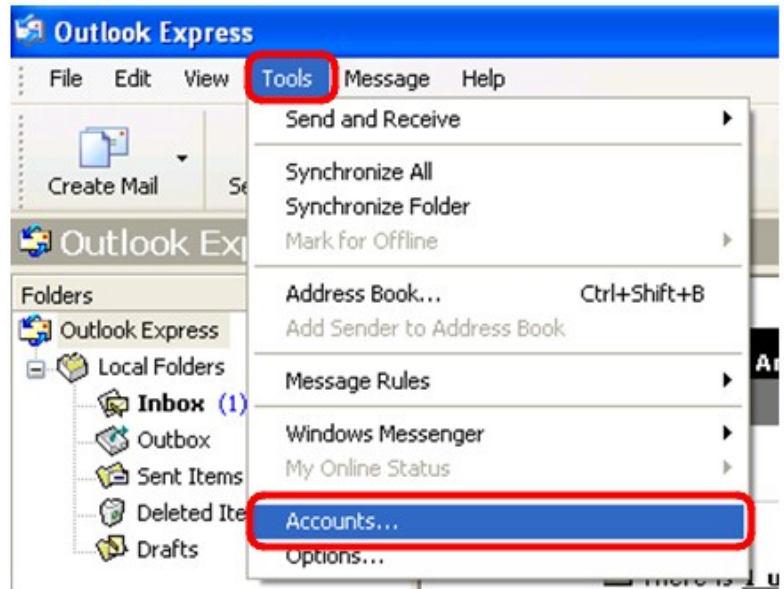


How to set up Outlook Express

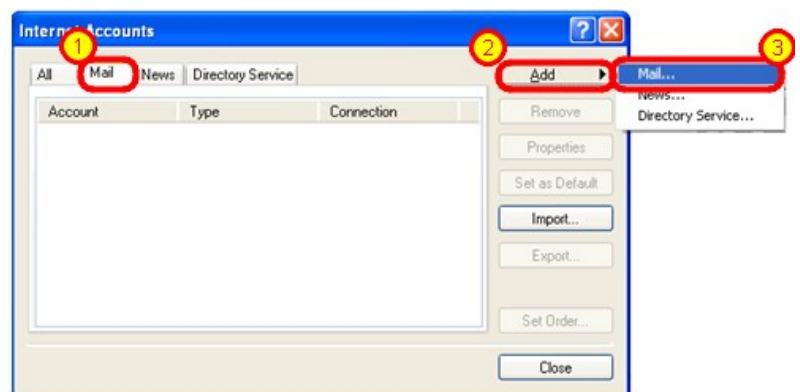
Step One:

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



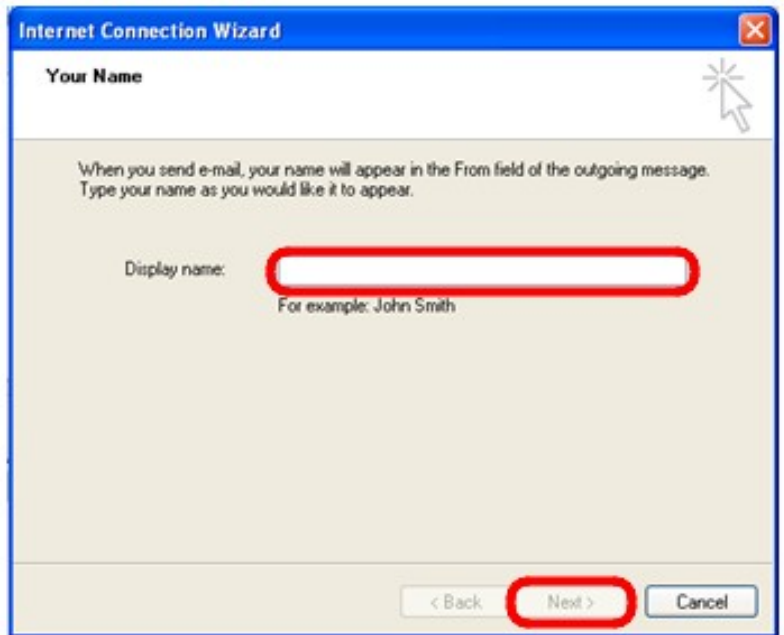
Step Two:

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



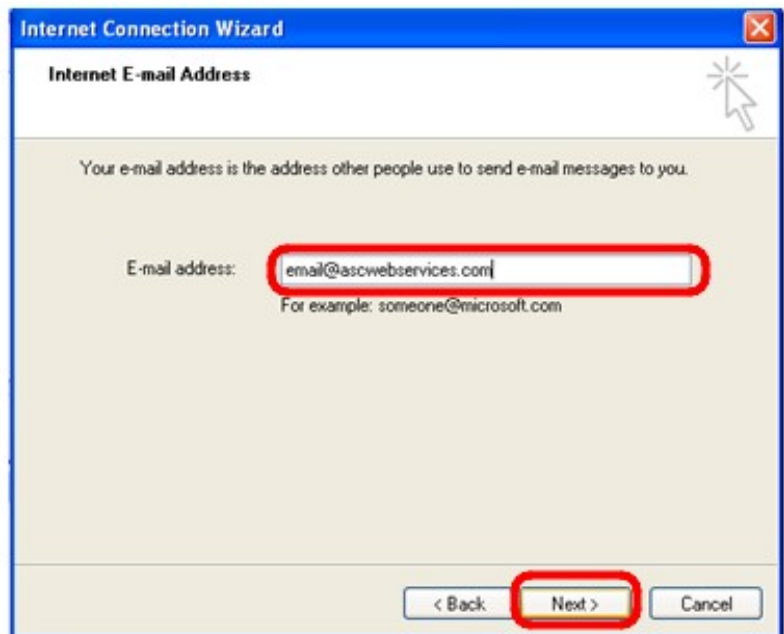
Step Three:

Enter your full name, then click Next.



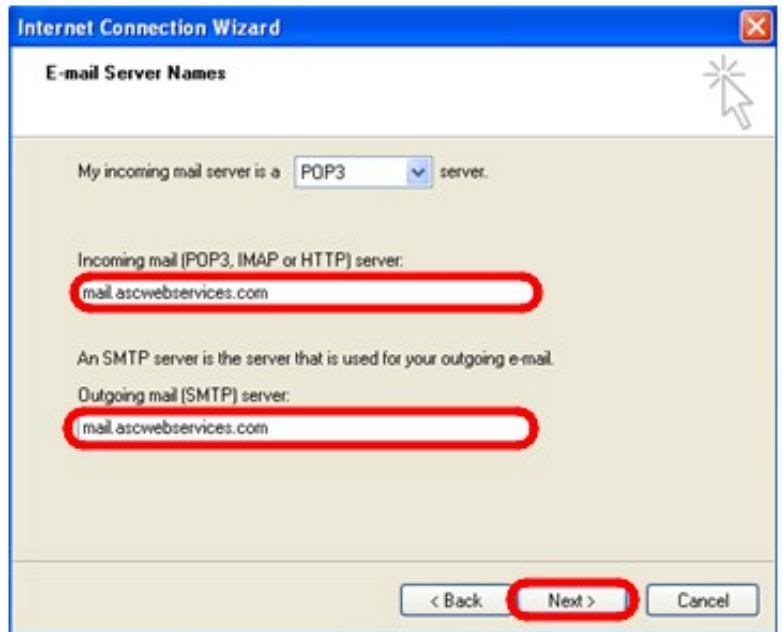
Step Four:

Enter your email address, then click Next.



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.



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.



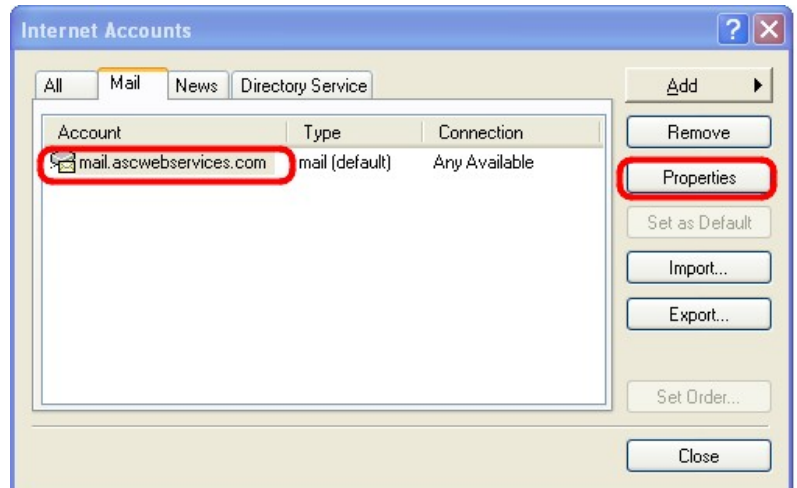
Step Seven:

Click Finish.



