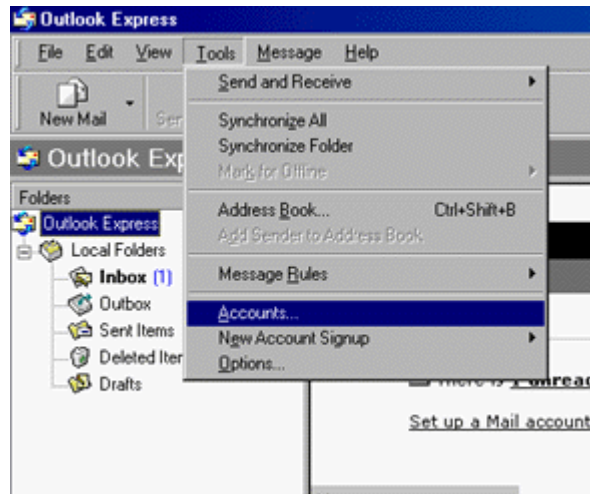


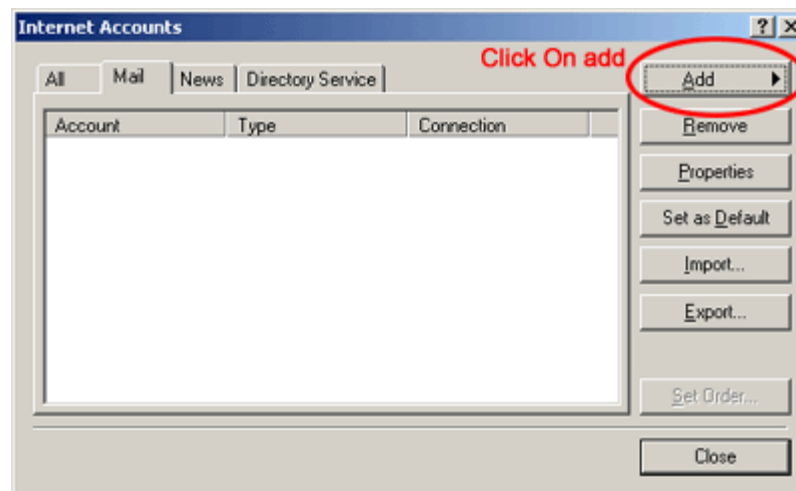
## >>> Outlook Express

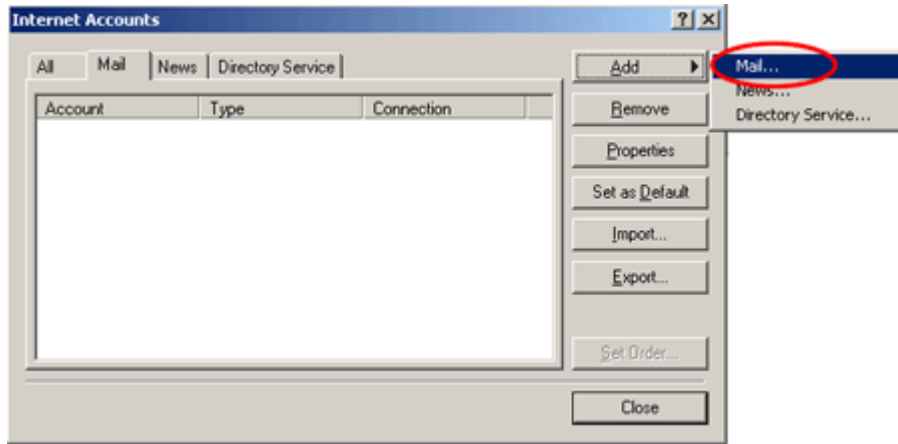
The following instructions cover typical usage of Outlook Express and assume the software has been installed correctly on your system.

- ➔ **Step 1.** Open Outlook Express.
- ➔ **Step 2.** Click **Tools** on the menu bar.
- ➔ **Step 3.** Click **Accounts** in the Tools menu.



