

# Configuring Your Mail Client - Outlook Express 6

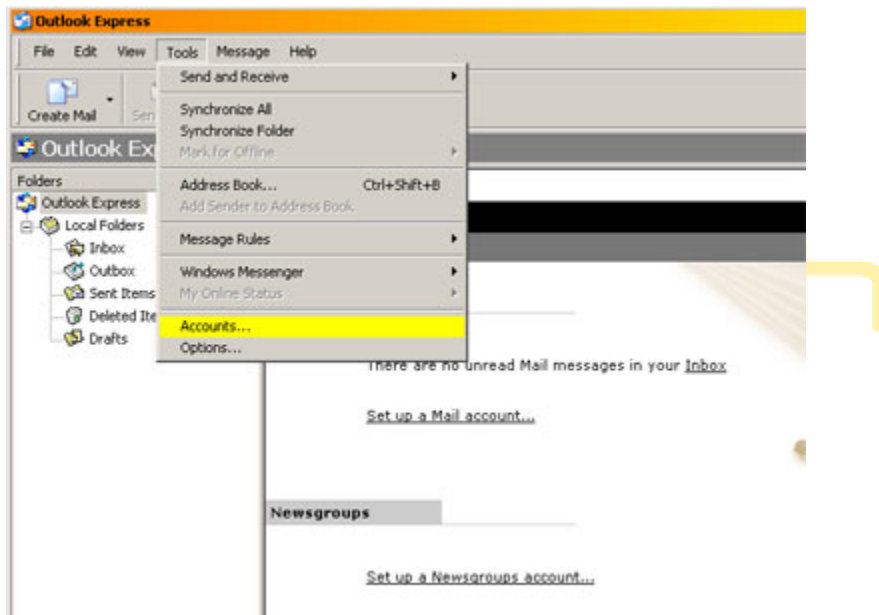
## Configuring your Local Email Client

Follow the instructions below to configure Outlook Express 6 for use with your Mail Server account.

Note: An example account name was used throughout the instructions.

### Configuration Steps

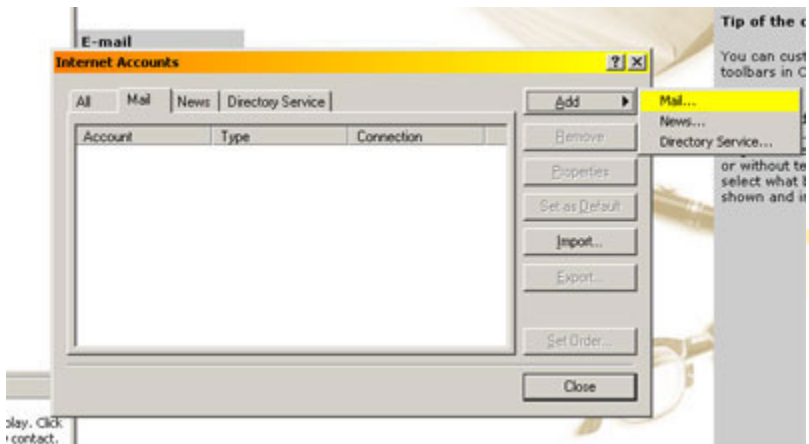
1. Start Outlook Express 6.
2. When the main Outlook Express 6 screen appears, click on the Tools item on the top menu bar (or press ALT-T), then choose/click the Accounts sub-option (as shown below):



3. From the Internet Accounts screen, click on the [Mail] tab at the top. This will show all the mail accounts configured in your Outlook Express 6 (it will be empty if you don't have an account set up already).

Click on the Add button on the right and choose the Mail option, this will add a new mail account using the Wizard. The Wizard will guide you through the information gathering and configuration steps.

Follow the Wizard and enter in the information asked in each screen.



4. On the Your Name screen below, simply enter in your name. Whatever you enter here will appear in the “From” field when someone receives email from you. You can use your full name, or Webmaster, or anything you like. Then, click “Next.”



5. On the Internet E-mail address screen, enter in your email address as provided by us. Click the Next button when you are finished.

Mash

Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back   Next >   Cancel

6. On the E-mail Server Names screen, enter in the Incoming POP3 and Outgoing SMTP Mail Server address as provided by us. Then, click the Next button.

Internet Connection Wizard

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.

