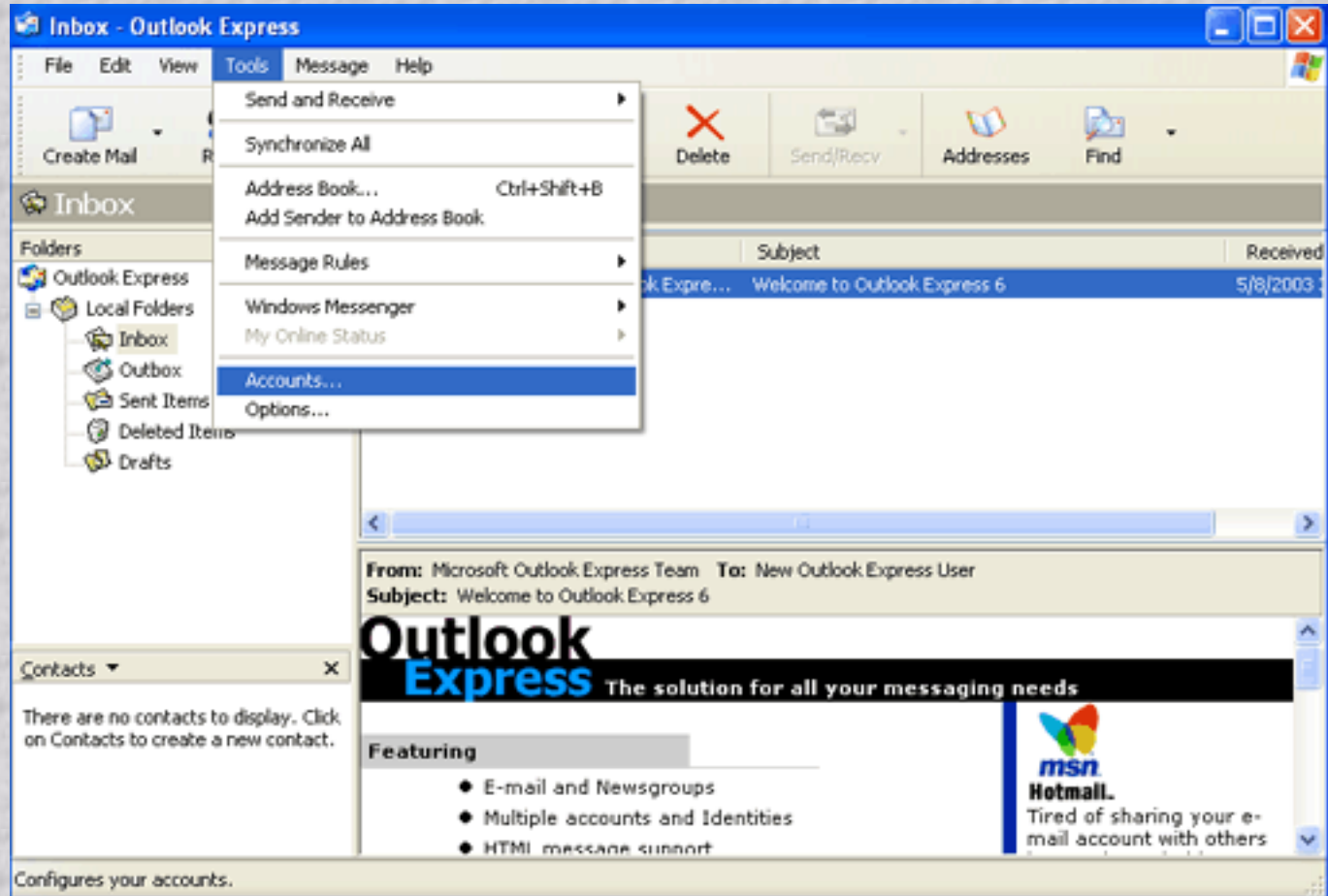


Guide to setting up Outlook Express

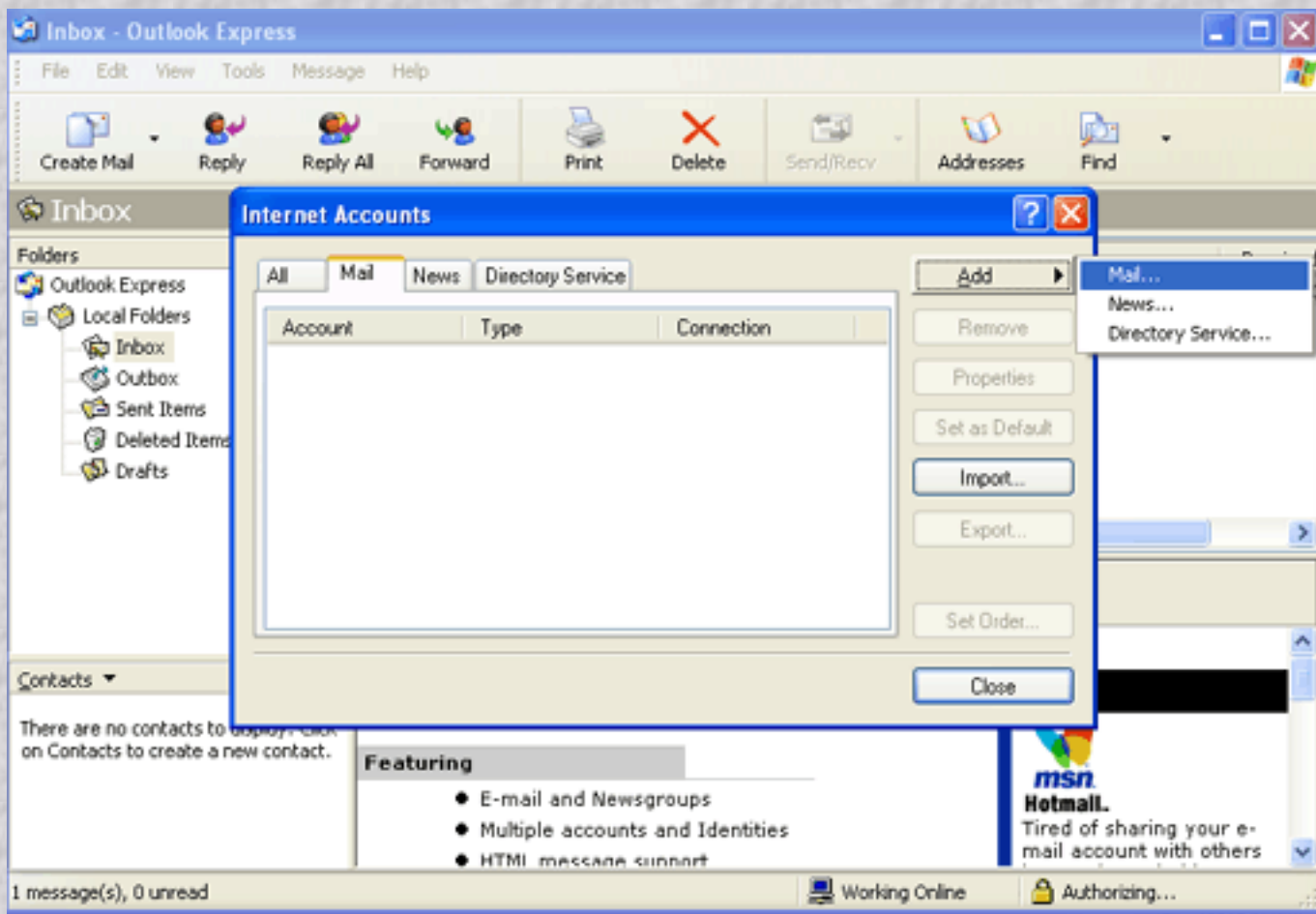
Open Outlook Express and click