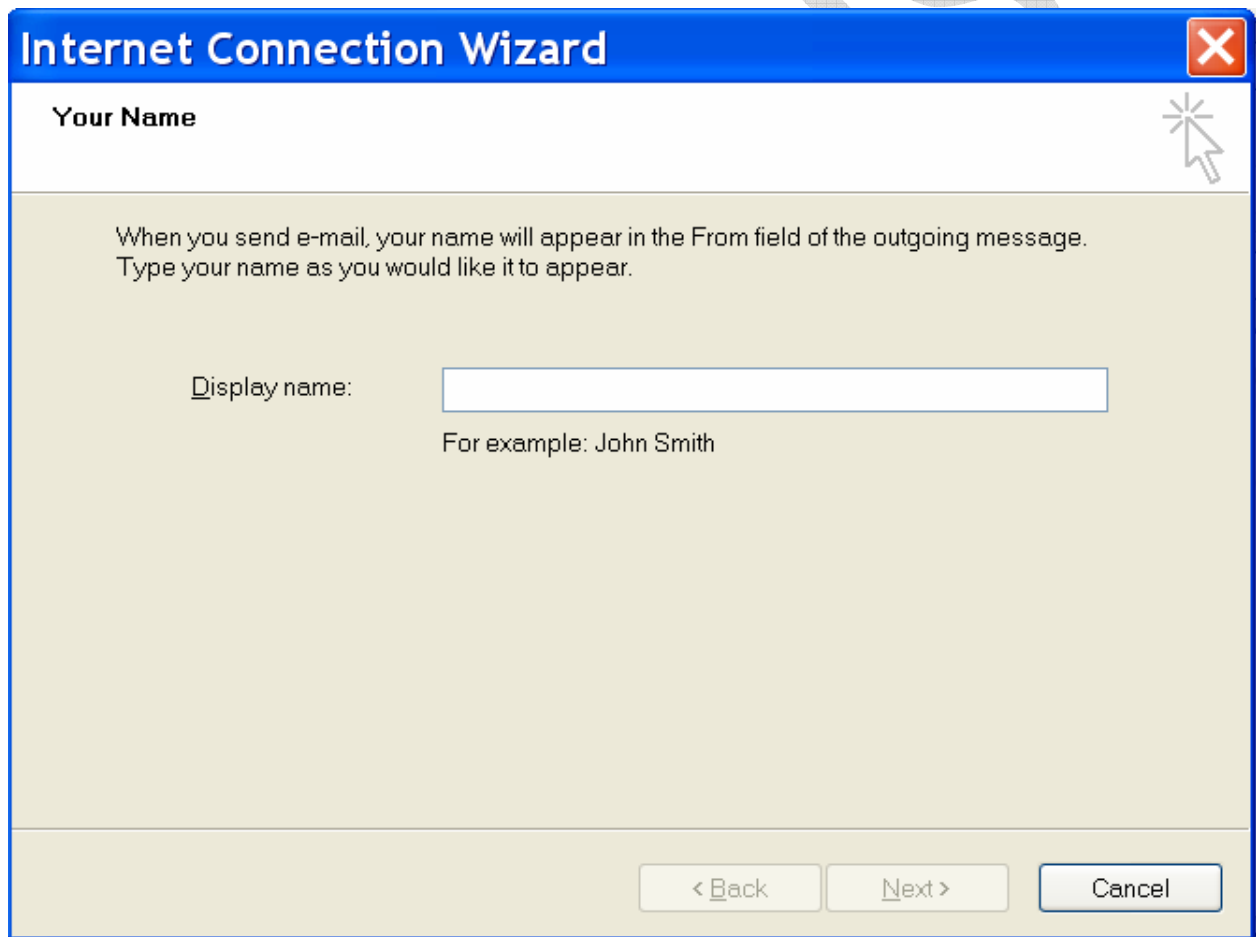


How to Configure Outlook Express

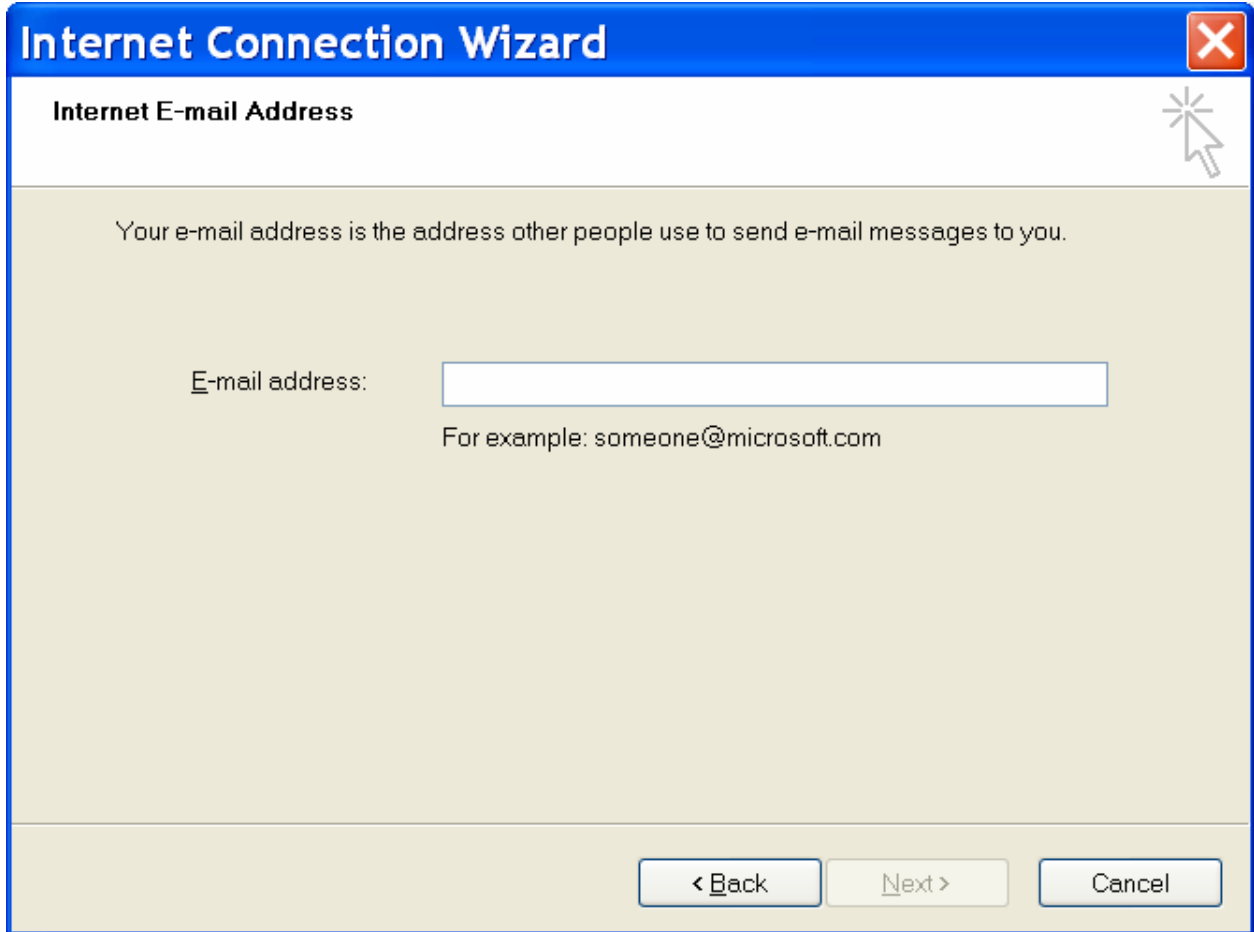
How to configure Microsoft Outlook Express to send and receive Email messages:

1. Open Microsoft Outlook Express Application
2. Go to Tools->Accounts->Mail
3. Click on Add->Mail.
4. A dialog box that looks like this will display:



