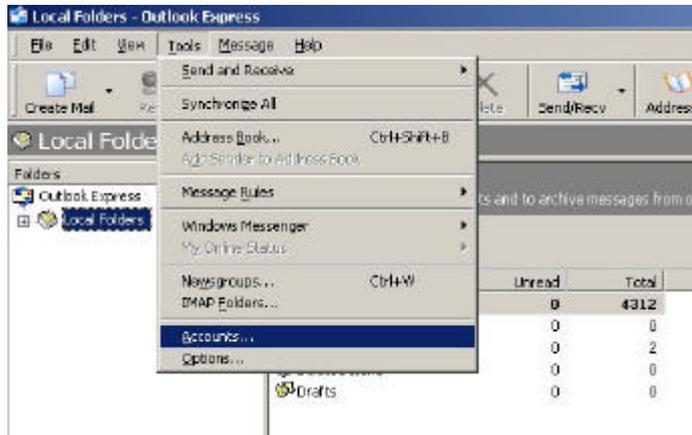


Adding a new account to Outlook Express.

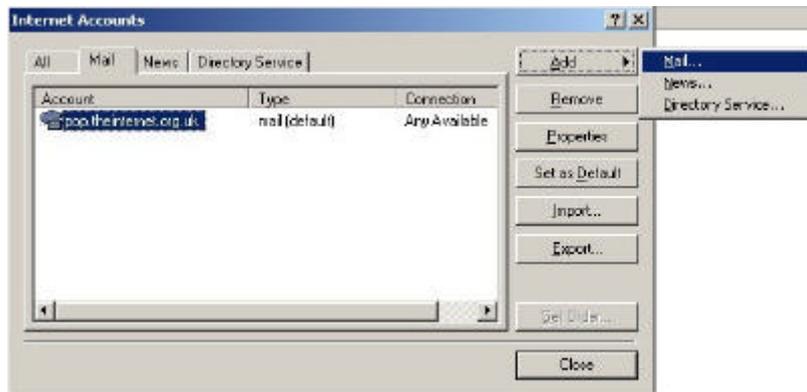
Starting the process.

Select **Tools > Accounts** from the main menu.



Adding a new account.

Choose **Add then Mail**.



The Name dialog box will open.

arrowhead >>

Enter your account details.

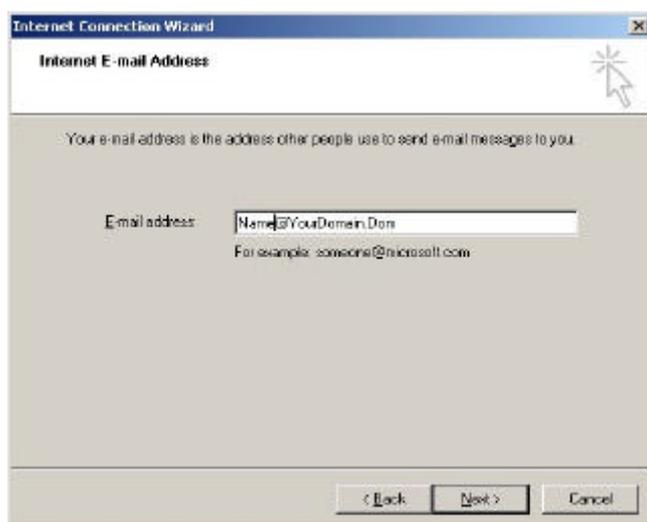


The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'Your Name'. Below the title, there is a text box for entering the name. A mouse cursor is pointing at the top right corner of the dialog box. Below the text box, there is a small icon of a starburst. The text below the text box reads: '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, there is a label 'Display name:' followed by a text box. Below the text box, there is a small icon of a starburst and the text 'For example: John Smith'. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Enter your name as you would like it to appear in your email address.
ie **Your Name** [email@address.dom]

Click **Next**.

Enter your email address.