on **Tools** and **Accounts**



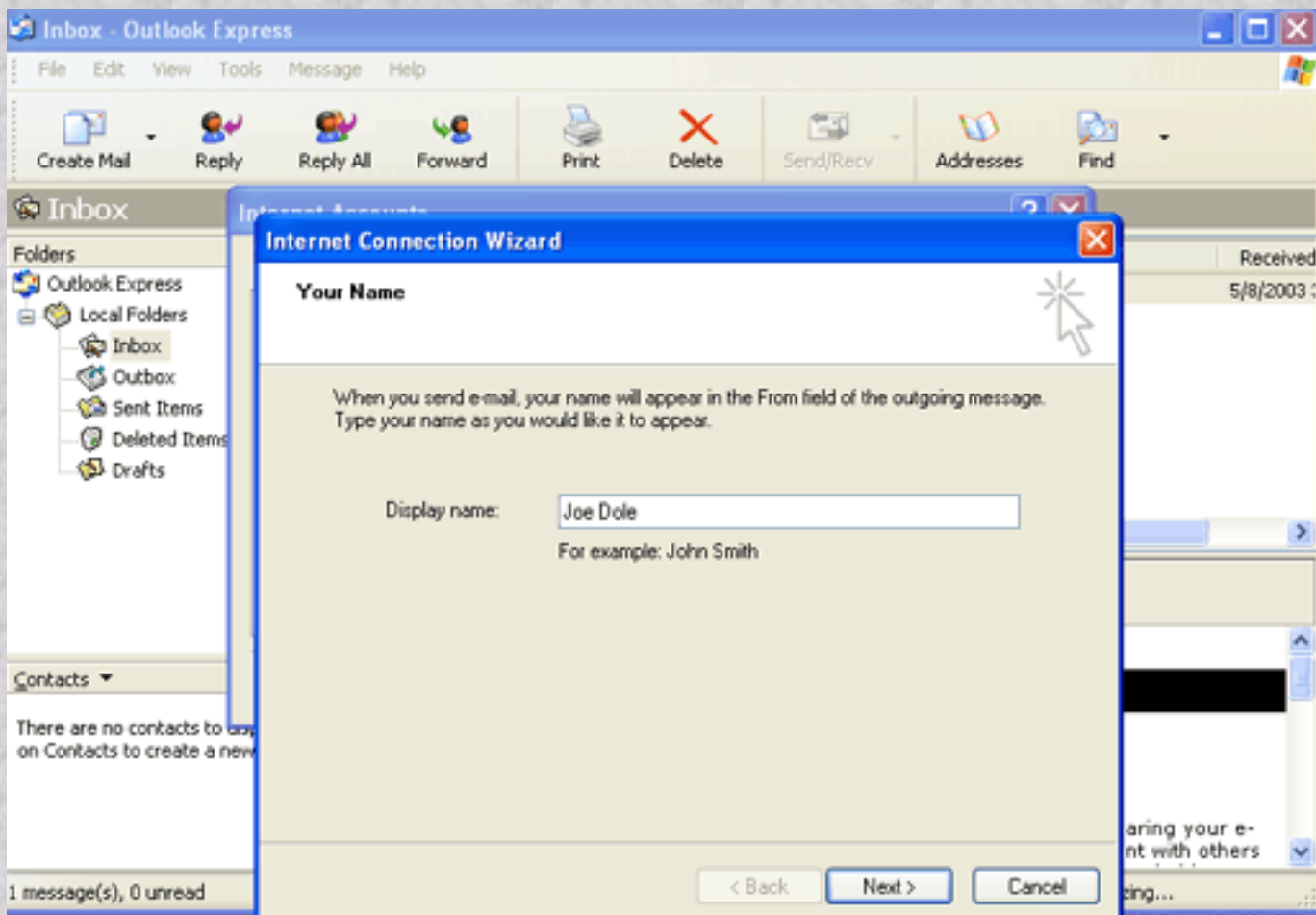
[Click here if you already have an Account and need to change some settings](#)

