

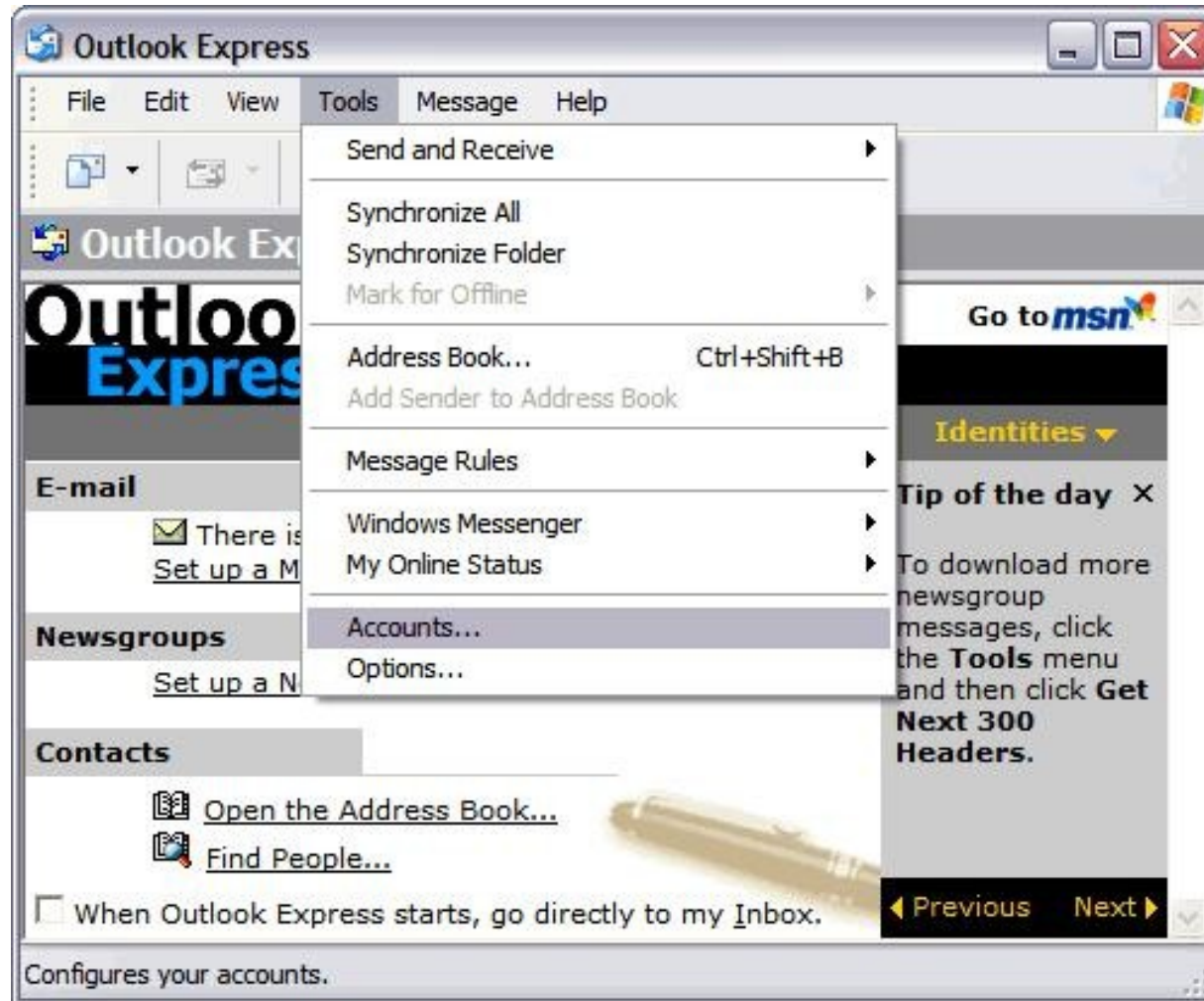


Setting Up Your POP or IMAP Email Address in Microsoft Outlook Express

This tutorial shows you how to set up Microsoft Outlook Express 6 to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook Express 6, but these settings are similar in other versions of Microsoft Outlook Express. You can set up previous or recent versions of Microsoft Outlook Express by using the settings in this tutorial.

