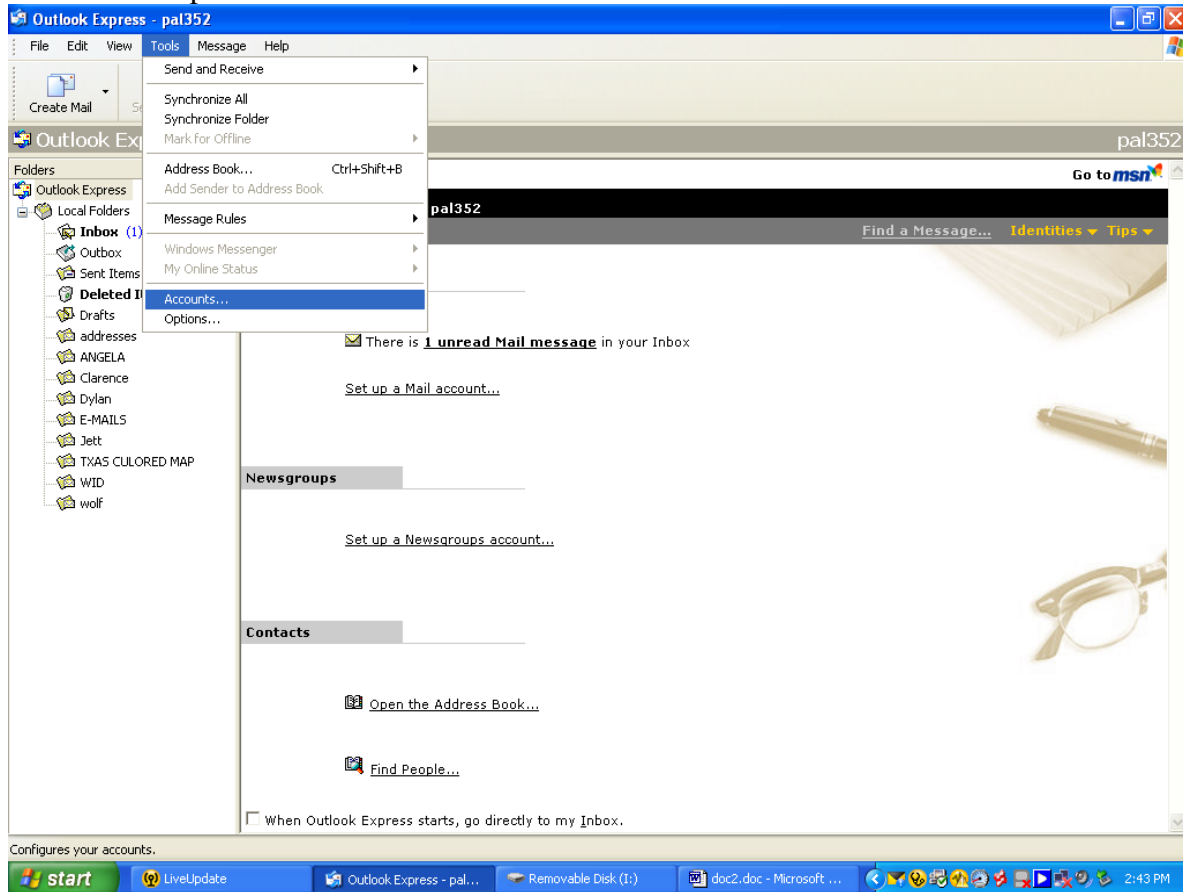
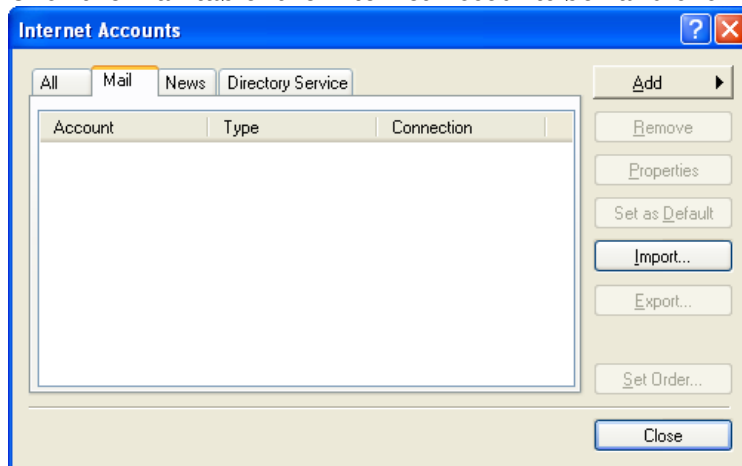


