

Step by step guide

Step 1: Click the Windows **Start** button in the bottom left-hand corner of your screen, then click **All Programs**. Find **Outlook Express** in the list of software and click it.

Step 2: Outlook Express will open. Click the **Tools** menu, then click **Accounts**.

Step 3: The *Internet Accounts* window will open. Click **Add** in the top right corner. Click **Mail** in the menu that appears. This will open the *Internet Connection Wizard*.



Note: If it is the first time you have run Outlook Express on this computer, the Internet Connection Setup wizard may start automatically.

Step 4: On the first screen of the *Internet Connection Wizard*, you'll be asked to enter a display name. This is what most email users will see in the inboxes instead of your email address. Enter your name, then click **Next**.

Step 5: Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name.

Example: jeff@yourdomain.co.uk

When you have entered your email address, click **Next**.

Step 6: On the *E-mail Server Names* screen, select **POP3** from the drop-down list.

Enter **mail.yourdomain.co.uk** (replacing yourdomain.co.uk with your domain name) in the *Incoming mail (POP3, IMAP or HTTP) server* text box.

Contact your ISP for your SMTP details and enter them in the *Outgoing mail (SMTP) server* text box.

When you have entered your mail server names, click **Next**.

Step 7: On the *Internet Mail Logon* screen, enter your full email address in the *Account name* text box. If you enter just the mailbox name or your control panel username, this will not work.

When you created the mailbox, you chose a password. Enter this in the *Password* text box.

When you have entered your mailbox name and password, click **Next**.



Important: The Log on using Secure Password Authentication (SPA) should not be selected.

Step 8: Click **Finish** and the mailbox will be added to Outlook Express.

Step 9: You will be left at the *Internet Accounts* window.

Step 10: Click the **Mail** tab, then double click the email account you have just set up.

Step 11: If your ISP's SMTP server requires username and password authentication, click the **Servers** tab and ensure the **My server requires authentication** check box is selected, then click **OK**.

Step 12: Finally, click the **Tools** menu, then click **Options**. Set how often you want Outlook Express to check your mailbox for new mail in the *Check for new messages* text box. Click **OK** and your new email account is now ready to use.