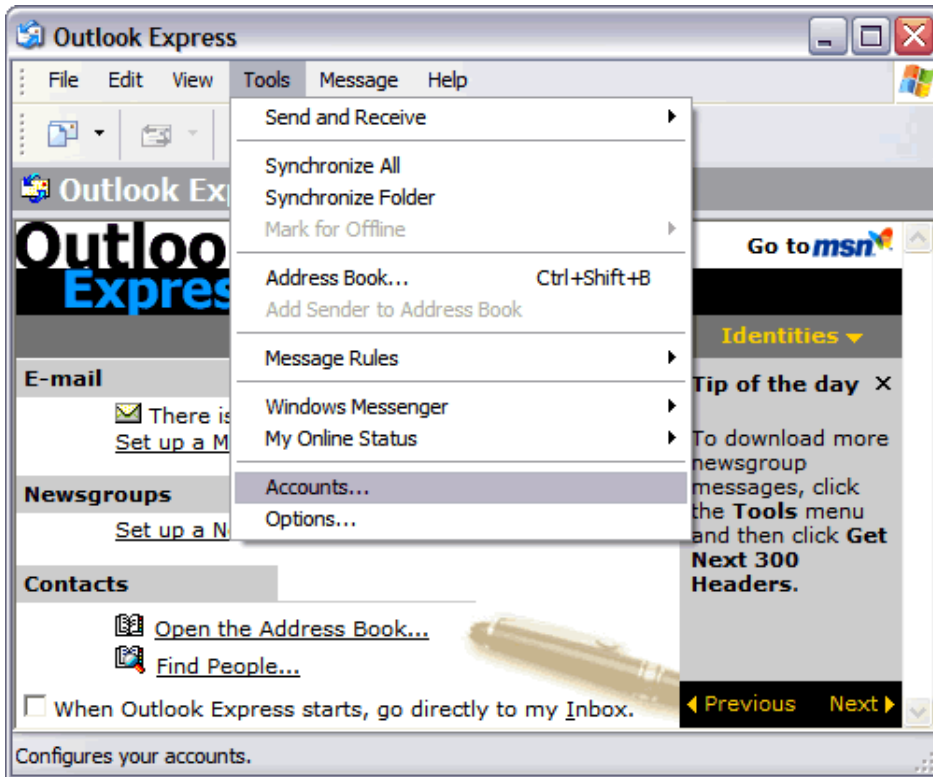


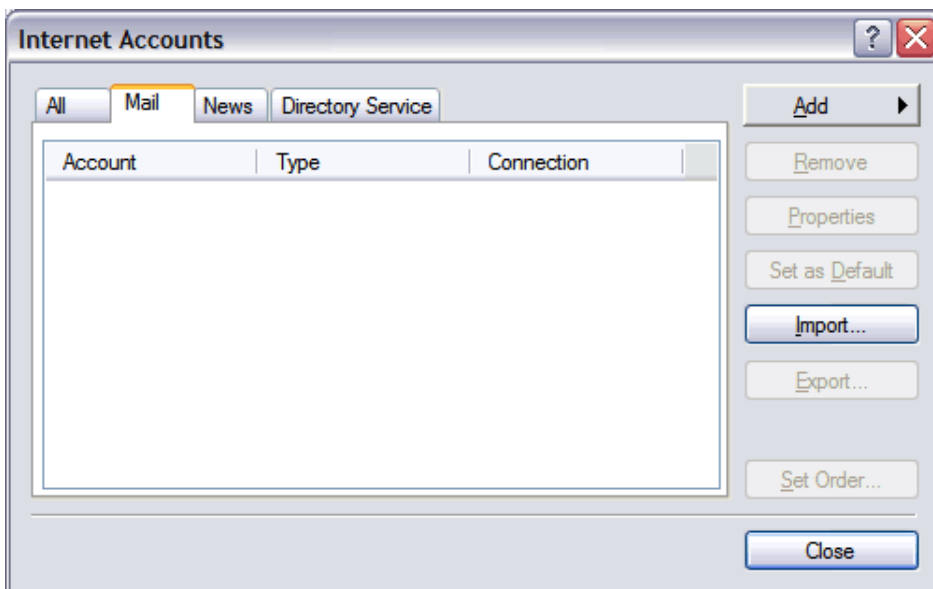


Setting up your email account using Microsoft Outlook Express

1. Open **Microsoft Outlook Express**. From the **Tools** menu choose **Accounts**.



2. Go to the **Mail** tab and from the **Add** menu, select **Mail**.





3. In the **Display name** field **enter your full name**. Then click **Next**.

Internet Connection Wizard

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

4. In the **E-mail address** field **enter your email address**. Then click **Next**.

Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back Next > Cancel



5. On the **E-mail Server Names** window, enter the information as follows:

My incoming mail server is a:

Select **POP3**.

