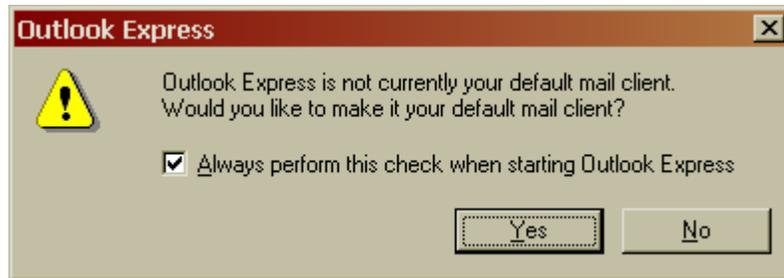


Outlook Express using E-mail Address Setup Wizard

In Outlook Express, setting up your email address is easy! Just follow these directions and you'll be sending and receiving e-mails in a snap.

1. Open Outlook Express.

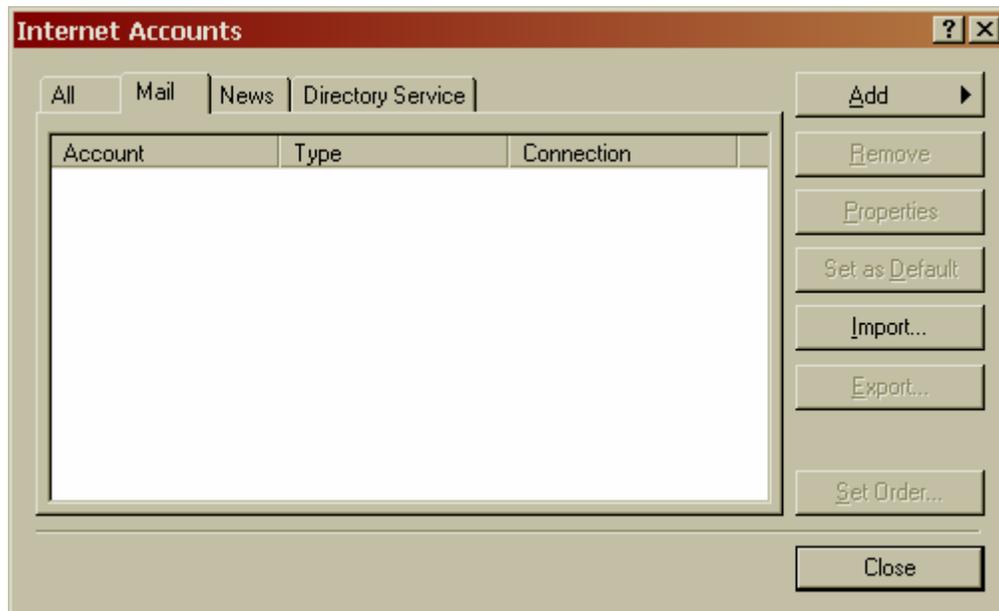
(If this is your first time opening Outlook Express, a popup window may appear; shown below. Click the 'Yes' button.)



Once the program has opened:

Internet Accounts window:

1. Select 'Tools' which is located at the top of the window.
2. Select 'Accounts'.
3. Once 'Accounts' has opened, click on the 'Mail' tab. (shown below)
4. Click on 'Add' and then 'Mail'.



The setup wizard will then open.

Your Name window:

1. Enter your name in the 'Display name:' field.
This is the name that will appear in the 'From' field of the messages you send.
2. Click Next.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. Below the title bar, the text "Your Name" is displayed. A mouse cursor is pointing at a starburst icon in the top right corner of the main content area. The main content area contains the following text: "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." Below this text is a label "Display name:" followed by an empty text input field. Underneath the input field, it says "For example: John Smith". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

Internet E-mail Address window: (shown below)

1. Type your entire e-mail address in the 'E-mail Address:' field using all lowercase letters. This e-mail address should be provided to you by your Internet Service Provider (ISP).
2. 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 label "E-mail address:" followed by a text input field. Underneath the input field is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

E-mail Server Names window (shown below):

This information is specific and should be provided to you by your Internet Service Provider.

1. Enter the provided information in the correct fields.
2. Click next.

The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The window contains the following text: "My incoming mail server is a" followed by a dropdown menu with "POP3" selected, and "server." Below this is a label "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field. Underneath is the text "An SMTP server is the server that is used for your outgoing e-mail." followed by a label "Outgoing mail (SMTP) server:" and another text input field. At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Internet Mail Logon window (shown below):

1. Enter your Account name, usually your entire e-mail address and your password in the appropriate fields.
2. Check the 'Log on using Secure Password Authentication' box only if it is required by your ISP. You can receive all of this information from your Internet Service Provider.
3. Click Next.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The window contains the following elements:

- A title bar with "Internet Connection Wizard" and a close button (X).
- A sub-header "Internet Mail Logon" with a mouse cursor icon.
- Instructional text: "Type the account name and password your Internet service provider has given you."
- An "Account name:" label followed by a text box containing "youremail@yourdomain.com".
- A "Password:" label followed by a text box containing "xxxxxxxxxxxx".
- A checked checkbox labeled "Remember password".
- Instructional text: "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."
- An unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- Navigation buttons at the bottom: "< Back", "Next >", and "Cancel".

Congratulations window (shown below):

Congrats! You have completed the e-mail address setup wizard.

Click 'Finish' and you will be returned to the **Internet Accounts** window. Notice that the account you just enter will be listed in this box.

Click Close in the **Internet Accounts** window and you're all done!

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