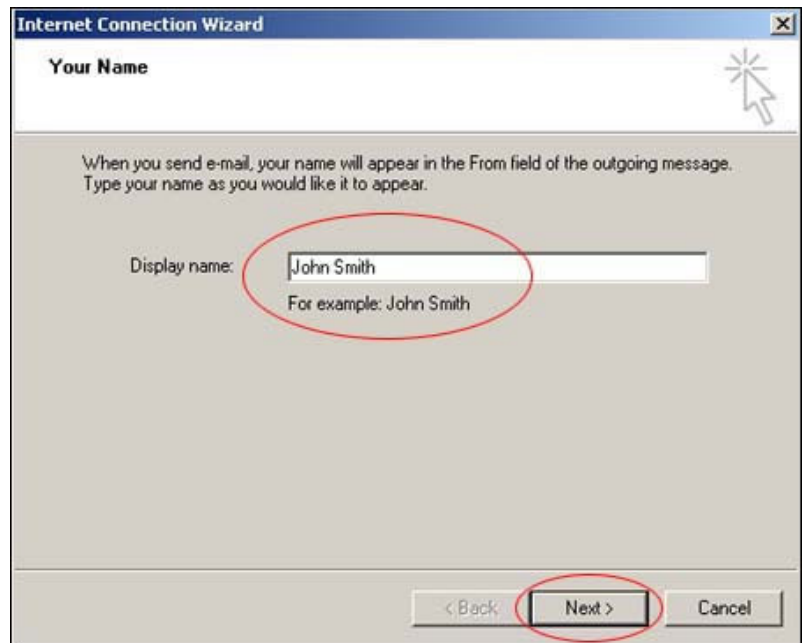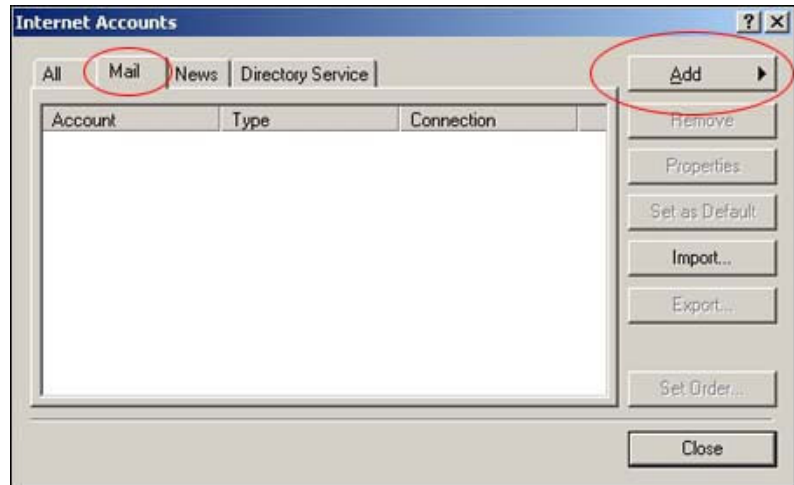## Configuring E-mail: Outlook Express 6.0