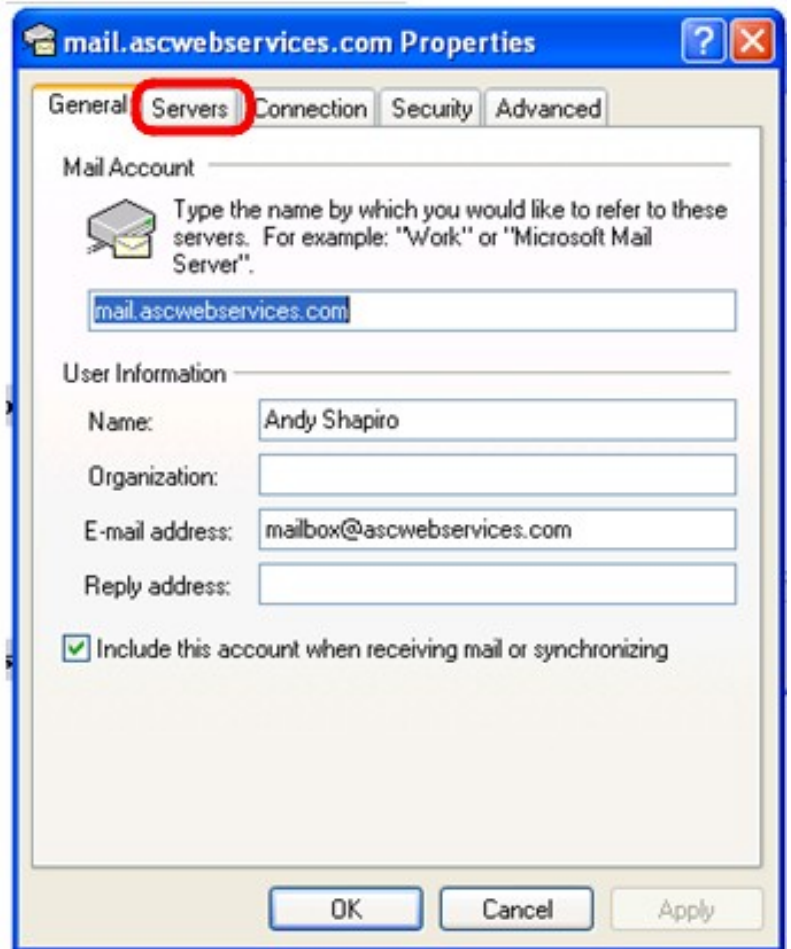
Step Eight:

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 **Properties** button.



Step Nine:

