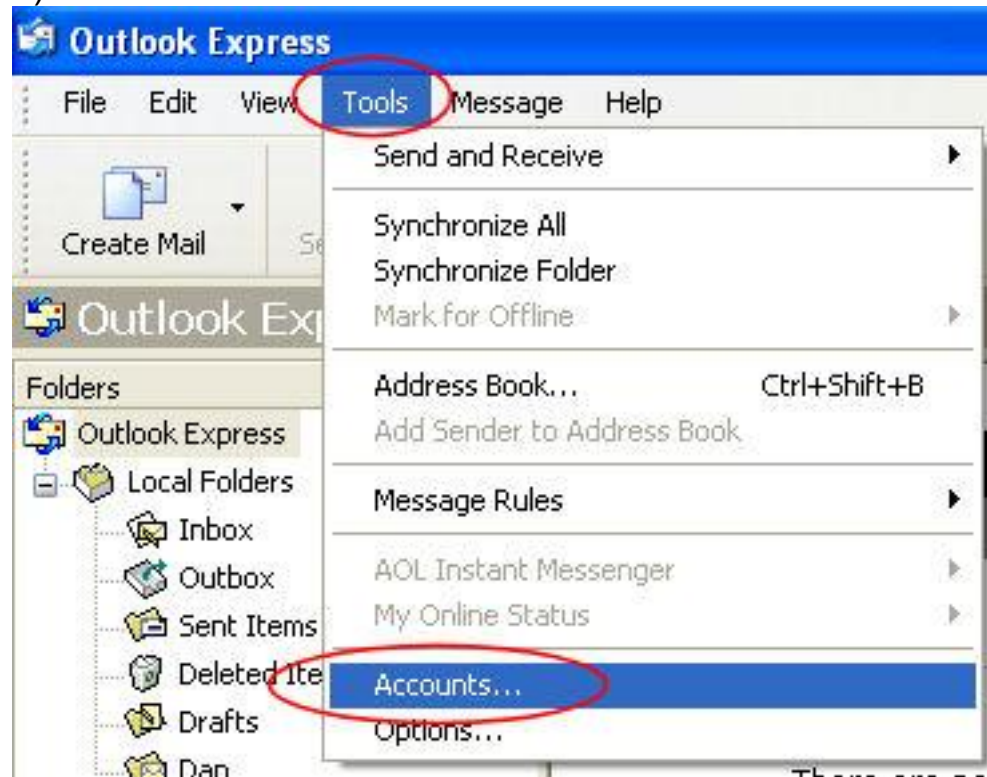
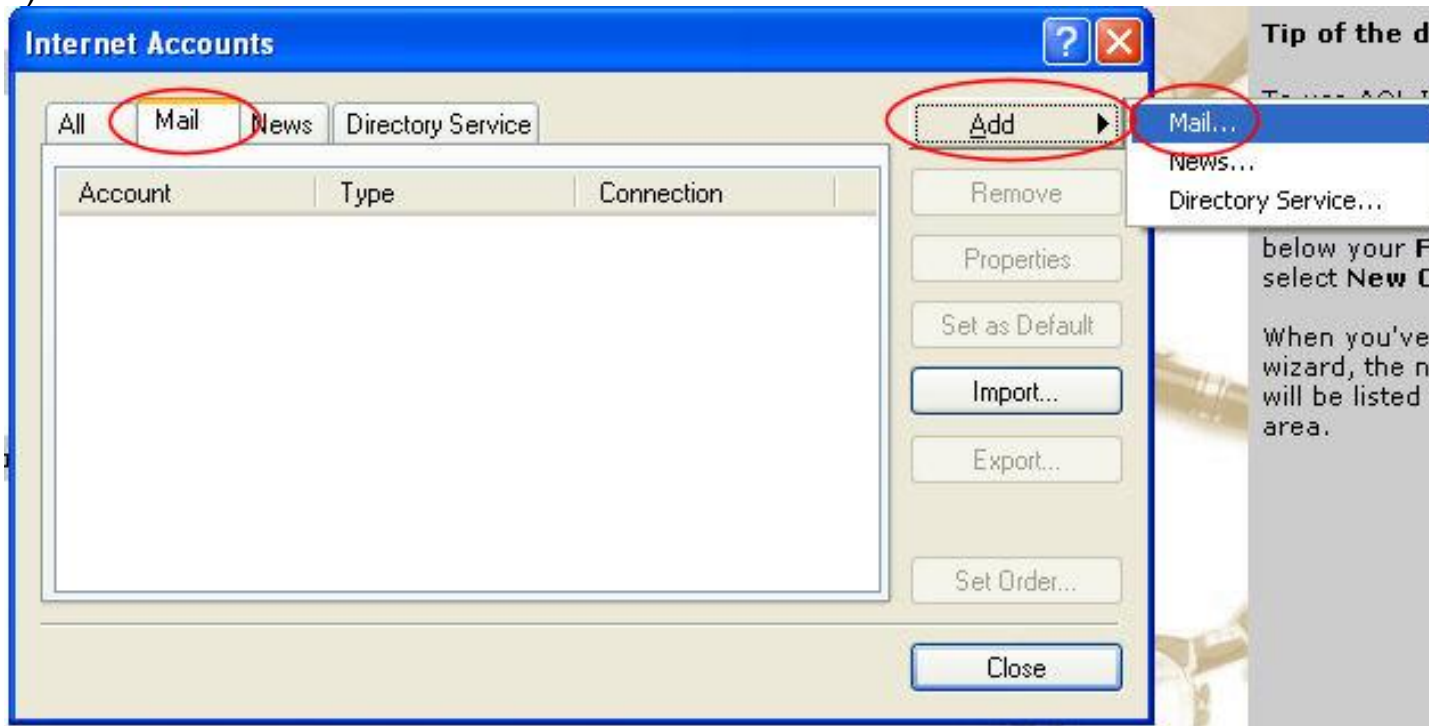