5. Enter your name for display name then click “Next” Button
6. A dialog box that looks like this will display:

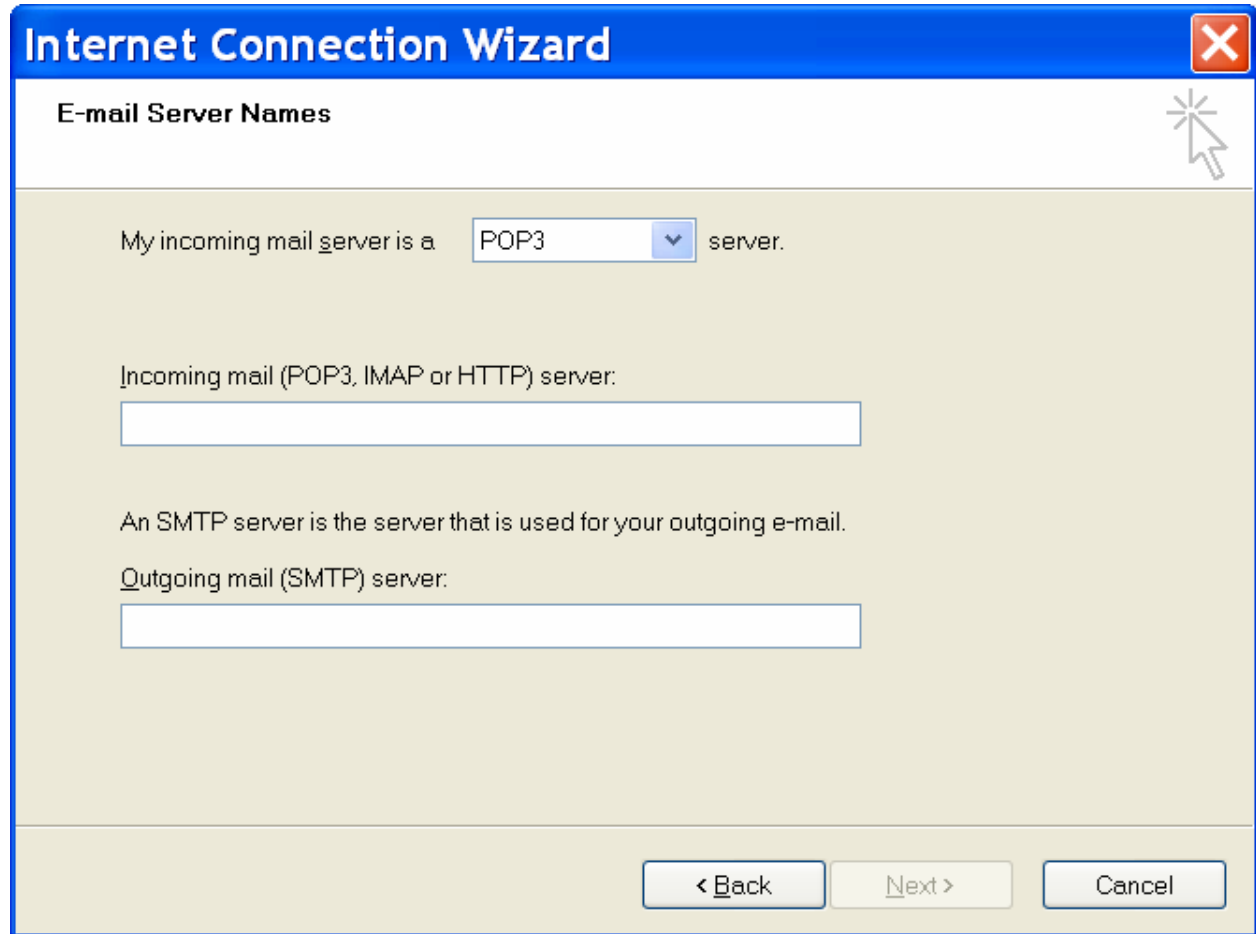
How to Configure Outlook Express



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a blue header bar. Below the header, the title "Internet E-mail Address" is displayed in bold. A mouse cursor is pointing at a close button (a red square with a white 'X') in the top right corner. The main area of the dialog has a light beige background and contains the text: "Your e-mail address is the address other people use to send e-mail messages to you." Below this text, there is a label "E-mail address:" followed by a white text input field. Underneath the input field, an example is provided: "For example: someone@microsoft.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

7. Enter your email address – example, someone@microsoft.com, and then click “Next” Button.
8. The following dialog will display. For “Incoming mail server is a “pull down, select POP3. Enter the POP3 server supplied to you with your email box information as the “Incoming mail (POP3, IMAP, or HTTP) server”. Enter the SMTP server supplied to you with your email box information as the “Outgoing mail (SMTP) server”.