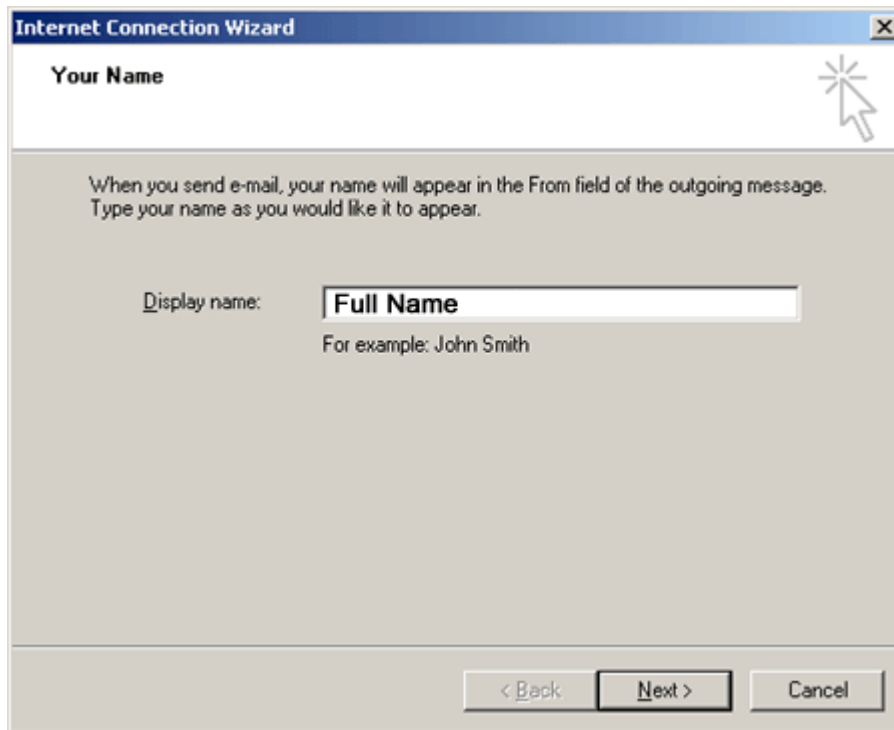
- ➔ **Step 4.** Click **Add**.
- ➔ **Step 5.** Click **Mail** in the Internet Accounts box.