## Outlook Express Setup

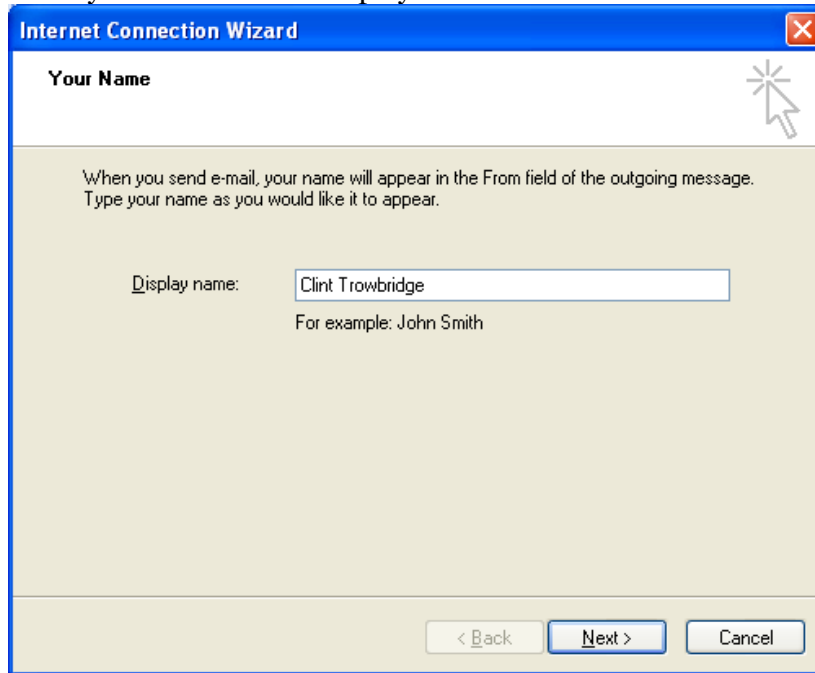
1. In Outlook Express click Tools then Accounts...



2. Click the Mail tab of the Internet Accounts box and click Add and then Email



3. Enter your name in the Display name box and click Next>



The screenshot shows the 'Internet Connection Wizard' window with the title bar 'Internet Connection Wizard' and a close button. The main heading is 'Your Name'. Below the heading is a text box for the display name, which contains 'Clint Trowbridge'. A mouse cursor is pointing at the top right corner of the window. Below the text box is the text 'For example: John Smith'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

