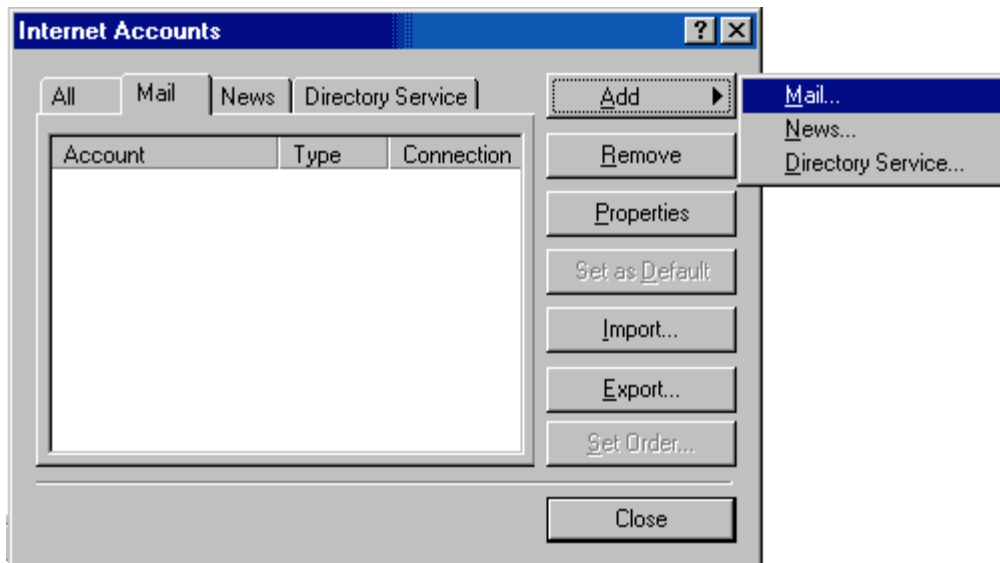


## Configuring Outlook Express

To configure a new Outlook Express account, follow the instructions below.

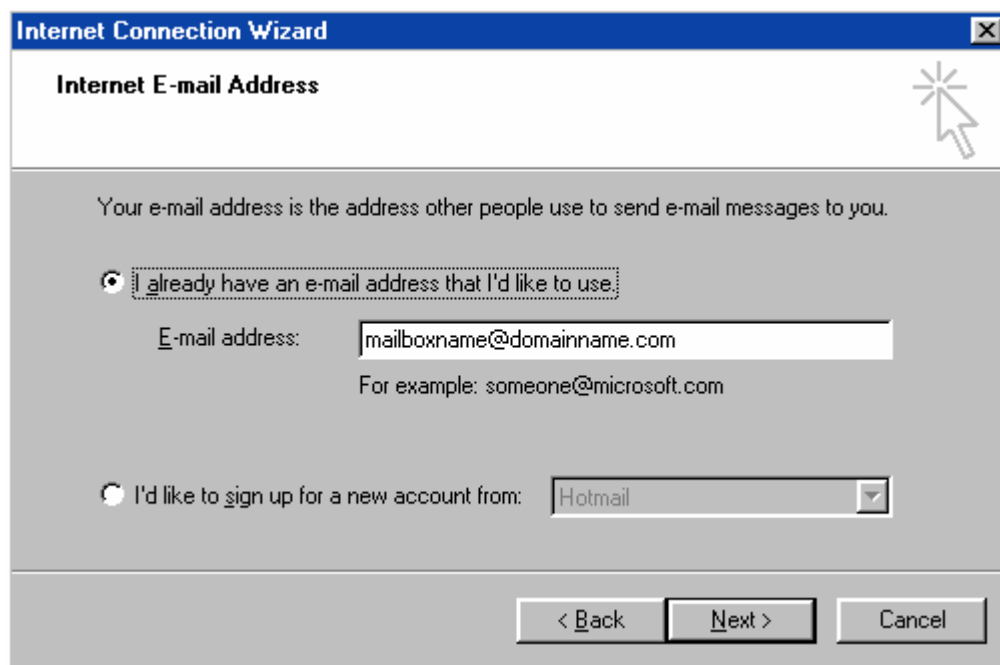
1. Launch Outlook Express
2. Click Tools --> Accounts, The Accounts window appears
3. Click the Mail tab
4. Click the Add button then choose Mail, the Internet Connection Wizard appears.



