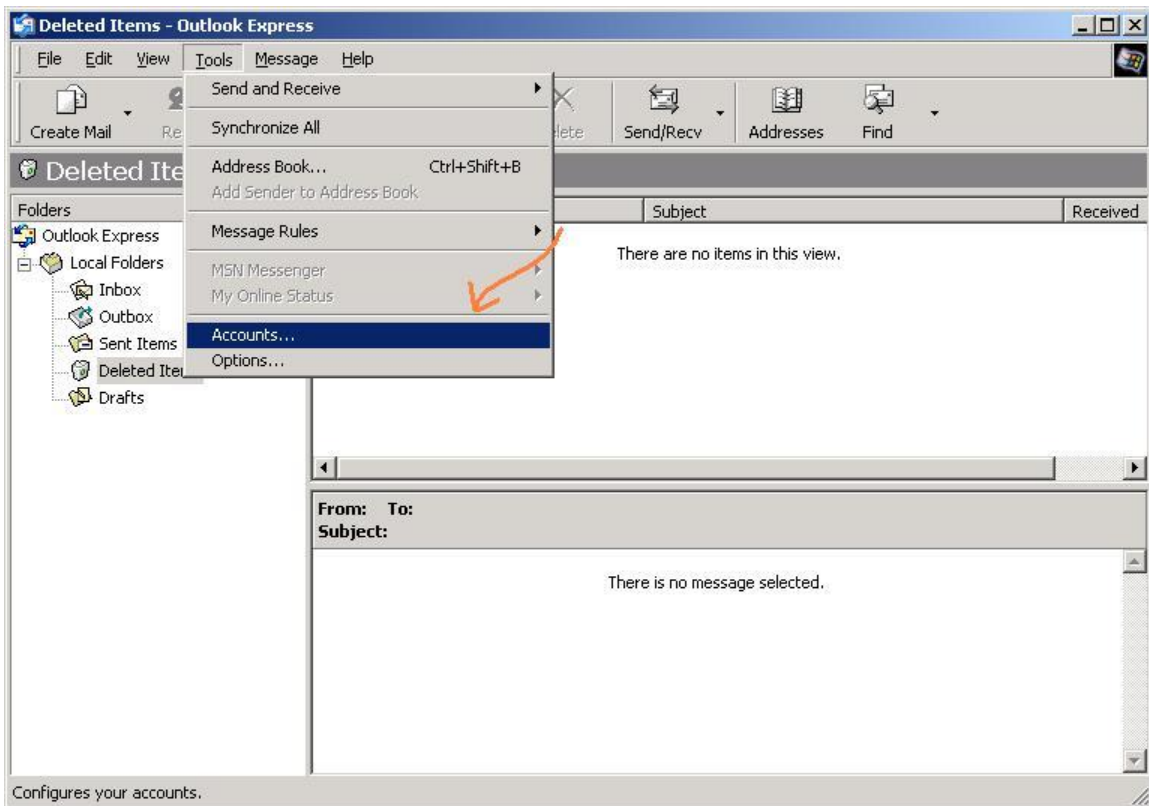


### *Configure Outlook Express 5+*

Outlook Express is an E-Mail application included with Internet Explorer. When you install Internet Explorer; it may have taken your current e-mail settings to be used for Outlook Express. Therefore, Outlook Express may already be configured with your ISP e-mail configuration. If it isn't, or if you would like to add an e-mail address to Outlook Express, follow the procedure below. You can configure Outlook Express to check as many e-mail address as you like.

