

## Setting up a new e-mail account with Outlook Express.

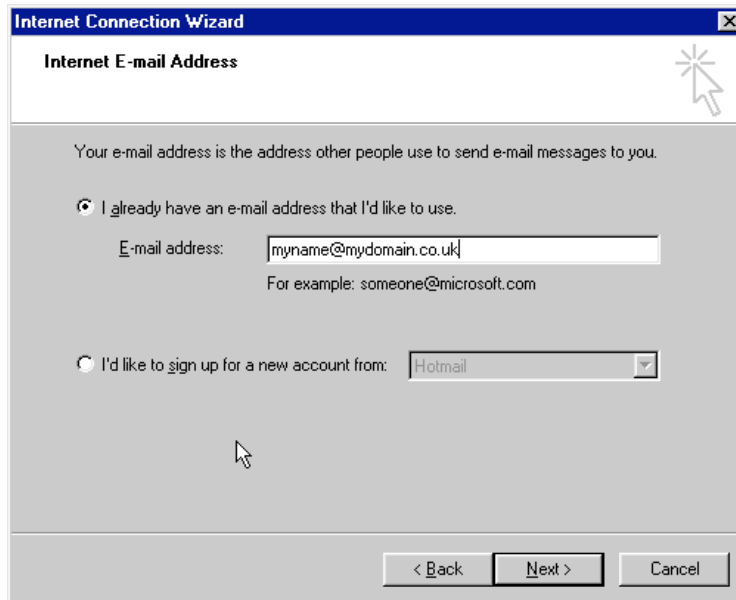
The following procedure can be used either for a brand new account, or in order to create a new e-mail name to use on an existing account. These instructions also can be applied to checking the same email account from more than one computer.

1. From the 'tools' menu in Outlook Express select 'accounts' – A pop-up window will show your existing e-mail accounts and newsgroups.
2. Click the 'Add' button to the right of the window.
3. Select 'mail' from the popup menu.
4. You should now have the first dialog of a wizard. Fill in the name you wish to appear on e-mails that you send in 'display name'.



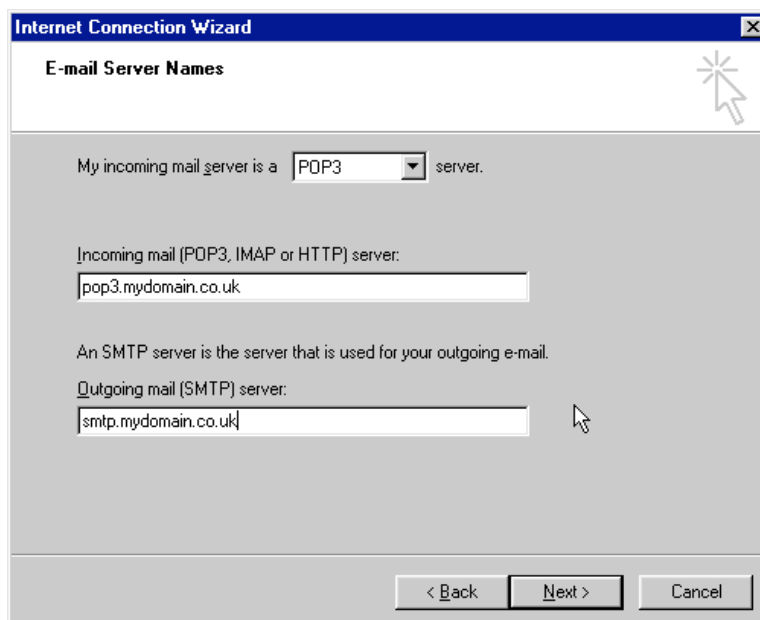
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The window has a header bar with the text "Your Name" and a help icon (a star with a mouse cursor). Below the header, there is a text box containing the instruction: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this text is a label "Display name:" followed by a text input field containing "My Name". Underneath the input field, there is a small example text: "For example: John Smith". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

5. Click next for the next screen. Fill in details of the e-mail address you want to show for yourself. This does not have to be the same as the account you are going to choose to use to send and receive mail. The fact that you can choose any address at this point means that you can set up Outlook Express to send e-mails from one account whilst you get people to reply to another.