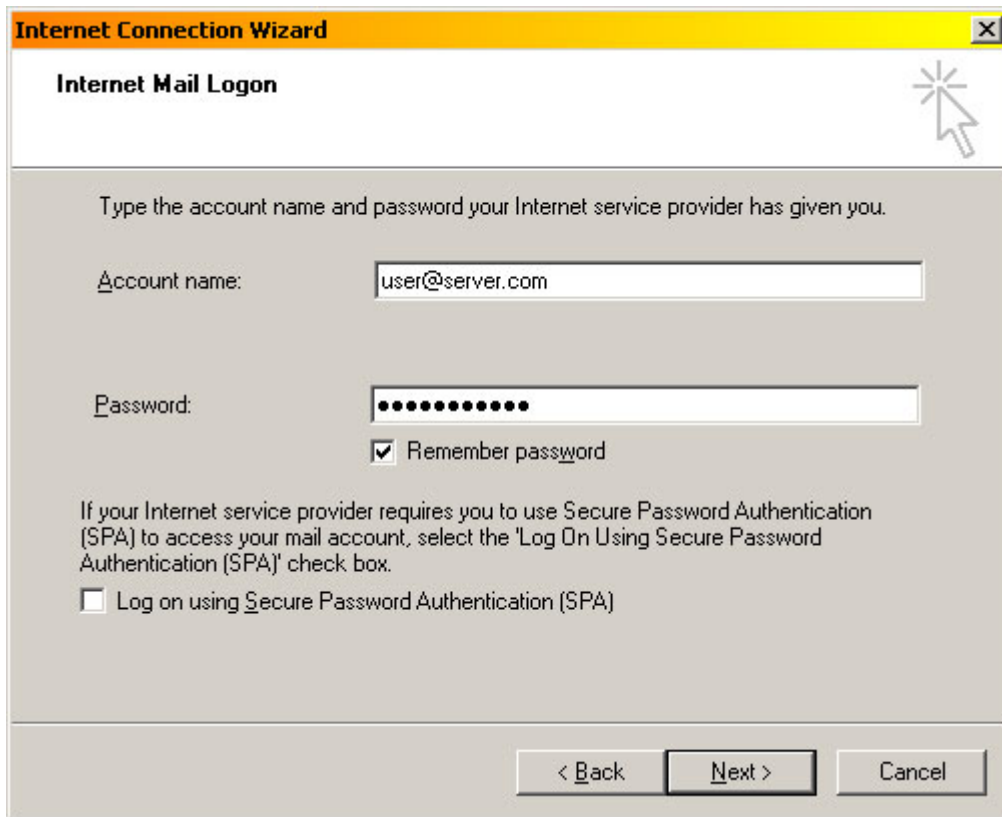
Outgoing mail (SMTP) server:

< Back   Next >   Cancel

7. On the Internet Mail Logon screen, enter your account name and password. Your account name is your FULL email address (user@server.com) as provided by us. You can select Remember password if you like.

**Do not** check the box labeled "Log on using Secure Password Authorization (SPA)" unless specifically instructed by our staff.

Click the Next button when you are finished.



The screenshot shows a window titled "Internet Connection Wizard" with a yellow header bar. Below the header, the title "Internet Mail Logon" is displayed. The main area contains the following text and controls:

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

Account name:

Password:

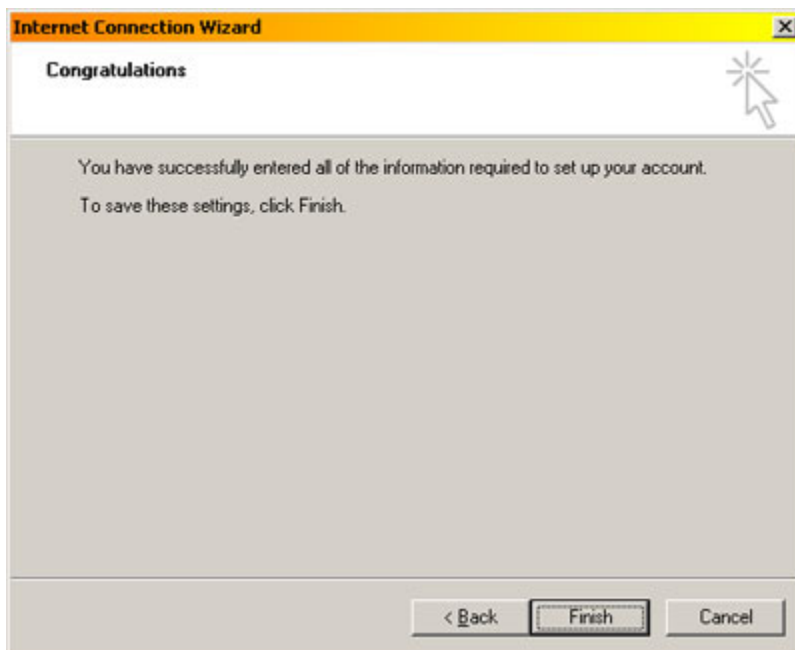
Remember password

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)