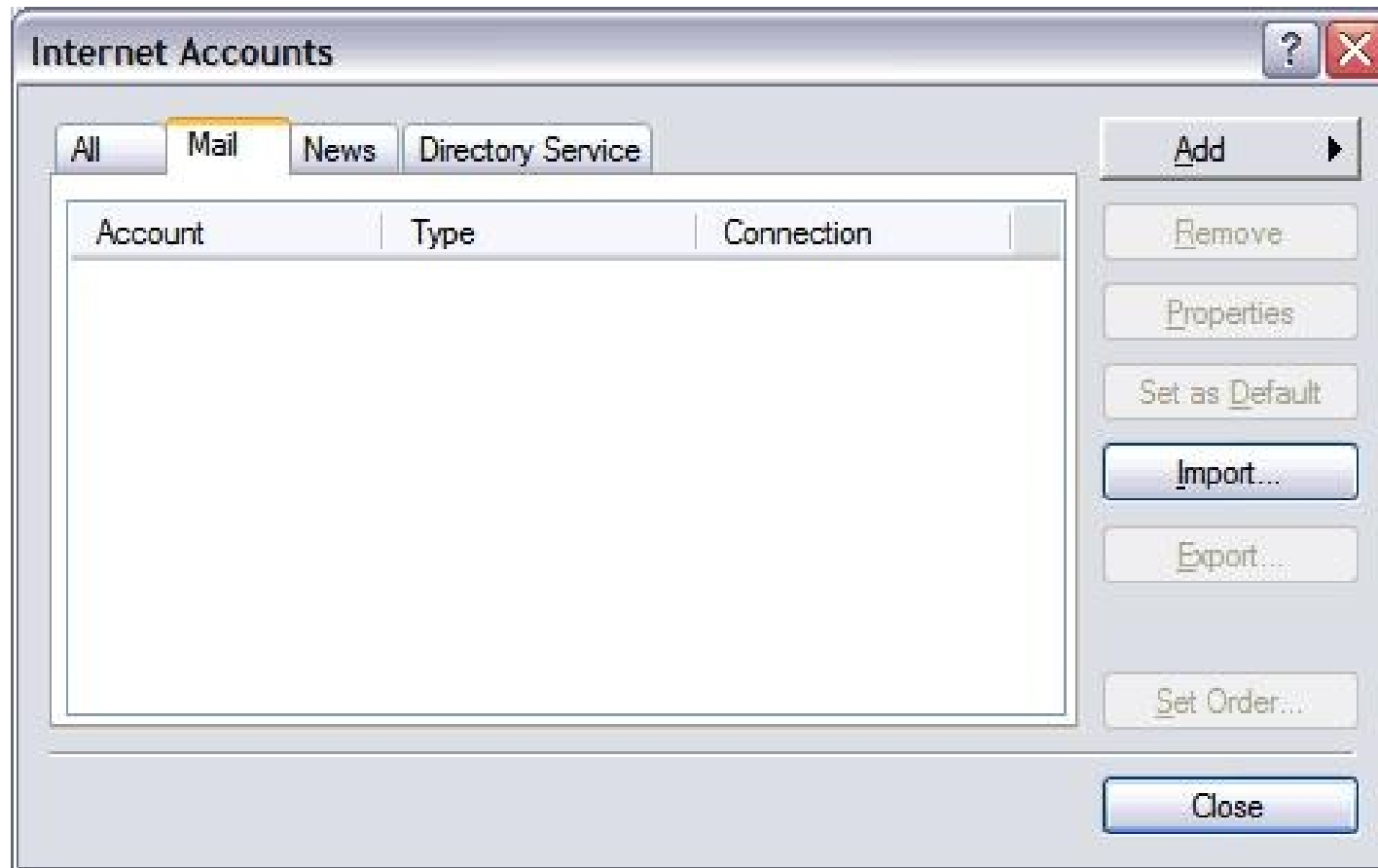
STEP 1

In Microsoft Outlook Express, from the Tools menu, select Accounts.



STEP 2

Go to the Mail tab and from the Add menu, select Mail.



STEP 3

In the Display Name field, enter you full name and click Next.