In the **Incoming mail** field type mail.yourdomain.com (replace yourdomain.com with your own website name e.g. mail.onlinedevelopment.co.uk

In the **Outgoing mail** field type mail.yourdomain.com (replace yourdomain.com with your own website name e.g. mail.onlinedevelopment.co.uk

Click the **Next** button.

The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The main content area has a light blue background and contains the following elements:

- A label "My incoming mail server is a" followed by a dropdown menu showing "POP3" and a "server." label.
- A label "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "mail.yourdomain.com".
- A label "An SMTP server is the server that is used for your outgoing e-mail." followed by a label "Outgoing mail (SMTP) server:" and a text input field containing "mail.yourdomain.com".
- At the bottom, three buttons: "< Back", "Next >", and "Cancel".



6. Enter your **username** and **password** (ensure your **CAPS LOCK is turned off**.)
Tick the **Remember password** checkbox.

Click the **Next** button.

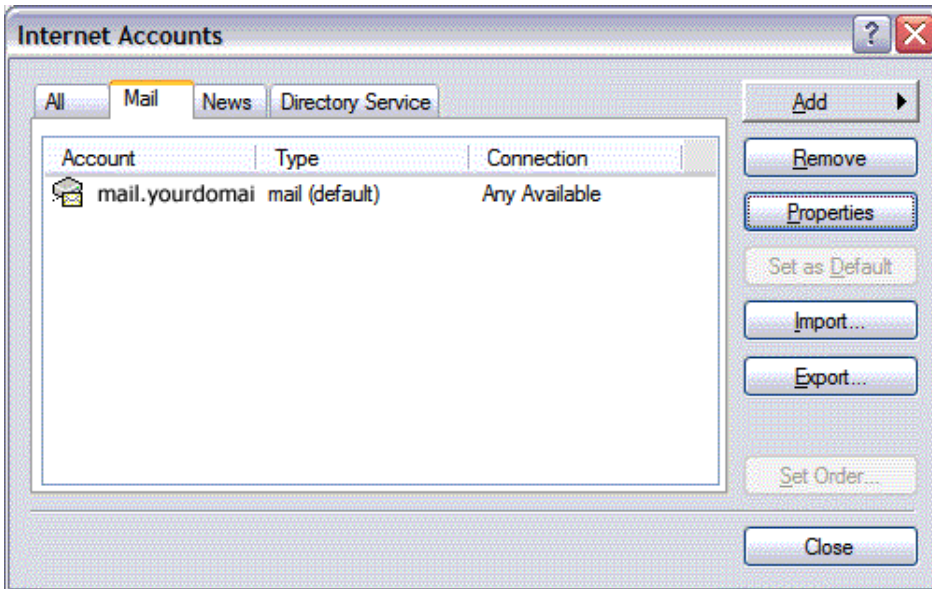
The screenshot shows the 'Internet Connection Wizard' dialog box with the 'Internet Mail Logon' tab selected. The window title is 'Internet Connection Wizard' and it has a close button (X) in the top right corner. The main heading is 'Internet Mail Logon'. Below the heading, there is a text prompt: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the text 'username' and 'Password:' with a masked password of seven dots. Below the password field is a checked checkbox labeled 'Remember password'. A paragraph of text explains that if the provider requires Secure Password Authentication (SPA), the 'Log On Using Secure Password Authentication (SPA)' checkbox should be selected. This checkbox is currently unchecked. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

7. Click **Finish**.

The screenshot shows the 'Internet Connection Wizard' dialog box with the 'Congratulations' tab selected. The window title is 'Internet Connection Wizard' and it has a close button (X) in the top right corner. The main heading is 'Congratulations'. Below the heading, there is a text prompt: 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.' At the bottom of the dialog, there are three buttons: '< Back', 'Finish', and 'Cancel'. The 'Finish' button is highlighted with a dashed border, indicating it is the active button. A mouse cursor is pointing at the 'Finish' button.

