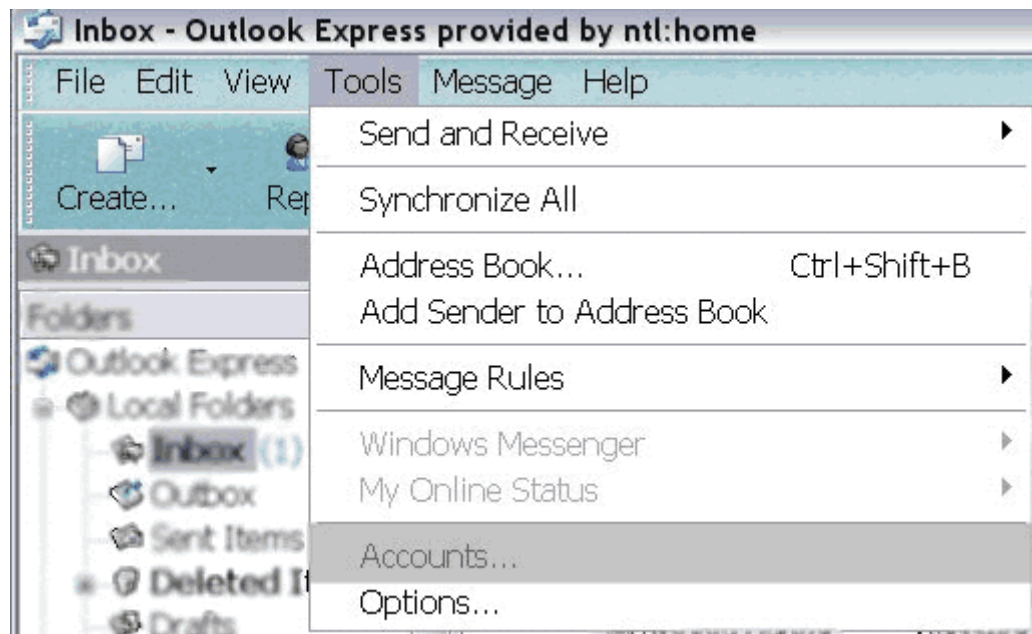




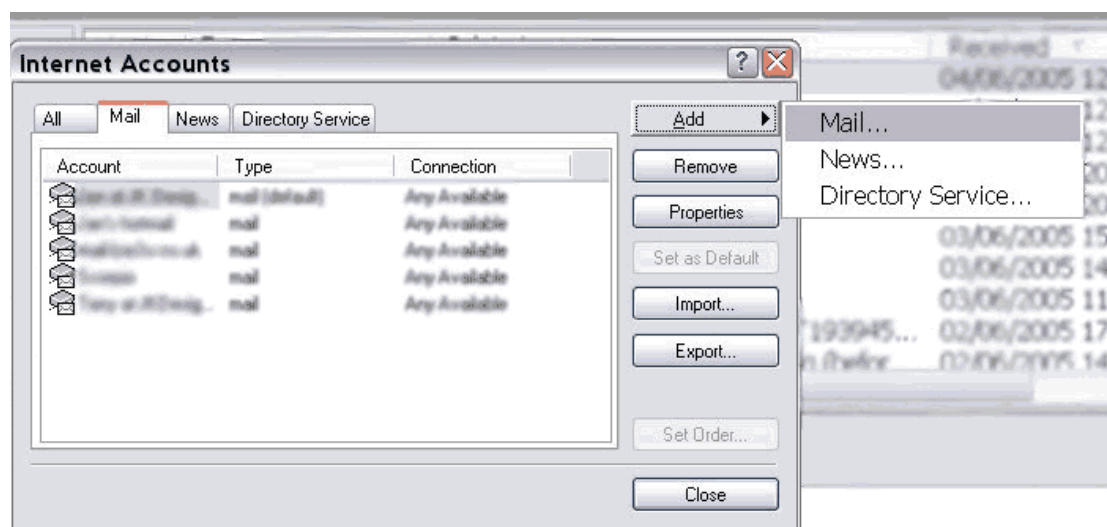
Setting up Outlook Express 6.0

Open Outlook Express and follow these instructions to set up a new email account. Note: you can have multiple email accounts in Outlook Express.

Tools⇒Accounts



⇒Add⇒Mail



You will be prompted with the Outlook Express Internet Connection Wizard. Follow the wizard's instructions – it will ask for the following information:

Display Name –whatever you choose, it doesn't matter, just something that will distinguish this email account from any others you might set up.

Once completed click **NEXT >**



The image shows a screenshot of the 'Internet Connection Wizard' dialog box. The title bar reads 'Internet Connection Wizard' with a close button (X) on the right. The main content area is titled 'Your Name' and 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 text input field with the placeholder text 'Your Name' and the example text 'For example: John Smith' underneath it. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is visible over the 'Next >' button.

Email Address – you@yourdomainname.co.uk (this is the email address you are setting up Outlook Express to receive)

Once completed click **NEXT >**



The image shows a screenshot of the 'Internet Connection Wizard' dialog box, specifically the 'Internet E-mail Address' step. The window title is 'Internet Connection Wizard' and it has a close button (X) in the top right corner. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box containing the email address 'you@yourdomainname.co.uk'. To the left of the text box is the label 'E-mail address:'. Below the text box, there is an example: 'For example: someone@microsoft.com'. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is visible over the 'Next >' button.

Incoming Mail (POP3 etc) server – mail.yourdomainname.co.uk (the name of the email server as supplied to you by your Email host)

Outgoing SMTP Server – smtp.yourispservername.com (this is the same as any existing email accounts SMTP server and is supplied to you by your Internet Service Provider [ISP]).

Once completed click **NEXT >**



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "E-mail Server Names".

Below the title bar, there is a text label: "My incoming mail server is a server." The dropdown menu is currently set to "POP3".

Below that, there is a text label: "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "mail.yourdomainname.co.uk".

Below that, there is a text label: "An SMTP server is the server that is used for your outgoing e-mail." followed by a text label: "Outgoing mail (SMTP) server:" and a text input field containing "smtp.yourispservername.com".

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

Account Name – postmaster@yourdomainname.co.uk (your email account name as supplied by your email host)

Password – your email password as supplied by your email host.

Once completed click **NEXT >**



The image shows a screenshot of the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet Mail Logon'. The main text reads: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the text 'postmaster@yourdomainname.co.uk' and 'Password:' with a masked password represented by ten dots. Below the password field is a checked checkbox labeled 'Remember password'. Further down, there is a paragraph: '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.' Below this is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

⇒**FINISH**



SEND/RECEIVE MAIL and you should get any email sent to you.