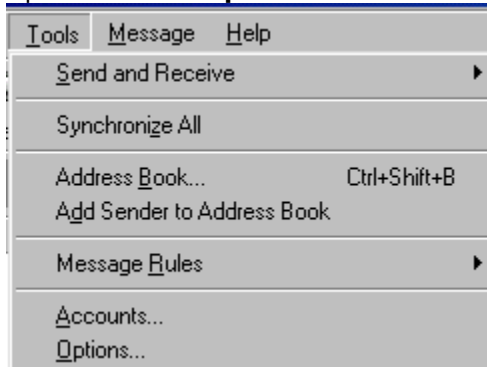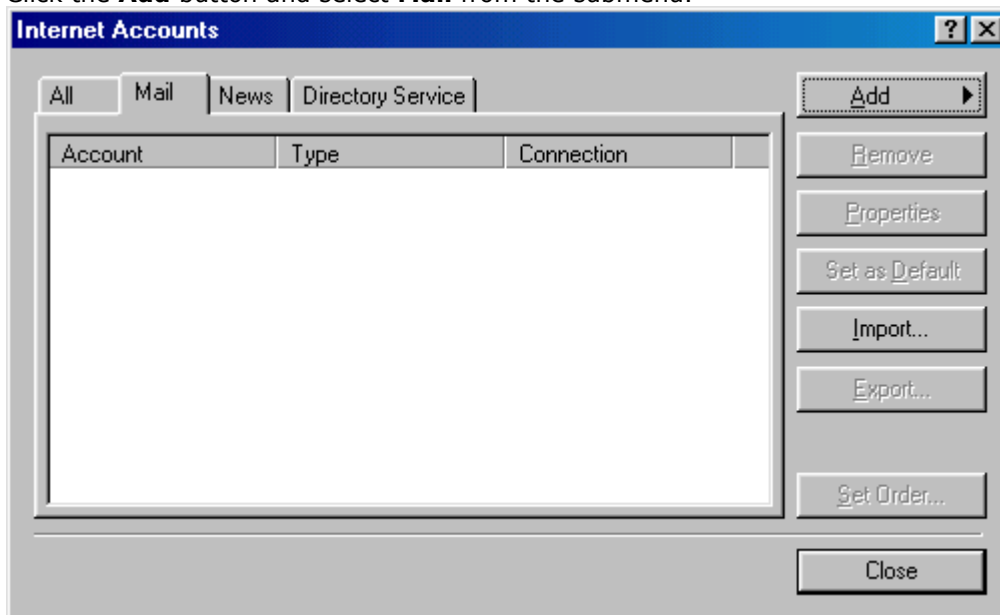**Outlook Express E-Mail Setup (for versions 5.x and 6.0)**
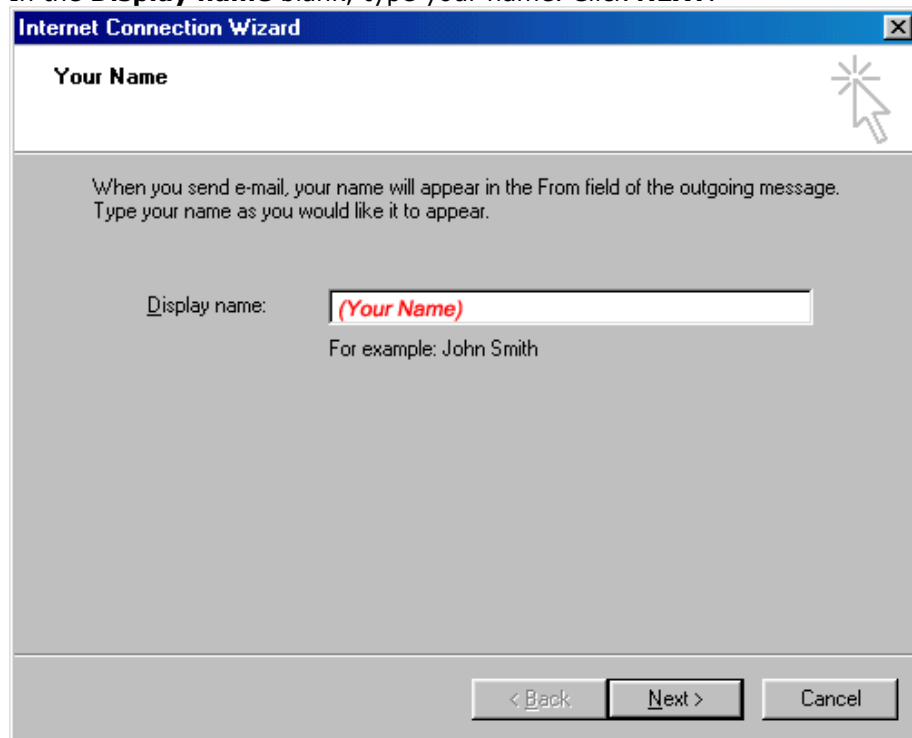
1. Open **Outlook Express** and click on the **Tools** menu and then select **Accounts**.

Tools	Message	Help	
Send and Receive			▶
Synchronize All			
Address Book...		Ctrl+Shift+B	
Add Sender to Address Book			
Message Rules			▶
Accounts...			
Options...			

