

Setting Up Your E-mail in Outlook Express

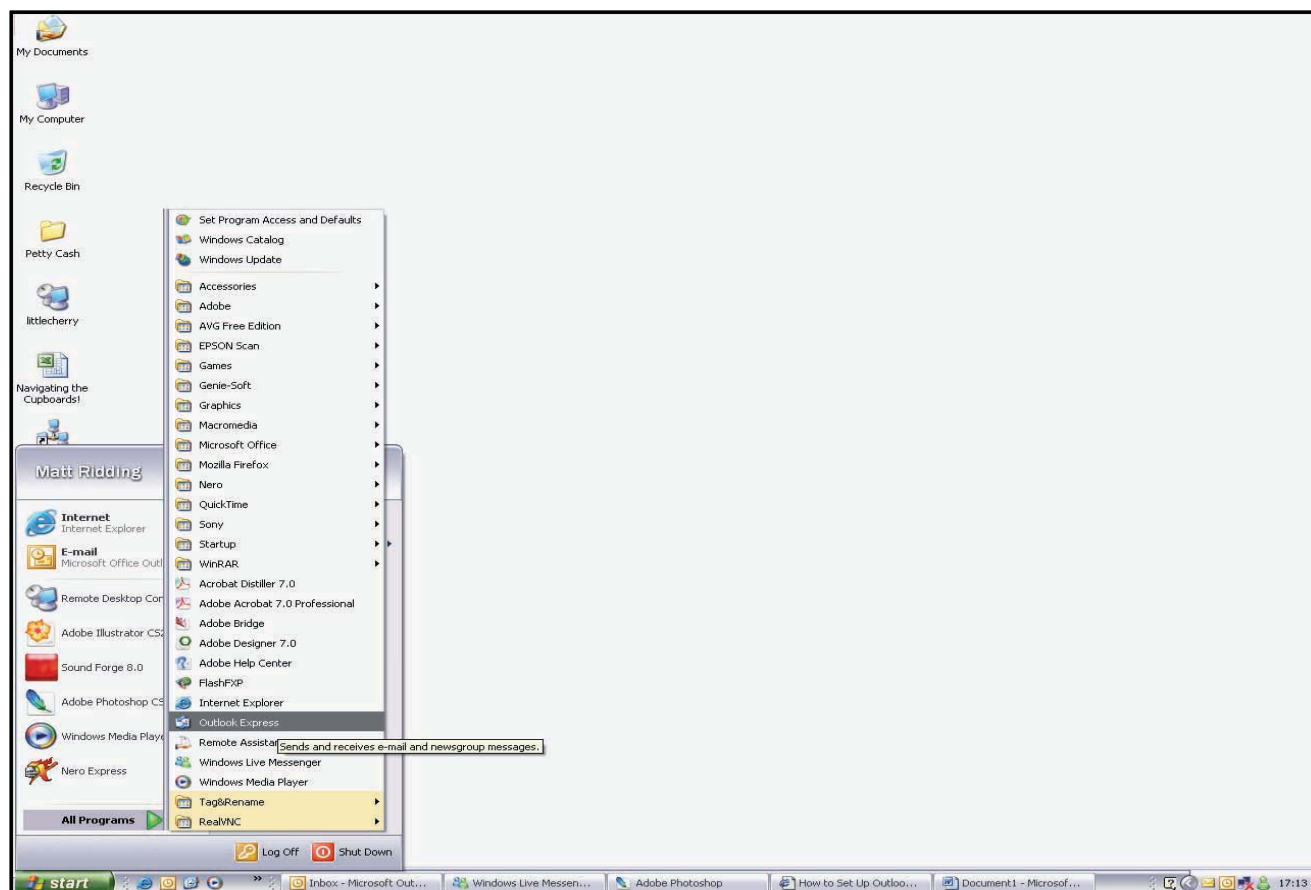
Before you can use Outlook Express to send and receive e-mail, you need to set up an account. You can have more than one account—for business, online shopping, and so on—and each person who uses your computer may have their own, completely separate account. Outlook Express gracefully handles it all.

Start Outlook Express

There are many ways to start Outlook Express, but here's a sure-fire way to find and start it.

1. Click the **Start** button.
2. Point to **All Programs**.
3. Click **Outlook Express**.

These first three steps are shown in the image below:



4. If asked whether you'd like to open this particular account automatically every time you start Outlook Express, click **Yes** (if you do) or **No** (if you don't).

