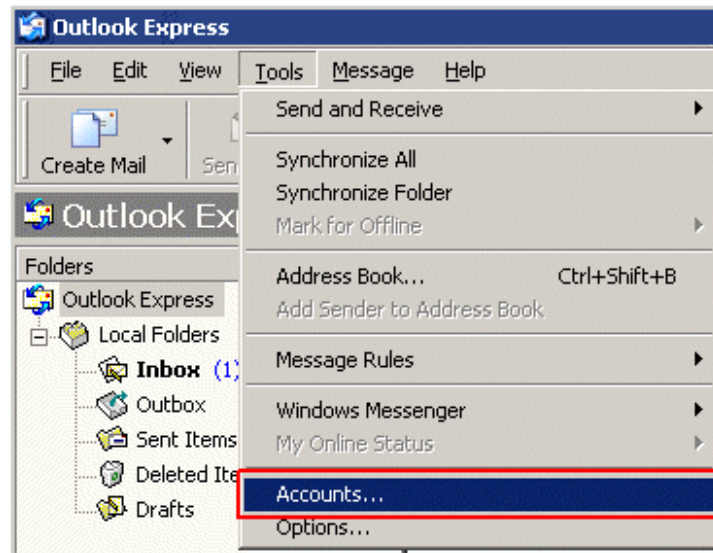


# How To Setup Email With Outlook Express

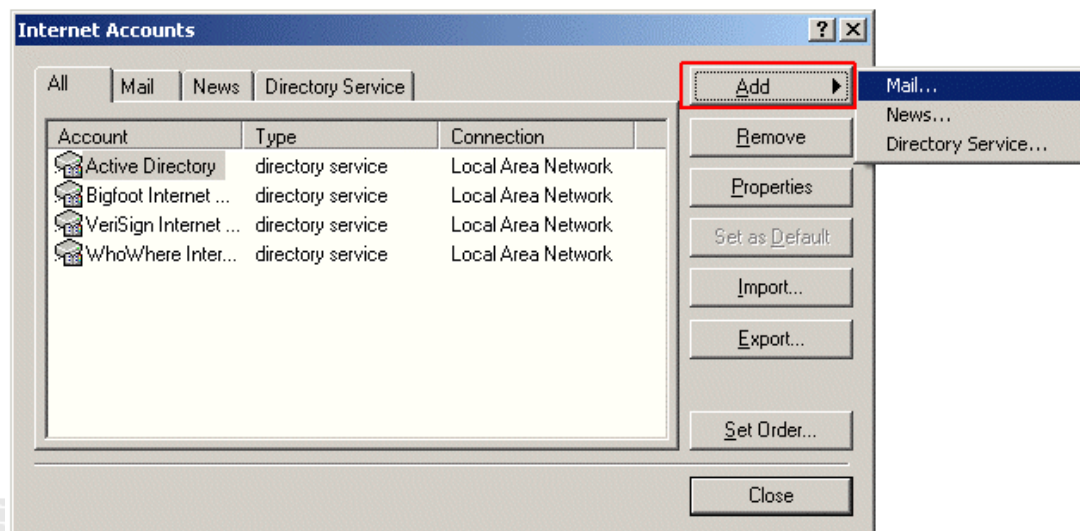
## Step 1:

Start Outlook Express. From the main menu, click on Tools then Accounts.