5. Add your Display Name. Enter the name you want others to see in the From: field when you send E-mail, then click Next.



6. Enter your entire E-mail address (mailbox@domainname.com), then click Next

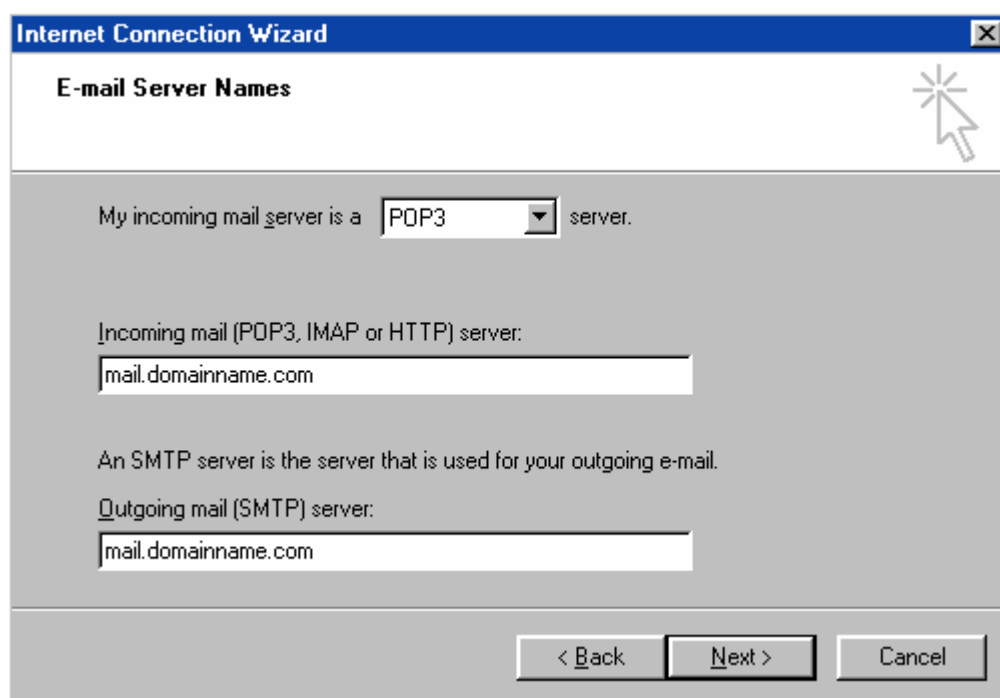


The screenshot shows the 'Internet Connection Wizard' window with the 'Internet E-mail Address' step. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box with the instruction: 'Your e-mail address is the address other people use to send e-mail messages to you.' There are two radio button options: the first is selected and labeled 'I already have an e-mail address that I'd like to use.' Below this option is a text field containing 'mailboxname@domainname.com' and a smaller text box below it with the example 'For example: someone@microsoft.com'. The second radio button option is 'I'd like to sign up for a new account from:' followed by a dropdown menu showing 'Hotmail'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Do not change the value beside "My incoming mail server is a". It should remain set to POP3.

