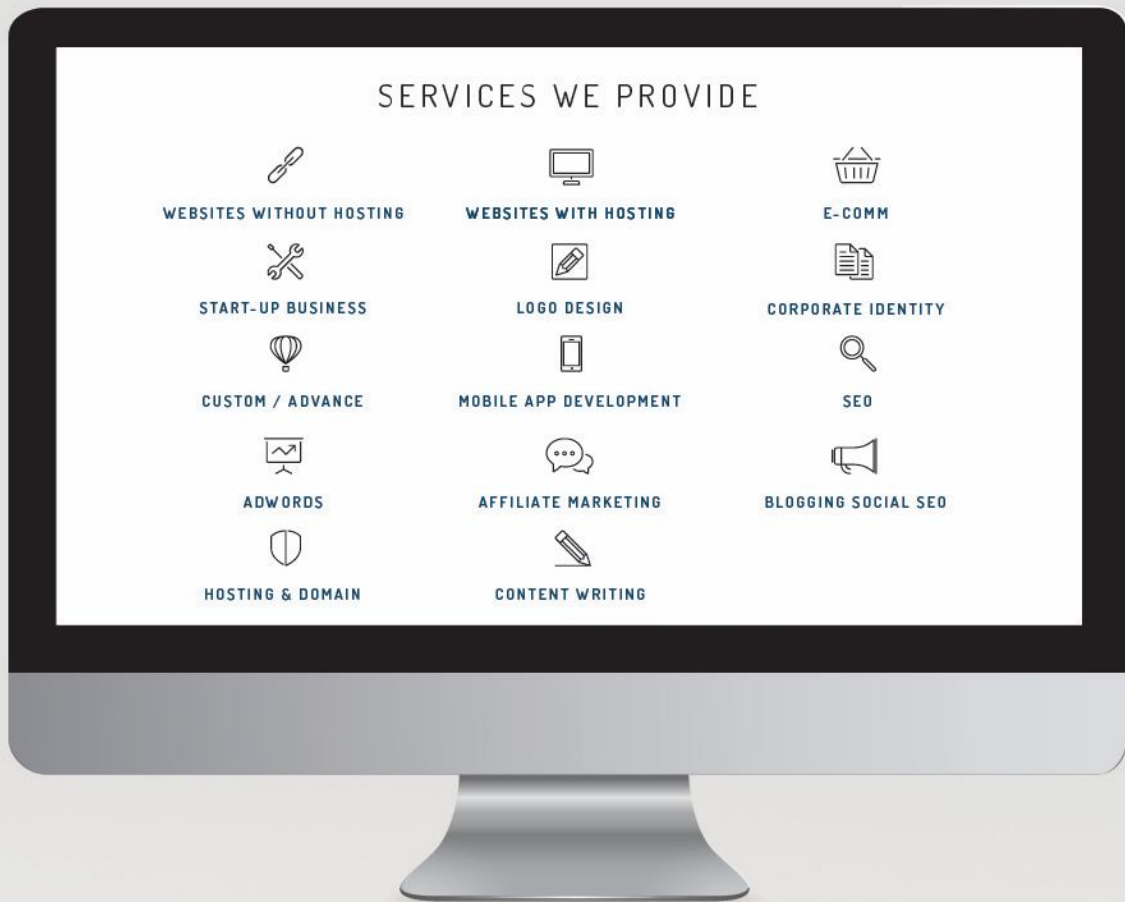