## Email Documentation- Outlook Express

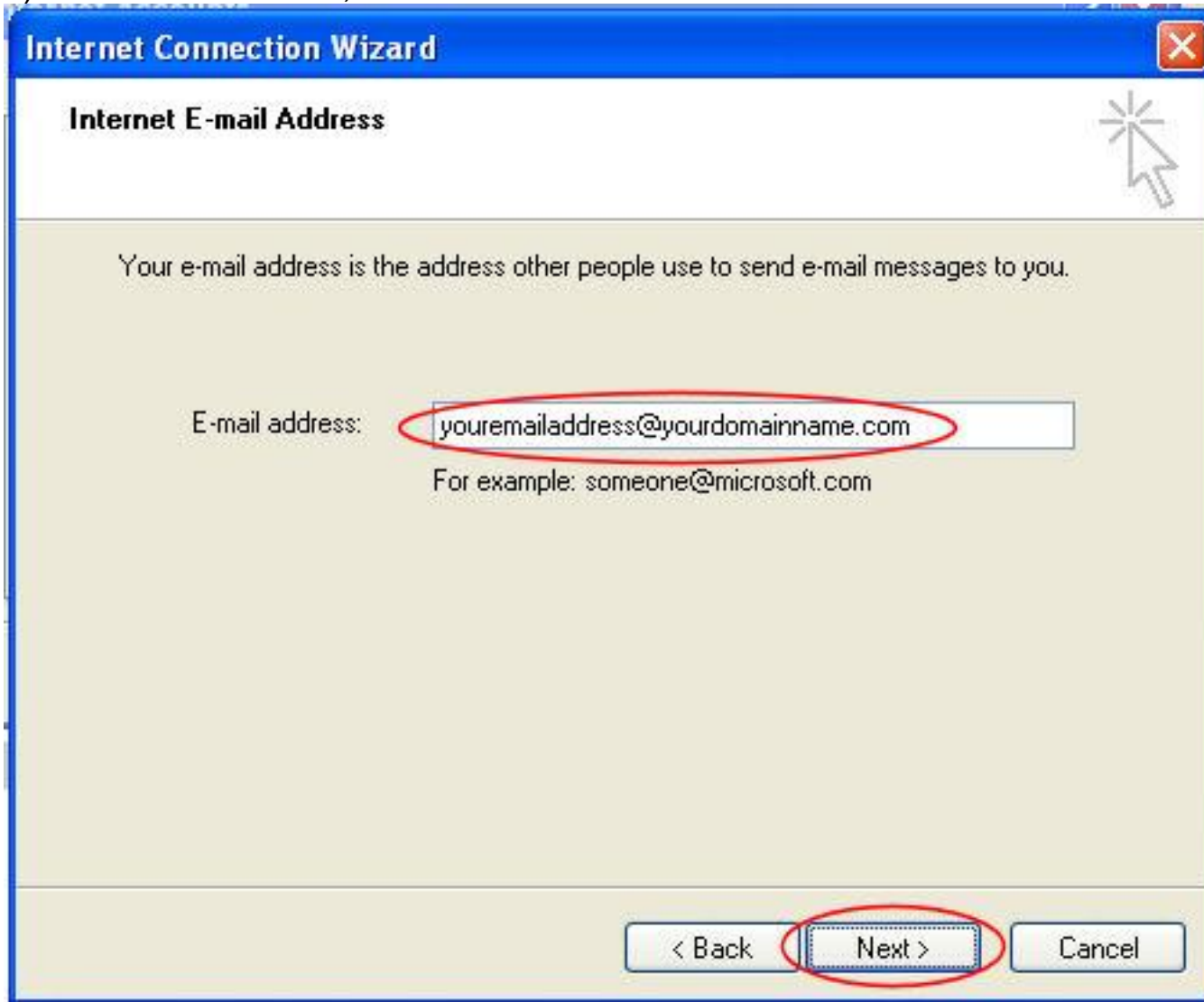
1) Click on 'tools and 'accounts'.