8. Input the POP3 server (mail.domainname.com) into the Incoming mail server field.

9. Input the SMTP server (mail.domainname.com) into the Outgoing mail server field. Click Next.

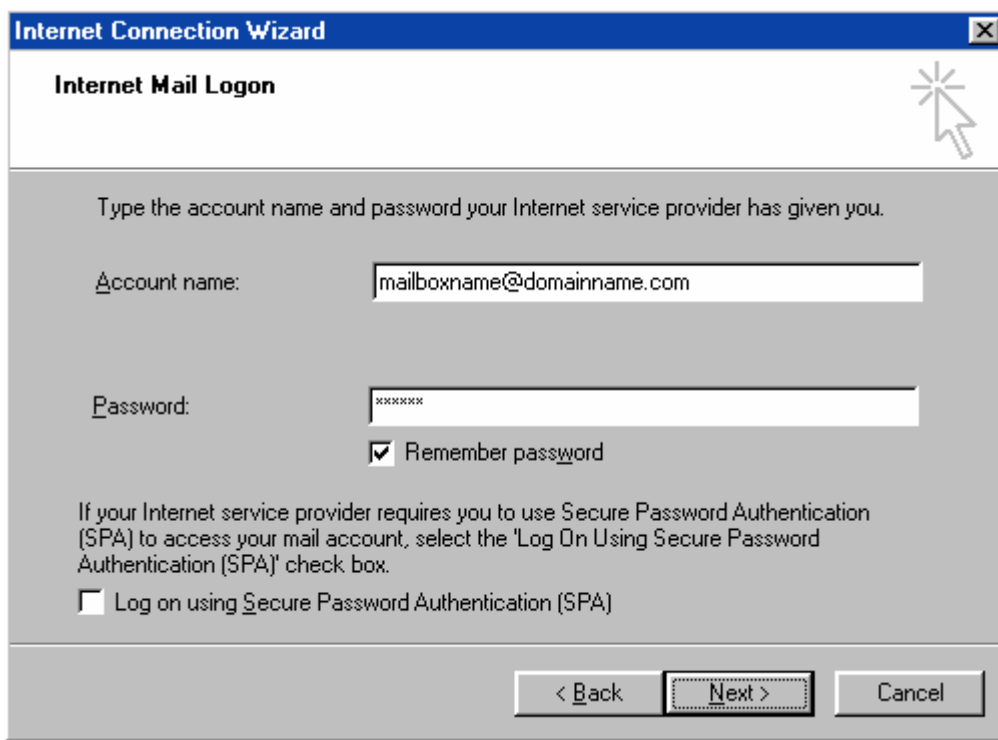


The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a text box with the instruction: 'My incoming mail server is a' followed by a dropdown menu showing 'POP3' and the word 'server.'. Below this, there is a text field labeled 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'mail.domainname.com'. Below that, there is another text field labeled 'Outgoing mail (SMTP) server:' containing 'mail.domainname.com'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

10. Enter your complete E-mail address (mailboxname@domainname.com) in the Account Name field

11. Enter your e-mail account password and click Next.

Note: You can set Outlook Express to remember your password if you don't want to type it in every time you check for new messages.



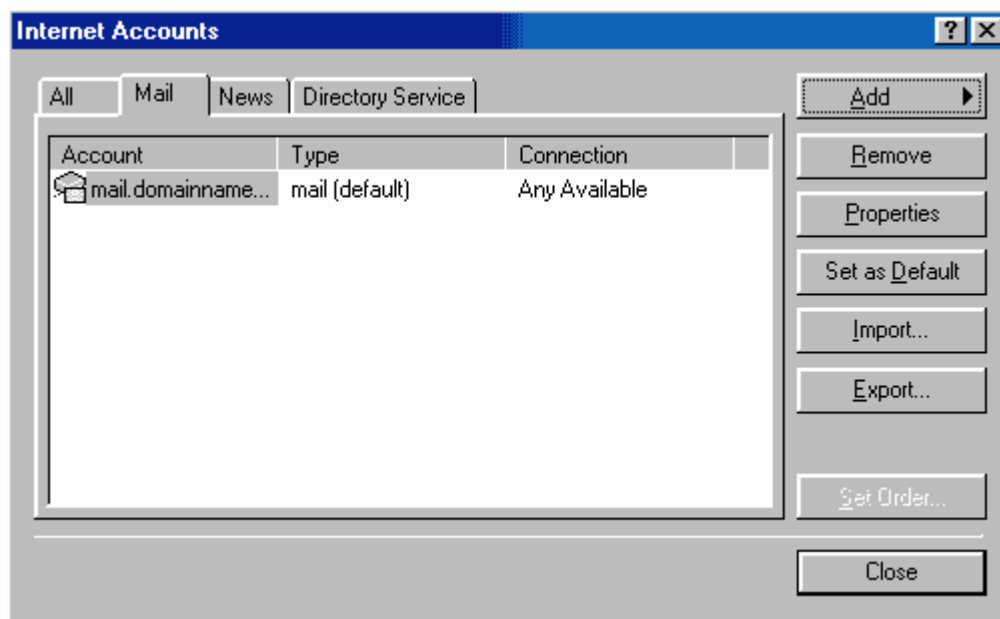
The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" containing "mailboxname@domainname.com" and "Password:" containing "xxxxxxx". A checked checkbox labeled "Remember password" is positioned below the password field. Further down, there is a paragraph of 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." Below this text is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the dialog, there are three buttons: "< Back", "Next >" (which is highlighted with a dashed border), and "Cancel".

