

How do I configure an email account in Outlook Express?

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Follow the steps below to set up your Outlook Express in order to retrieve emails from our mail server.

Replace "YourDomain.com" with your actual domain name.

1. From the top menu, click on "Tools," Select "Accounts..."
2. On the right side of the "Internet Accounts" Dialogue box, Select the "Add" Tab, then Select "Mail..."
3. In the "Your Name" Dialogue box, enter the name you want to appear in outgoing emails, click "Next"
4. In the "Internet Email Address" Dialogue box, enter email address (e.g., you@YourDomain.com) that you want to appear in outgoing emails, click "Next"
5. In the "E-mail Servers Names" Dialogue box, select POP3 in the mail server drop down box. Enter pop3.YourDomain.com as the incoming and smtp.YourDomain.com as the outgoing mail server names, click "Next"
6. In the "Internet Mail Logon" Dialogue box, enter your full email address in the "Account name" field (e.g., you@YourDomain.com) and enter your email account password, click "Next"
7. Click "Finish"
8. In the "Internet Accounts" Dialogue box, double click on the account you just set up
9. Navigate to the "Servers" Tab. Check "My server requires authentication"
10. Click on the "Settings" button
11. In the "Outgoing Mail Server" Dialogue box, click "Log on using" radio button
Enter your full email address in the "Account name" field
Enter your email account password in the "Password" field
12. Click "OK" on all dialogue boxes