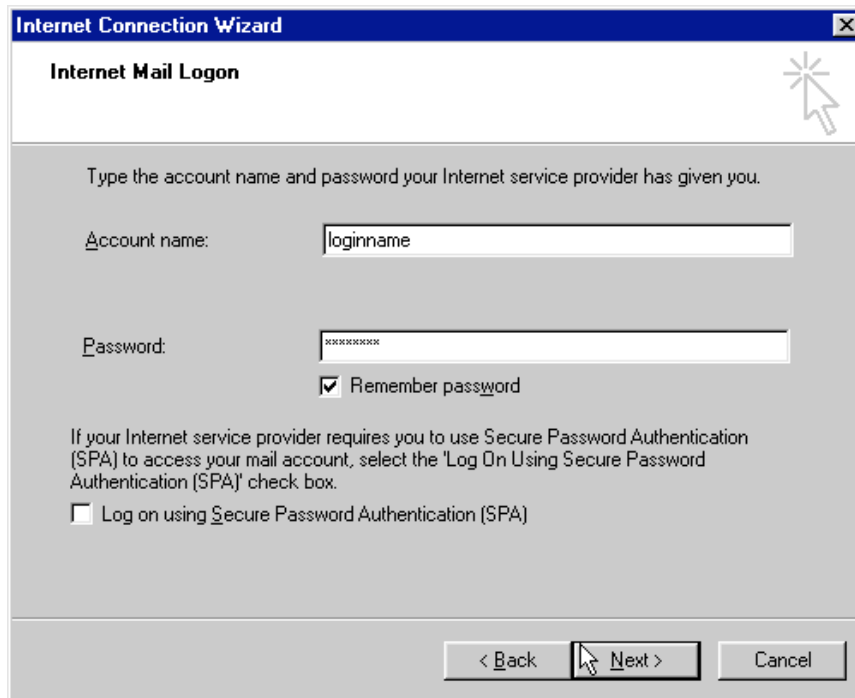
The screenshot shows the 'Internet Connection Wizard' window with the 'Internet E-mail Address' tab selected. The window title is 'Internet Connection Wizard'. Below the title bar, the text reads 'Your e-mail address is the address other people use to send e-mail messages to you.' There are two radio button options: the first is selected and reads 'I already have an e-mail address that I'd like to use.' Below this is a text box containing 'myname@mydomain.co.uk' and a smaller text box below it with the example 'For example: someone@microsoft.com'. The second radio button option is 'I'd like to sign up for a new account from:' followed by a dropdown menu showing 'Hotmail'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Click Next and confirm that your service provider details for receiving and sending e-mail. These details have to be for the provider that you are actually able to connect to, so will normally be whoever you use as your Internet Service Provider (ISP) dial-up or otherwise. If you are unsure of the details you can generally guess correctly just by adding 'pop3' to the start of your ISP's domain name such as pop3.freeserve.co.uk. Do likewise with the 'smtp' for outgoing mail.



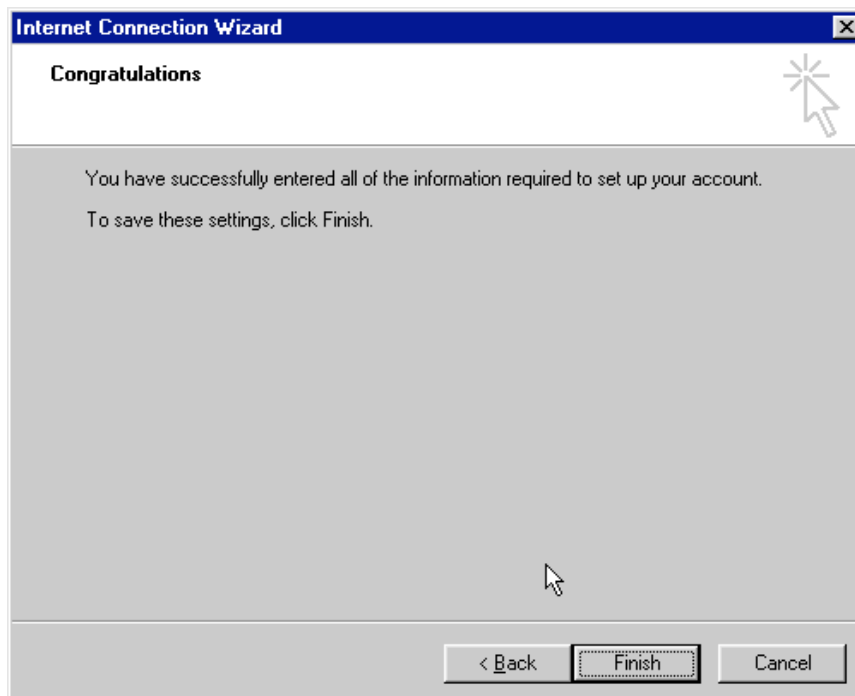
The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window title is 'Internet Connection Wizard'. Below the title bar, the text reads 'My incoming mail server is a POP3 server.' The 'POP3' is in a dropdown menu. Below this is a text box containing 'pop3.mydomain.co.uk' with the label 'Incoming mail (POP3, IMAP or HTTP) server:'. Below that is another text box containing 'smtp.mydomain.co.uk' with the label 'Outgoing mail (SMTP) server:'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Next fill in the login details for the e-mail server you have set on the previous screen as well as the password.