The screenshot shows the 'Internet Connection Wizard' dialog box. The title bar reads 'Internet Connection Wizard' with a close button (X) in the top right corner. The main 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 is a text input field labeled 'Display name:' containing the placeholder text 'Firstname Lastname'. Underneath the input field is the example text 'For example: John Smith'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the top right corner of the dialog box.

STEP 4

In the E-mail address field, enter your email address and 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 heading is "Internet E-mail Address" with a mouse cursor icon pointing to it. Below the heading, a text box explains: "Your e-mail address is the address other people use to send e-mail messages to you." The "E-mail address:" label is followed by a text input field containing the placeholder "yourname@yourdomain.com". Below the input field, an example is provided: "For example: someone@microsoft.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

STEP 5

On the E-mail Server Names page, complete your information as follows:

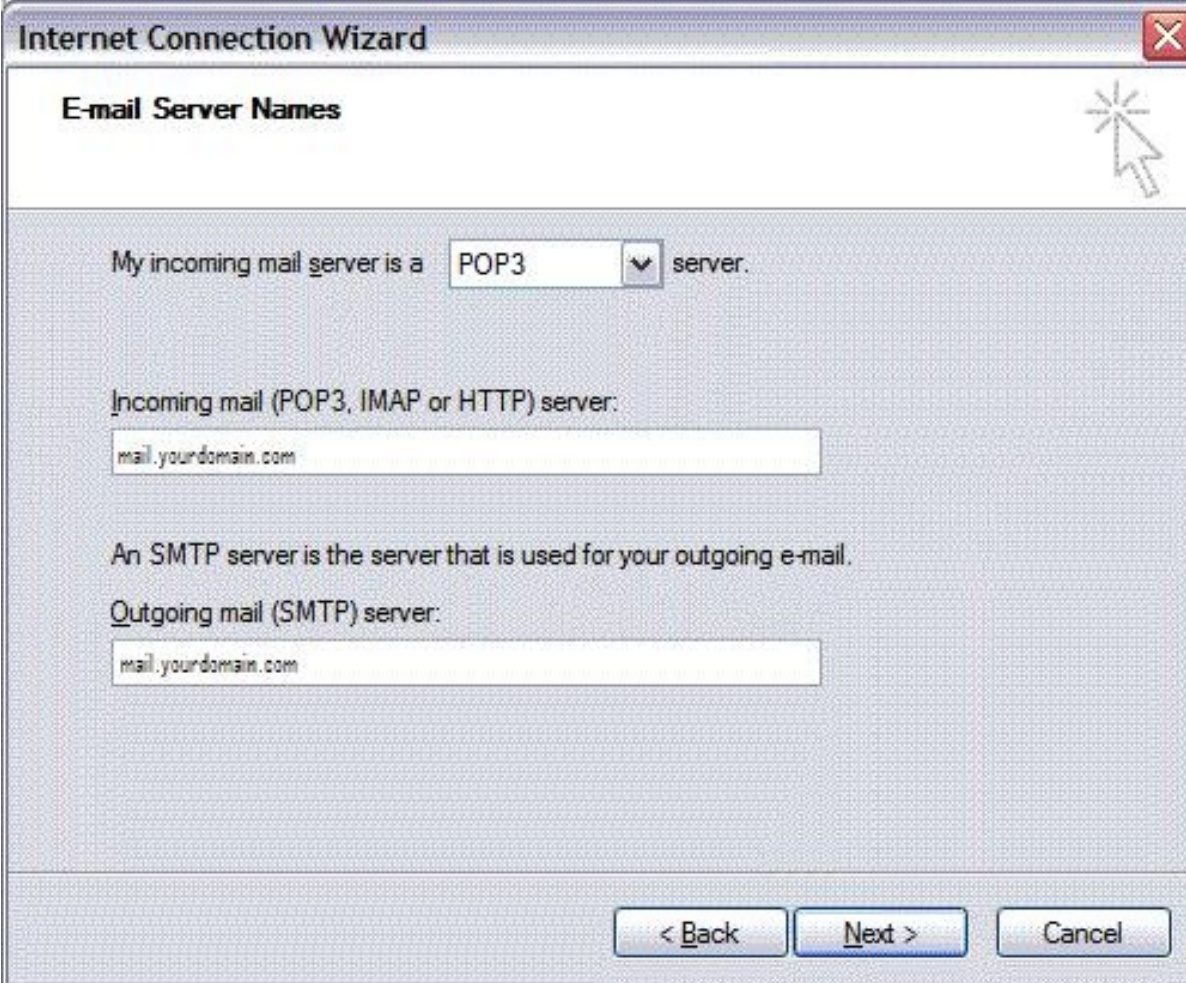
*My incoming mail server is a
POP3 or IMAP.*