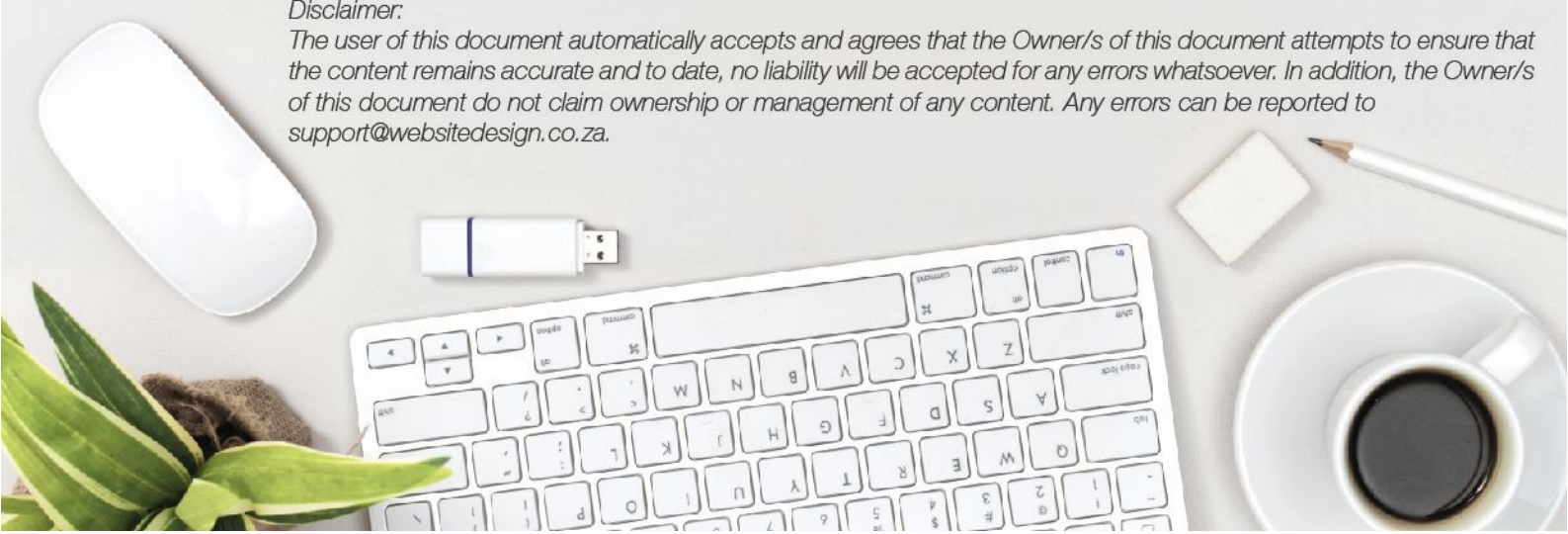