If you need to setup a new account

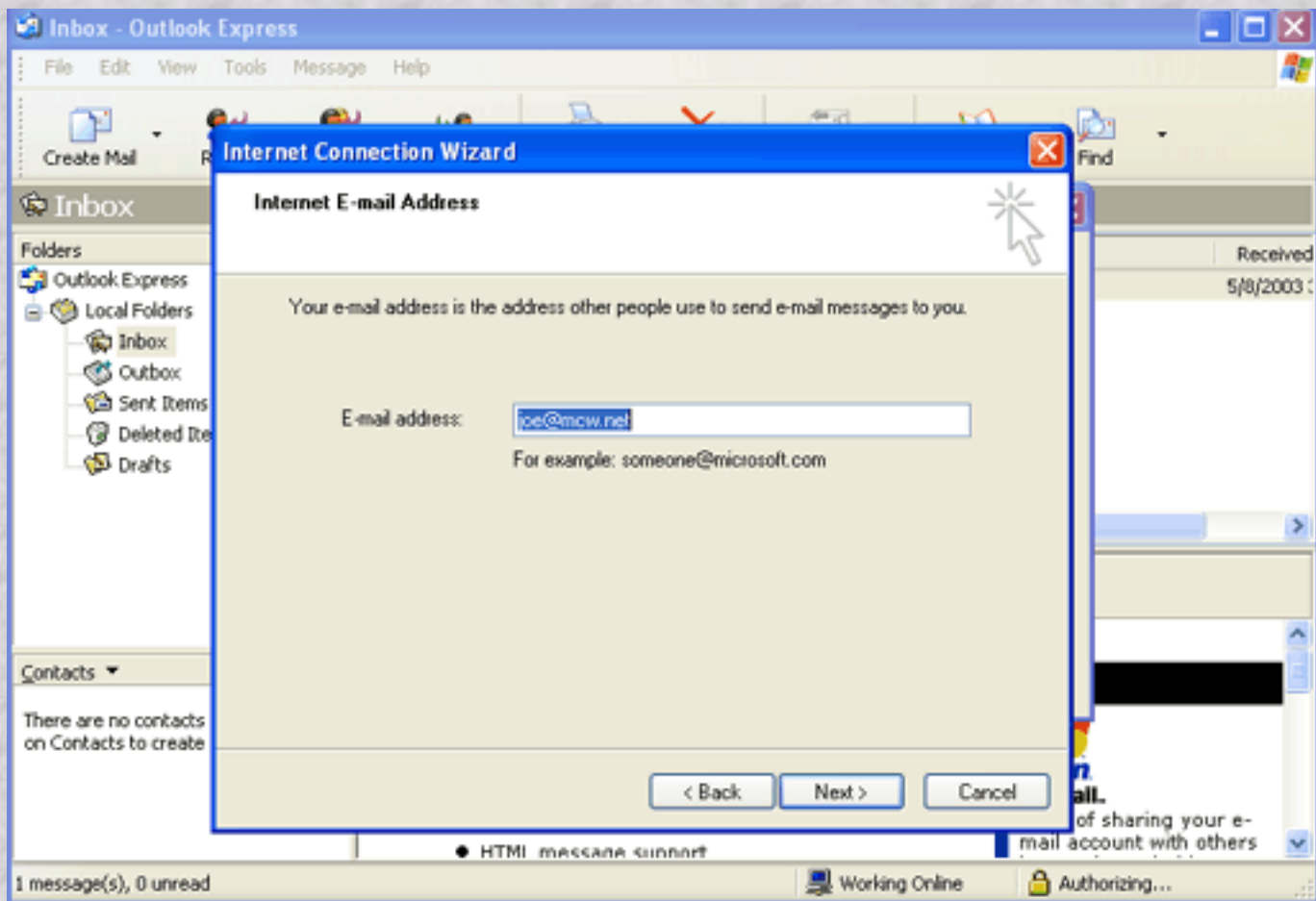
Click on the **Mail** tab, then **Add**, then **Mail**