• You can open **Outlook Express** on your computer by going to **Start -> Programs -> Outlook Express**.
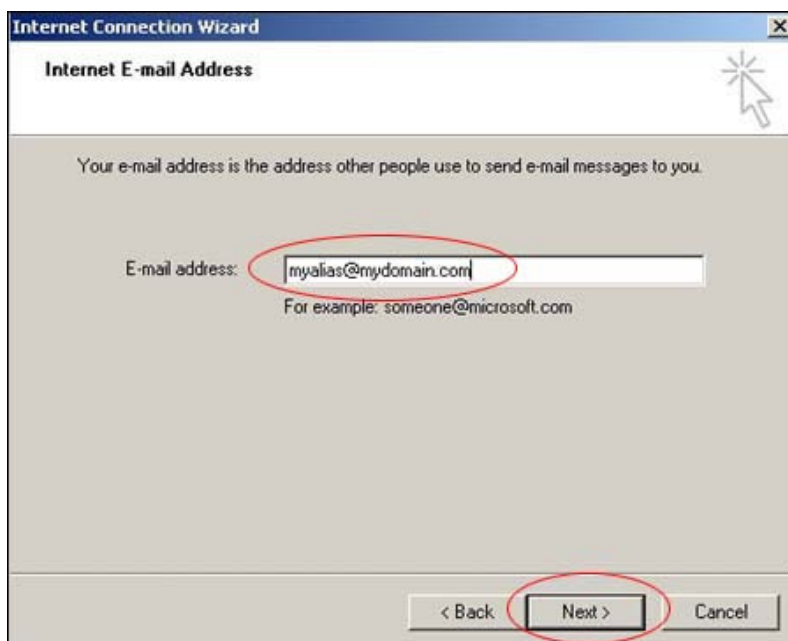
If you are automatically directed to the **Internet Connection Wizard**, select **Use an existing Internet mail account** and click on the **Next** button. This will open a window called **Your Name**. You can now skip to the next bullet.

If the Wizard does not begin automatically, select the **Tools** menu, then **Accounts**. This will open a window called **Internet Accounts**. In this window, select the **Mail** tab and click on **Add -> Mail**. This will activate the **Internet Connection Wizard**, and you will see the window called **Your Name**.

• On the **Your Name** screen, enter your first and last name. Click **Next** to move on to the next screen.
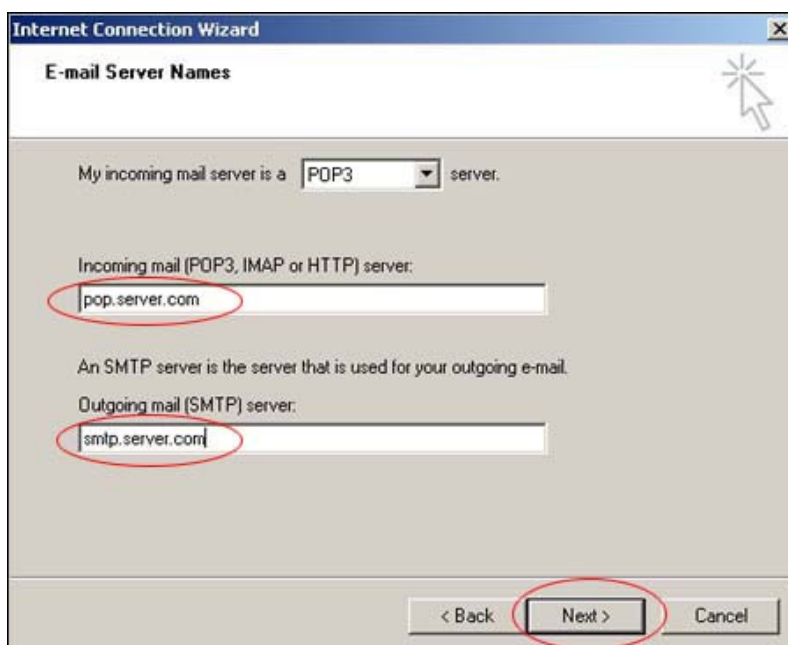
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• On the **Internet E-mail Address** screen, enter the e-mail address you would like to set up on Outlook Express. Click **Next** to move on to the next screen.

• On the **E-mail Server Names** screen, select POP3 from the pull-down menu. (POP3 will likely be the default setting.)

Then enter
mail.yourdomain.com in the box labeled **Incoming mail server** and
mail.yourdomain.com in the box labeled **Outgoing mail (SMTP) server** Click **Next**.

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• On the **Internet Mail Logon** screen, enter your e-mail address as the **Account name**. Then enter the **password** that corresponds to that mailbox and click **Next** to move on.

NOTE: Enter the e-mail address of your actual mailbox, NOT a forwarding address. Once you have configured Outlook Express to this mailbox, Outlook Express will receive mail sent to all forwarding addresses associated with this mailbox.

