



Setting up your e-mail account on Outlook Express

Please change your username and yourdomain to your own username and domain name.

1. Choose Tools > Accounts and Internet Accounts window will pop up.
2. Choose Mail from the list of tabs.
3. Click on the Add button and choose Mail... (add button found on the right hand corner of the window)
4. Enter your display name and click next.
5. Enter your e-mail address (example: username@yourdomain.com) and click next.
6. Under Incoming mail (POP3, IMAP or HTTP) server, enter pop.yourdomain.com
7. Under Outgoing mail (SMTP) server, enter smtp.yourdomain.com
8. Click on the Next button
9. **Account name:** put your e-mail address (ie: username@yourdomain.com)
10. **Password:** put your password
11. Check on Remember password if you want Outlook Express to remember your password.
12. Click on the Next button and you get the Congratulations message. Click Finish and you will be brought back to the Internet Accounts window. You can now see the e-mail account you have just set up.
13. Choose the e-mail account and click Properties (found on the right hand corner of the window)
14. Your POP window Properties will pop up. Choose on Servers from the tab.
15. Under Outgoing Mail Server, check on My server requires authentication.
16. Click on the OK button and you will be brought back to the Internet Accounts window again.
17. Click on the Close button and you have completed your e-mail set up.