2. Click the **Add** button and select **Mail** from the submenu.

Internet Accounts

All | Mail | News | Directory Service

Account	Type	Connection	

Add ▶
Remove
Properties
Set as Default
Import...
Export...
Set Order...
Close

3. In the **Display name** blank, type your name. Click **NEXT**.
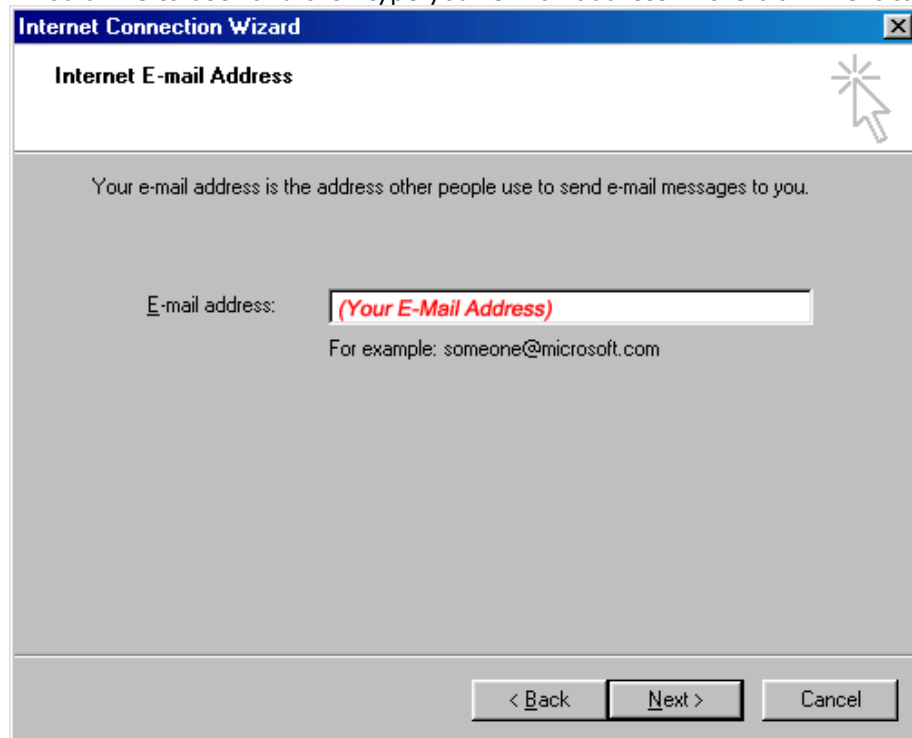
Internet Connection Wizard

Your Name

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.

Display name: (Your Name)

For example: John Smith

< Back   Next >   Cancel

4. In the **E-Mail address** blank, type your full e-mail address. Click **NEXT**.
   Note: In Outlook Express 5.5 you will need to select "I already have an e-mail address I would like to use" and then type your e-mail address in the blank next to it.

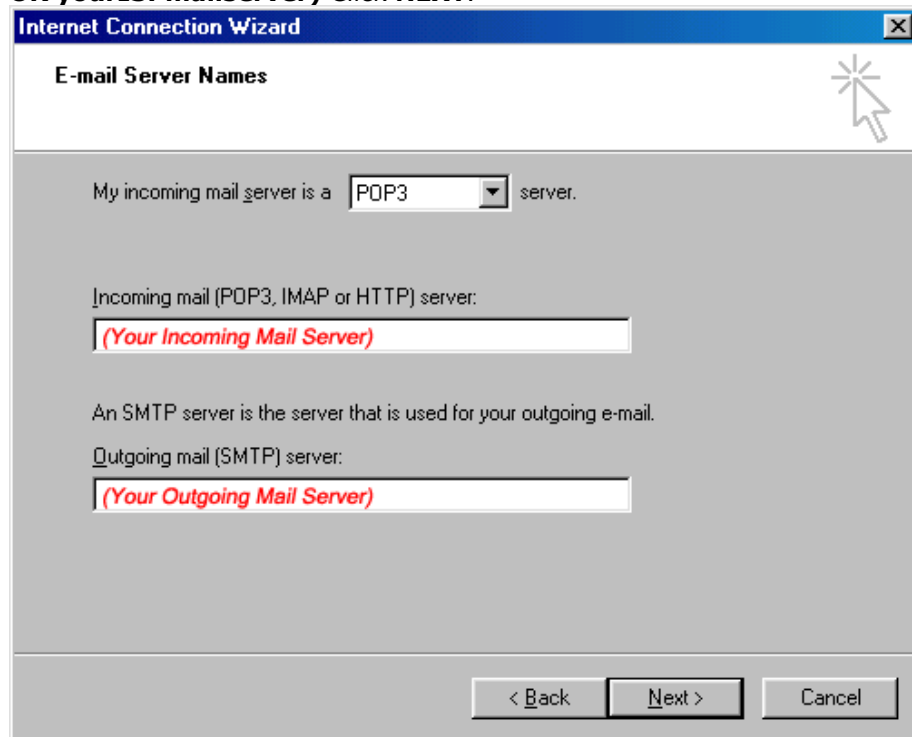**Internet Connection Wizard**

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address: (Your E-Mail Address)

For example: someone@microsoft.com

< Back   Next >   Cancel

5. Select **POP3** as the incoming mail server. In the **Incoming mail server** blank, type **(yourdomain.com)** In the **Outgoing mail server** blank, type **(yourdomain.com OR yourISPmailserver)** Click **NEXT**.

6. Enter your **username** and **password** here. Check the **Remember Password** box if you want your password saved.

7. Click **FINISH**. You can now send and receive your e-mail.

Internet Connection Wizard

Congratulations

You have successfully entered all of the information required to set up your account.

To save these settings, click Finish.

< Back   Finish   Cancel