If you have previously configured e-mail programs to your mailbox using only the name of the mailbox ("mailbox_name" with no "@domain.com"), continue to use that mailbox name.
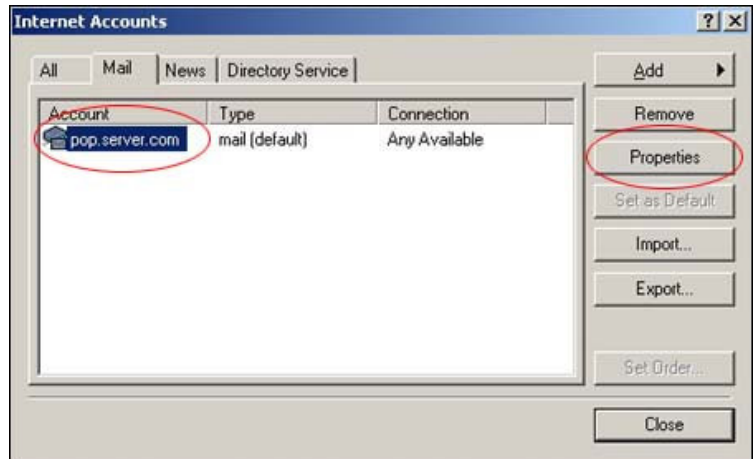
NOTE: If you are updating a previously created e-mail account that has a '%' in the account name (username) please change the '%' to an '@' so that it looks like an e-mail address.

• You have successfully entered all of the information required to receive e-mail from the mailbox. Click **Finish** to move on. You will still need to set up your account properties.
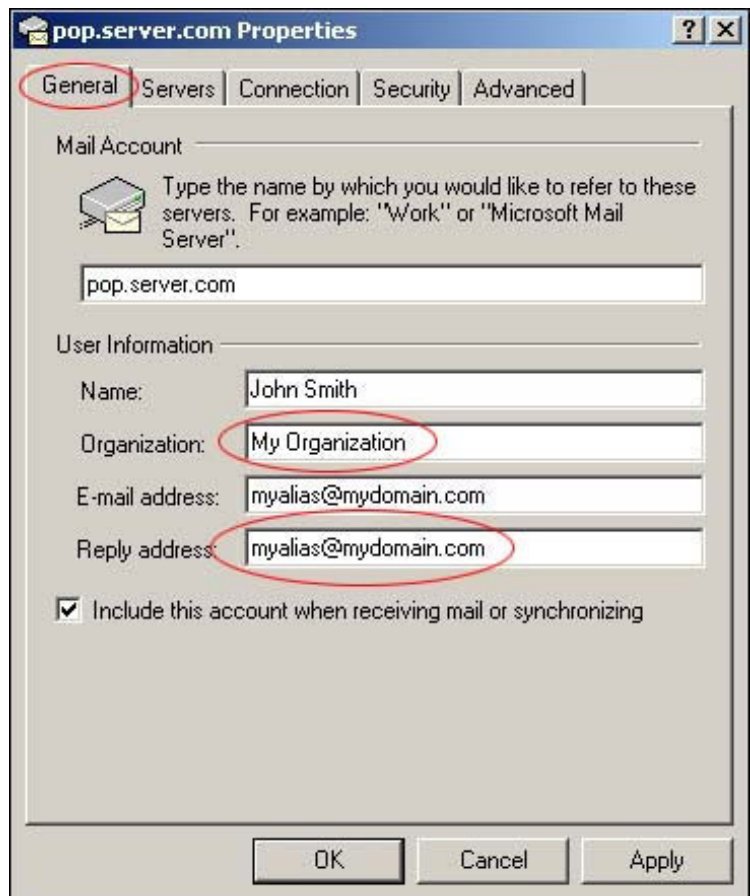
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• If you are brought back to the **Internet Accounts** window, you will see the e-mail account you just created listed as **mail.yourdomain.com**. Select your account and click on the **Properties** button to set up your account properties.
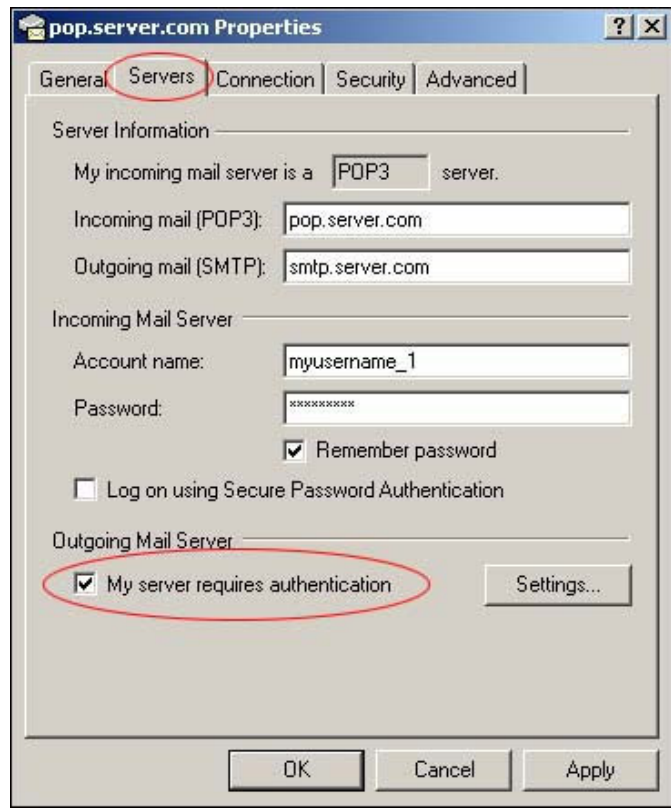
If you are not brought back to the **Internet Accounts** window, you can open it by selecting first the **Tools** menu and then **Accounts**. Click on
the **Mail** tab, select your account and click on the **Properties** button to set up your account properties.