Setting up Email on Outlook Express



Disclaimer:

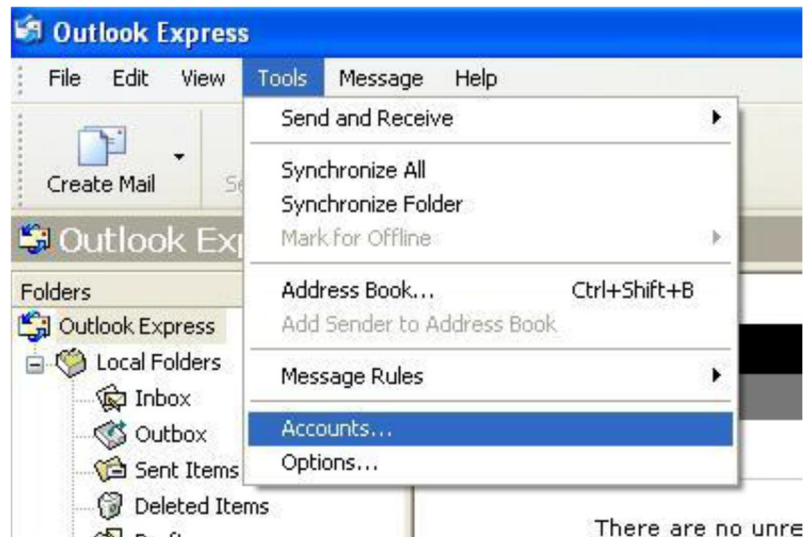
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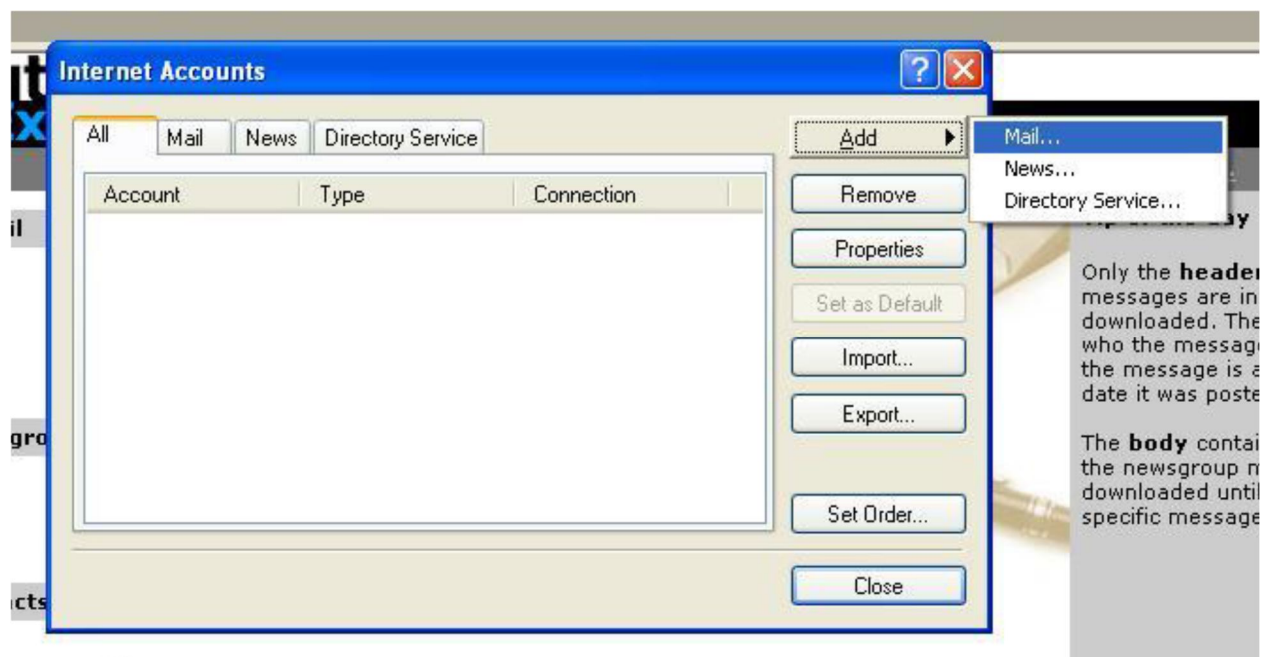
CONFIGURING YOUR EMAIL CLIENT: OUTLOOK EXPRESS