At the bottom, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

8. On the Congratulations screen, simply click the Finish button to return to the Internet Accounts screen.



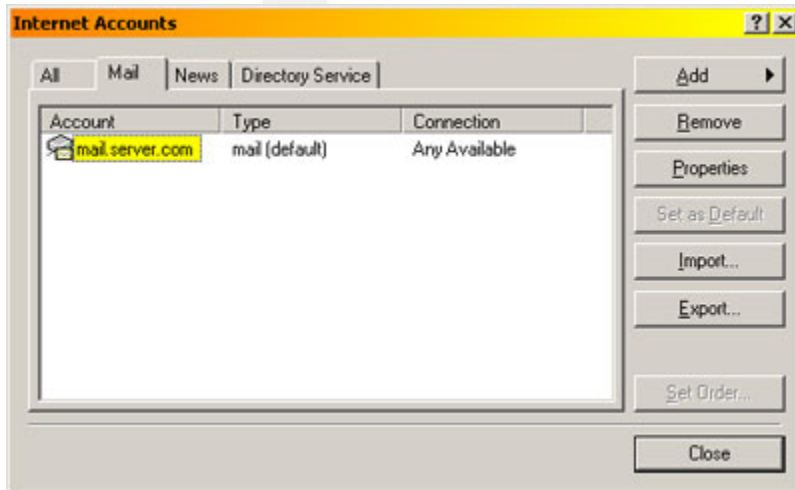
The screenshot shows a window titled "Internet Connection Wizard" with a yellow header bar. Below the header, the title "Congratulations" is displayed. The main area contains the following text:

You have successfully entered all of the information required to set up your account.  
To save these settings, click Finish.

At the bottom, there are three buttons: "< Back", "Finish", and "Cancel". A mouse cursor is pointing at the "Finish" button.

9. At this point, you are returned to the Internet Accounts screen. You can set the new rule as your default if you want to use this address as your primary email account in your email program.

The Wizard will automatically update the properties while you are setting up the account. From this screen, click on or highlight the mail account just created and click on the Properties button to the right.

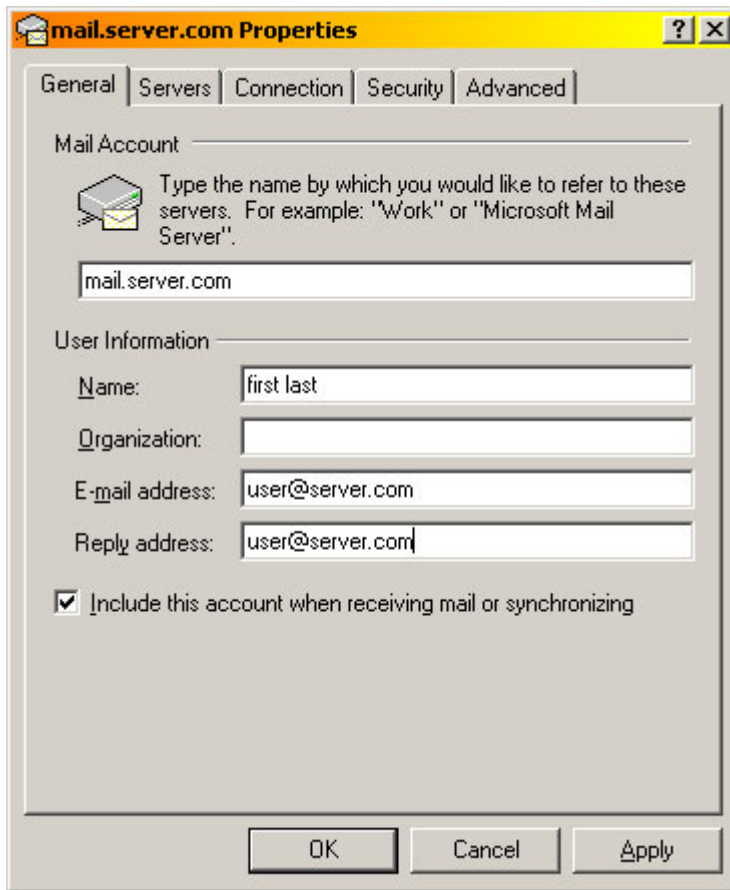


10. On the General tab you can enter the name for this account which can be anything you like. You can also enter the organization and reply email address you wish to use. Normally this will be the email address you are setting up this account for.

