

Setting up your email account in Outlook Express

1. Double-Click the icon for Outlook Express.



2. You will see a box for the Internet Connection Wizard. Within that box there is a place to type the display name. This is the name that will display on any emails you send to people. You can enter any name you want in here. Then click next.

The image shows the "Internet Connection Wizard" dialog box, specifically the "Your Name" step. The title bar reads "Internet Connection Wizard". The main heading is "Your Name". Below the heading, there is a text box with a mouse cursor pointing to it. The text inside the text box says: "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 box 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 dialog, there are three buttons: "< Back", "Next >", and "Cancel".

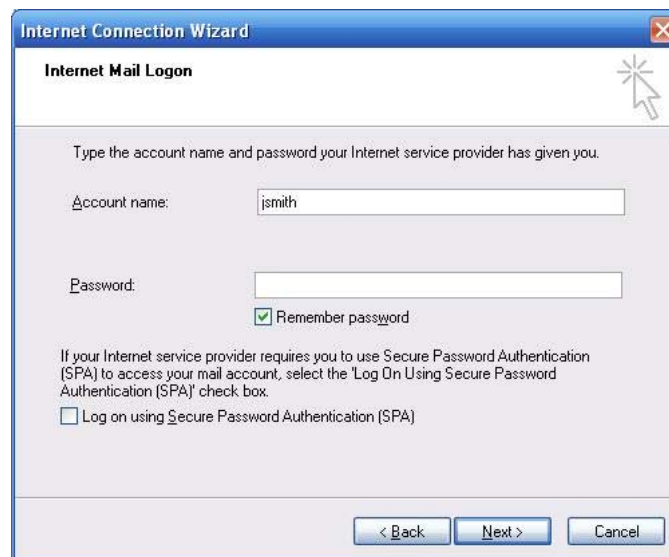
3. The next screen asks you for your email address. Please type in the email address we provided for you. Then click next.

The image shows the "Internet Connection Wizard" dialog box, specifically the "Internet E-mail Address" step. The title bar reads "Internet Connection Wizard". The main heading is "Internet E-mail Address". Below the heading, there is a text box with a mouse cursor pointing to it. The text inside the text box says: "Your e-mail address is the address other people use to send e-mail messages to you." Below this text box is a label "E-mail address:" followed by an empty text input field. Underneath the input field, it says "For example: someone@microsoft.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

- The next screen will ask you what type of server the incoming mail server is. You can leave that set as POP3. The next box asks for the incoming mail server. In that box you will type email.yourdomainname.com. Replace yourdomainname.com with whatever your website address is. (ex. email.tripledcomputers.com) You will put the same thing in the box for Outgoing mail server. Then click next.



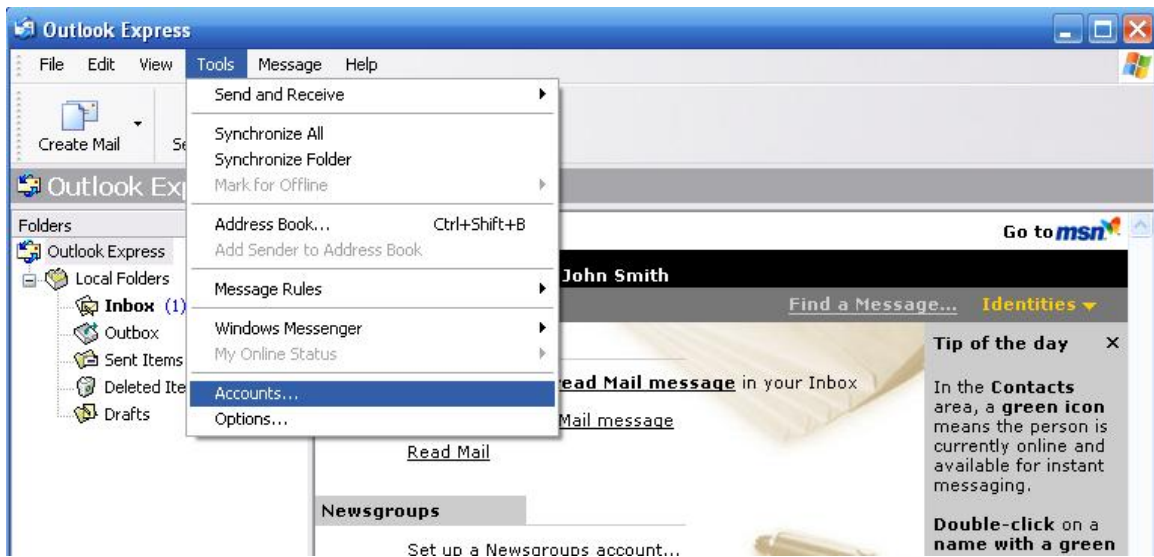
- This screen will ask you for your account name and password. The account name box should already be filled in with your account name. It should be the first part of your email address. For the password, type in your email password. You can leave the save password box checked if you do not want to have to type your password in every time you check your mail. Then click the next button.



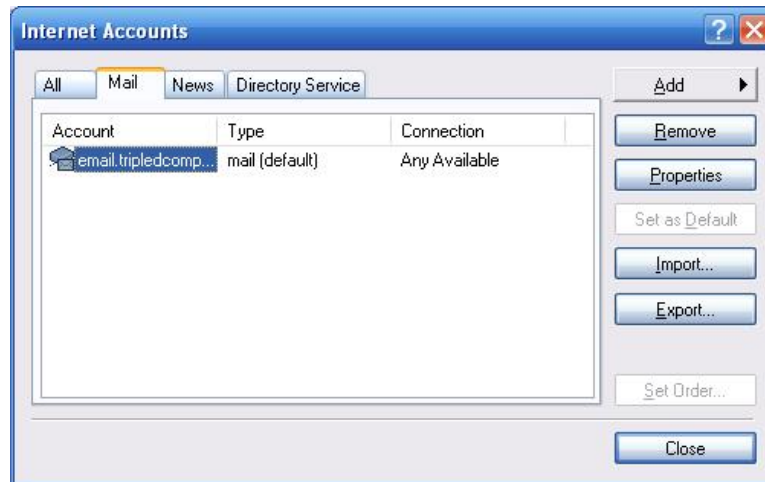
- You should then see the box that says "You have successfully entered all of the information required to set up your account." Click the finish button.



7. Next, you need to click on the tools menu at the top of the screen and then click on accounts.



8. Next, you will see a box for Internet Accounts. Click on the tab that says Mail. This lists all of your email accounts set up in Outlook Express. You should see the one we just created.



9. Next, make sure the account is highlighted and then click on properties.
10. In the Properties box you can click on the Servers tab.



11. Under Outgoing Mail Server, check the box that says “My server requires authentication” and then click settings.
12. In the settings box under Logon Information make sure “Use same settings as my incoming mail server” is selected.



13. Click OK
14. Click OK
15. Then click Close