

How to Setup Email in Microsoft Outlook Express

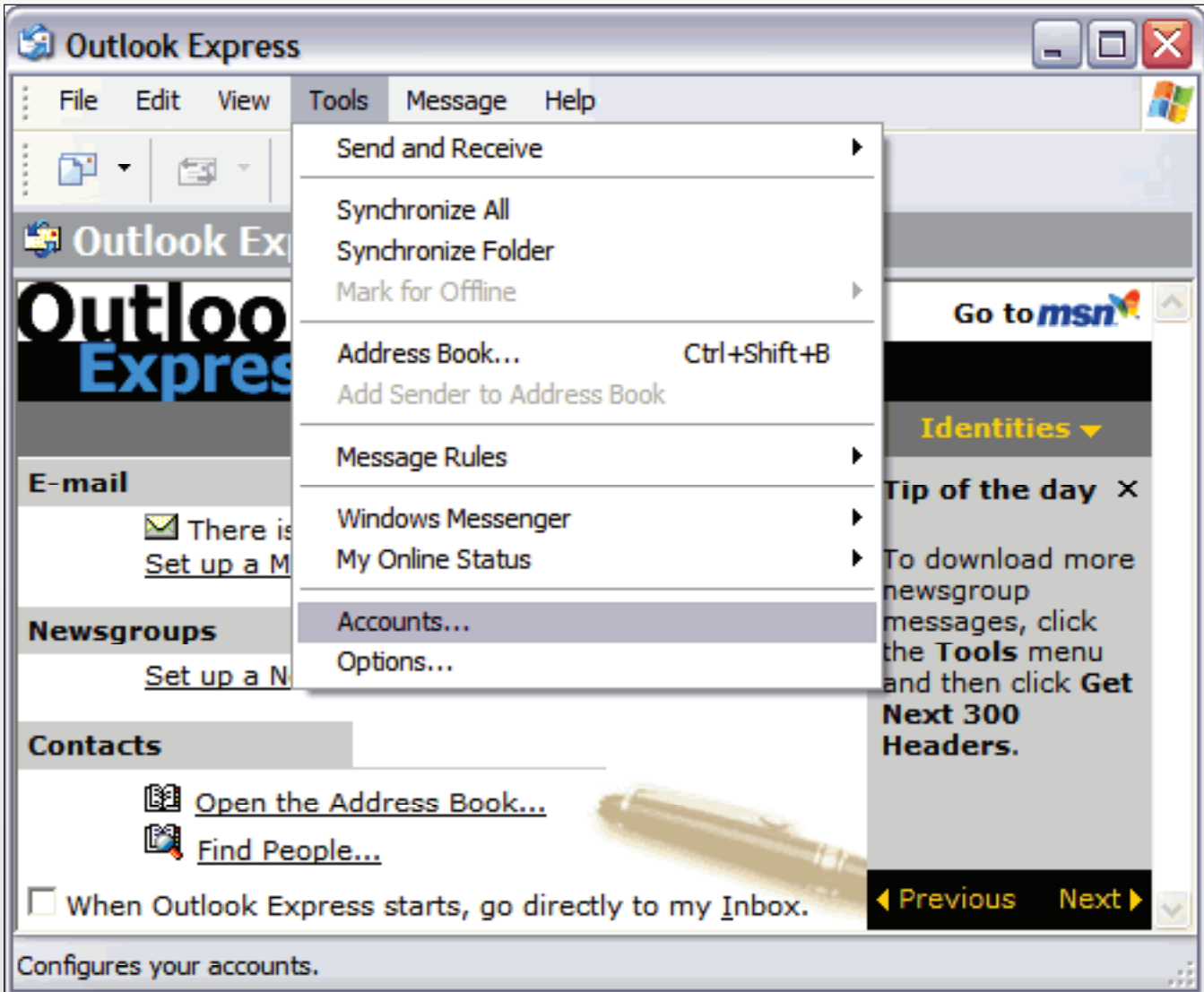
information for macrobatix customers

The following is a step-by-step tutorial showing you how setup email in Microsoft Outlook Express. Brought to you by Macrobatix, LLC.