*Incoming mail (POP3, IMAP or HTTP) server
mail.yourdomain.com*

*Outgoing mail (SMTP) server
mail.yourdomain.com*

Screenshot on next screen.

STEP 5



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' and it has a close button (X) in the top right corner. The main title of the step is 'E-mail Server Names'. Below the title, there is a text field for the incoming mail server type, which is set to 'POP3'. The text reads: 'My incoming mail server is a POP3 server.' Below this, there is a text field for the incoming mail server name, containing 'mail.yourdomain.com'. The text above this field reads: 'Incoming mail (POP3, IMAP or HTTP) server:'. Below that, there is another text field for the outgoing mail server name, also containing 'mail.yourdomain.com'. The text above this field reads: 'An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server:'. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Click Next

STEP 6

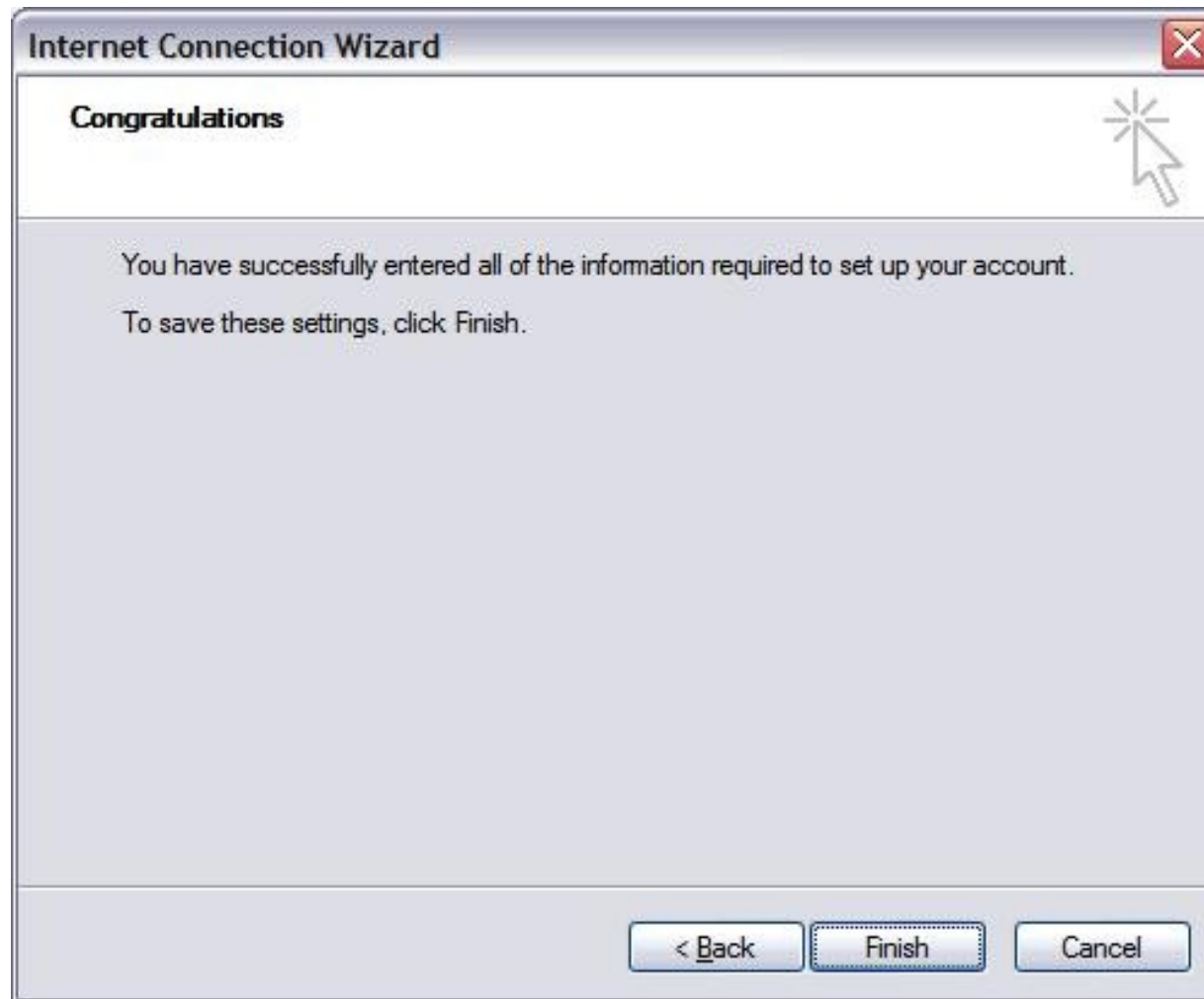
In the Account Name and Password fields, enter your email address and password, and then click Next.



