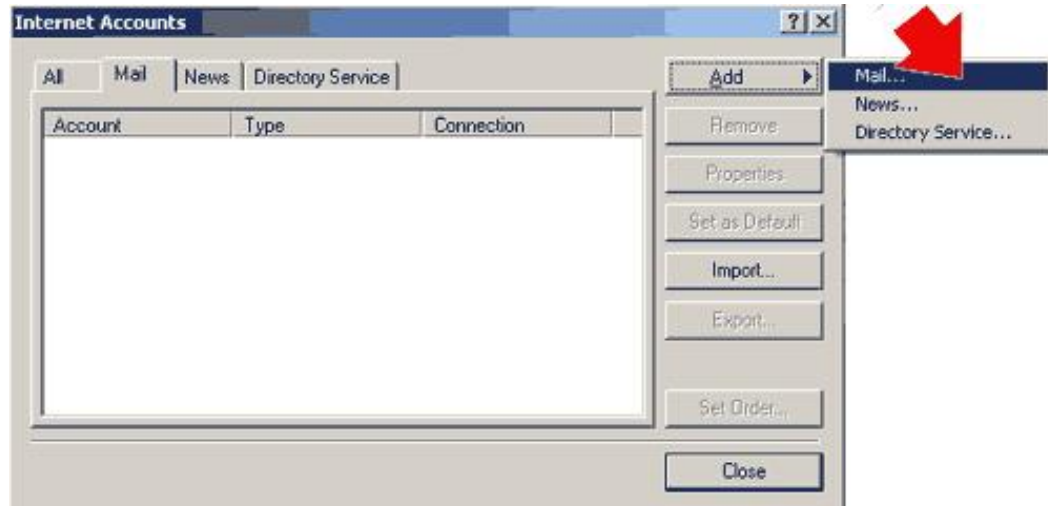


Setting up email accounts in Outlook express

1) Click Tools > Accounts



2) Select the Add tab followed by Mail

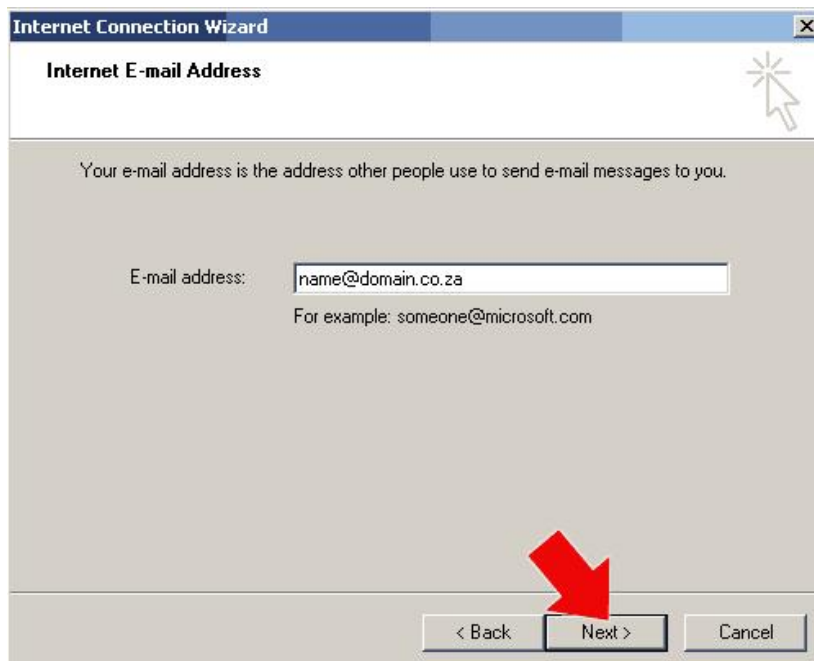


3) Enter in a name and then click Next



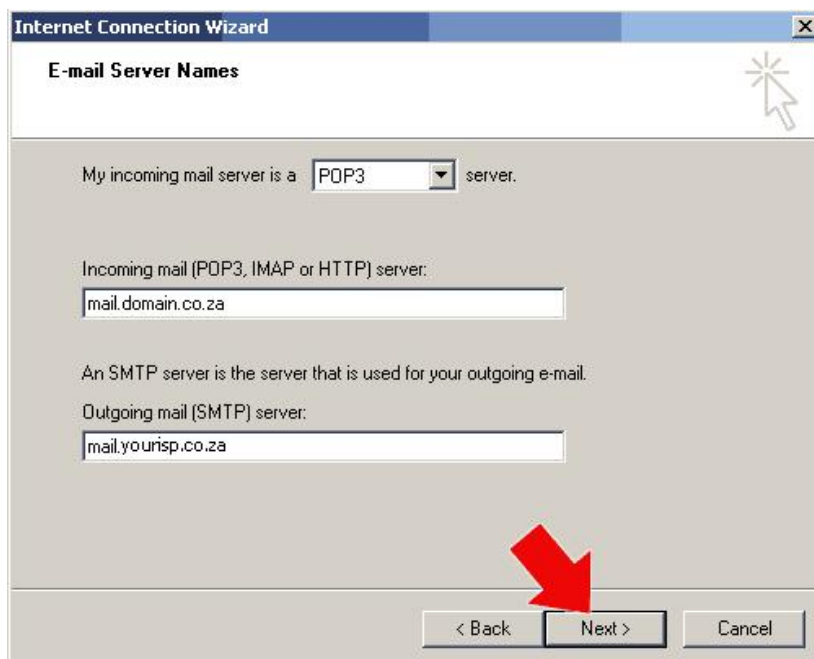
The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box containing the word 'name'. To the left of the text box is the label 'Display name:'. Below the text box, there is an example: 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A red arrow points to the 'Next >' button.