12. Click Finish, the Internet Connection Wizard will close.

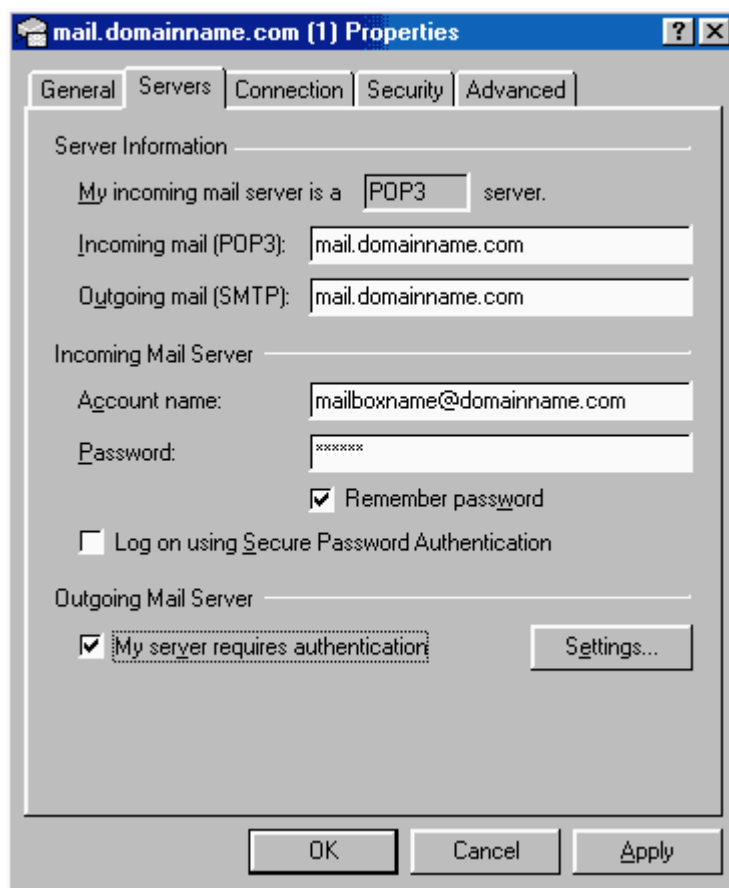
13. The Internet Accounts window should still be open. If it is not, click Tools --> Email Accounts to open it.

14. Click the Mail tab, the Mail Accounts window appears

15. Click the account you just created, then click the Properties button



16. Click the Servers tab



17. Check the box beside My server requires authentication, then click the Settings button

18. Select Use same settings as my incoming mail server and click OK



19. Click Apply, then OK to close the properties window. The Internet Accounts window will reappear.

20. Click OK to exit the Internet Accounts window, your E-mail set-up is complete.