

Setting up Outlook Express 6.x E-mail Client

1. If you have never used Outlook Express before, the Account Wizard will start automatically (skip to #4). Otherwise, you will need to click on Tools and then Accounts



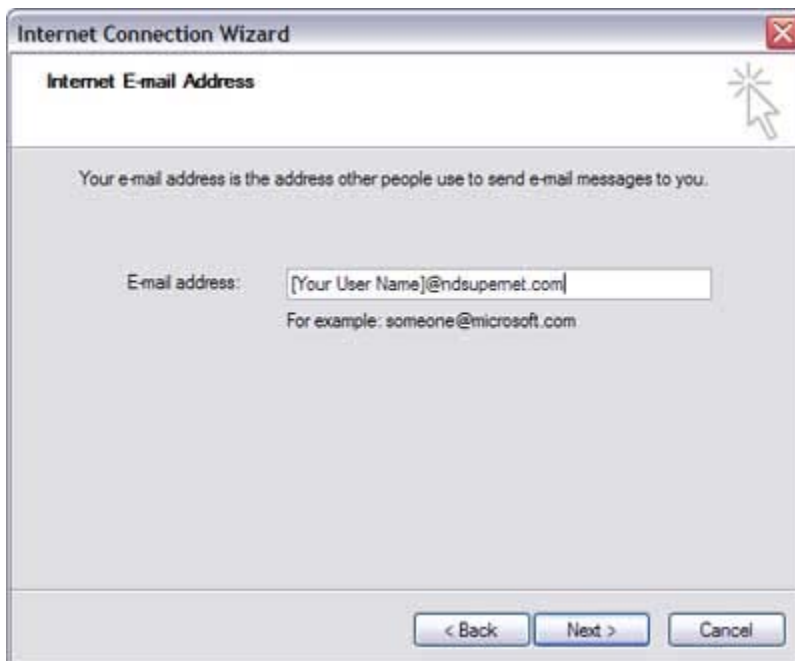
2. Then click on your account(s) and click on Remove. This will clear out any accounts that are causing problems.



3. Now you are ready to start the Account Wizard by clicking on Add and then Mail on the Accounts Window.
4. For your name, Enter your name or any other description you would like people to see when they receive an e-mail from you. Click Next



5. Next, enter your e-mail address. Make sure it is formatted correctly (username@domain.ext) or people will not be able to reply to your messages. Click Next



6. Now you will need to enter your incoming and outgoing mail servers. The type can be left at POP3. Your incoming and outgoing mail servers are the part of your e-mail address after the @ sign. Click Next



7. On the next screen, enter your username (the part before the @ sign of your e-mail address) and your password. Make sure they are both in lower case letters. The Remember Password section is optional, but highly recommended. Also make sure there is NOT a check mark in the use Secure Password Authentication section. Click Next



8. Your account should be successfully set up. Now you can click on Finish and your e-mail should be working.



9. You will either be taken to the Account Manager again, in which case, click on Close or taken directly to the main Outlook Express screen. Once at the main Outlook Express screen, make sure you are connected to the Internet and click on Send/Receive to verify it is working.