How to Configure Outlook Express



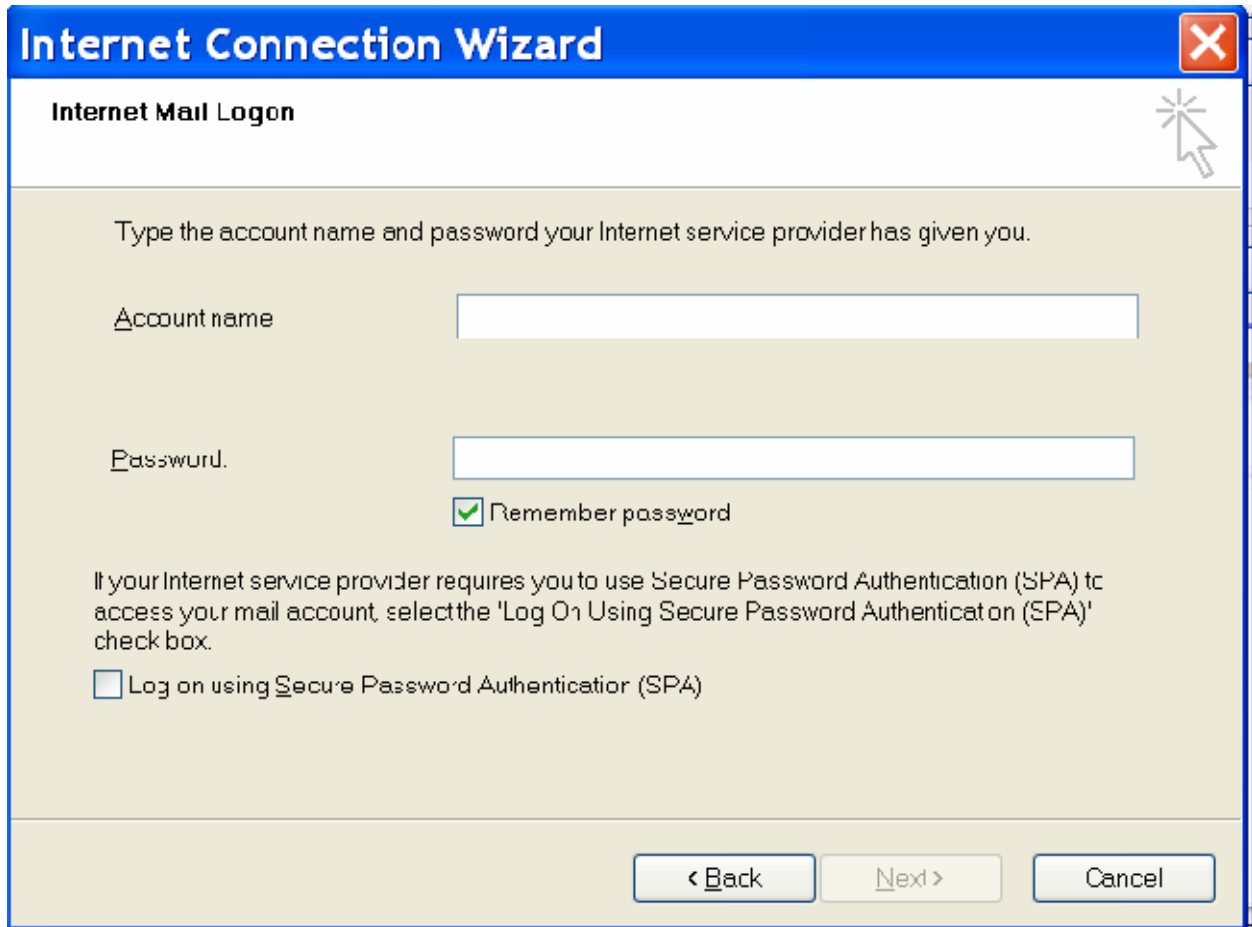
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window has a blue title bar with the text 'Internet Connection Wizard' and a close button (X) in the top right corner. Below the title bar, the text 'E-mail Server Names' is displayed. The main area contains the following text and controls:

- 'My incoming mail server is a server.' (The dropdown menu is currently set to 'POP3').
- 'Incoming mail (POP3, IMAP or HTTP) server:' followed by an empty text input field.
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by an empty text input field.

At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.