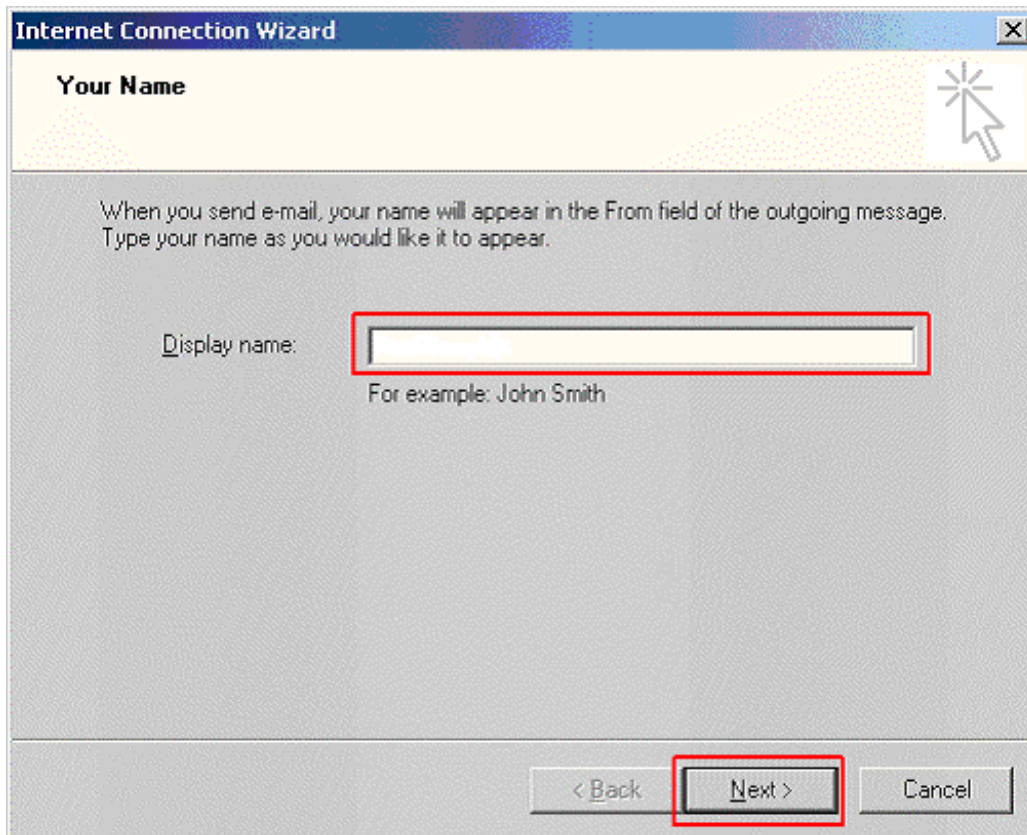
## Step 2:

A pop-up screen will appear, with 4 tabs – All, Mail, News and Directory Service. Click on the Add button and select Mail from the options.



### Step 3:

The display name is the name that will appear in the From field every time you send an email. In the available space, enter the name you wish to appear and then click on Next.

