

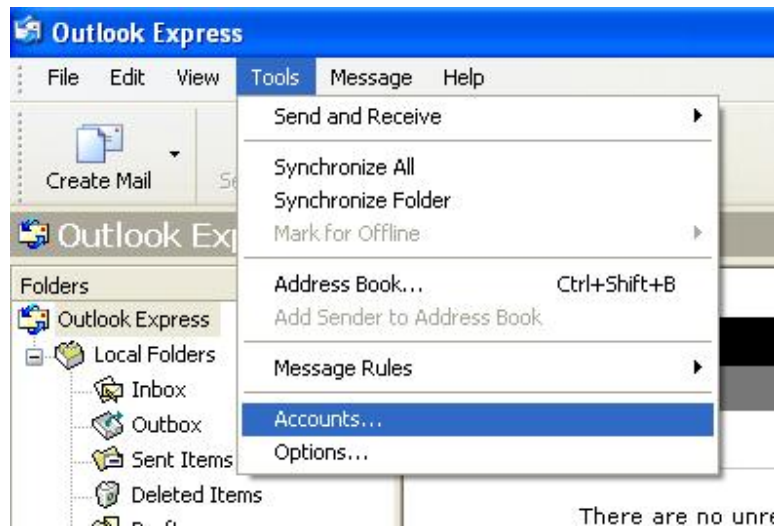
Setting up a new account for Outlook Express

Add a new email account

1. Launch Microsoft Outlook Express

Note: If this is the first email account setup on this computer then skip to Step 4.

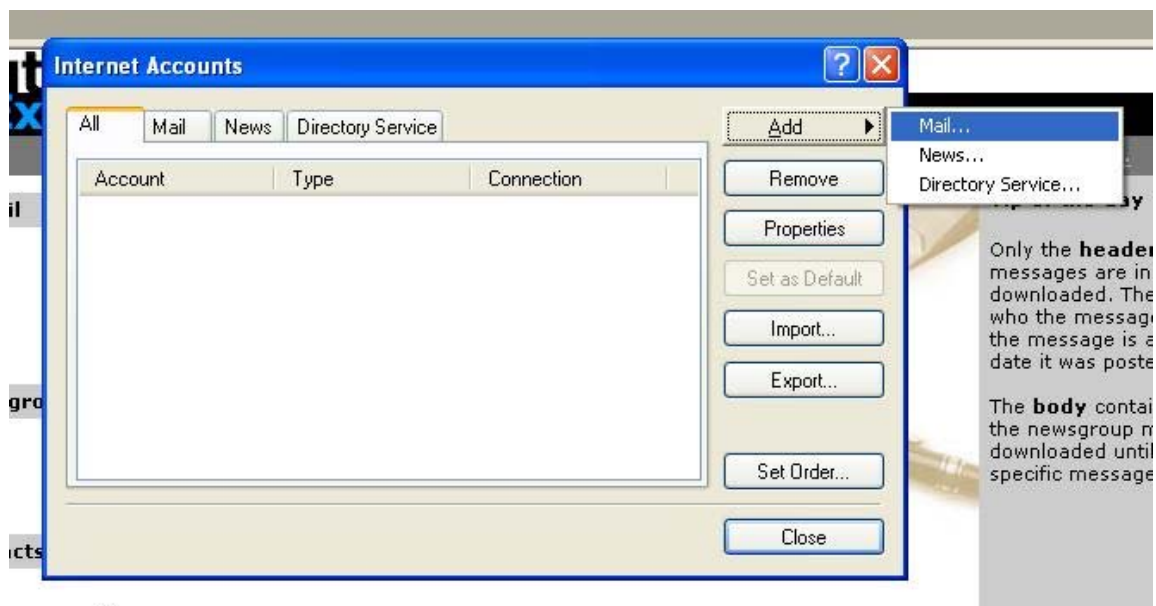
2. On the menu bar at the top, select **Tools** and then click **Accounts**



There are no unre

Create new account

3. Click **Add**, and then click **Mail** to open the Internet Connection Wizard.



Only the **header** messages are in downloaded. The who the message the message is a date it was poste

The **body** contain the newsgroup n downloaded until specific message

Mail Account Setup

4. Enter your **name** (which will appear the "From" field in your emails), then click **Next**



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.