9. Click "Next" Button after filling in all values.
10. A dialog requesting userid and password information will display:

How to Configure Outlook Express

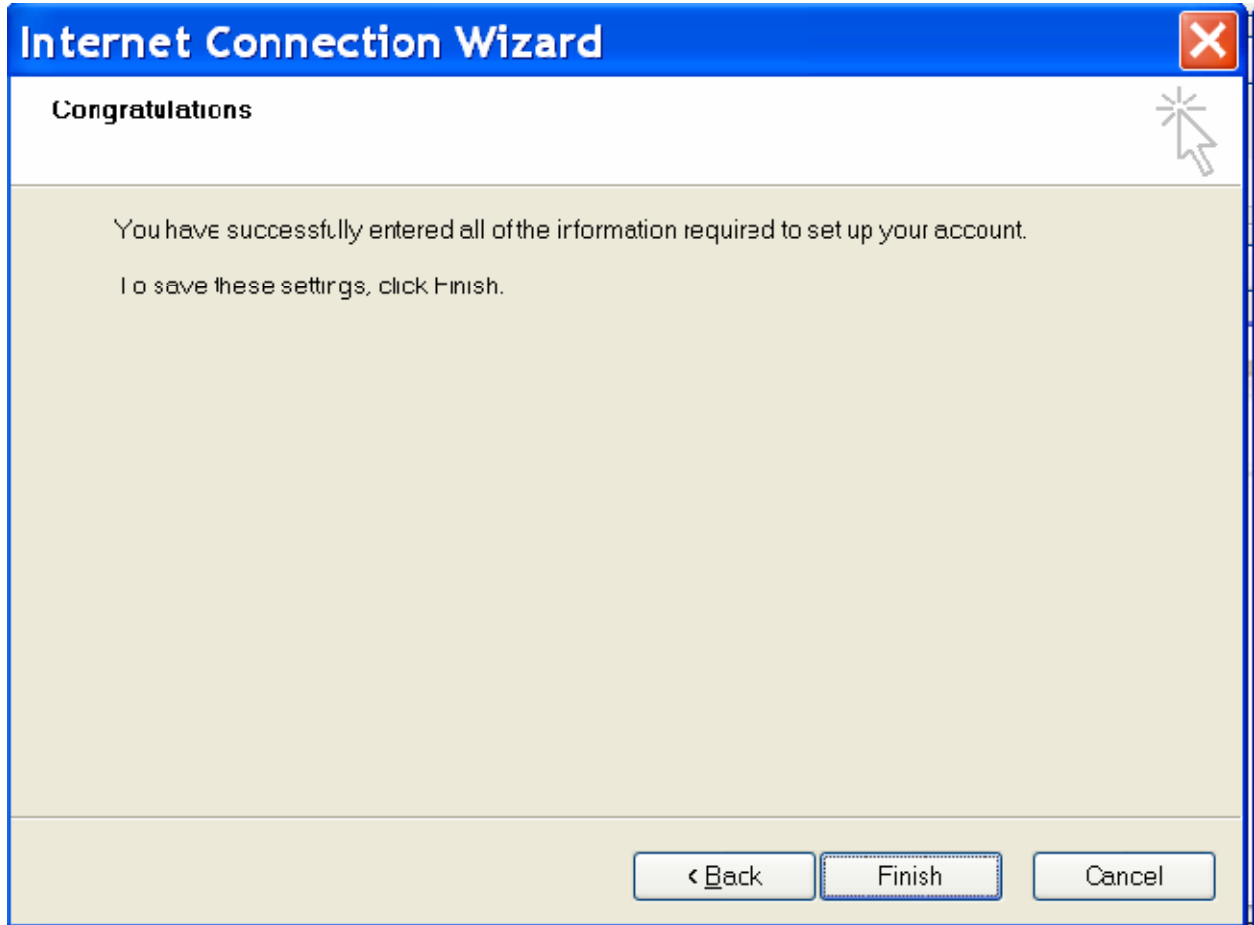


The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The title bar is blue with the text 'Internet Connection Wizard' and a close button. Below the title bar, the text 'Internet Mail Logon' is displayed. The main area is light beige and contains the following elements:

- Instruction: 'Type the account name and password your Internet service provider has given you.'
- Input field for 'Account name'.
- Input field for 'Password'.
- Checked checkbox labeled 'Remember password'.
- 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.'
- Unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.
- Buttons at the bottom: '< Back', 'Next >', and 'Cancel'.