#### *To add an e-mail account to Outlook Express:*

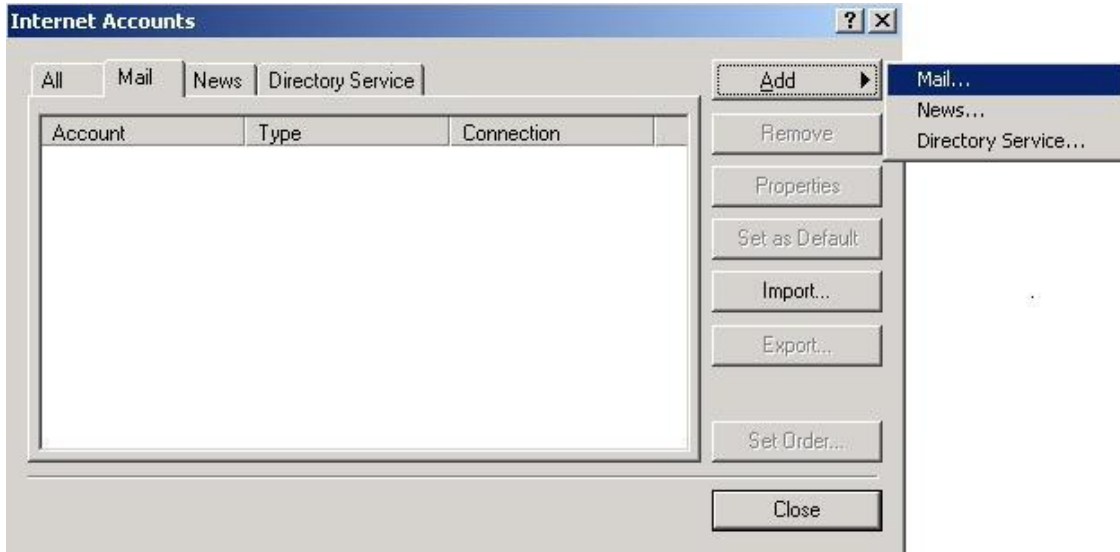
- Start Outlook Express.
- Choose **Accounts** from the **Tools** menu. The **Internet Accounts** window will open.



## *Mail Setup: Outlook Express*

---

- Click the **Mail** tab. This will show you any e-mail accounts that are currently set up in Outlook Express.
- Click the **Add** button. A menu will pop up; choose **Mail**.