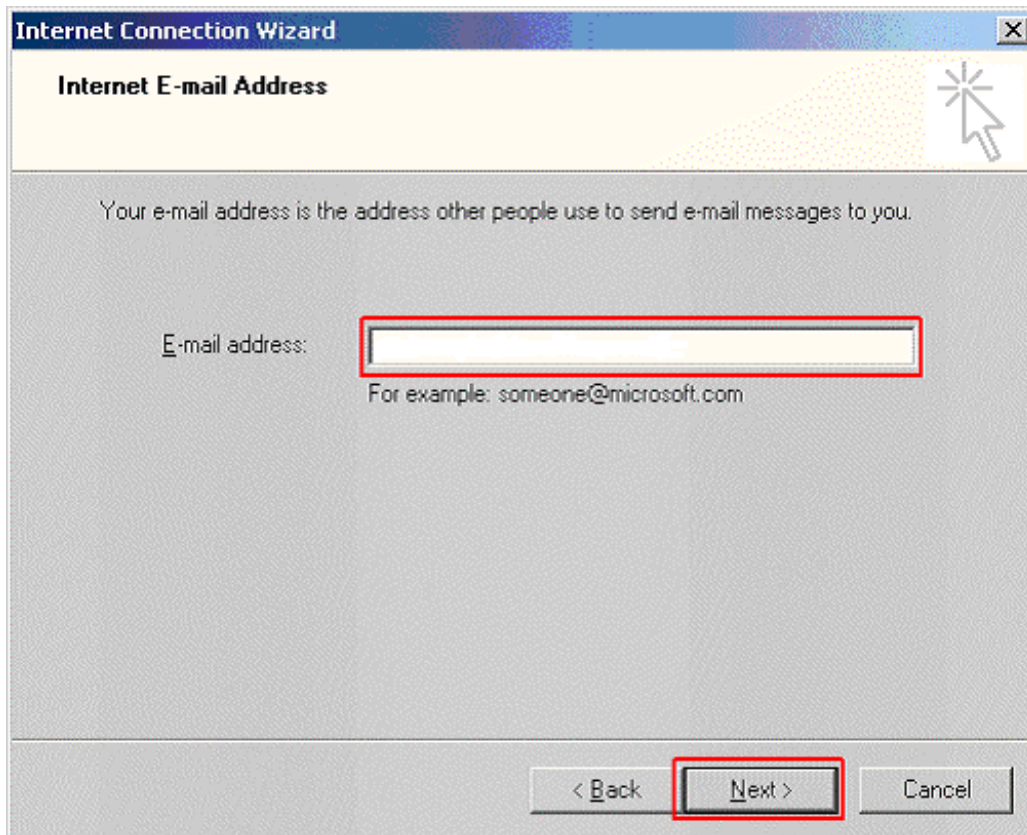


The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading, there is a mouse cursor icon. The text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this text is a label "Display name:" followed by a text input field. The input field is highlighted with a red rectangular box. Below the input field, it says "For example: John Smith". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a red rectangular box.



## Step 4:

Type in the name of the email address you are configuring (e.g. you@domain.co.uk) and click on the Next button.

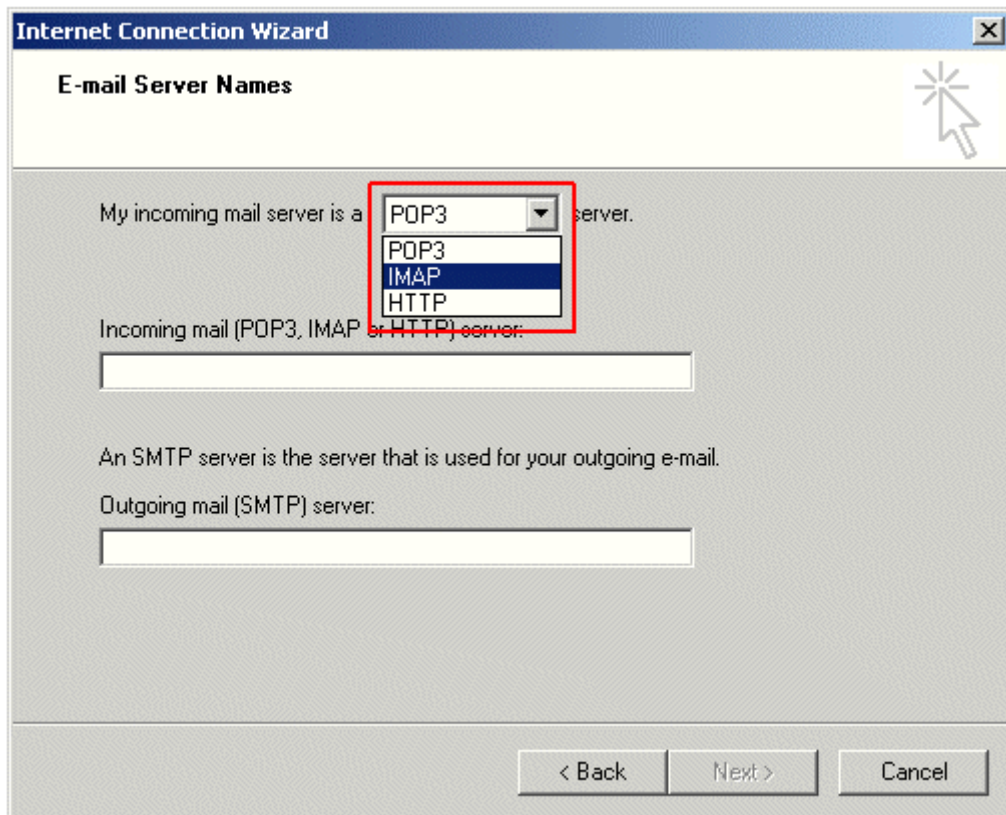


The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet E-mail Address". Below the sub-header is a mouse cursor icon. The main text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a label "E-mail address:" followed by a text input field. Below the input field is the example text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel". The input field and the "Next >" button are highlighted with red rectangles.



## Step 5:

Sending and retrieving mails requires the use of email servers. For your email account, the incoming mail server is an POP3 server.