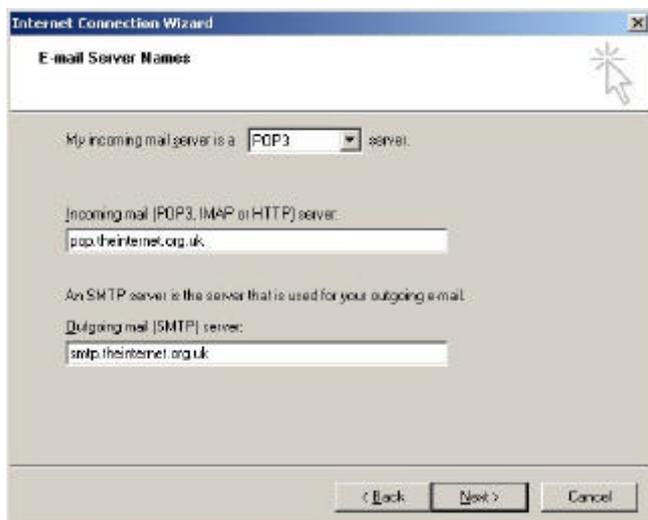
The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'Internet E-mail Address'. Below the title, there is a text box for entering the email address. A mouse cursor is pointing at the top right corner of the dialog box. Below the text box, there is a small icon of a starburst. The text below the text box reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this text, there is a label 'E-mail address:' followed by a text box. Below the text box, there is a small icon of a starburst and the text 'For example: someone@microsoft.com'. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Enter your email address.
ie Your Name [**your.email.address@domain.dom**]

Click **Next**.

Enter your email server names.

Choose **POP3** as your incoming mail server is a POP3 server. This is the best server type for most users, if you want more information about using IMAP please ask.



The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window contains the following text and fields:

- My incoming mail server is a **POP3** 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:

At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

Your Server Information :

Incoming mail server (POP3) is pop.theinternet.org.uk

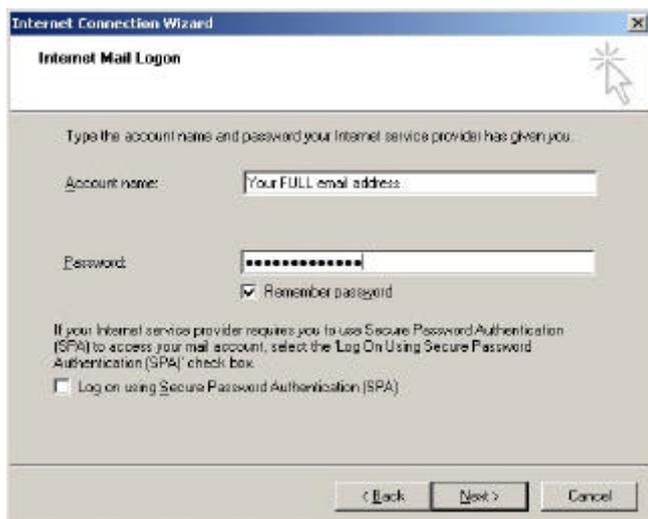
Outgoing mail server (SMTP) is smtp.theinternet.org.uk

If you would like to use your domain name in the server names box please ask.

Please be sure to put a (**dot**) between pop/smtp & theinternet & org & uk.

Click **Next**.

Enter your mail logon details.



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window contains the following text and fields:

- 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 of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

Your **Account Name** is your **full email address**. Please be careful when entering your password, as you cannot see the characters that you are typing. Check that there is a tick in the **Remember Password** check box.

arrowhead >>

Do **NOT** tick the **Log on using Secure Password Authentication(SPA)**.
Click **Next**.

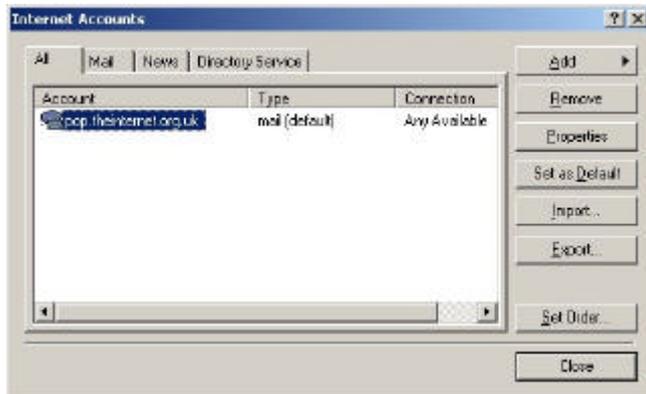


Click **Finish**.