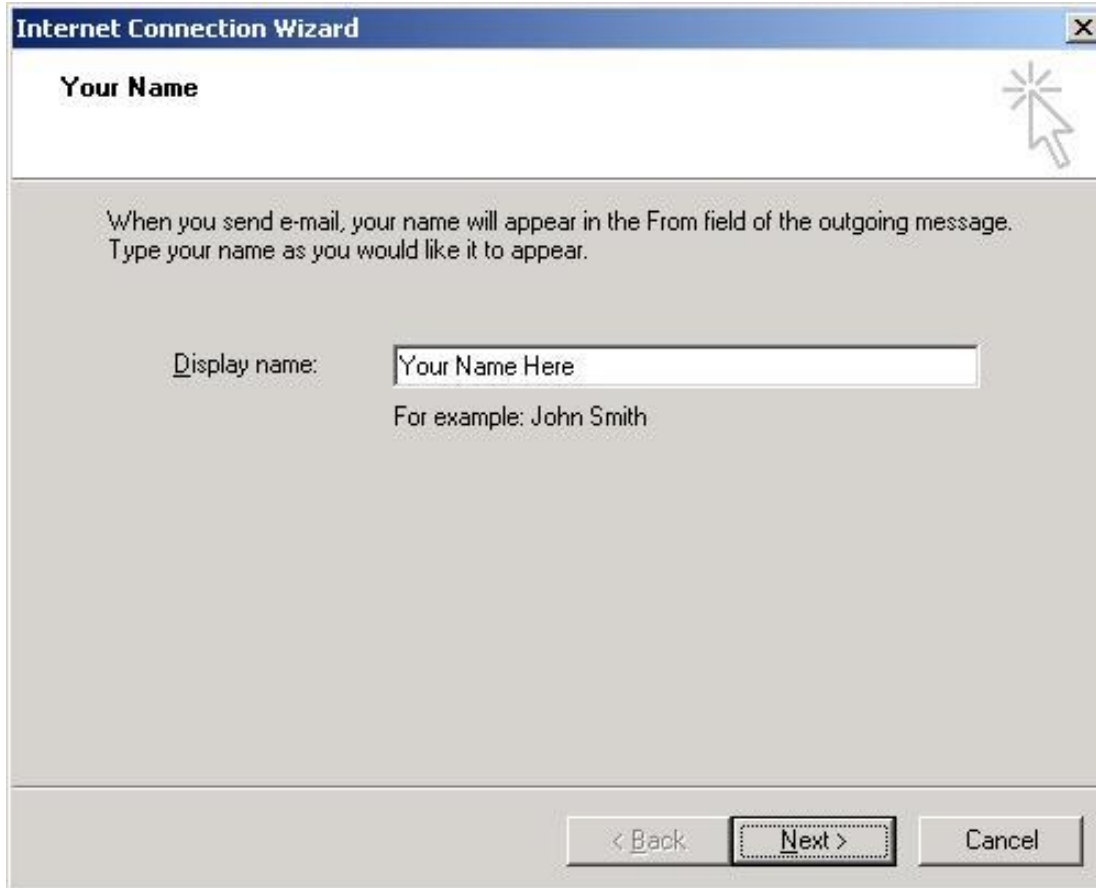


The **Internet Connection** wizard will appear to guide you through a series of configuration steps for the e-mail address you want to add.

## ***Mail Setup: Outlook Express***

---

- Type in a friendly name that will help you remember this e-mail address (such as Account's Mailbox or Mom's Mail) then Click **Next**.



The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Your Name". Below the heading is a text box containing "Your Name Here". To the right of the text box is a mouse cursor icon. Below the text box is the text "For example: John Smith". At the bottom of the window are three buttons: "< Back", "Next >" (which is highlighted with a dotted border), and "Cancel".

**Your Name**

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.

Display name:

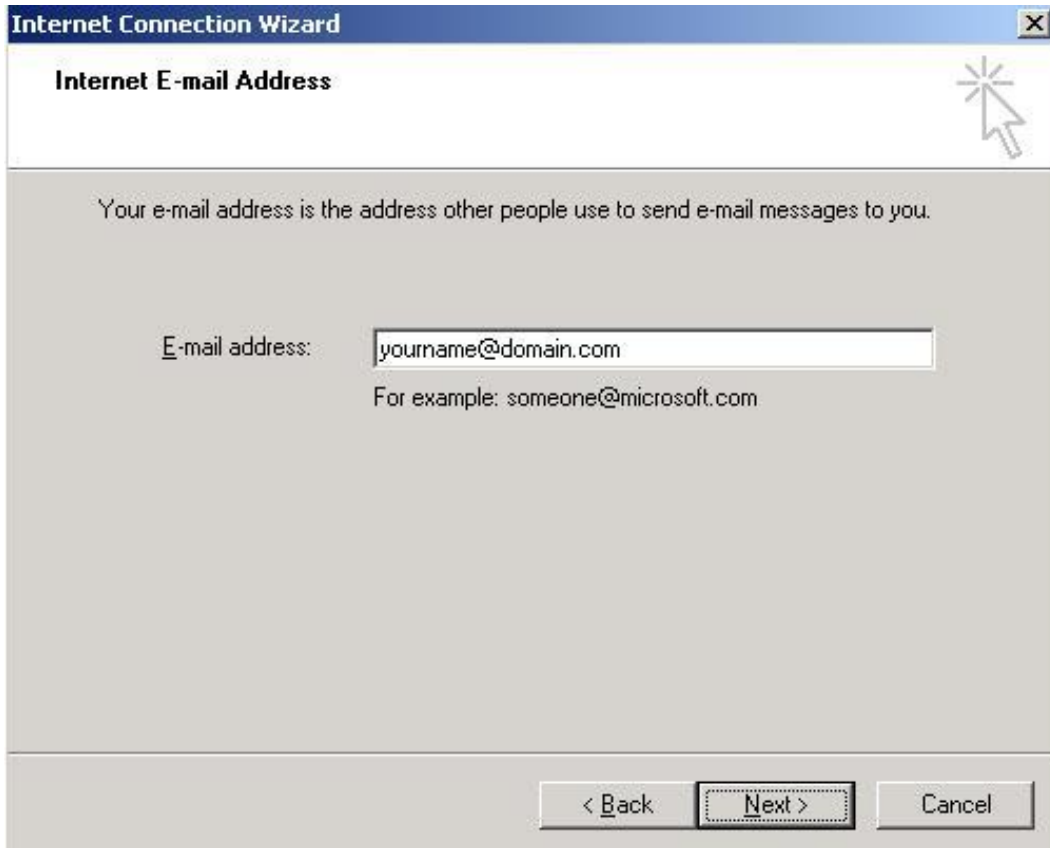
For example: John Smith

< Back    Next >    Cancel

## Mail Setup: Outlook Express

---

- Enter the e-mail address you want to add, in the form of *yourname@domain.com* and then click **Next**.

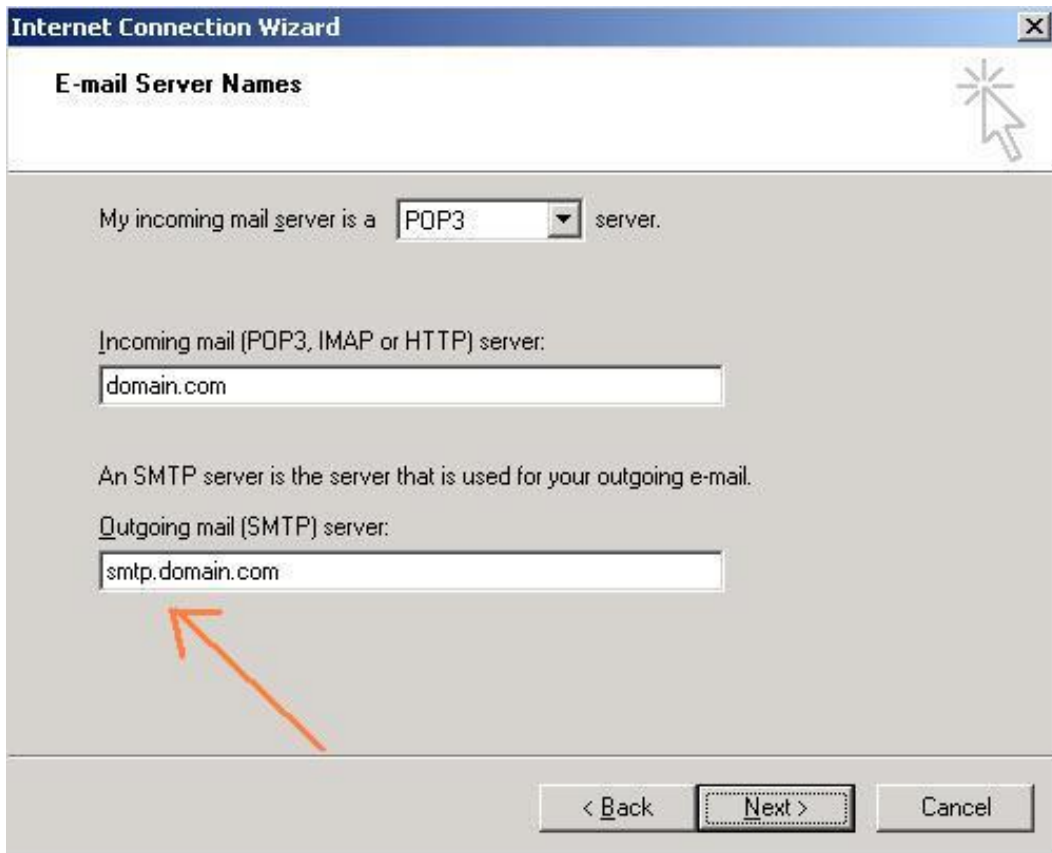


The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a text input field labeled "E-mail address:" containing the text "yourname@domain.com". Underneath the input field is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >" (which is highlighted with a dashed border), and "Cancel".

**NOTE:** Replace *domain* with your domain name. For example, if your e-mail address ends with "ISP.com", then your *domain* is "ISP" or if your e-mail address ends with "xyzabc.net" then your *domain* is "xyzabc.net" and so on.