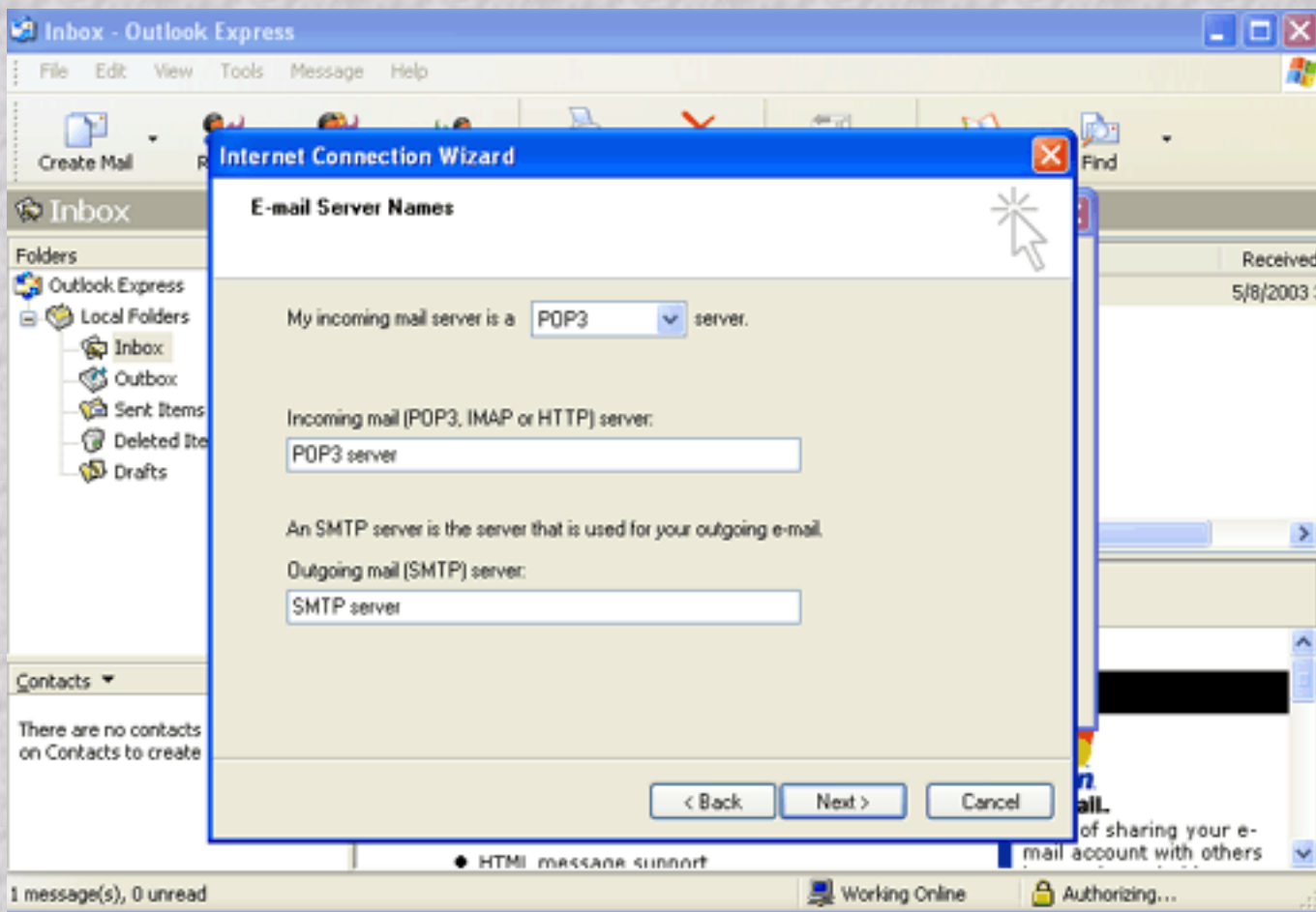
Enter you name in the *Display name* space and click **Next**



