

How to set up Outlook Express

Step One:

In Outlook Express, click on **Tools**. At the bottom of this list, you should see **Accounts**, click on it.



Step Two:

- 1. When the dialog box opens, make sure the Mail tab is selected.
- 2. Then click Add.
- 3. Then click Mail.





Step Three:

Enter your full name, then click Next.



Step Four:

Enter your email address, then click Next.

ernet Connection Wizard	
Internet E-mail Address	ž
Your e-mail address is the address other people use t	to send e-mail messages to you.
E-mail address: email@ascwebservices.	
For example: someonece	microsoft.com



Step Five:

Enter in **mail.your-domain-name.com** (entering your actual domain name, and changing ".com" to ".org", etc. as needed) for both POP3 and SMTP fields. Then click Next.

E-mail Server Names	Ť
My incoming mail server is a POP3 v server.	
Incoming mail (PUP3, IMAP or HTTP) server:	
mail ascwebservices.com	
An SMTP server is the server that is used for your outgoing e-ma Outgoing mail (SMTP) server:	ı
mail ascwebservices.com An SMTP server is the server that is used for your outgoing e-ma Outgoing mail (SMTP) server: mail ascwebservices.com	L
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Step Six:

- 1. Enter your full email address for your account name.
- 2. Enter your password.
- 3. Be sure to place a check next to
- "Remember Password".
- 4. Click Next.

iternet Connection Wizard	E E
Internet Mail Logon	影
Type the account name and password your Internet service provider has given you.	
Account name: Cemai@ascwebservices.com	D
Password:	C
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)	
< Back Next > C	ancel

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Step Seven:

Click Finish.



Step Eight:

We are not quite finished though.Be sure the Mail tab is selected. Your email account should already be selected, if not, click it to highlight it. Then click the P**roperties** button.

II Mail News Di	rectory Service		Add
Account	Туре	Connection	Remove
amail.ascwebservices.com	n) mail (default)	Any Available	Properties
			Set as Defau
			Import
			Export
			Set Order



Step Nine:

The first tab, **General**, should already be filled in. Lets leave this as is and move to the **Servers** tab.

General Servers Mail Account — Type th servers	Connection So e name by which For example: "Y	a you w	Advanced	er to these
mail.ascwebser	vices.com			
Name: Organization:	Andy Shapiro			
E-mail address: Reply address:	mailbox@ascw	ebserv	ices.com	
✓ Include this acc	count when rece	iving m	ail or synchron	izing



Step Ten:

As on the previous tab, your information should already be entered, similar to this example.

1. Place a check next to "My server requires authentication".

2. Click the Settings button to continue.

cryci miomidion	
My incoming mail serve	r is a POP3 server.
Incoming mail (POP3):	mail.ascwebservices.com
Outgoing mail (SMTP):	mail.ascwebservices.com
ncoming Mail Server —	
Account name:	mailbox@ascwebservices.com
Password:	••••
Log on using Secur	Remember password e Password Authentication
utgoing Mail Server —	
My server requires a	authentication Settings

Step Eleven:

There should be a dot next to "Use same settings as my incoming mail server." Click **OK** to continue.





Step Twelve:

Click on the **Advanced** tab. Locate the Outgoing mail (SMTP) section and change the **25** number to **587**. Click OK.

😪 mail.ascwebservices.com Properties 🛛 🔹 🛛 🤇
General Servers Connection Security Advanced
Server Port Numbers
This server requires a secure connection (SSL)
Incoming mail (POP3): 110
This server requires a secure connection (SSL)
Server Timeouts Short Long 1 minute
Sending Break apart messages larger than 60 🔅 KB
Delivery
Remove from server after 5 🔷 day(s)
Remove from server when deleted from 'Deleted Items'
OK Cancel Apply

Click Close. Congratulations! You're all done!