2) Click on 'Add' and 'mail'.



3) Enter email address, click 'next'.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address" with a help icon to its right. Below the heading, a text box explains: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field containing "youremailaddress@yourdomainname.com", which is circled in red. Below the field is the example text "For example: someone@microsoft.com". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is also circled in red.

**Internet Connection Wizard**

**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

4) Enter mail server info: Incoming mail server: 'pop.accountsupport.com' Outgoing mail server: 'smtp.accountsupport.com' Click 'next'

**Internet Connection Wizard**

**E-mail Server Names**

My incoming mail server is a  server.

Incoming mail (POP3, IMAP or HTTP) server:

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

Outgoing mail (SMTP) server:

< Back **Next >** Cancel

5) Enter your full email address, including domain. Enter the password to the email account and click 'next'.

**Internet Connection Wizard**

**Internet Mail Logon**

Type the account name and password your Internet service provider has given you.

Account name:

Password:

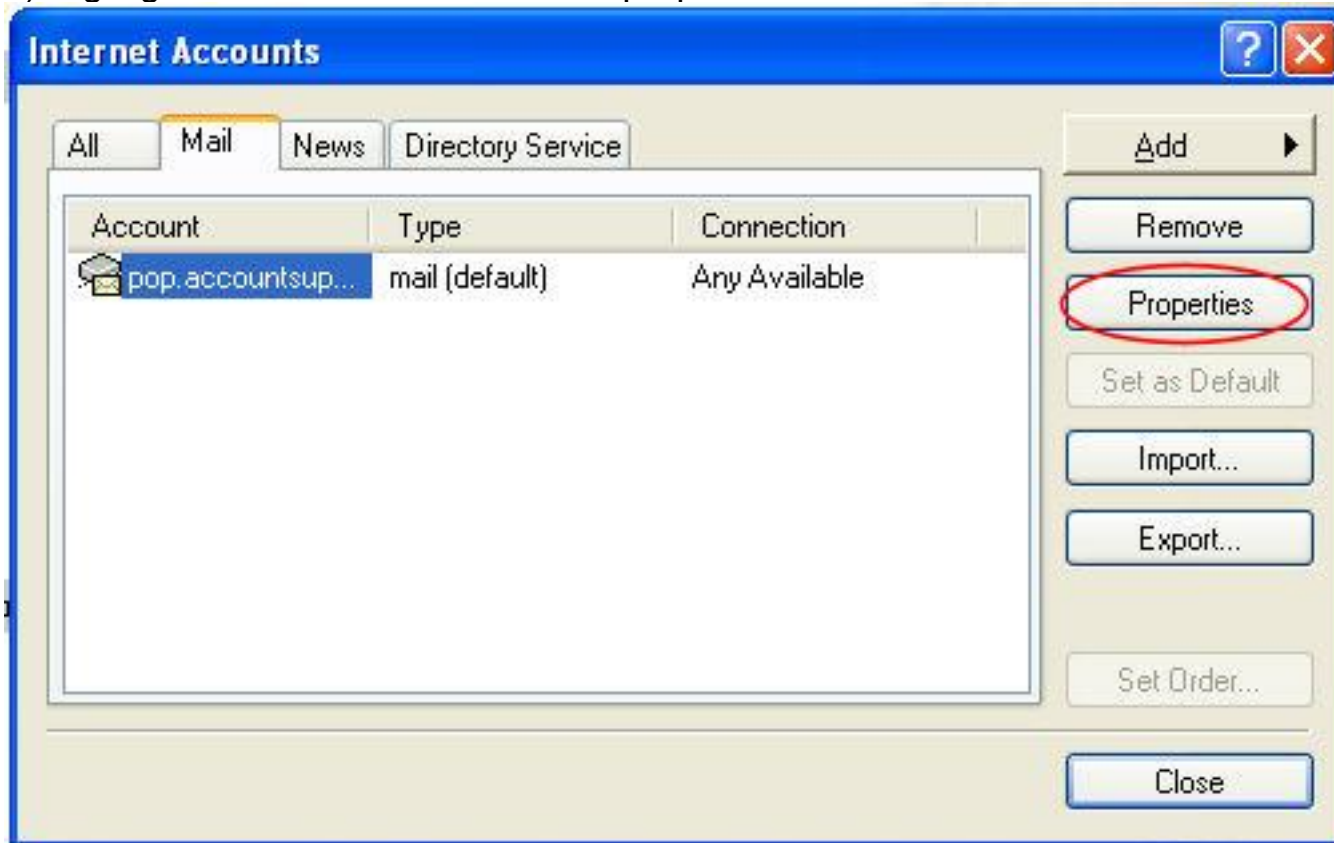
Remember password

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.

