

HOW TO SET UP AN E MAIL ACCOUNT WITH OUTLOOK EXPRESS

This is a quick and easy tutorial for setting up an outlook express account. Using email doesn't have to be hard!

For this example I am using pretend details that my pretend ISP gave me

Isp- homeinternet.co.uk

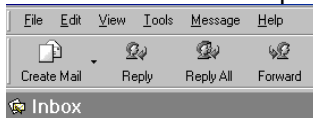
User name jenny.miller

Incoming mail (POP3) - pop.homeinternet.co.uk

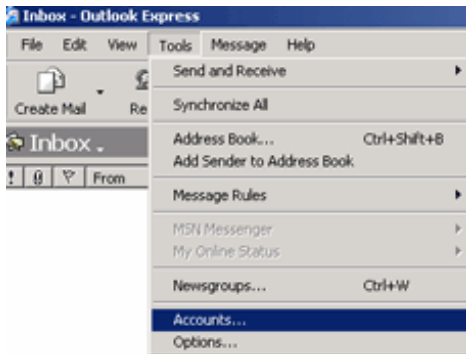
Outgoing mail (SMTP) - smtp.homeinternet.co.uk

Password 325467kgb

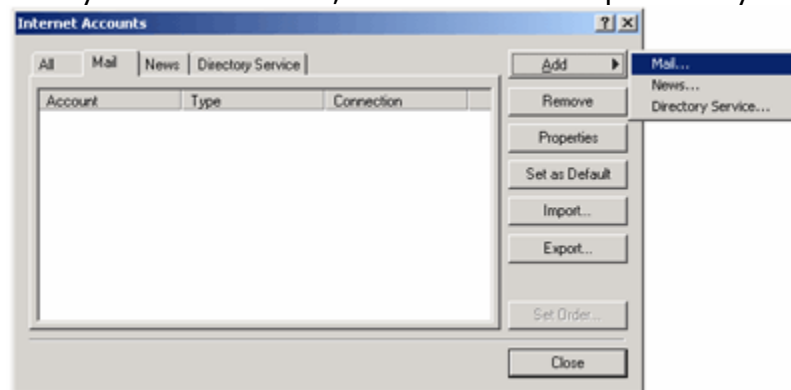
OK... first things first... lets get Outlook Express open. It should be on the start menu, somewhere near the top of the first screen that shows.



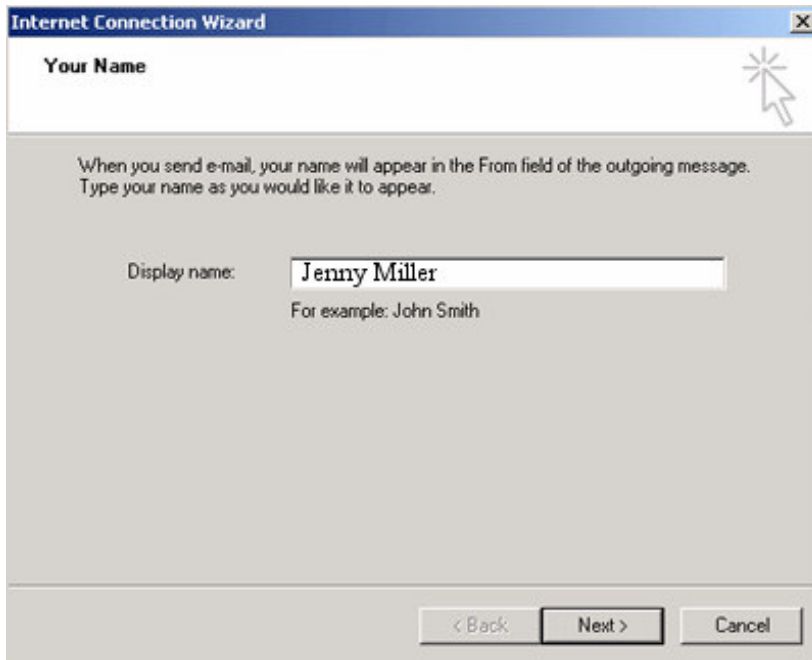
The top bar is known as the navigation bar; clicking the "tools" button will give you a drop down box.



Once you have that done, click the accounts option and you will see this screen.

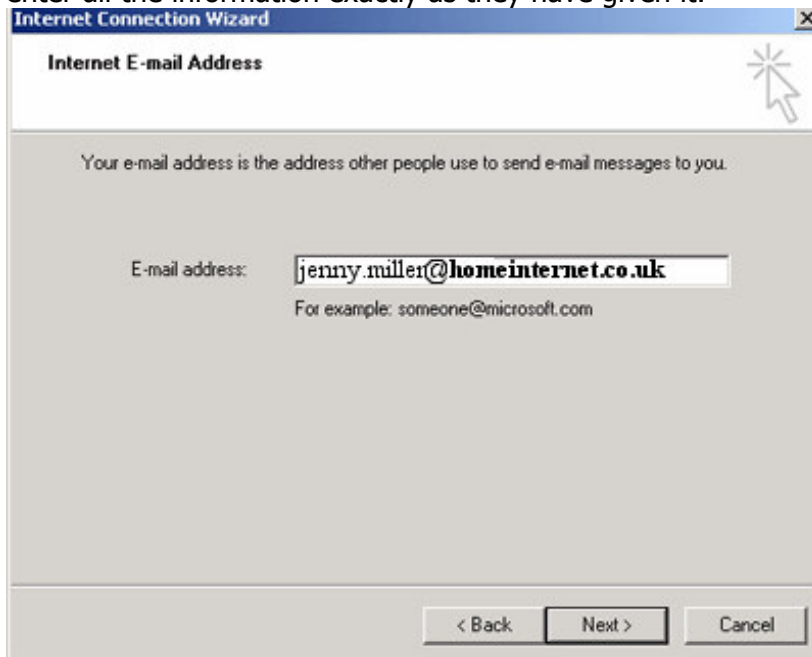


On the top right click **add** then click **mail** this will take you to another screen... (yes yes, lots of screens. *sigh*)



So, now you have gotten past the clicking things stage, enter in the white box way you would like your name to appear on your outgoing e mails.

Next we start to enter the information your ISP (Internet Service Provider... think back to issue two's computer lessons... ringing any bells?) has given you. It is essential you enter all the information exactly as they have given it.



Now on this screen, write your full e mail address. Then click next.

The screenshot shows the 'E-mail Server Names' step of the Internet Connection Wizard. It features a dropdown menu set to 'POP3' for the incoming mail server type. The text input fields contain 'pop.homeinternet.co.uk' for the incoming server and 'smtp.homeinternet.co.uk' for the outgoing server. Navigation buttons for '< Back', 'Next >', and 'Cancel' are at the bottom.

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a 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:

< Back Next > Cancel

Now enter all your details that were provided by your ISP.

The screenshot shows the 'Internet Mail Logon' step. It includes fields for 'Account name' (jenny.miller@homeinternet.co.uk) and 'Password' (masked with asterisks). A 'Remember password' checkbox is checked. There is also an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. Navigation buttons for '< Back', 'Next >', and 'Cancel' are at the bottom.

Internet Connection Wizard

Internet Mail Logon

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)

< Back Next > Cancel

Click the box next to remember password. Do not click the box for log on using secure password authentication unless your ISP has instructed you to do so.

Click next you will get a screen come up saying you have successfully entered all the information. Click finish to end the set up process. There... Done!