**Your Name**

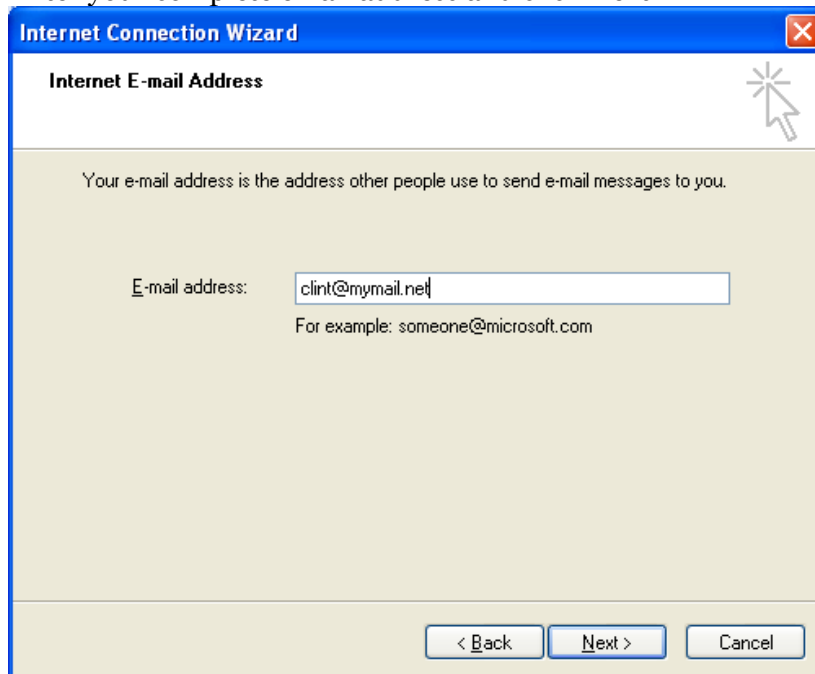
When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back   Next >   Cancel

4. Enter your complete email address and click Next>



The screenshot shows the 'Internet Connection Wizard' window with the title bar 'Internet Connection Wizard' and a close button. The main heading is 'Internet E-mail Address'. Below the heading is a text box for the email address, which contains 'clint@mymail.net'. A mouse cursor is pointing at the top right corner of the window. Below the text box is the text 'For example: someone@microsoft.com'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

**Internet E-mail Address**

Your e-mail address is the address other people use to send e-mail messages to you.

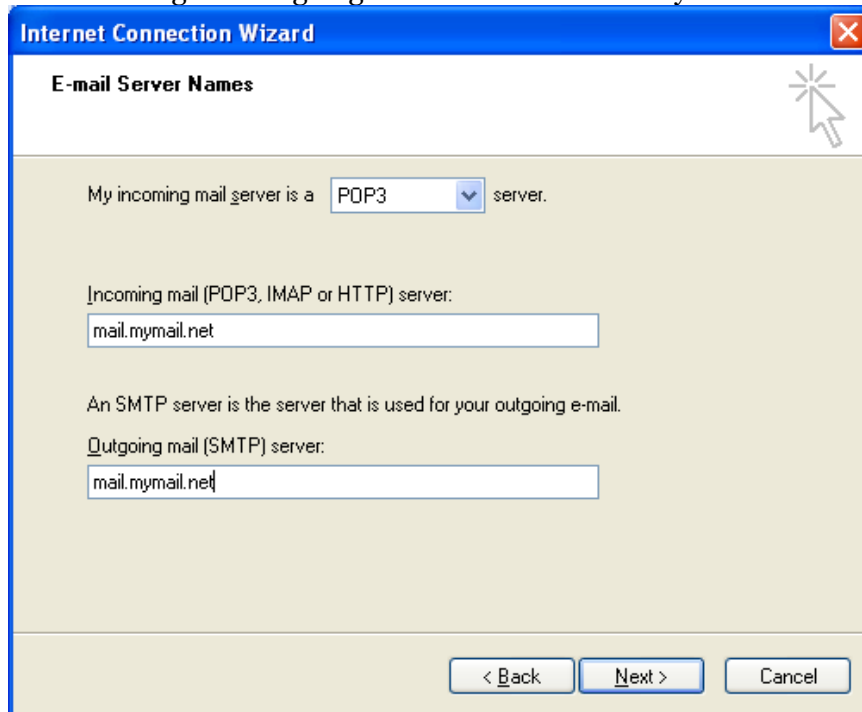
E-mail address:

For example: someone@microsoft.com

< Back   Next >   Cancel



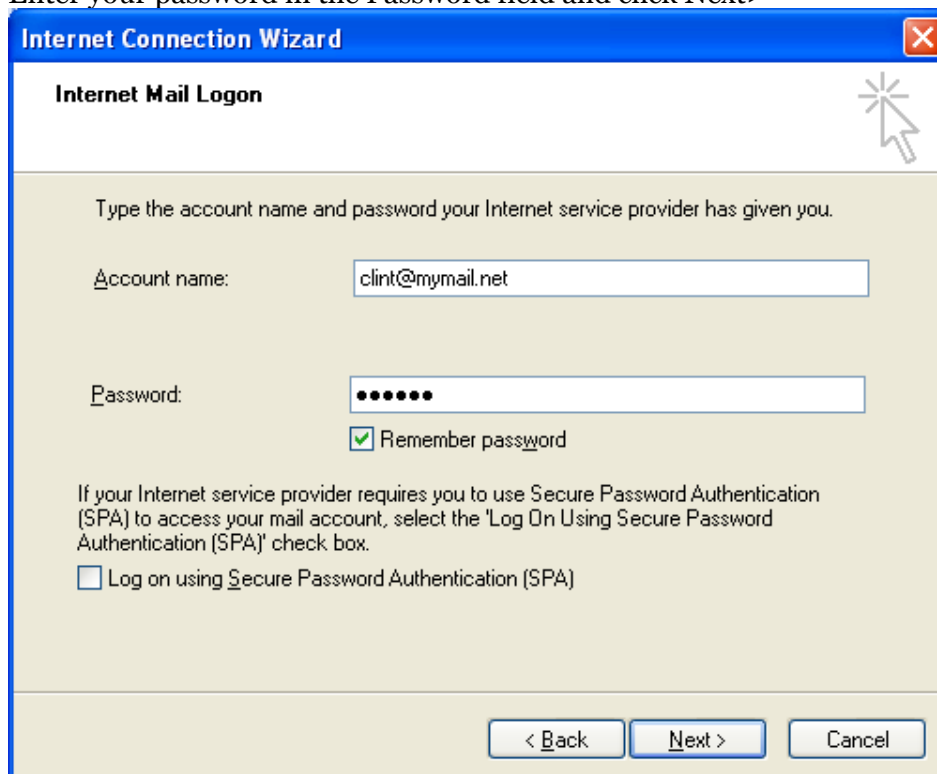
5. Choose POP3 in the type of server
6. The incoming and outgoing mail servers are mail.mymail.net



The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'E-mail Server Names'. It contains the following text and fields:

- 'My incoming mail server is a **POP3** server.' (The 'POP3' is in a dropdown menu.)
- 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text box containing 'mail.mymail.net'.
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by a text box containing 'mail.mymail.net'.
- Buttons at the bottom: '< Back', 'Next >', and 'Cancel'.

