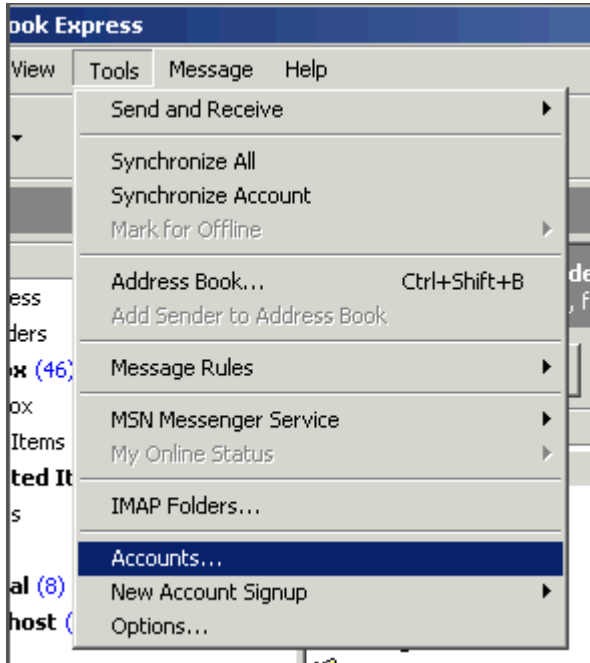


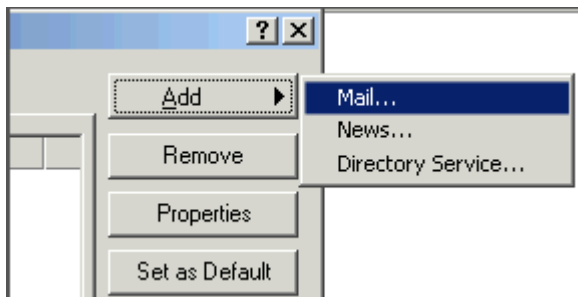


## Outlook Express

1. In Outlook Express, from the **Tools** menu, select **Accounts...**



2. A box will appear. Click **Add** and select **Mail**.





3. Enter your name as you want it to appear on your emails and click **Next**.

The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'Your Name'. Below the title is a text input field containing 'your name'. A mouse cursor is pointing at the top right corner of the dialog. Below the input field, there is explanatory 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 text, the label 'Display name:' is followed by the same text input field. Underneath the input field, it says 'For example: John Smith'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Put in your email address, which consists of a user you set up in webmail and @yourdomain.xyz, and then click **Next**.

The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'Internet E-mail Address'. Below the title is a text input field containing 'you@yourdomain.xyz'. A mouse cursor is pointing at the top right corner of the dialog. Below the input field, there is explanatory text: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this text, there are two radio button options. The first option is selected and is labeled 'I already have an e-mail address that I'd like to use.' Below this option, the label 'E-mail address:' is followed by the same text input field. Underneath the input field, it says 'For example: someone@microsoft.com'. The second option is labeled 'I'd like to sign up for a new account from:' followed by a dropdown menu showing 'Hotmail'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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5. Set the server type as **POP3**.
6. For incoming and outgoing mail servers, enter mail.yourdomain.xyz (where yourdomain.xyz is your domain name and extension such as .com).
7. Click on **Next**.

The screenshot shows the 'Internet Connection Wizard' window at the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu for 'My incoming mail server is a' set to 'POP3'. Below that, there are two text input fields: 'Incoming mail (POP3, IMAP or HTTP) server:' with the value 'mail.yourdomainname.com', and 'Outgoing mail (SMTP) server:' with the value 'mail.yourdomainname.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

8. Enter your email address for the **Account Name**. Enter the password you set for this account.  
**Note:** Do NOT check the box "Log on using Secure Password Authentication".