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard' with a close button in the top right corner. The main title is 'Internet Mail Logon' with a help icon (a starburst with a mouse cursor) to its right. Below the title, there is a text instruction: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the text 'yourname@yourdomain.com' and 'Password:' with a masked password represented by ten dots. Below the password field is a checked checkbox labeled 'Remember password'. A paragraph of text follows: '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 text is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog box are three buttons: '< Back', 'Next >', and 'Cancel'.

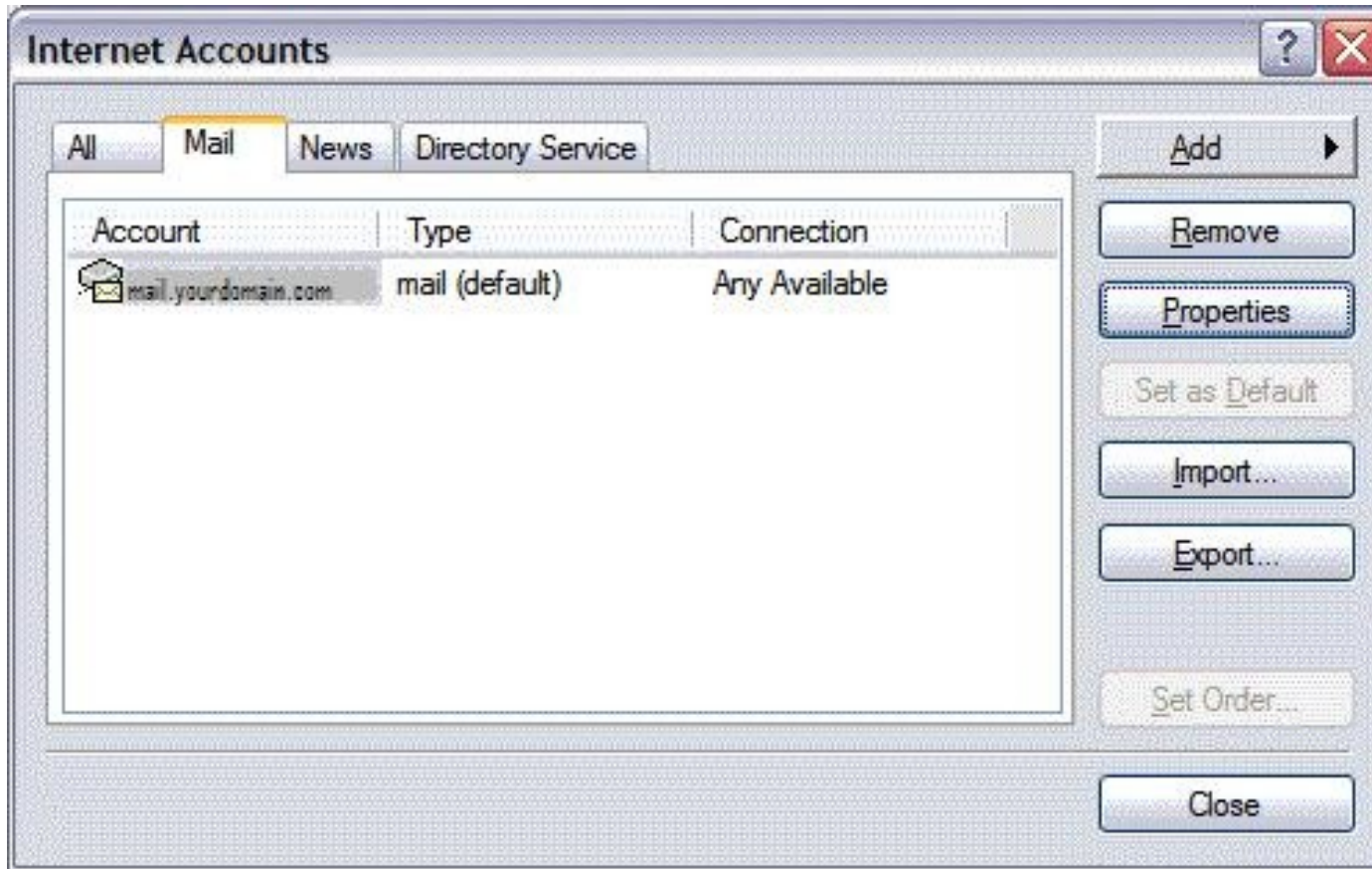
STEP 7

On the setup confirmation page, click Finish.