7. In Account Name type your entire email address
8. Enter your password in the Password field and click Next>

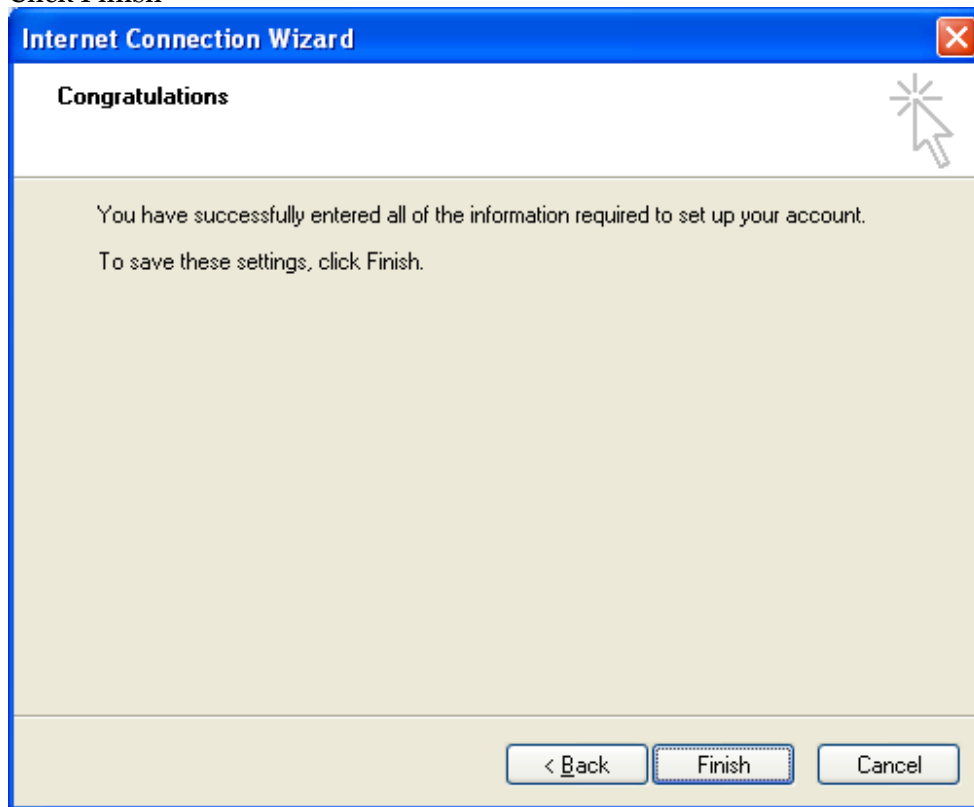


The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'Internet Mail Logon'. It contains the following text and fields:

- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text box containing 'clint@mymail.net'.
- 'Password:' followed by a text box with masked characters (dots).
- A checked checkbox labeled 'Remember password'.
- Text: '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.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.
- Buttons at the bottom: '< Back', 'Next >', and 'Cancel'.