4) Enter in a your email address and then click Next



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box containing the email address 'name@domain.co.za'. To the left of the text box is the label 'E-mail address:'. Below the text box, there is an example: 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A red arrow points to the 'Next >' button.

- 5) Enter in your POP3 and SMTP details and then click Next



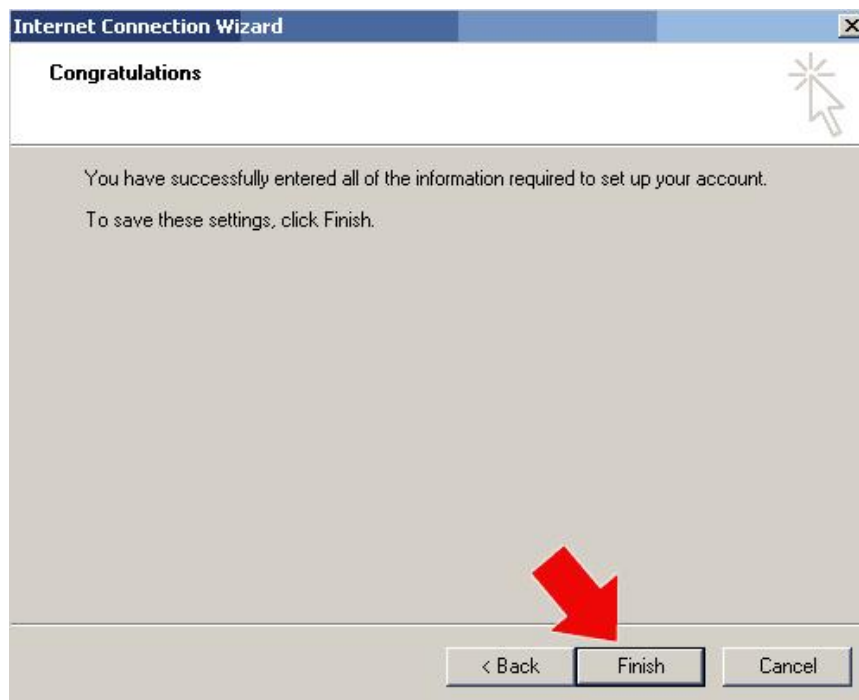
The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu set to 'POP3' with the text 'My incoming mail server is a POP3 server.' Below this, there is a text box for 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'mail.domain.co.za'. Further down, there is a text box for 'Outgoing mail (SMTP) server:' containing 'mail.yourisp.co.za'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A large red arrow points to the 'Next >' button.

- 6) Enter in your username (your full email address ie. John@domain.com) and password and then click Next

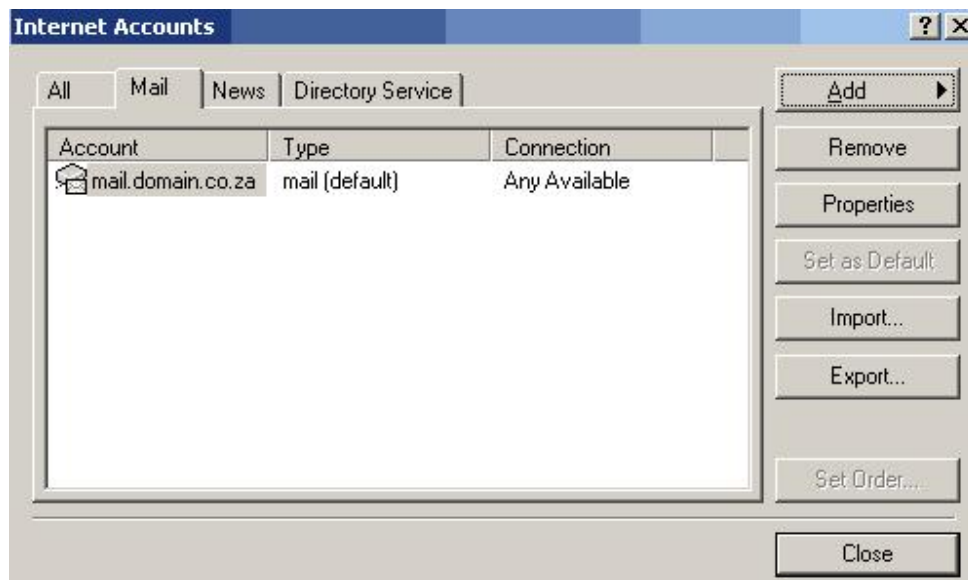


The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text box for 'Account name:' containing 'name@domain.co.za'. Below that, there is a text box for 'Password:' containing several dots. Below the password box, there is a checked checkbox labeled 'Remember password'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A large red arrow points to the 'Next >' button.

7) Click Finish



8) You should now see your account listed as below.



9) One last setting – Change the Authentication

Select Properties

Select the servers tab

Check the “My server requires authentication” check box at the bottom

Click on the “Settings” Button





10) Change outgoing server authentication by selecting the “Use same settings as my incoming mail server” radio button.

Click the “OK” button

Click the “Apply” button

Click the “Ok” button

Done!