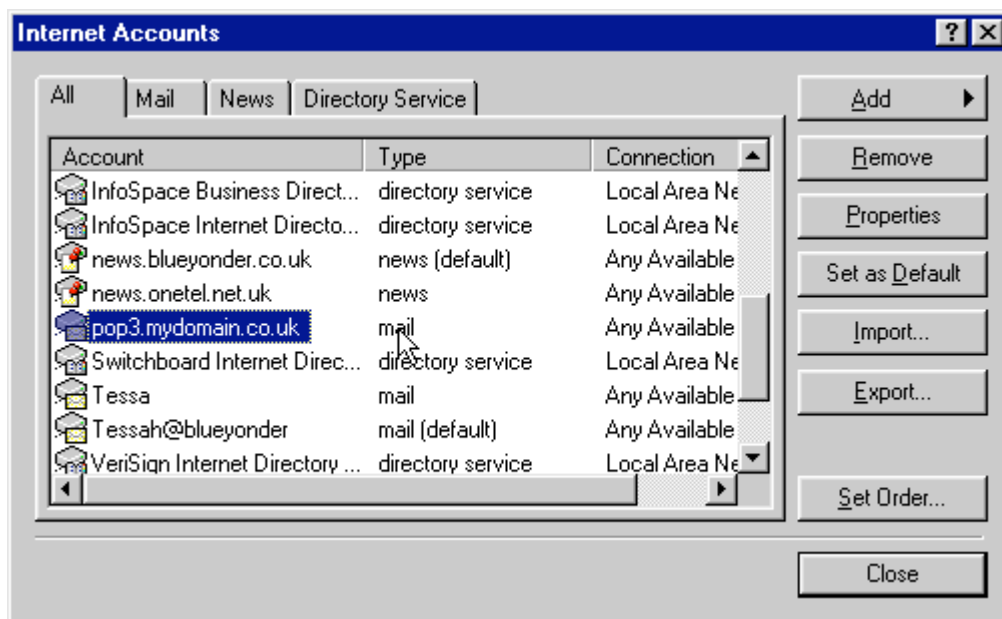
The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this are two input fields: "Account name:" with the text "loginname" and "Password:" with masked characters "xxxxxxxx". A checked checkbox labeled "Remember password" is positioned below the password field. Further down, there is a paragraph: "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." Below this is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

8. Now just confirm that you have finished.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Congratulations". The main text reads: "You have successfully entered all of the information required to set up your account. To save these settings, click Finish." At the bottom of the window are three buttons: "< Back", "Finish", and "Cancel".

9. You should now have set up the new account on your computer. Go online and check that you can send and receive mail with some test messages. From now on the mail should be checked each time you connect. If you do not wish this to happen as you are already checking the server account you have entered you need to change the properties of the account just created.
10. To change if mail is to be automatically received or not and how the account is identified by Outlook Express highlight the account you have created and click properties.



11. The following dialog should appear and you can change any details including the name used by Outlook Express, the name people see as your sender (from) name on your e-mails and the e-mail address that they see for you and will reply to.

You should uncheck 'include this account when sending or receiving e-mail' if you have set up a second or 'shadow' account on an existing e-mail box that is already being checked. If you do not you will find duplicate e-mails arriving in your in box. The other tabs will allow you to change other information entered when you created the account.



12. Once you have completed the above steps when you create a new e-mail in Outlook Express you will find that you can choose which of the mail accounts you have set up you want the mail to be sent 'from'. Choose by clicking on the downward pointing arrow to the right of the 'from' field near the top of the new mail window.
13. If you are setting up access to an email account that is already being checked by another computer you should find the 'leave a copy of messages on server' check box in the advanced tab of the properties dialog shown above. Check this box on ALL computers that are going to pick up email from the same account otherwise the first computer to collect the email will remove it from the server and the next computer will not be able to collect it. Now on one computer ONLY also check 'remove from server after X days' setting 'X' to a reasonable number for your purposes, perhaps between 1 and 5. This avoids old emails clogging up your server after they have been collected by all the computers you have set up.