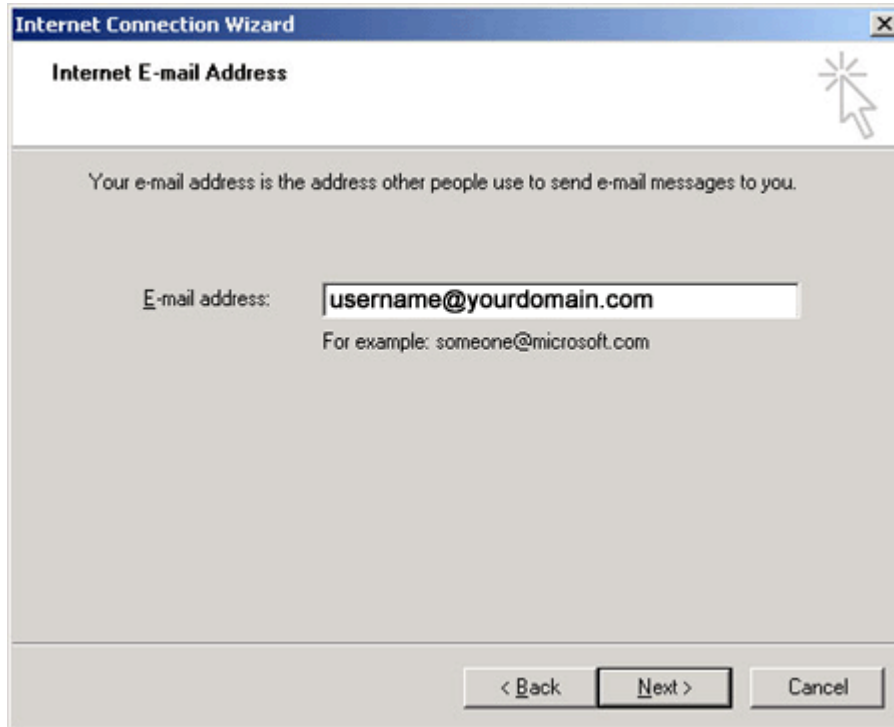


➔ **Step 6.** Complete the following fields in the **Internet Connection Wizard** window:

**Display Name** - The name that will display on an e-mail sent using this profile.

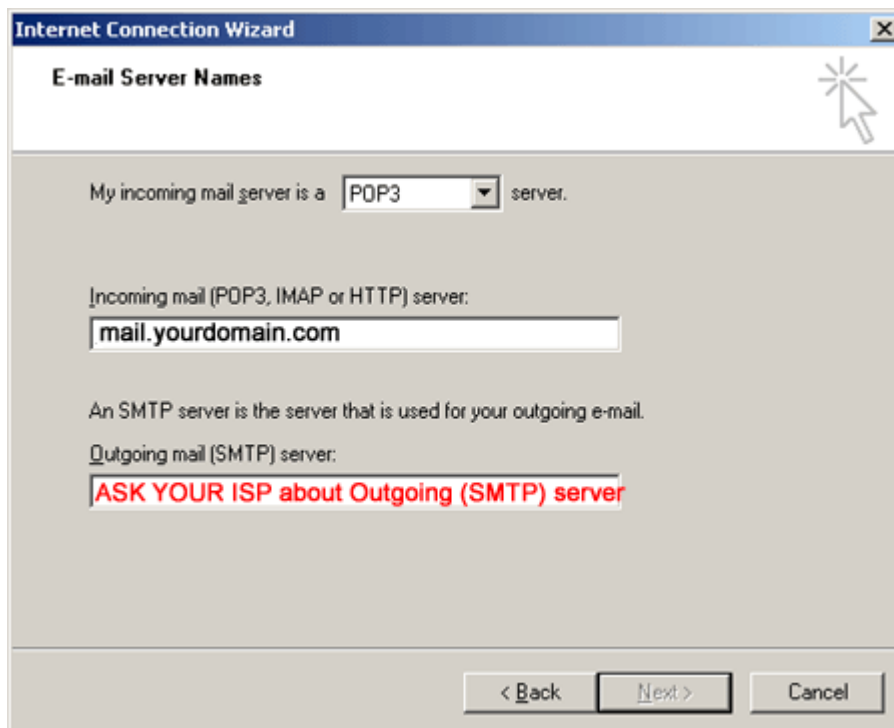


**E-mail Address** - The e-mail address that will display on an e-mail sent using this profile **username@yourdomain.com**.



**Incoming Mail Server** - The mail server from which e-mail for this profile is to be retrieved. Use **mail.yourdomain.com**. **Example** mail.yourdomain.com.

**Outgoing Mail Server** - The mail server through which e-mail sent using this profile will go. **ASK YOUR ISP about Outgoing (SMTP) server.**



**Account Name:** **username@yourdomain.com.**

**Password:** The password for the above account.

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

- A close button (X) in the top right corner.
- A mouse cursor icon pointing to the close button.
- Instructional text: "Type the account name and password your Internet service provider has given you."
- An "Account name:" label followed by a text input field containing "username@yourdomain.com".
- A "Password:" label followed by a text input field containing "xxxxxxxxxx".
- 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".

- ➔ **Step 7.** Click **FINISHED** on the Internet Accounts box when you have completed the Internet Connection Wizard.

With Outlook Express, you can setup additional mail accounts for every mailbox from which you need to retrieve mail.