

Configuring Outlook Express 5+

Outlook Express is an e-mail application included with Internet Explorer. When you installed 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 addresses 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.
- 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.
- Type in a friendly name that will help you remember this e-mail address (such as Sales Mailbox or Info Mail) then Click **Next**.
- Enter your name, as you want it to appear in e-mails. Click **Next**.
- Click **I already have an e-mail address that I would like to use** radio button, then enter the e-mail address you want to add, in the form of *username@domain.com* and then click **Next**.
- Replace *domain* with your domain name. For example, if your e-mail address ends with "nitrate.com", then your *domain* is "nitrate" or if your e-mail address ends with "netname.com" then your *domain* is "netname" and so on.

Enter the following information:

- My incoming mail server is a: **POP3**
- Incoming mail (POP3 or IMAP) server: ***yourdomain.com***
- (*ex. if your domain is yourdomain.com, enter yourdomain.com*)

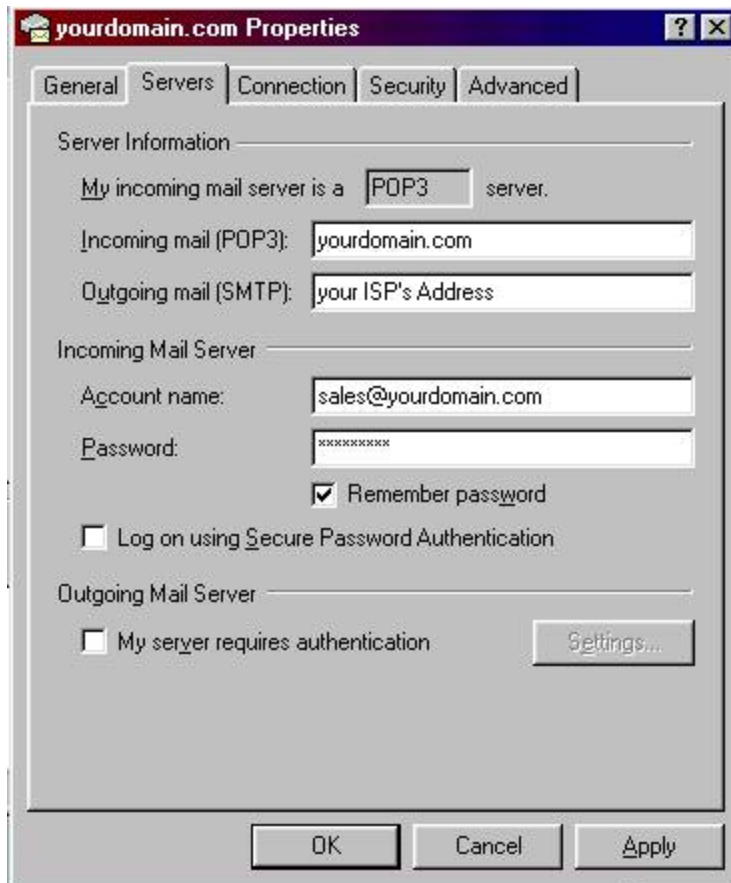
Outgoing mail (SMTP) server: **Your ISP's Address**

(*you can get ISP's Address from your Internet Service Provider it can be an IP Address*)

- Click the first **log on using** radio button and enter the following information:
- POP account name: Your mailbox name (Eg. name@domain.com)
Password: Your e-mail password. (Enter Password given to you.)
- Click **Next**. The **Friendly Name** window will appear.
- Type in a friendly name that will help you remember this e-mail address (such as Sales Department's Mailbox or Mailbox for IT Department).
- Click **Next**.
- The **Choose Connection Type** window will appear.
- Choose one of the following connection types:
 - If you connect to your ISP through your modem, click the **Connect using my phone line** radio button.
 - If you connect to your ISP via your office network or cable modem (LAN), click the **Connect using my local area network (LAN)** radio button.
 - If you wish to connect to your ISP manually before you open Outlook Express, choose the **I will establish my Internet connection manually** radio button.
- Click **Finish**.

Modifications in already sated account:

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



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