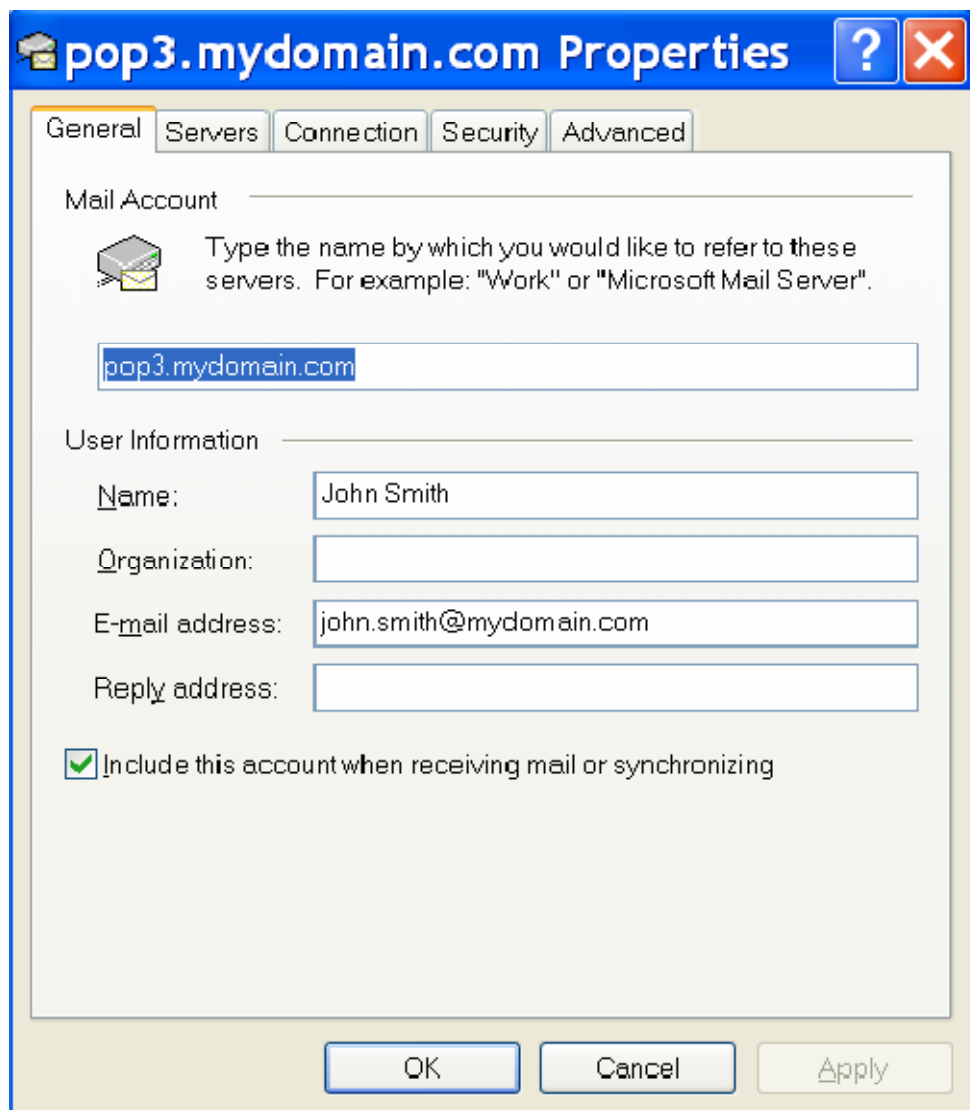
11. Enter the userid and Password. Make sure “Remember password” is checked otherwise you will need to supply your password every time you startup Outlook Express. Click on “Next” Button after you’ve entered this information.
12. A dialog will display congratulating you on successfully entering in all information and to click on Finish to save these settings. Click on Finish. You are nearly finished.

How to Configure Outlook Express



13. You will need to turn on one more checkbox in order to start using Outlook Express to send and receive email. From the main Outlook Express window, click on Tools->Accounts->Mail. You will see a list of email accounts. There will be an account named after the POP3 server you supplied in step 8. Click on this account, and then click on Properties. A dialog similar to this will display:

How to Configure Outlook Express



14. Click on the “Servers” tab (second from left) at the top of the dialog box.
15. Make sure the “My server requires authentication” checkbox is checked:
16. Then Click on “OK” Button
17. You may now start sending & receiving email.