If you don't want to be asked this question again, click to check the **Always perform this check...** box.

5. Check **When Outlook Express starts, go directly to my Inbox**.

Outlook Express directs all incoming mail to the Inbox, so it makes sense to bypass this opening page.

If you don't see the list of folders and contacts on the left, click **Layout** on the **View** menu. Click **Contacts** and **Folder List** to check them, and then click **OK**.

Set Up an Outlook Express E-Mail Account

The Internet Connection Wizard makes short work of setting up your online mailbox by walking you through each step for every e-mail account you set up.

1. Before you get going, make sure you know your email address along with the following information.

First, information about the e-mail servers:

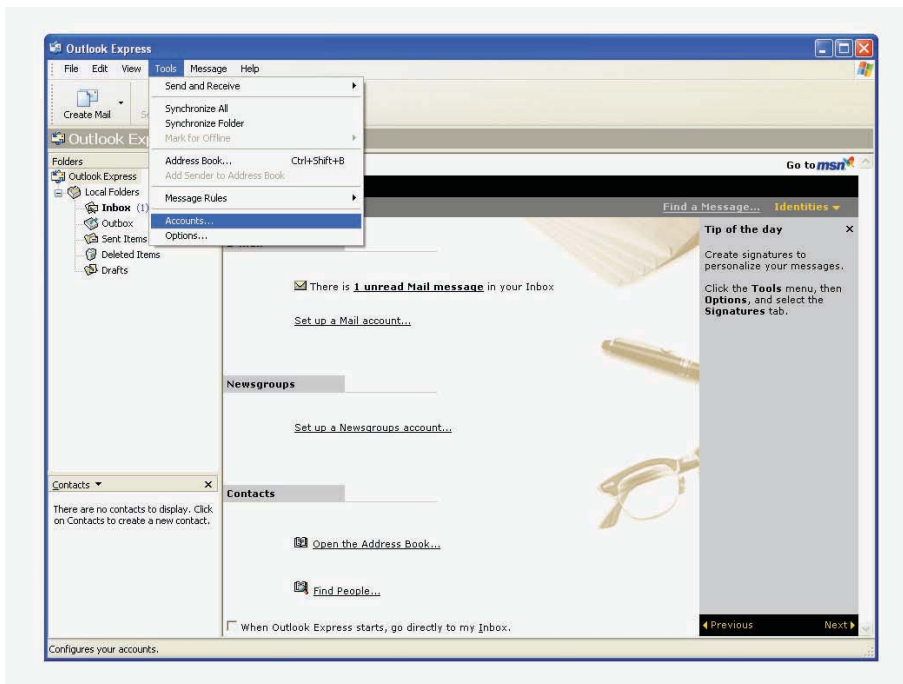
- The type of e-mail server you use: POP3
- The name of the incoming e-mail server
- For POP3 and IMAP servers, the name of the outgoing e-mail server (generally SMTP)

Second, information about your account:

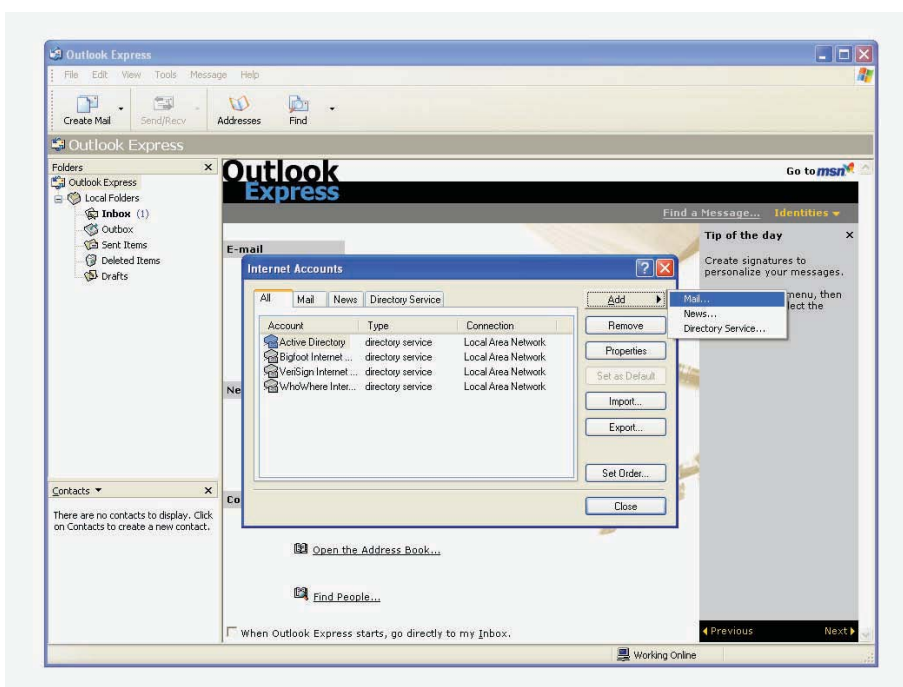
- Your account name and password

2. Start Outlook Express, and on the **Tools** menu, click **Accounts**.

If the Internet Connection Wizard starts up automatically, skip ahead to step 4.

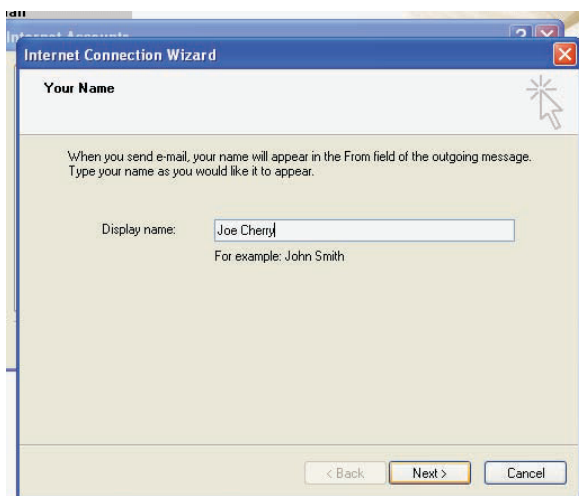


3. Click **Add**, and then click **Mail** to open the Internet Connection Wizard.

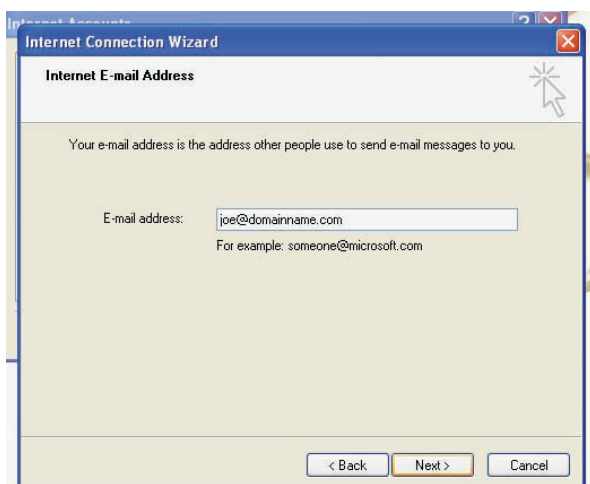


4. On the **Your Name** page of the wizard, type your name as you want it to appear to everyone who gets e-mail from you, and then click **Next**.

Most people use their full name, but you can use any name—even a nickname—that people will recognize.



5. On the **Internet Explorer Address** page, type your e-mail address, and then click **Next**.



6. On the **E-mail Server Names** page, fill in the first block of information that you gathered from your ISP in step 1, and then click **Next**.



The screenshot shows the 'E-mail Server Names' step of the Internet Connection Wizard. It features a dropdown menu for 'My incoming mail server is a' set to 'POP3'. Below are two text input fields: 'Incoming mail (POP3, IMAP or HTTP) server:' and 'Outgoing mail (SMTP) server:', both containing 'mail.domainname.biz'. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

7. On the **Internet Mail Logon** page, type your account name and password. Your password is case sensitive.



The screenshot shows the 'Internet Mail Logon' step of the Internet Connection Wizard. It prompts the user to 'Type the account name and password your Internet service provider has given you.' There are two text input fields: 'Account name:' with 'joe' and 'Password:' with masked characters. A 'Remember password' checkbox is checked. Below is a note about Secure Password Authentication (SPA) and an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

Note: If you're concerned about break-ins to your e-mail, click to clear the check in the **Remember Password** box. You'll then be prompted for the password each time you send or retrieve mail.

8. Click **Next**, and then click **Finish**.
You're ready to send your e-mail!