### Enter the following information:

- My incoming mail server is a: **POP3**
- Incoming mail (POP3 or IMAP) server: **domain.com**  
(*ex. if your domain is yourdomain.net, enter yourdomain.net*)
- Outgoing mail (SMTP) server: **smtp.domain.com**  
(*ex. if your domain is yourdomain.net, enter smtp.yourdomain.net*)
- And click **Next**.



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' and the subtitle is 'E-mail Server Names'. 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:

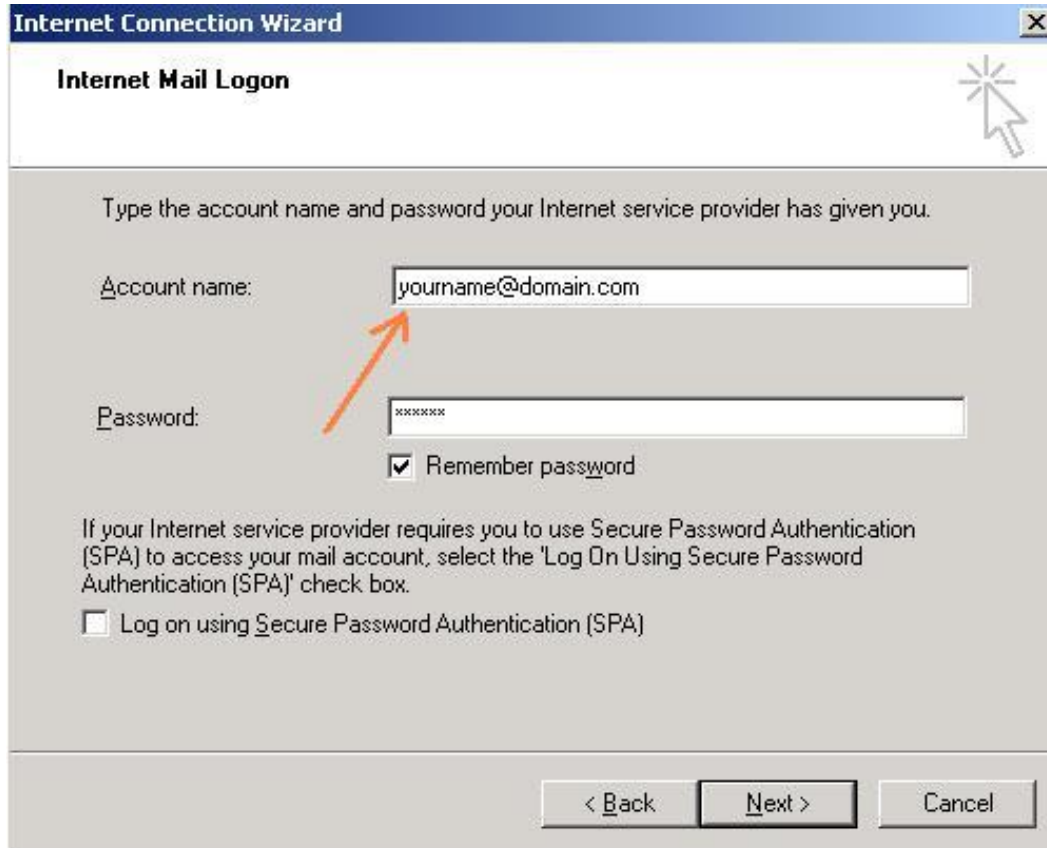
An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a dashed border. A red arrow points to the 'smtp.domain.com' input field.

### Enter the following information:

- **Account name:** Your mailbox name (Type your full Email ID here)
- **Password:** Your e-mail password.