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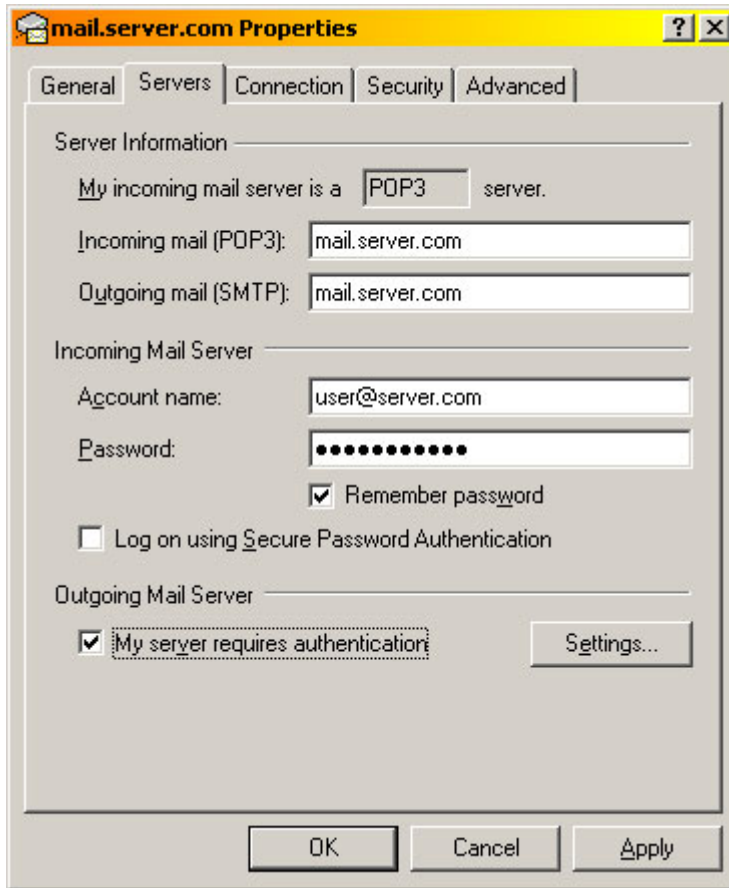
You should also check "Include this account when receiving mail or synchronizing" checkbox.

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11. Under the Servers tab please check "My server requires authentication" checkbox and click on "Settings".





12. On this screen select "Log on using" radio box and enter the username and password for your account as provided by us. This is the same username and password used for the POP3 server earlier in the setup process. Please note that the username is the full email address.

You can also use the radio box "Use same settings as my incoming mail server" but on some systems this may cause problems when sending emails.

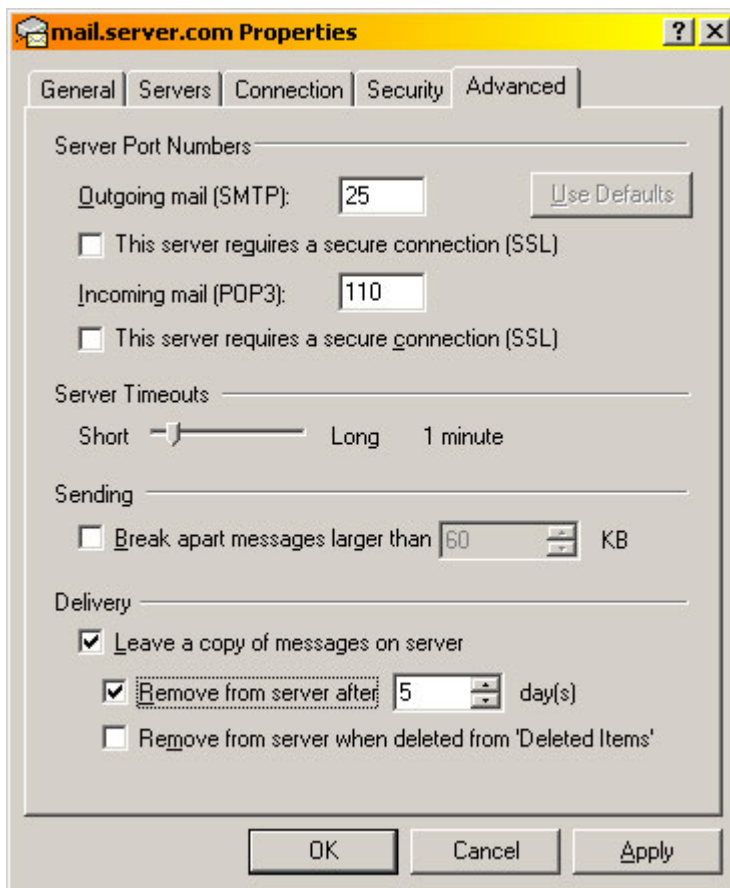
**Do not** check the "Log on using Secure Password Authentication" option unless specifically instructed by our staff.



13. On the Advanced tab, you can check the “Leave a copy of messages on the server” checkbox, the “Remove from server after x days” checkbox and the “Remove from server when deleted from “Deleted Items”” checkbox. Please set the number of days preferably to no more than but can be longer if needed.

This will leave copies of all received emails on the server after the Outlook program downloads them to your computer. This will allow you to read your emails using the WebMail web based interface from any other computer connected to the internet assuring that the email received in the indicated time are accessible.

Click “Apply” and “OK” to finish the setup process.



You will need to log out and restart your Outlook Express 6.

Configuration is complete!