**Internet Connection Wizard**

**E-mail Server Names**

My incoming mail server is a **POP3** server.

Incoming mail (POP3, IMAP or HTTP) server:

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

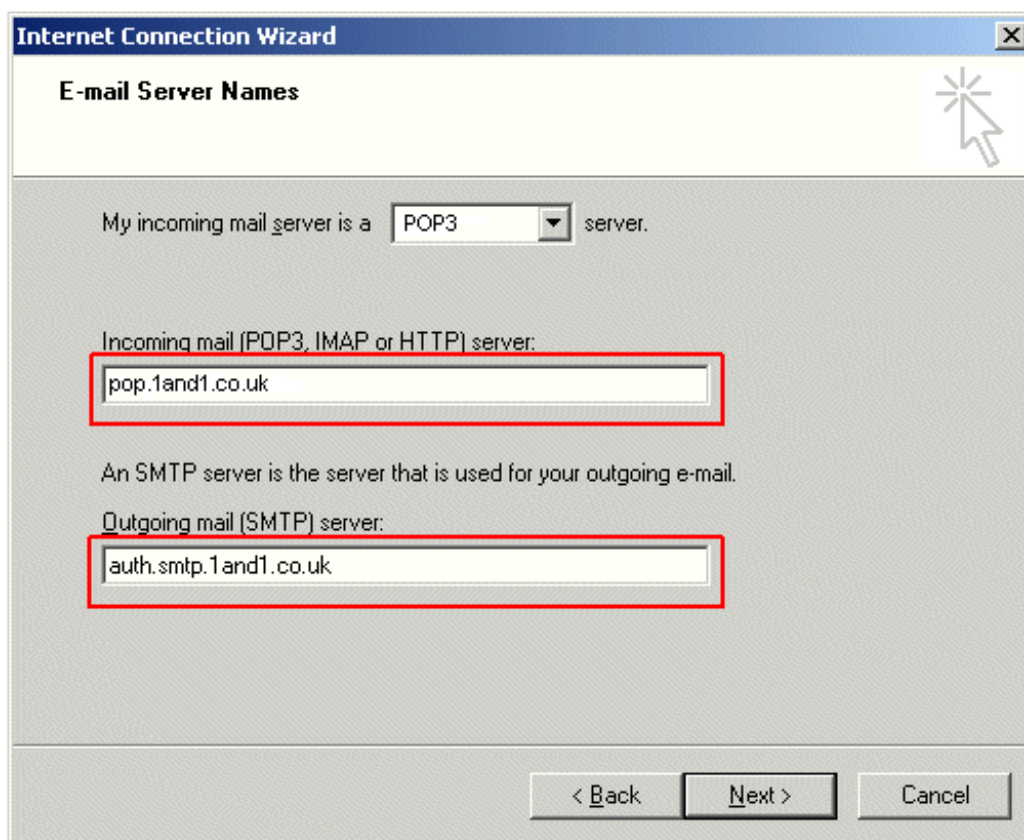
Outgoing mail (SMTP) server:

< Back   Next >   Cancel



## Step 6:

You will be required to enter the addresses for incoming and outgoing mail servers.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The window contains the following text and input fields:

- "My incoming mail server is a  server."
- "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "pop.1and1.co.uk".
- "An SMTP server is the server that is used for your outgoing e-mail."
- "Outgoing mail (SMTP) server:" followed by a text input field containing "auth.smtp.1and1.co.uk".