**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)

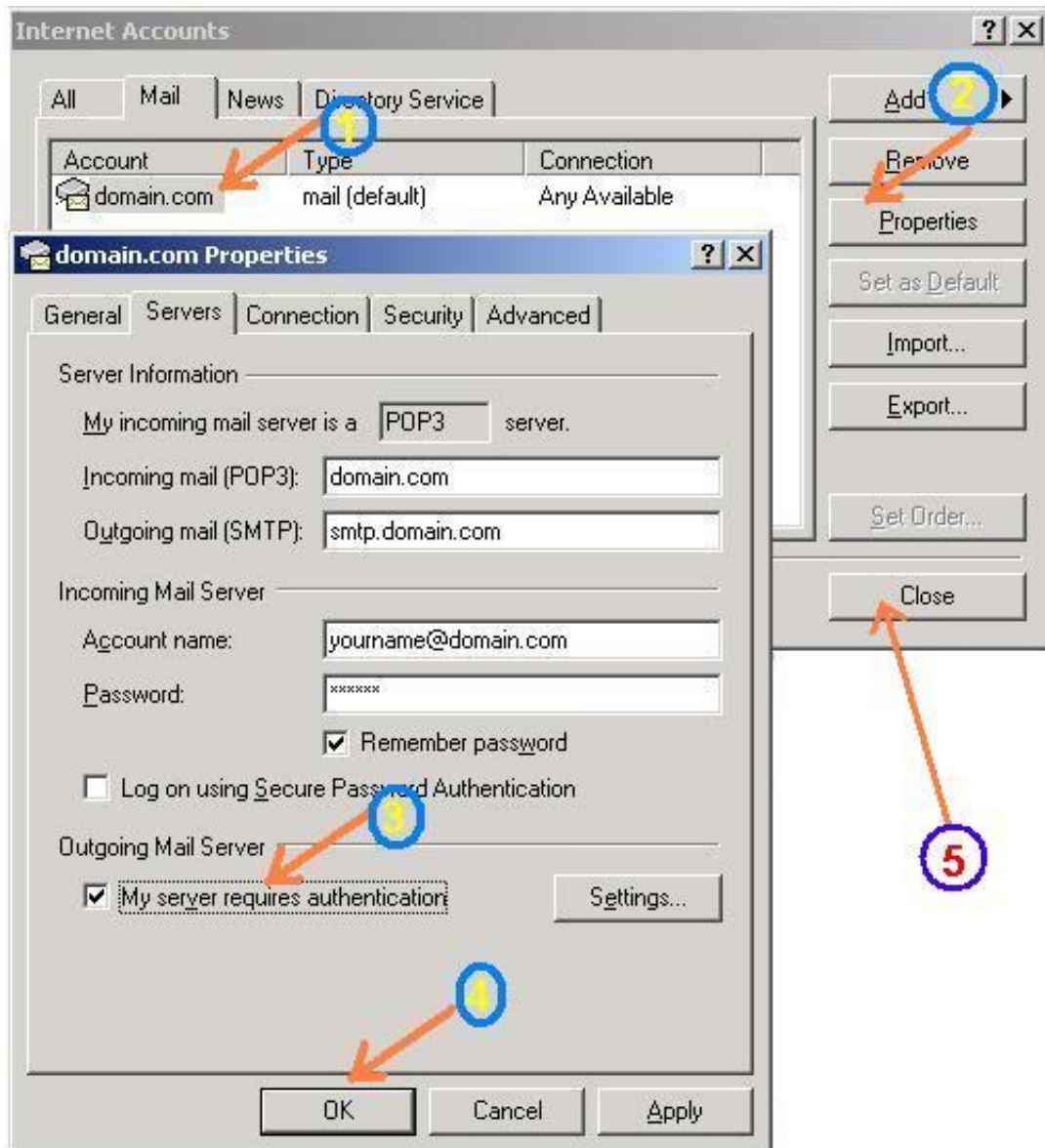
< Back   Next >   Cancel

Click Finish to end new mail configuration



**NOTE: Please Do This Also for Send Mails (Using Our SMTP)**

- Click **Tools**.
- Click **Accounts**.
- Click the **Mail** tab, select your newly created account, click **Properties**.
- Select the **Servers** tab and check **My Server Requires Authentication**. Our SMTP Server Requires Authentication.



If you want to add another e-mail account to Outlook Express, repeat the above procedure. If not, click **Close**.