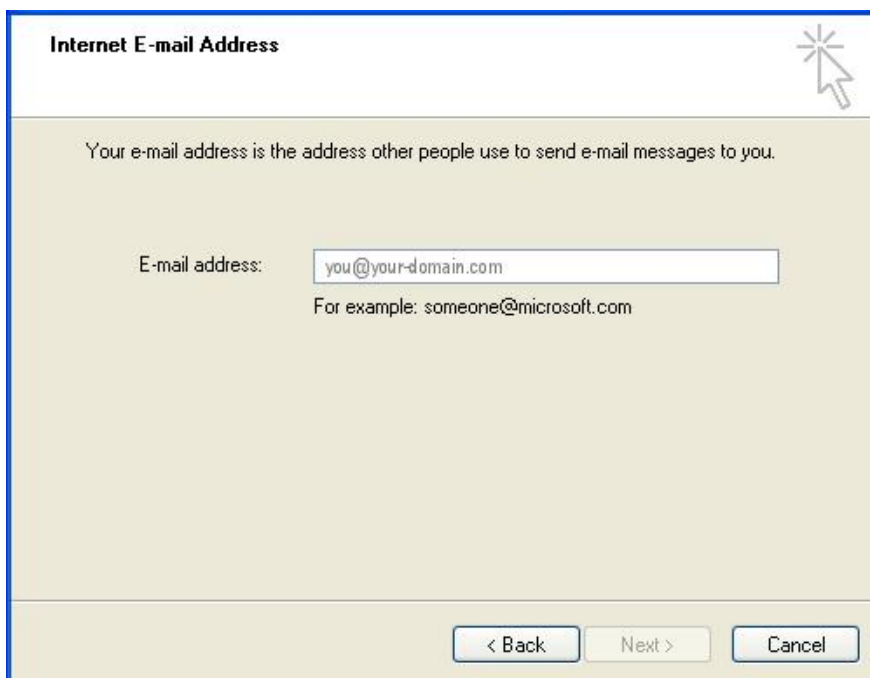
Display name:

For example: John Smith

< Back Next > Cancel

• **Mail Account Setup**

5. Enter your **email address**, then click **Next**



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

• **Server Settings**

6. Select **"POP3"** as the incoming server type.

7. Enter the POP and SMTP server information, then click **Next**

E-mail Server Names

My incoming mail server is a **POP3** server.

Incoming mail (POP3, IMAP or HTTP) server:
pop.your-domain.com

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:
smtp.your-domain.com

< Back Next > Cancel

• **Server Authentication**

8. Click **Finish**

9. You will be returned to the **Internet Accounts** screen. Select the recently created email account (pop.your-domain.com), click **Properties** and then proceed to the **Server** tab.

10. Ensure that the **"My server requires authentication"** checkbox is ticked and proceed to the **Advanced** tab

General **Servers** Connection Security Advanced

Server Information

My incoming mail server is a **POP3** server.

Incoming mail (POP3): pop.your-domain.com

Outgoing mail (SMTP): smtp.your-domain.com

Incoming Mail Server

Account name: you@your-domain.com

Password: [masked]

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication Settings...

OK Cancel Apply

• **Server Ports**

11. Ensure that the **Outgoing Mail** port is set to 587 and the **Incoming Mail port** is set to 110

12. Click **OK**

The image shows a dialog box with the following settings:

- Server Port Numbers**
 - Outgoing mail (SMTP): 587
 - This server requires a secure connection (SSL)
 - Incoming mail (POP3): 110
 - This server requires a secure connection (SSL)
- Server Timeouts**
 - Short: [Slider]
 - Long: 1 minute
- Sending**
 - Break apart messages larger than 60 KB
- Delivery**
 - Leave a copy of messages on server
 - Remove from server after 5 day(s)
 - Remove from server when deleted from 'Deleted Items'

Buttons: OK, Cancel, Apply