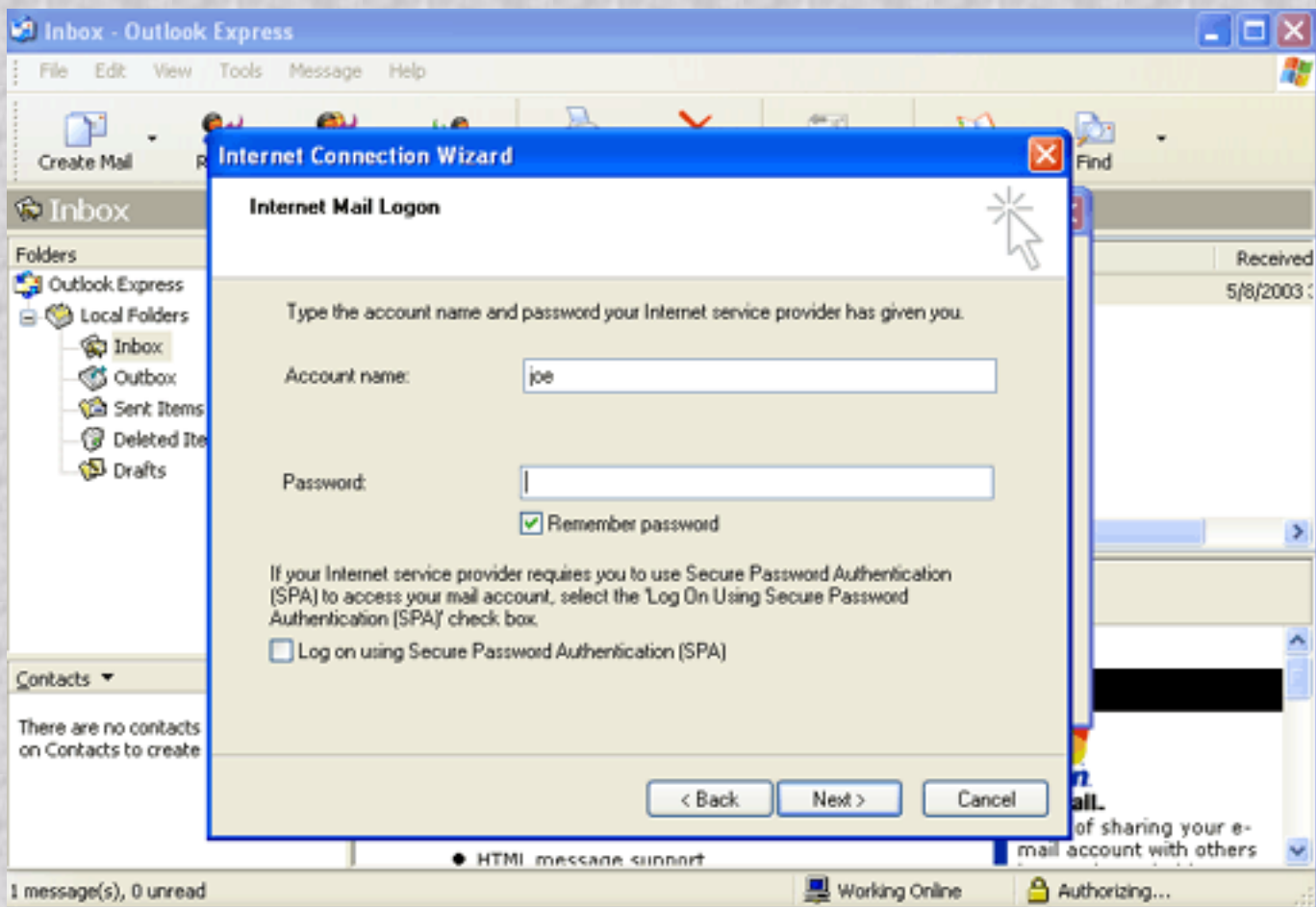
Enter your email address in the *E-mail address* space and click **Next**