• Under the **General** tab, fill out all the **User Information**. The **Name** and **E-mail Address** fields should already contain the information you entered previously, but you can use this screen to enter your **Organization** (your company, association, etc.) and **Reply Address**.

*NOTE: Your reply address is the address to which messages will be sent when people reply to your e-mail messages. It is usually the same as your
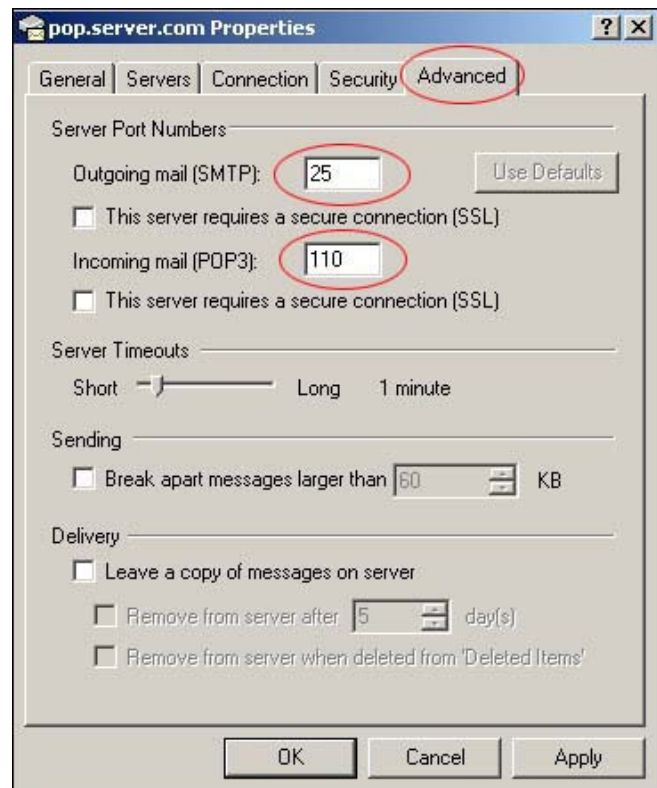e-mail address.*