Log on using Secure Password Authentication (SPA)

< Back **Next >** Cancel

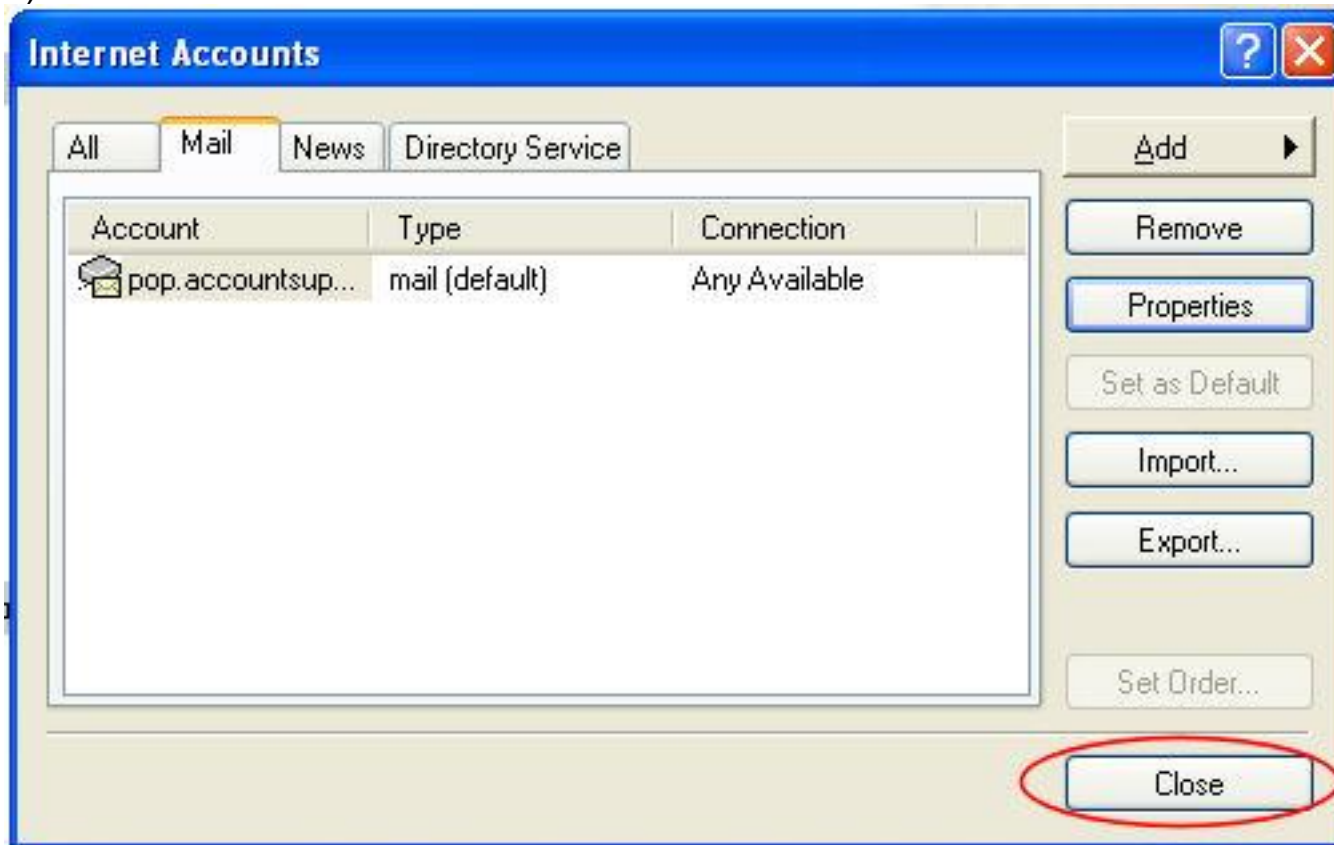
6) Highlight the account and click on 'properties'.



7) Click on the Servers tab. Click the box at the very bottom under outgoing mail server, which says that my outgoing mail server needs authentication. Click OK.



8) Click Close.



9) Click on send/receive to get your email.