

## Configuring Microsoft Outlook Express 6 to use your new e-mail account

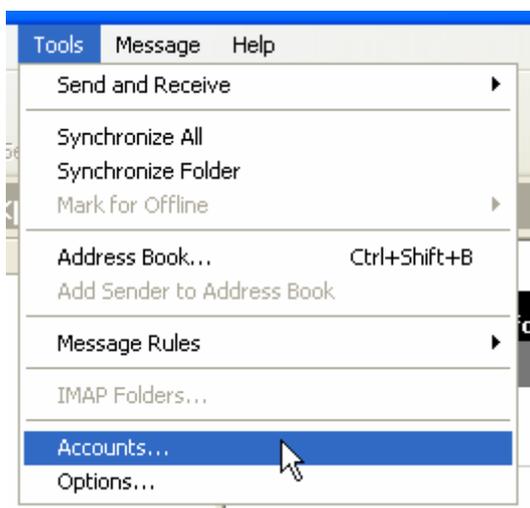
Microsoft Outlook Express 6 is the default e-mail program included with Windows XP. The following instructions provide a walk through on setting up Outlook Express 6 to use your e-mail account.

What you need to know:

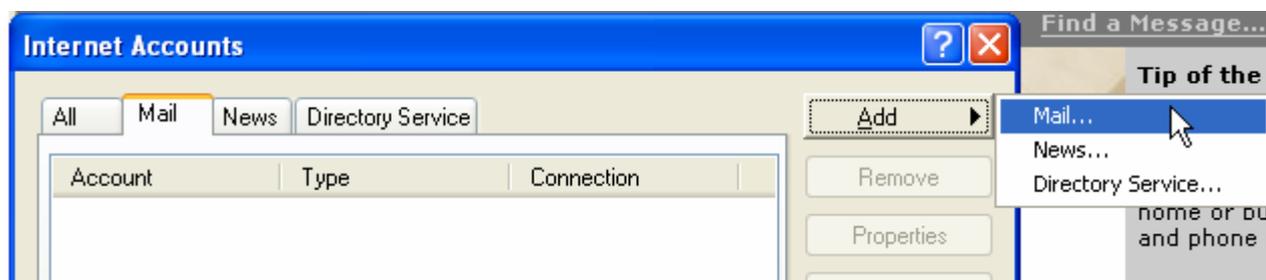
- Your e-mail address (Our example will use jsmith@mydomain.com.au)
- Your password
- Your e-mail server address (Our example will use mail.mydomain.com.au)

*Note: You may elect to use your Internet Service Providers outgoing e-mail server to send your e-mail. In this case you will need to also know the ISP outgoing (SMTP) server name as well.*

1. Start Outlook Express.
2. Go to the Tools menu and choose Accounts.



3. Select the Mail tab from the row of tabs at the top left, then click the Add button at the top right and select Mail from the fly-out menu.



4. Enter your name as you would prefer people to see it when they receive e-mail. The most common thing to enter is your first name followed by your last name. Then click next.

Display name:

For example: John Smith

5. Enter your e-mail address, then click next.



E-mail address:   
For example: someone@microsoft.com

6. Select POP3 from the drop down list.

Enter your e-mail server address into the incoming field. Your incoming mail server is mail. followed by your domain name. For our example the domain is mydomain.com.au, so this means that our incoming mail server is mail.mydomain.com.au

You have two options for your outgoing mail server. You may use the same address as your incoming mail server, or you may use your Internet Service Providers (ISP) mail server.

Some people find that their ISP may block mail being sent to other mail servers, so in this situation they need to use their ISP's mail server instead. The ISP mail server is generally mail. followed by the ISP's domain name. So for example if we take Bigpond who do require this configuration to be used, you enter mail.bigpond.com as your outgoing mail server.

Click next to continue.



My incoming mail server is a  server.

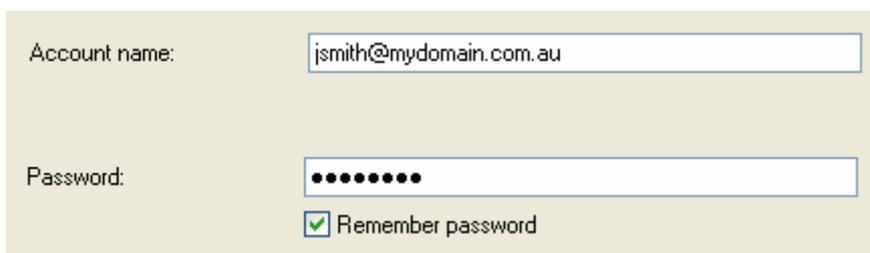
Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

7. Enter your full e-mail address as your account name, and then enter your password.

Click next and then click finish.



Account name:

Password:

Remember password

8. **If you entered your ISP's e-mail server as your outgoing mail server** and you have more than one item listed in the accounts list, highlight your account you just added and

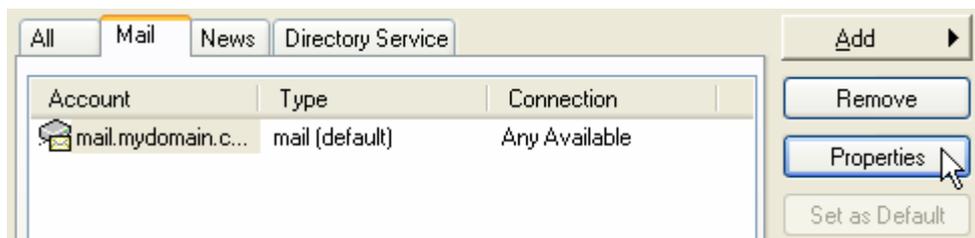
select the Set as Default button, otherwise continue on.

Now click close and you are now ready to use your e-mail.

**If you used your new e-mail server as your outgoing mail server ie.**

mail.mydomain.com.au and you have more than one item listed in the accounts list, highlight your account you just added and select the Set as Default button, otherwise continue on.

Select the properties button from the right.



9. Select the Server tab from the row of tabs along the top, then tick the option at the bottom of the window titled 'My server requires authentication'. Then click OK.



10. Click close from the Internet Accounts window and you are ready to use your e-mail.

You may send an e-mail to your own e-mail address to test if it is working. Wait about 30 seconds and then press send / receive to see your test e-mail arrives in your inbox.

## Important Information

Your new mail server features security to prevent unauthorised access and spamming.

When using your new e-mail server as the outgoing mail server in Outlook Express (ie mail.mydomain.com.au), the e-mail address you enter into the account settings of Outlook Express must match your username.

For example if your username is jsmith@mydomain.com.au you must enter your e-mail address as jsmith@mydomain.com.au.

If your e-mail address does not match your username, the server will refuse to send your outgoing e-mail messages.

For example your username is jsmith@mydomain.com.au but you enter jsmith@somewhereelse.com.au as your e-mail address.

This does not apply if you are using your ISP's mail server as your outgoing e-mail server.