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

The incoming mail server address is: **pop.1and1.co.uk**

The outgoing mail server address is: **auth.smtp.1and1.co.uk**

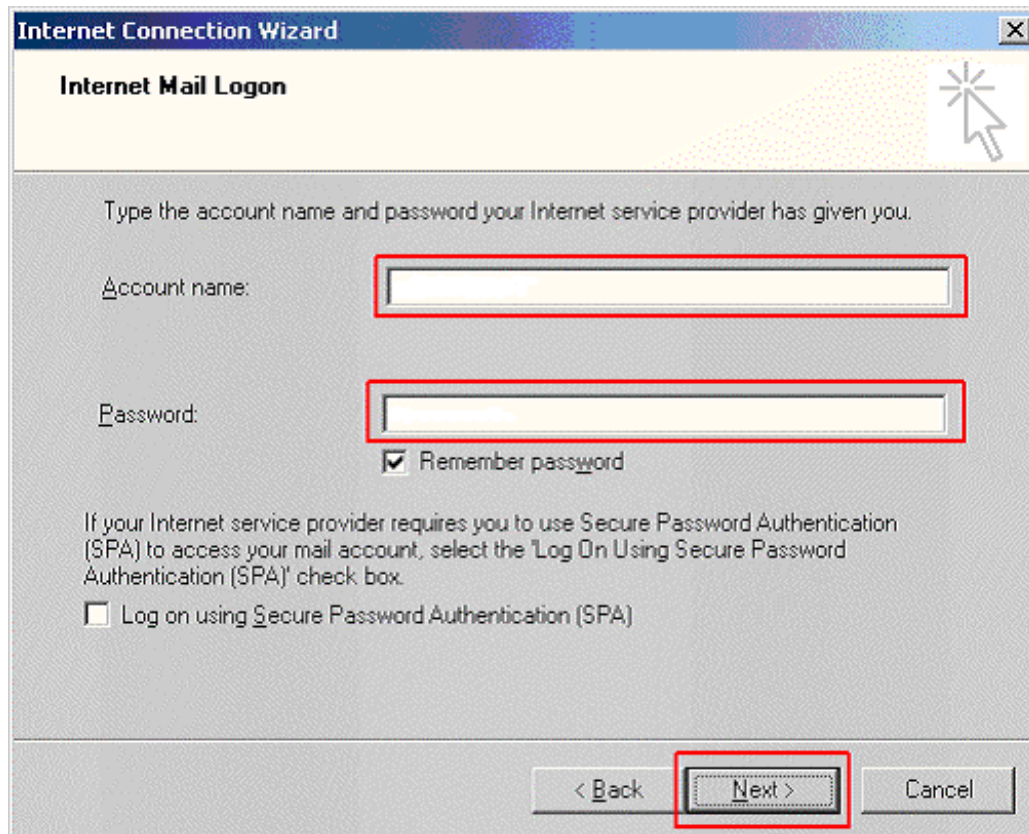
Click on the Next button to proceed to the next page.



## Step 7:

Here you must have your email username and password for the account you are configuring ready.

Your user name (which is your email address) and password will have been already supplied to you. Should you wish to change your password, please contact us.