STEP 8

On the Mail tab, select the account you just created, and then click Properties.



STEP 9

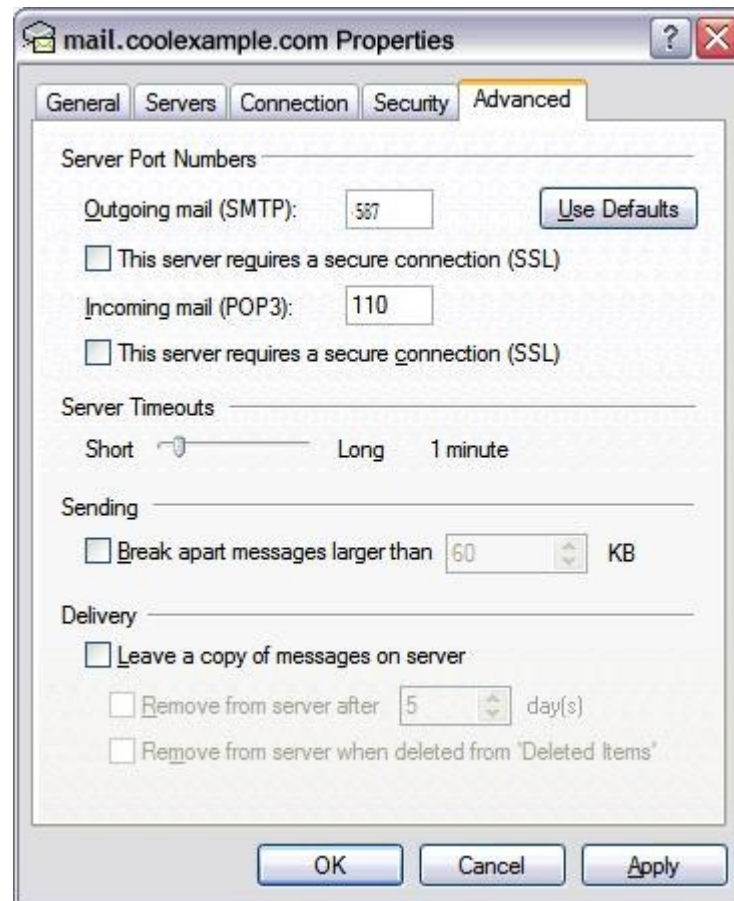
Go to the Servers tab. Select My server requires authentication, and then click Apply.



STEP 10

Go to the Advanced tab. In the Server Port Numbers section, change Outgoing mail (SMTP) to 587, and then click OK.

Your Outlook Express account is now set up. Click Close to close the Internet Accounts window and return to your Outlook Express.



If you are using Server Type IMAP in Step 5, then you may want to Select Leave a copy of messages on the server option in Delivery subsection. Leaving copy of messages on the server allows access to emails via Webmail. Webmail url is <http://webmail.yourdomain.com>