The screenshot shows the 'Internet Connection Wizard' window at the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text input field for 'Account name:' with the value 'user@yourdomainname.com'. Below that, there is a text input field for 'Password:' with masked characters. There is a checked checkbox for 'Remember password'. Below that, there is a text input field for 'Log on using Secure Password Authentication (SPA)' which is unchecked. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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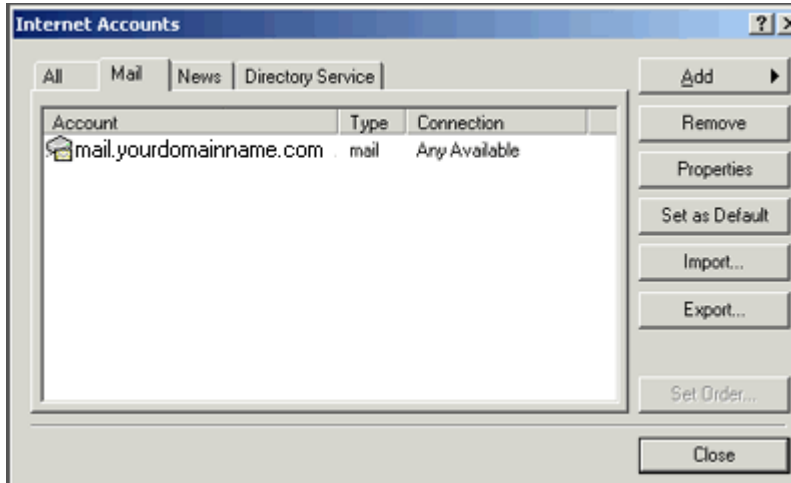
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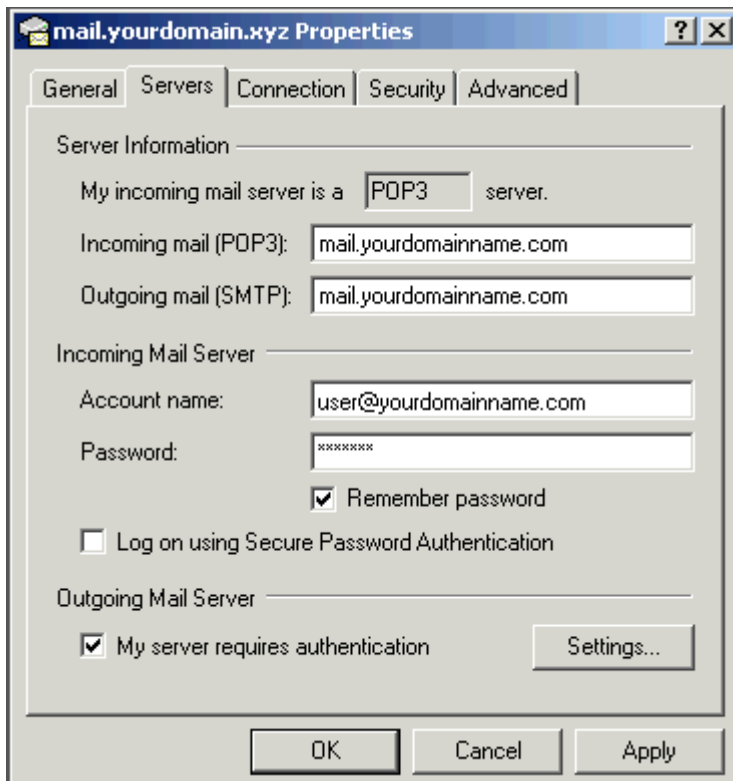


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- Click **Next** and then click **Finish**. After you click **Finish**, you should see the following window. If not, go to the **Tools** menu, and click on **Accounts**. After clicking **Accounts** the window will appear. In this window, click on your domain until it is highlighted, then click on **Properties**.



- When the next screen appears, click on the **Servers** tab. Under Outgoing Mail Server, check the box next to **My server requires authentication**. Click **Okay**. **Note:** You **MUST** do this step so you can send mail from your domain.



- Now, you're ready to send and receive mail. To set up multiple accounts, follow these steps again.

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