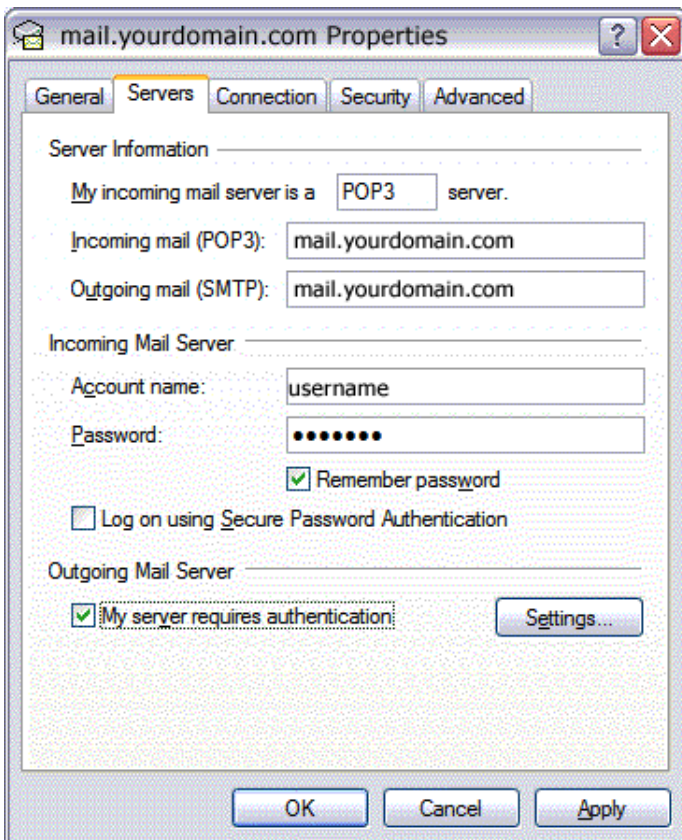


8. Still on the **Mail** tab, select the account you just created and then click **Properties**.



9. Go to the **Servers** tab and tick the **My server requires authentication** checkbox. Then click the **Settings** button.

In the Settings window that opens, select **Use same settings as incoming mail server** and click **OK**.

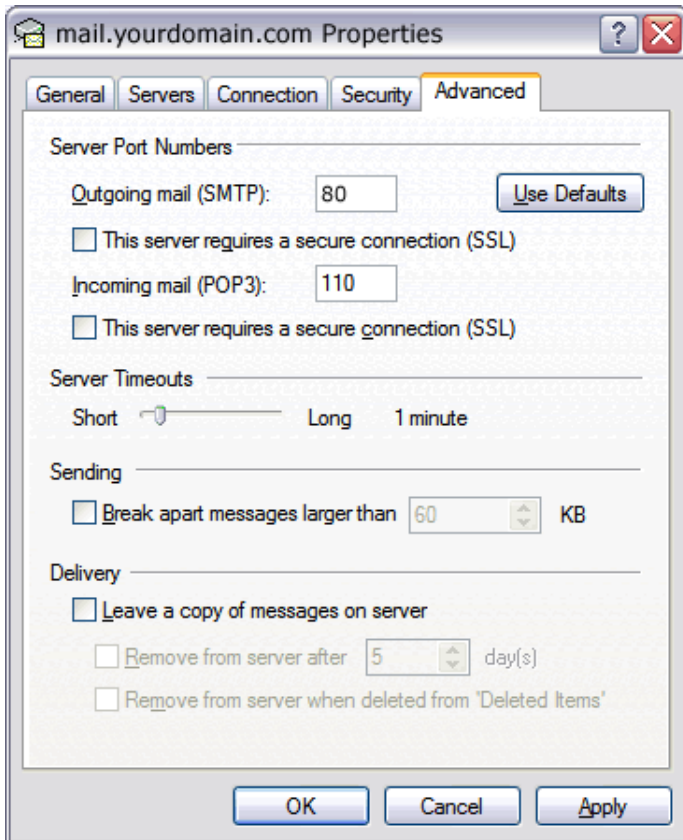




10. Select the "Advanced" tab.

Ensure the **Outgoing server (SMTP)** port number is **80** and the **Incoming server (POP3)** port number is **110**

Click **OK**.



Click **Close**.