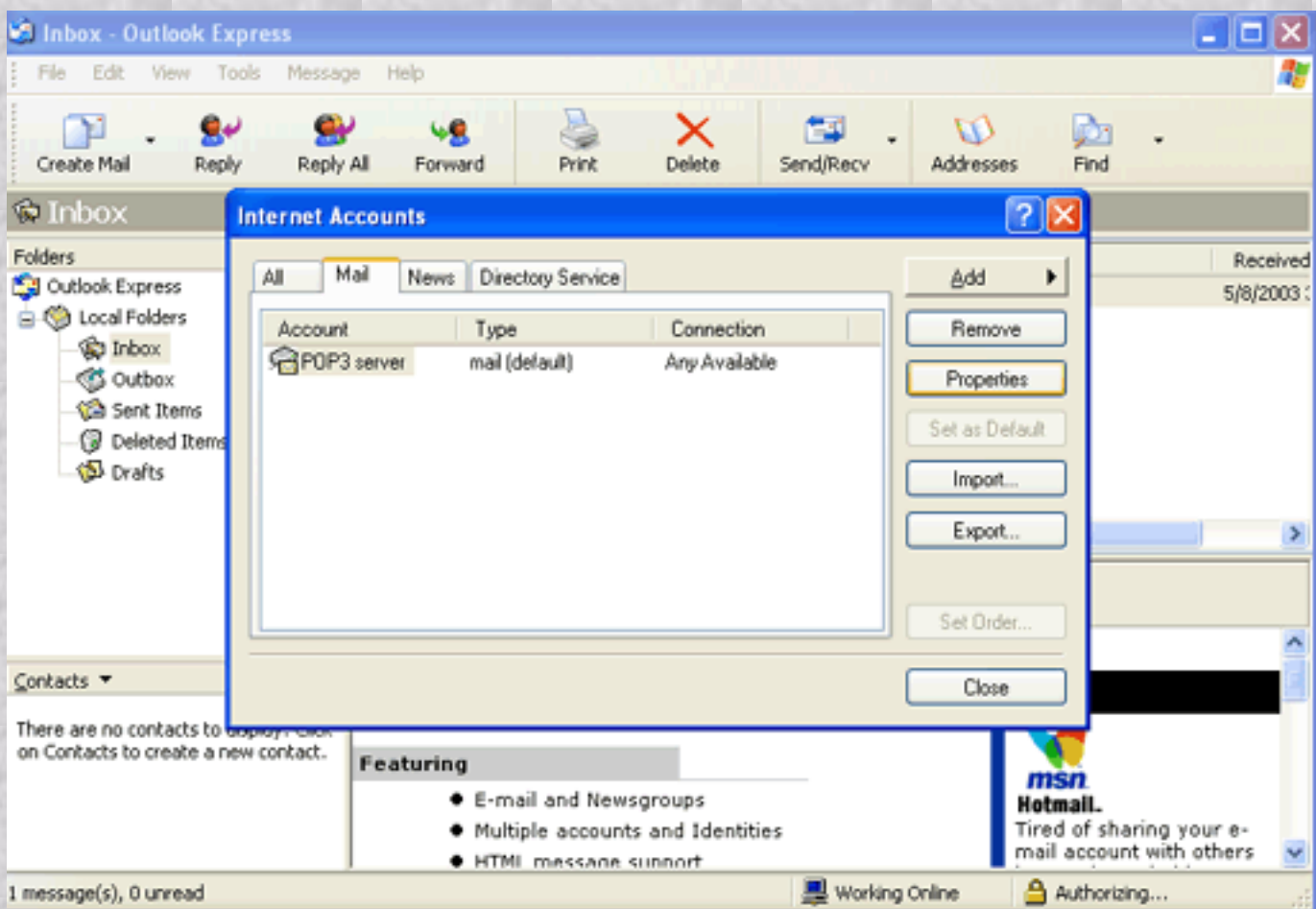
Enter the e-mail servers in the *Incoming mail* and *Outgoing mail* space as provided by your ISP and click **Next**



Enter your *Account name* and *Password* exactly as provide by your ISP. Your account name may simply be something like joe or may include a domain such as joe@domain.com. click **Next** and then **Finish**.