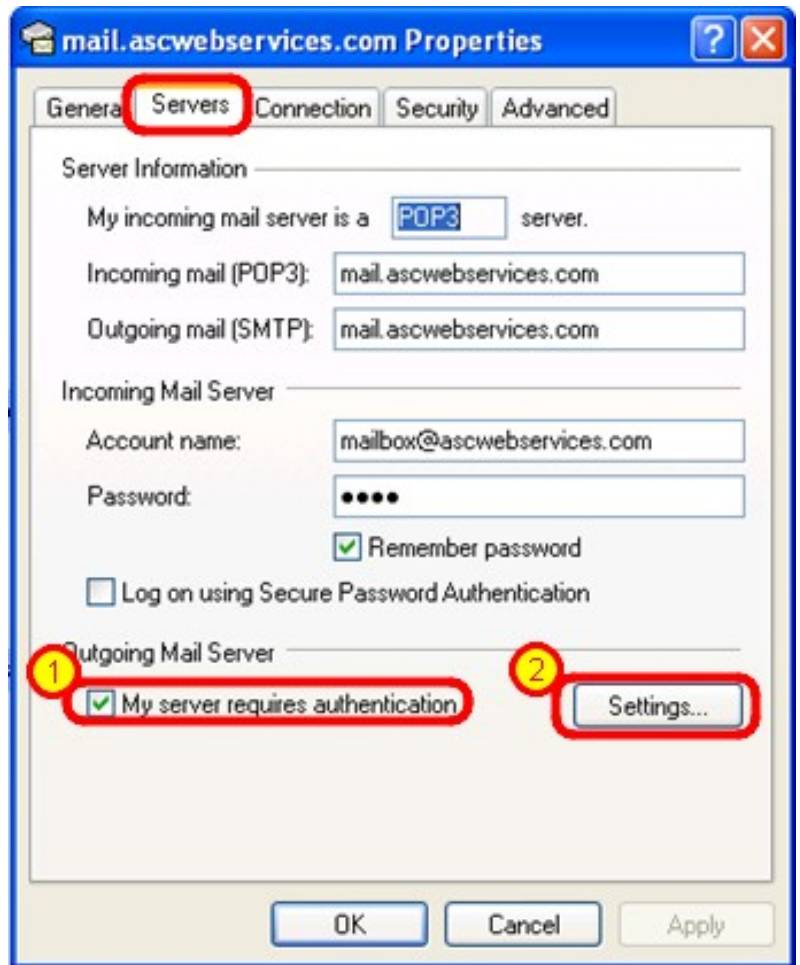
The first tab, **General**, should already be filled in. Lets leave this as is and move to the **Servers** tab.



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.



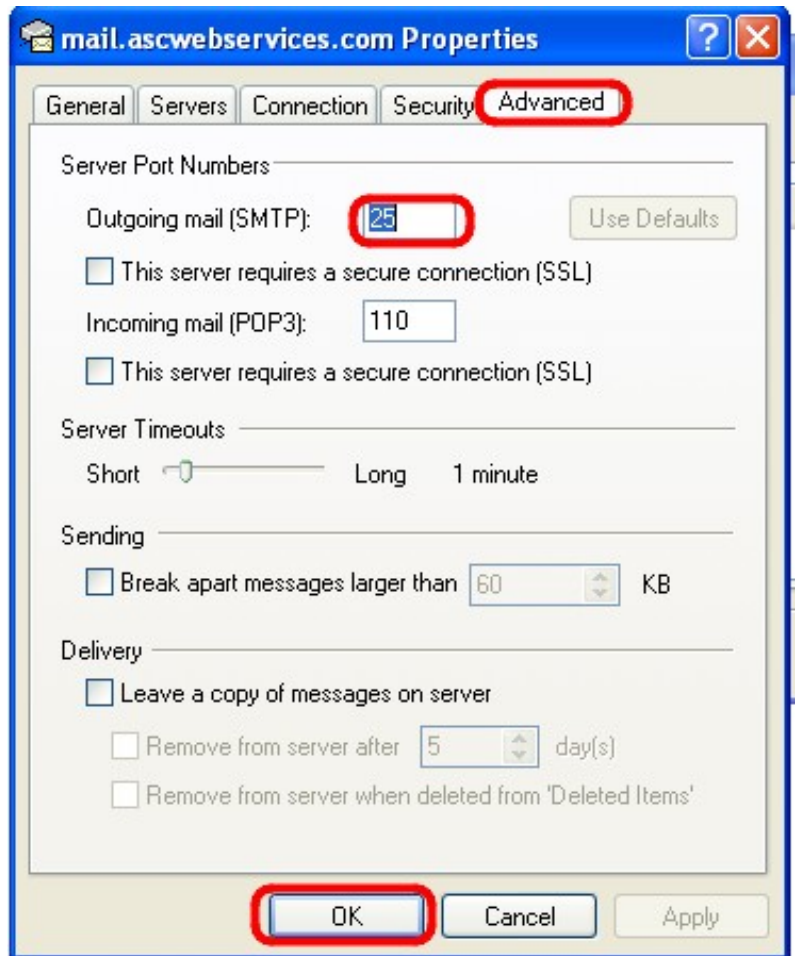
Step Eleven:

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.



Click Close. Congratulations! You're all done!