

How to Set Up Outlook Express

Before you can use Outlook Express to send and receive e-mail, you need to set up an account. You can have more than one account—for business, online shopping, and so on—and each person who uses your computer may have their own, completely separate account. Outlook Express gracefully handles it all.

Start Outlook Express

There are many ways to start Outlook Express, but here's a sure-fire way to find and start it.

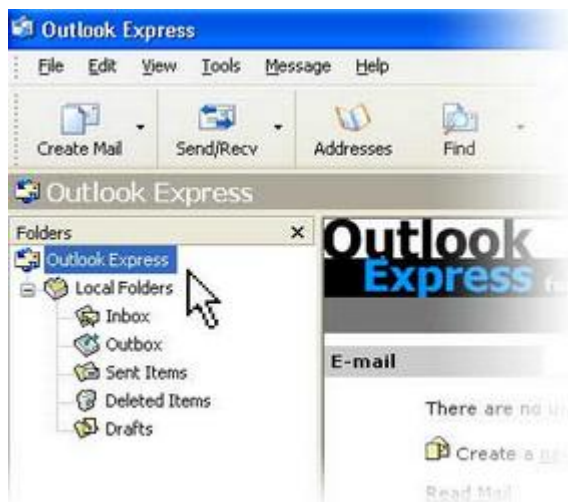
1. Click the **Start** button.
2. Point to **All Programs**.
3. Click **Outlook Express**.

These first three steps are shown in the image below:



Opening Outlook Express from the Start menu

4. If asked whether you'd like to open this particular account automatically every time you start Outlook Express, click **Yes** (if you do) or **No** (if you don't). If you don't want to be asked this question again, click to check the **Always perform this check...** box.
5. Check **When Outlook Express starts, go directly to my Inbox**. Outlook Express directs all incoming mail to the Inbox, so it makes sense to bypass this opening page. If you don't see the list of folders and contacts on the left, click **Layout** on the **View** menu. Click **Contacts** and **Folder List** to check them, and then click **OK**.



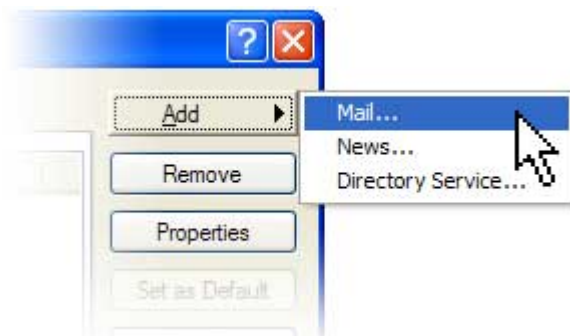
Outlook Express list of folders



Quick start. You'll notice that when you use Outlook Express regularly, Windows XP will put the Outlook Express icon on the Start menu (along with other programs you've used recently). In that case, just click the **Outlook Express** icon in the **Start** menu to open the program.

Then:

1. Start Outlook Express, and on the **Tools** menu, click **Accounts**.
If the Internet Connection Wizard starts up automatically, skip ahead to step 4.
2. Click **Add**, and then click **Mail** to open the Internet Connection Wizard.



Mail option from the Add button

3. On the **Your Name** page of the wizard, type your name as you want it to appear to everyone who gets e-mail from you, and then click **Next**.
Most people use their full name, but you can use any name—even a nickname—that people will recognize.
4. On the **Internet Explorer Address** page, type your e-mail address, and then click **Next**.
5. On the **E-mail Server Names** page, usually:

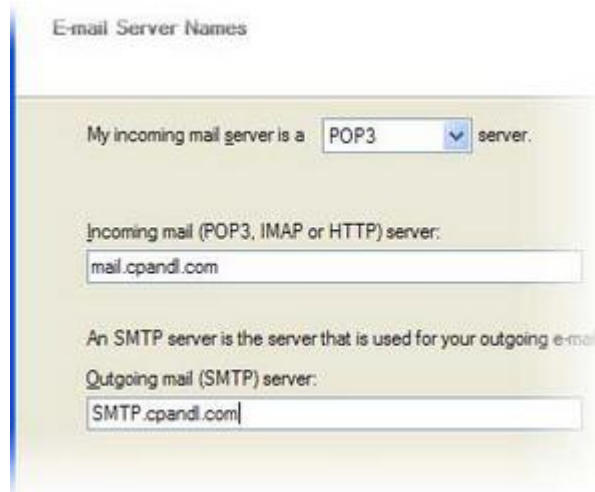
Incoming mail server (POP3)

Enter pop.secureserver.net for your incoming mail server.
Either mail.**yourdomain.com.au**
or mail.hostguys.biz

Outgoing mail server (SMTP)

Enter **smtp details** for your outgoing mail server.
Usually given to you by your ADSL provider eg. Mail.bigpond.com.au.

and then click **Next**.



E-mail Server Names

My incoming mail server is a **POP3** server.

Incoming mail (POP3, IMAP or HTTP) server:
mail.cpandl.com

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

Outgoing mail (SMTP) server:
SMTP.cpandl.com

6. On the **Internet Mail Logon** page, type your account name (**full email address**) and password & 'Remember Password'.



Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider gave you.

Account name: katiemw

Password: ●●●●●●●●

Remember password

If your Internet service provider requires you to use Secure Password (SPA) to access your mail account, select the Yes On Logon button.

Note: If you're concerned about break-ins to your e-mail, click to clear the check in the **Remember Password** box. You'll then be prompted for the password each time you send or retrieve mail.

7. Click **Next**, and then click **Finish**.

You're ready to send your first e-mail!



Unsure if your new e-mail account is working? Send an e-mail message to a friend. If they get the message, your account is ready to roll!