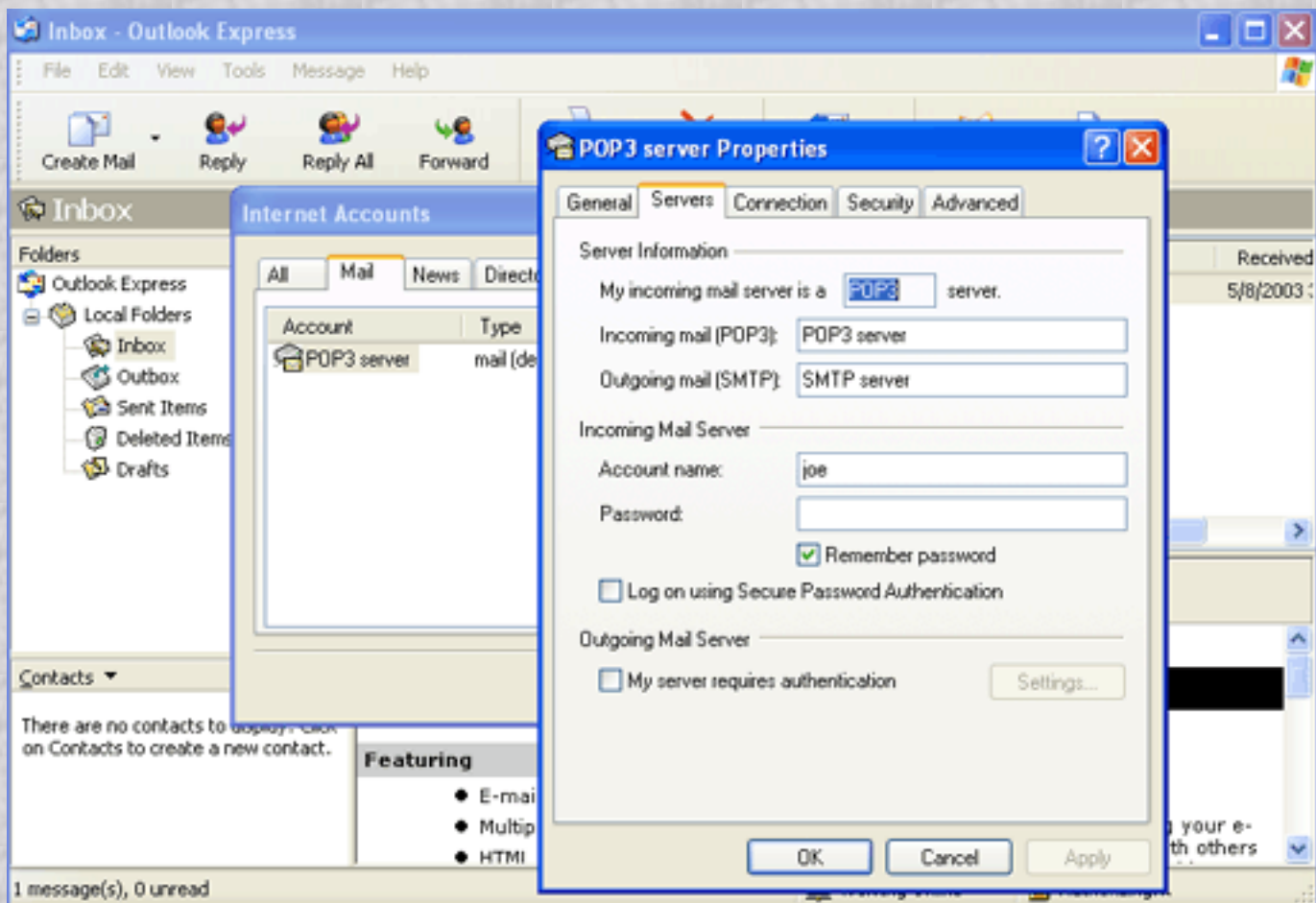


Click **Finish**.

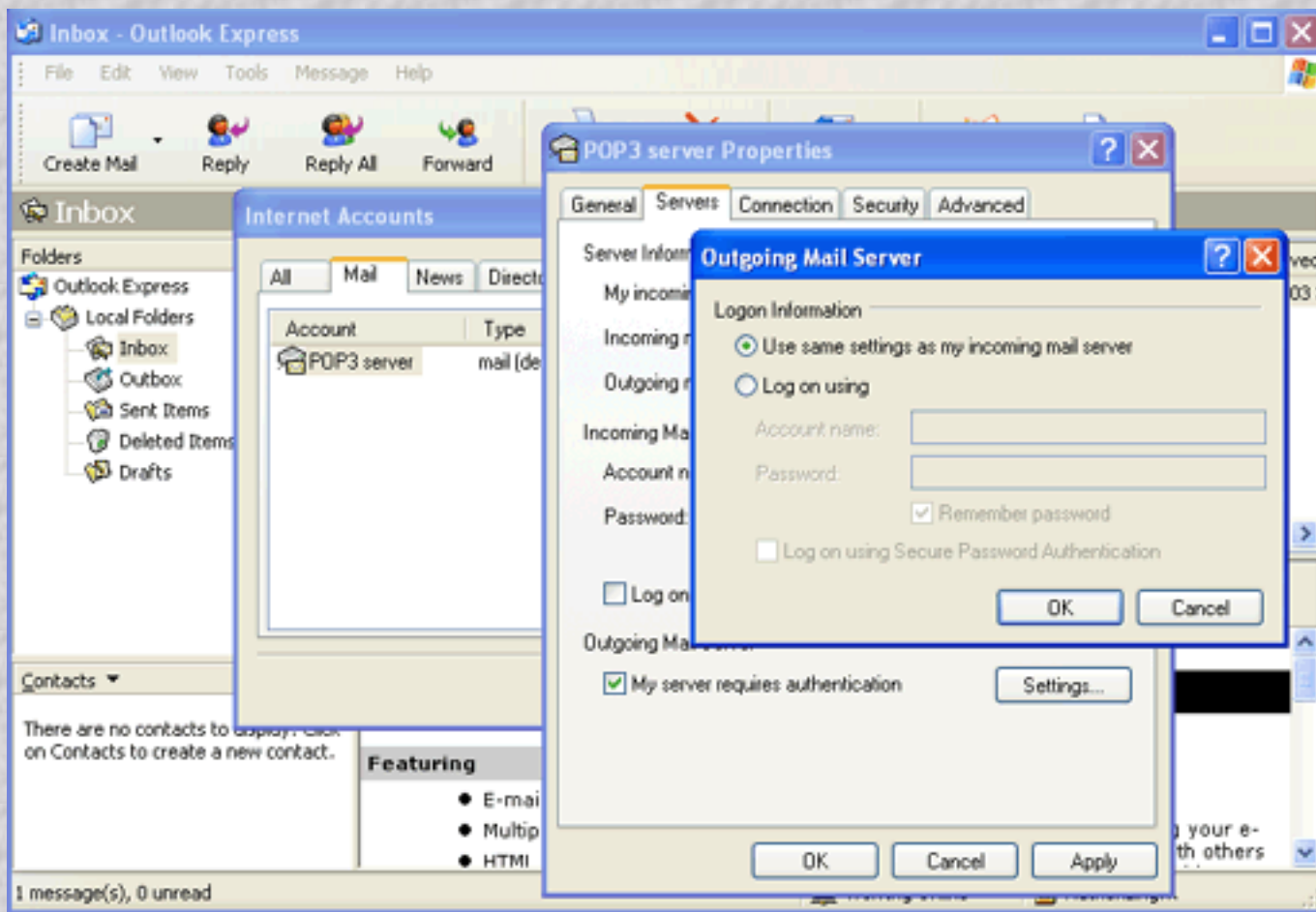


Your ISP may require additional settings.