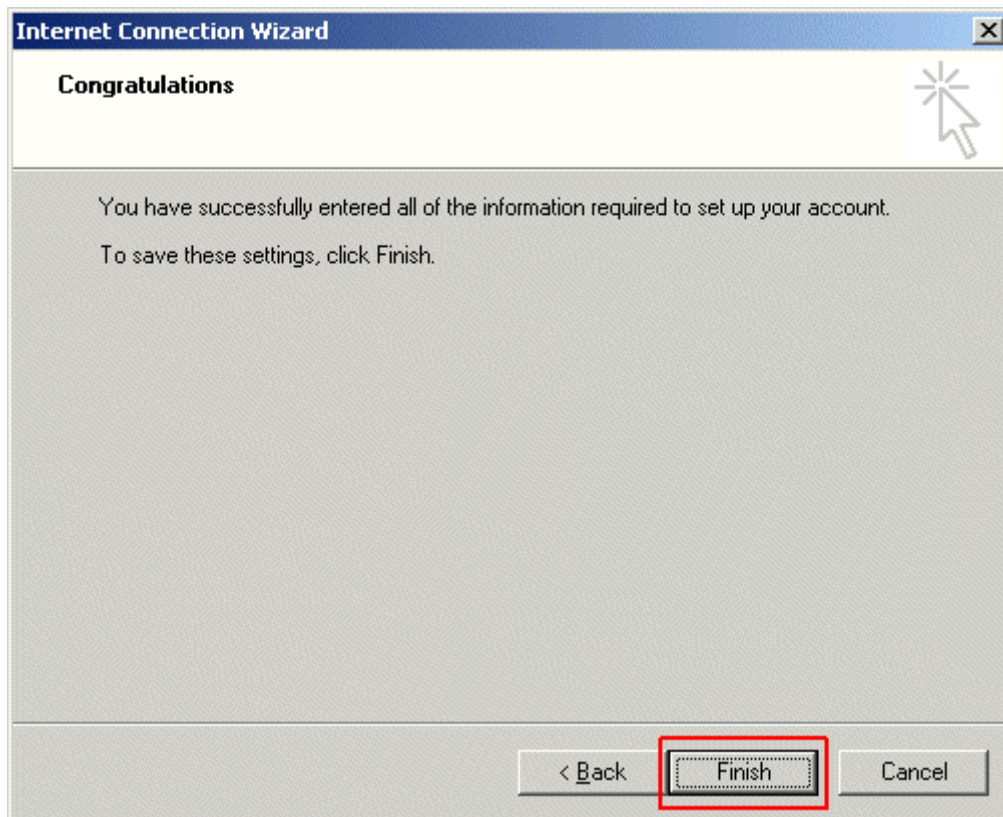


The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this are two text input fields: "Account name:" and "Password:". Both fields are highlighted with a red rectangular border. Under the "Password:" field, there is a checked checkbox labeled "Remember password". Below the input fields, there is a paragraph of text: "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." Below this text is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a red rectangular border.



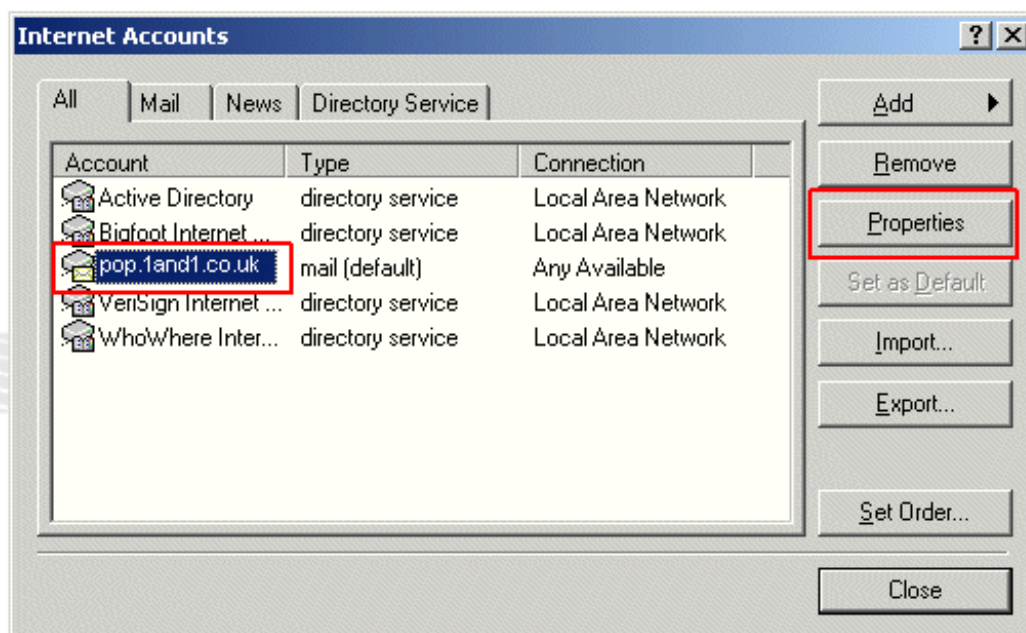
## Step 8:

You are almost finished. Click on the Next button, and then on the Finish button.



## Step 9:

Click on the Mail tab, which will show only email accounts. Select your email account and then click the Properties button.



## Step 10:

This will show you all of the settings for your new email account. Click on the Servers tab.



## Step 11:

At the bottom of the window there is a section called Outgoing Mail Server. You will need to tick the box My Server Requires Authentication.



As default Outlook Express should do all of the necessary settings for this change. To check this, click the Settings button, and the option 'use same settings as my incoming mail server' should be ticked.

Click OK to close this window, and OK again to get back to Outlook Express's main window.

You have now successfully set up Outlook Express to send and receive emails on your new account.

## Step 12:

The first time that you send and receive emails you will be asked if you like to download folders from your mail server.

Just click Yes when prompted.

Outlook Express © Microsoft Corp.