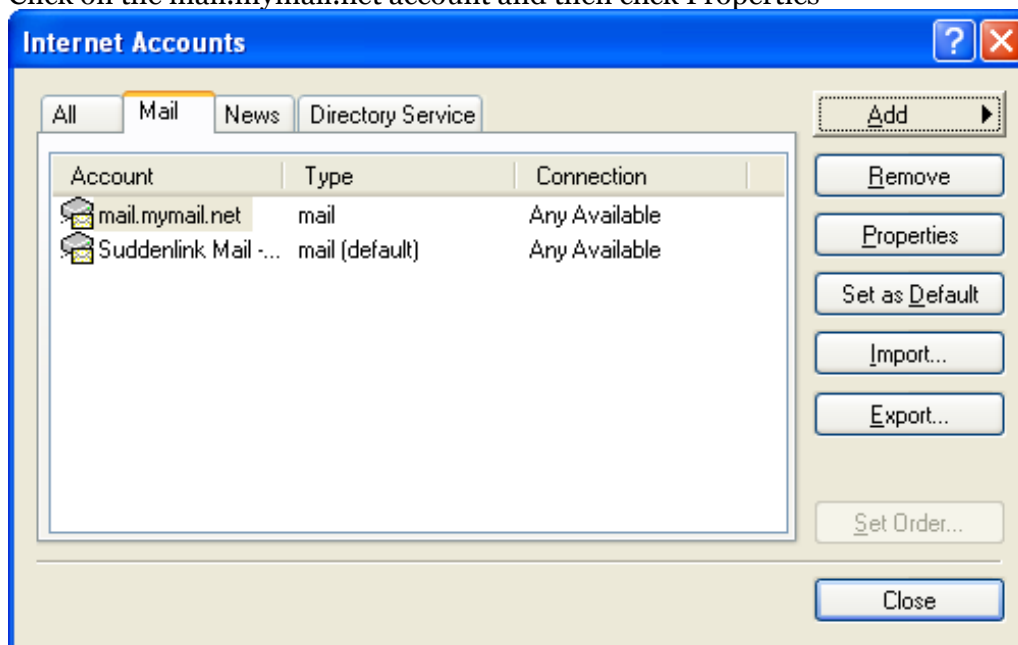


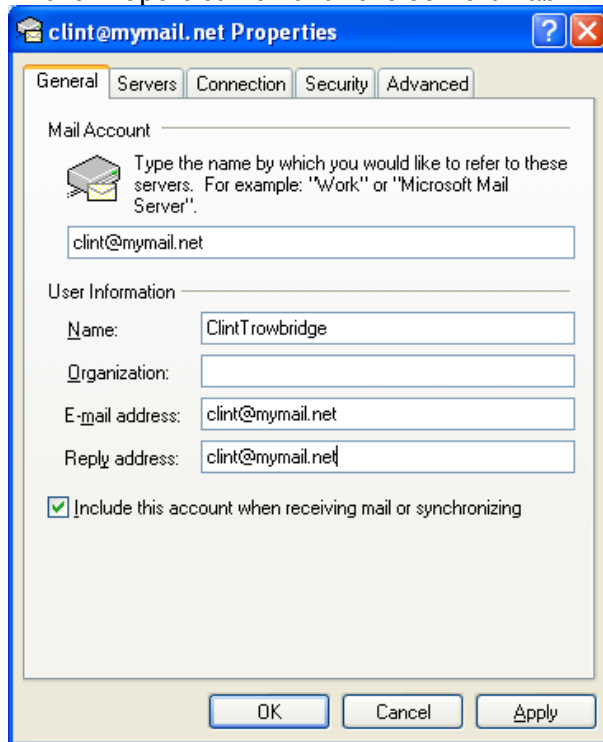
## 9. Click Finish



## 10. Go back to Tools and click Accounts... again

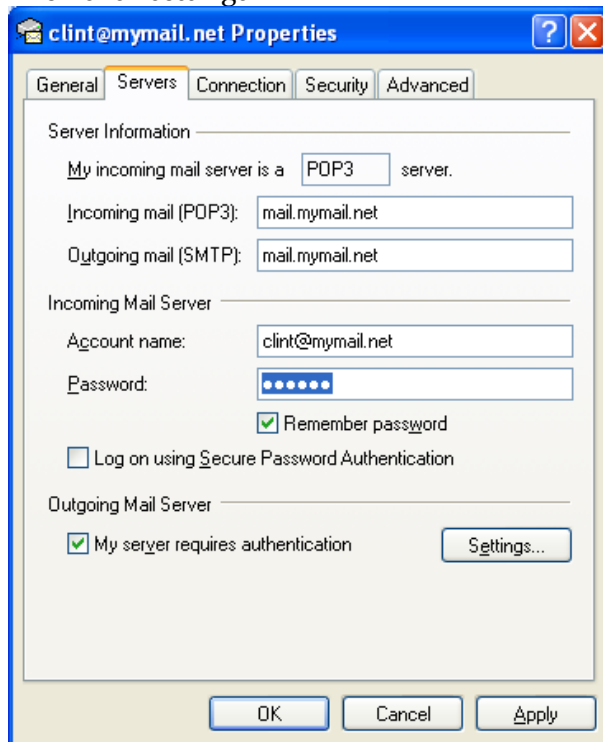
## 11. Click on the mail.mymail.net account and then click Properties



**12. In the Properties Box click the Servers Tab**

The screenshot shows the 'clint@mymail.net Properties' dialog box with the 'General' tab selected. The 'Mail Account' section has a text box containing 'clint@mymail.net'. The 'User Information' section includes fields for Name (ClintTrowbridge), Organization, E-mail address (clint@mymail.net), and Reply address (clint@mymail.net). A checkbox labeled 'Include this account when receiving mail or synchronizing' is checked. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

