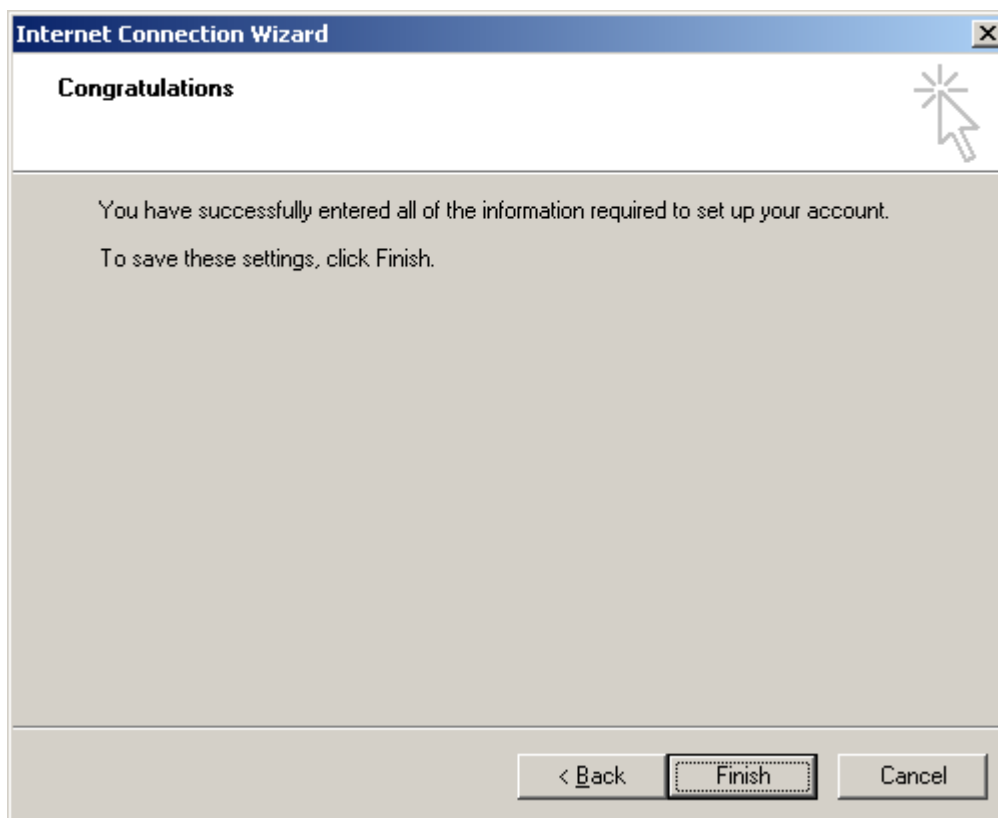


The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet Mail Logon'. It contains the following fields and options:

- A text box for 'Account name:' containing 'myname@mydomain.com.au'.
- A text box for 'Password:' with masked characters (dots).
- A checked checkbox for 'Remember password'.
- A text box for 'Log on using Secure Password Authentication (SPA)' which is unchecked.
- Buttons for '< Back', 'Next >', and 'Cancel'.

6.

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



7.