

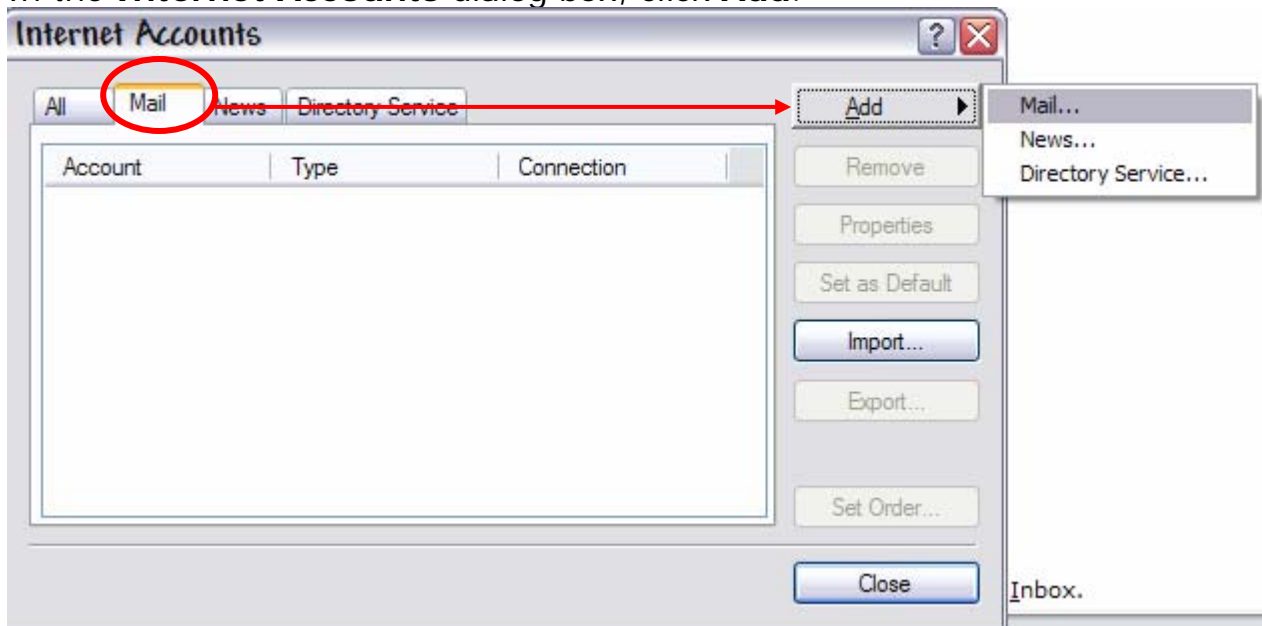
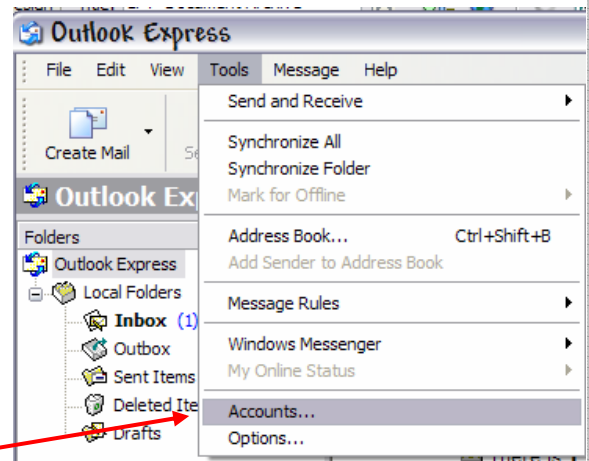


To add an e-mail account

You will need the following information from your Internet service provider (ISP) or local area network (LAN) administrator:

- For e-mail accounts, you'll need to know the type of e-mail server you use (POP3, IMAP, or HTTP), your account name and password, the name of the incoming e-mail server and, for POP3 and IMAP, the name of an outgoing e-mail server.

1. On the **Tools** menu, click **Accounts**.
2. In the **Internet Accounts** dialog box, click **Add**.



3. Select **Mail** to open the Internet Connection Wizard, and then follow the instructions to establish a connection with an e-mail or news server.
4. Input your Name as you want it to appear on your emails to recipients.

The screenshot shows a text input field labeled 'Display name:'. Below the field, it says 'For example: John Smith'.



Setting Up Email for OUTLOOK EXPRESS

5. Input your email address → NEXT

E-mail address:

For example: someone@microsoft.com

6. Input your pop/smtp information as provided by your service provider → NEXT

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:

7. Input your Username and Password as provided. → NEXT

Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

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.

Log on using Secure Password Authentication (SPA)

8. You have finished, select FINISH.

You have successfully entered all of the information required to set up your account.

To save these settings, click Finish.

Note

- Each user can create multiple e-mail or newsgroup accounts by repeating the procedure above for each account.