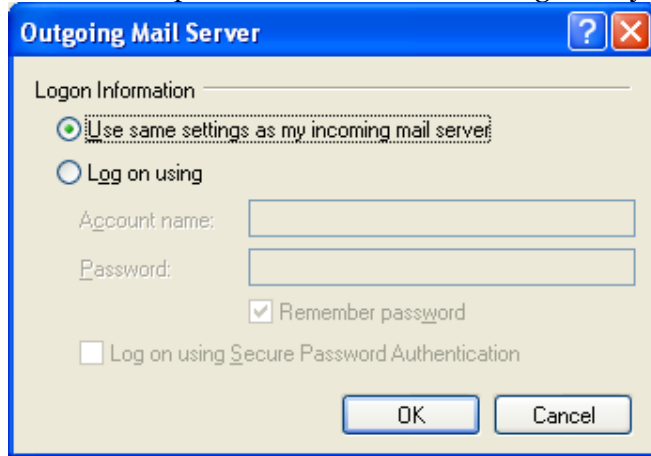
13. Check the box that says – My server requires authentication  
14. Then click settings



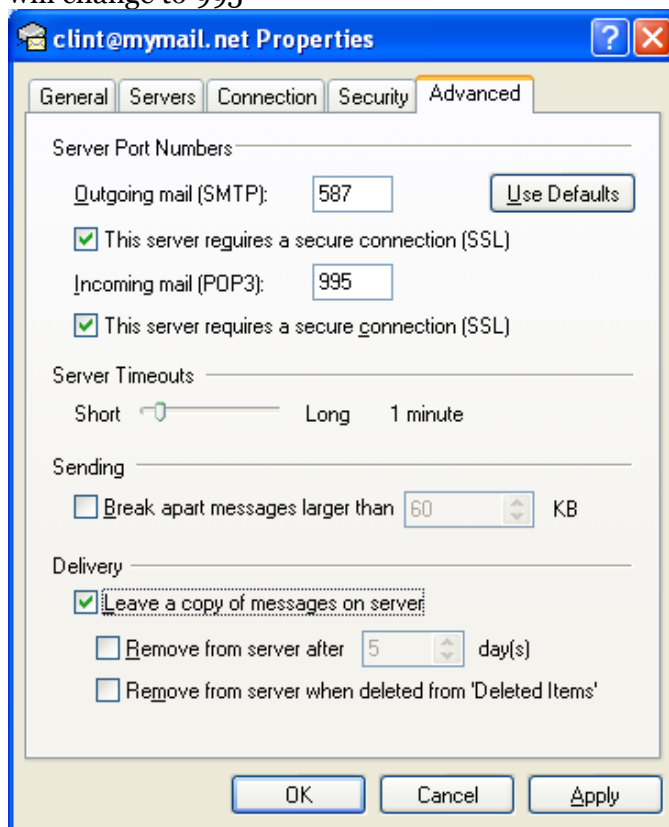
The screenshot shows the 'clint@mymail.net Properties' dialog box with the 'Servers' tab selected. The 'Server Information' section shows 'My incoming mail server is a POP3 server.' with 'Incoming mail (POP3): mail.mymail.net' and 'Outgoing mail (SMTP): mail.mymail.net'. The 'Incoming Mail Server' section has 'Account name: clint@mymail.net' and a 'Password' field with six dots. There is a checked checkbox for 'Remember password' and an unchecked checkbox for 'Log on using Secure Password Authentication'. The 'Outgoing Mail Server' section has a checked checkbox for 'My server requires authentication' and a 'Settings...' button. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.



15. Choose the option to Use the same settings as my incoming server and the click OK



16. Click on the Advanced Tab
17. Both boxes need to be checked that state this server requires a secure connection (SSL)
18. The Outgoing port number should be changed to either 465 or 587. The incoming server port will change to 995



19. Click OK and then close the Internet connections box.
20. Your Mail is configured.