1. Launch Microsoft Outlook Express

2. On the menu bar at the top, select *Tools* and then click *Accounts*



3. Click *Add*, and then click *Mail* to open the Internet Connection Wizard screen.

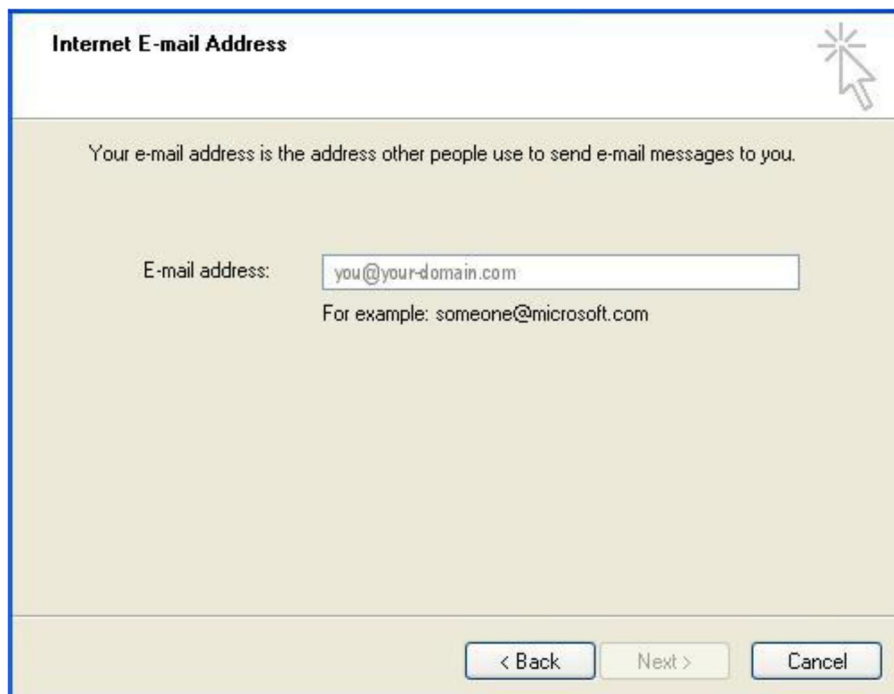


4. Enter your *name and surname* (which will appear the “From” field in your emails), then click *Next*



The screenshot shows a dialog box titled "Your Name". The title bar includes a close button (a mouse cursor over a starburst icon). The main area contains the following text: "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 is a label "Display name:" followed by a text input field containing "Name Surname". Underneath the input field is the text "For example: John Smith". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

5. Enter your *email address*, then click *Next*



The screenshot shows a dialog box titled "Internet E-mail Address". The title bar includes a close button (a mouse cursor over a starburst icon). The main area contains the following text: "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 containing "you@your-domain.com". Underneath the input field is the text "For example: someone@microsoft.com". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

6. Select “**POP3**” as the incoming server type.

7. Enter the POP and SMTP server information:

Incoming mail server (POP3): mail.domainname.co.za, where domainname.co.za is your domain name. SMTP or sending server (SMTP): mail.domainname.co.za, where domainname.co.za is your domain name.

Then click *Next*

E-mail Server Names

My incoming mail server is a 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

8. Click *Finish*

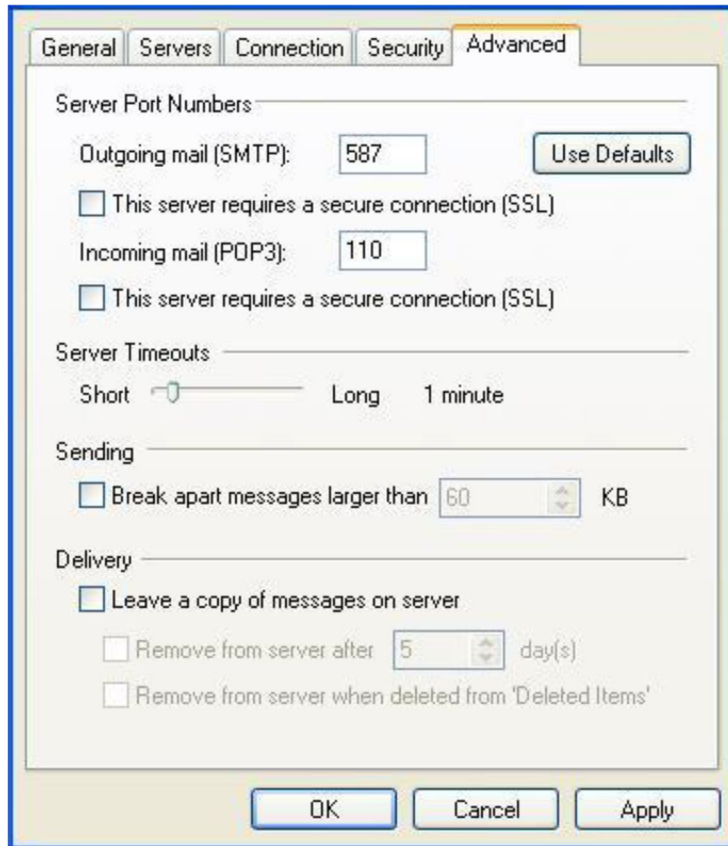
9. You will be returned to the *Internet Accounts* screen. Select the recently created email account (mail.domainname.co.za), and click the *Properties* button. Then click on the *Server* tab.

10. Ensure that the “*My server requires authentication*” checkbox is ticked. Then click on to the *Advanced* tab.



11. Ensure that the *Outgoing Mail* port is set to 587 and the *Incoming Mail* port is set to 110

12. Click OK



13. Test the new email account to verify that you can send and receive mail, by clicking the Send/Receive button.