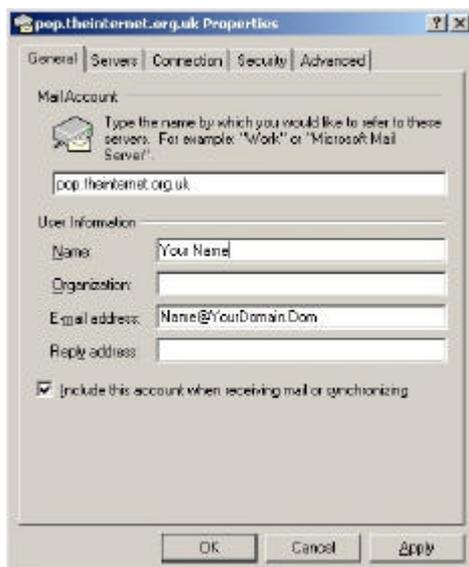
This has created your email account in Outlook Express, but to secure account from being used by spammers, we have to modify the security settings. As part of this stage you can check that the information you have added is correct.

Modify an account in Outlook Express.

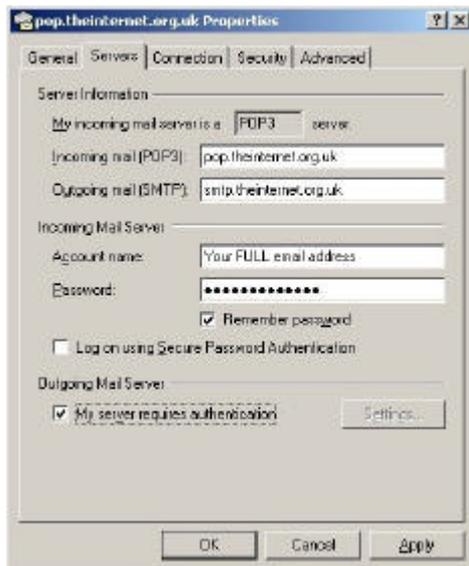
You now have to make some security settings changes, so we have to repeat the selection of your email account. Select **Tools > Accounts** from the main menu.



Highlight your account. The default name for your account is the name of the pop server, **pop.theinternet.org.uk**. Now click on the **properties** button.



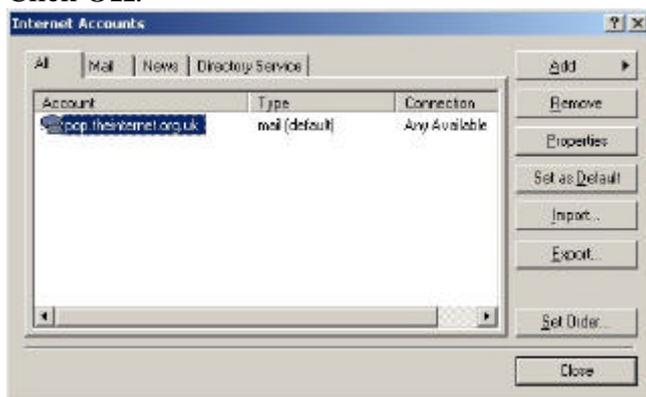
If required you can enter your company name in the **Organization** text box. Now click on the **Servers** tab



Security.

For your security, & to stop spammers using your account, put a check in the **My server requires authentication** check box.

Click **OK**.



Click **Close**. The account setup is now complete.

If you need to reset your password or other account details you use the method used in the last two pages.

The **General** Tab contains entries for your name, email address and organisation. The reply address is usually left blank and used in special cases.

The **Server** tab contains entries for your server names, mail account and password.

The **Connection** tab is where you select your modem, if you have a network router for your connection leave this unchecked and grayed out.

Please do not use the **Security & Advanced** tabs unless instructed to do so, incorrect settings will disable your ability to send and receive email.