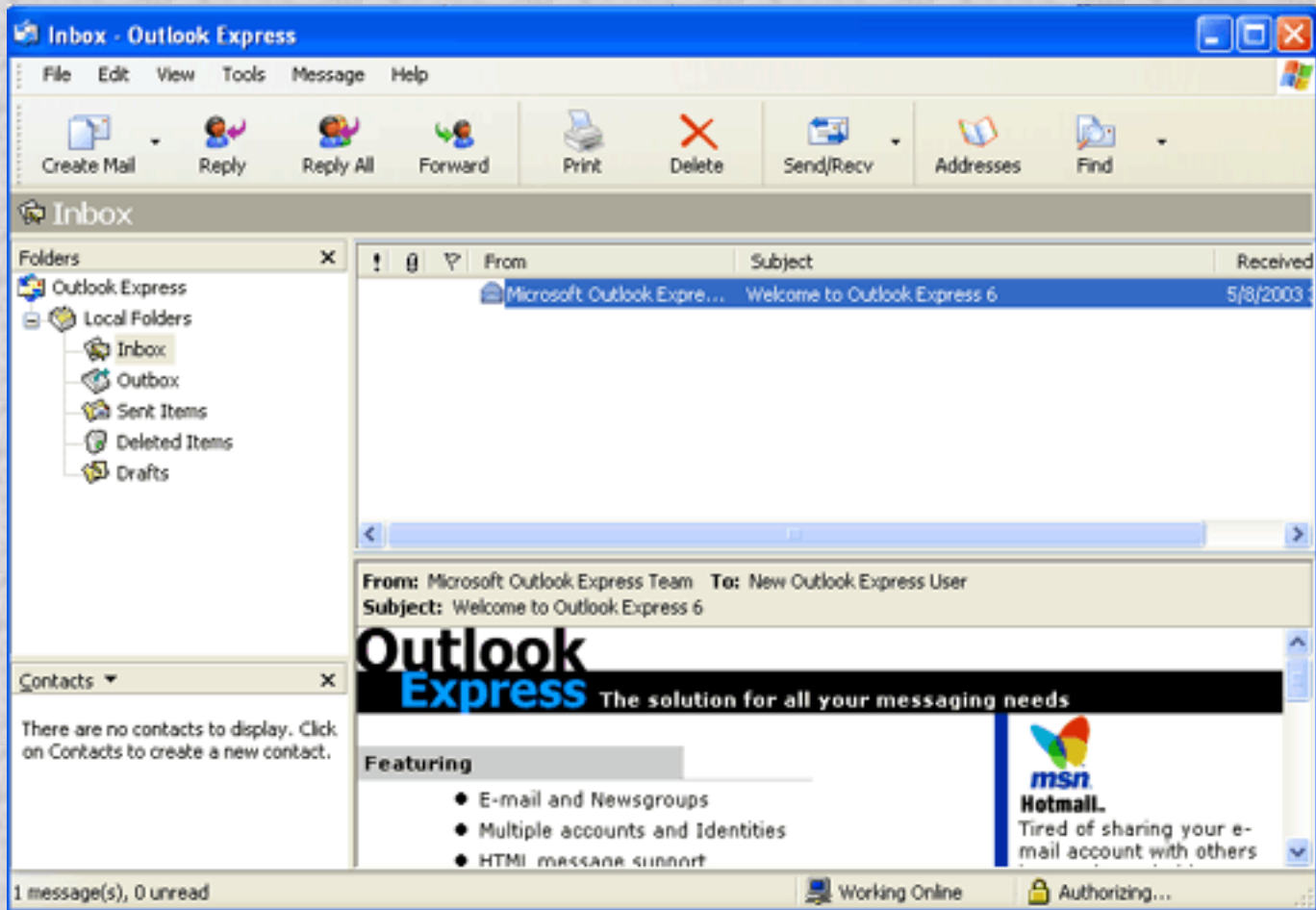
If the ISP mail server requires Authentication, click on the **Mail** tab, highlight your **Account** and click **Properties** then the **Servers** tab.



Check the *My server requires authentication* box and then Settings.
In most cases you will *Use same settings as my incoming mail server*.
If your ISP requires a different account, enter this information by checking the *Log on using* box and enter the *Account name* and *Password*



Click **OK**, **Apply**, **OK**, then **Close**



Exit Outlook Express.

Your account is now set up and you can start using your e-mail.