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• Click on the **Servers** tab and you will see the account information you entered previously. Select the **My server requires authentication** check box under the **Outgoing Mail Server** heading as show below:

• Finally, click on the **Advanced** tab and make sure that nothing is checked in the **Server Port Numbers** section. Your **Outgoing Mail (SMTP) Server Port Number** should be changed from 25 to 587 and your **Incoming Mail (POP3) Server Port Number** should be set to 110. Click **Apply**; then click **OK**.
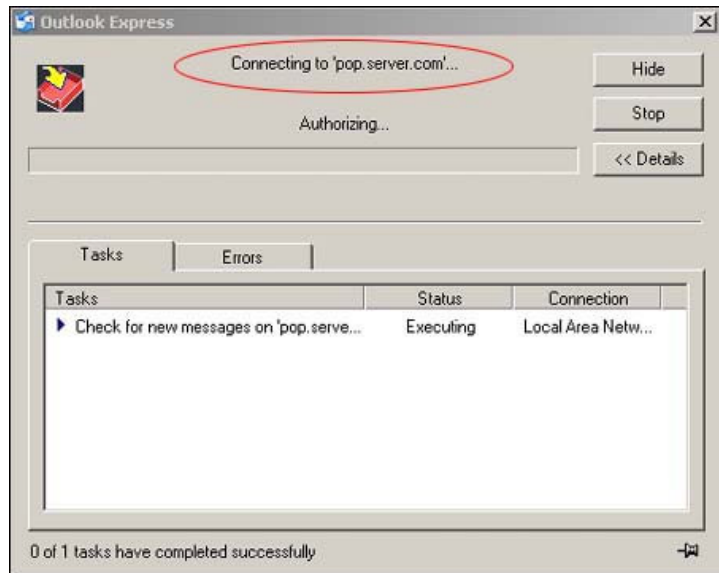
NOTE: If you have previously sent messages with a different SMTP port number, that number will still work.

Outlook Express has now been configured to your mailbox! Click on the **Inbox** icon in the left navigation menu of Outlook Express to see the inbox of the e-mail account you just set up. (You may have to close the **Internet Accounts** window first.)
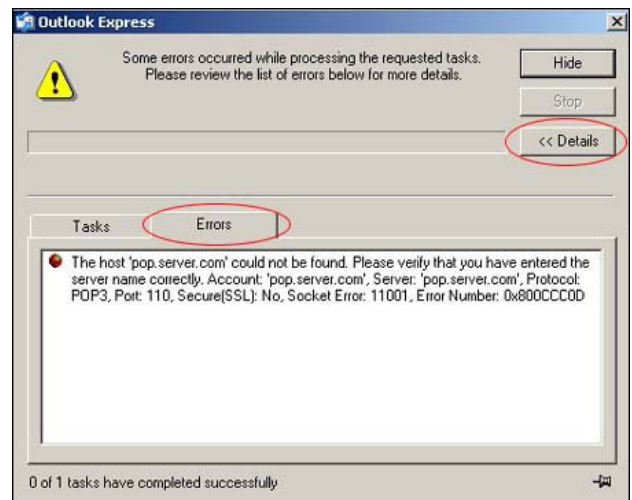
Testing Your Account

• Send yourself a message from an external e-mail address to make sure that you are properly set up to receive mail. Click on the **Send/Recv** button to receive your incoming e-mail, and you should see a window like the one below.

• Next, send a message using Outlook Express to an external e-mail address to make sure that you can send mail.

If you do not receive an error message when you receive or send mail, you can begin using Outlook Express.

• If your account is not working properly, an error message window will open, similar to the one below. Click on **Details** to view the specific message under the **Errors** tab:

Add Another Mailbox

If you would like Outlook Express to receive mail from more than one mailbox, select first the **Tools** menu and then **Accounts** to reopen the **Internet Accounts** window. Click on **Add -> Mail** to add another mailbox and continue along with the steps outlined in this tutorial.