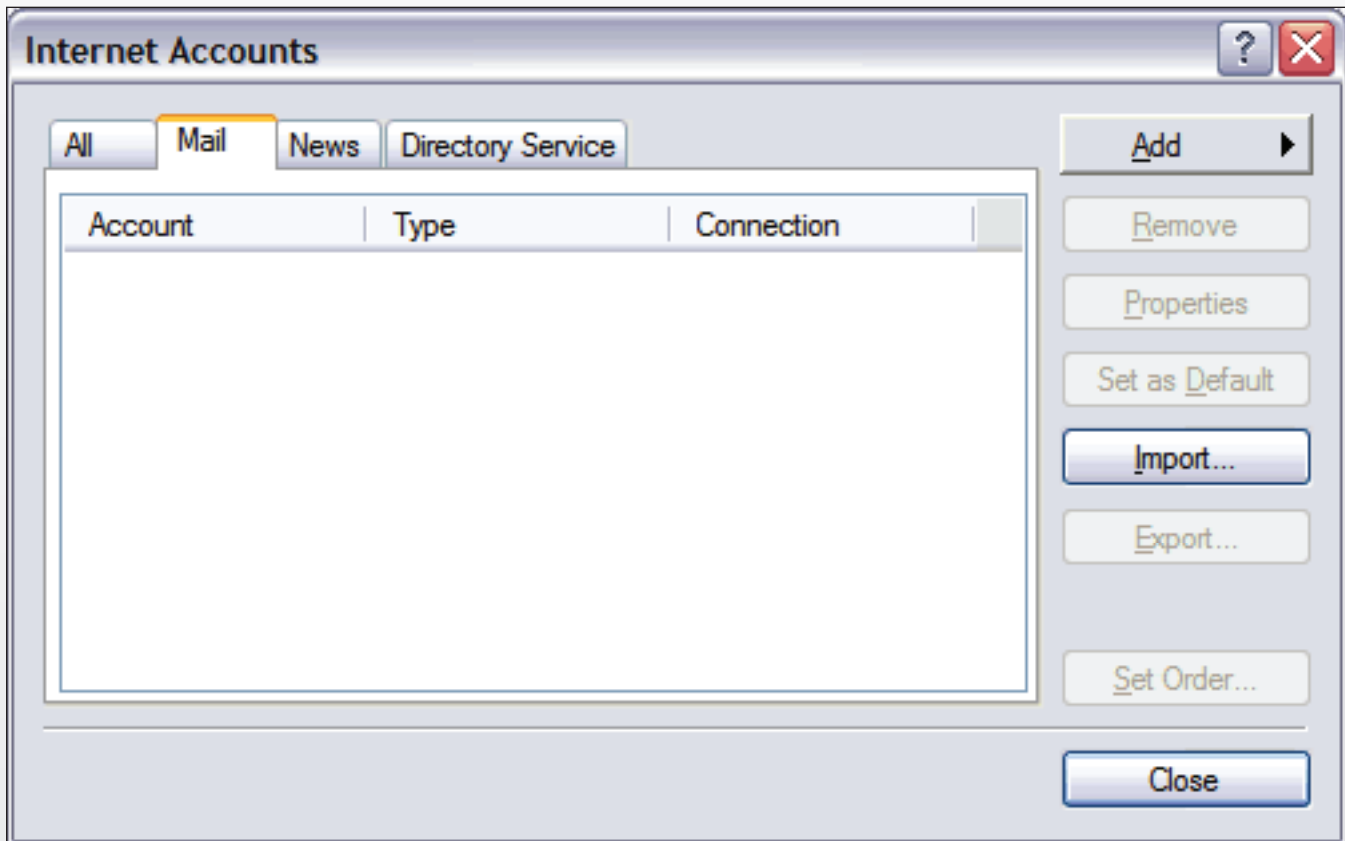
STEP 1

From the Microsoft Outlook Express menu, select "Tools", then "Accounts".



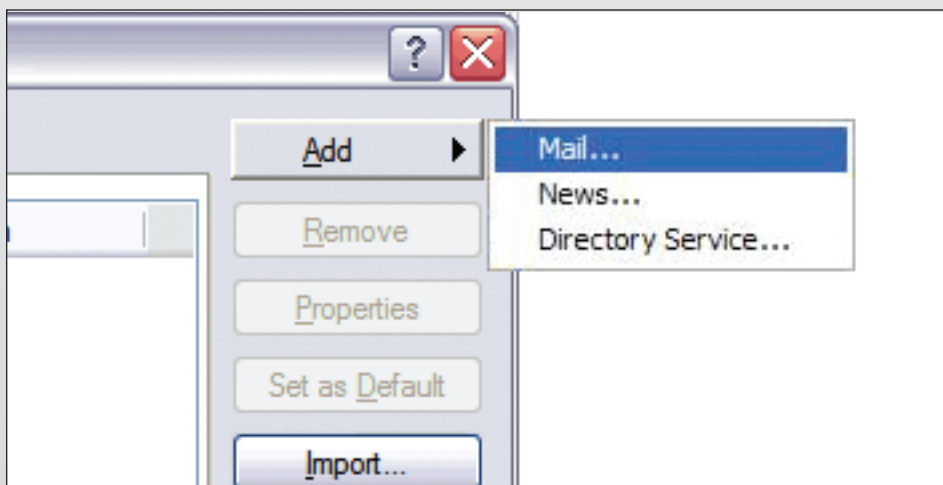
STEP 2

In the "Internet Accounts" window, select the "Mail" tab.



STEP 3

From the "Add" menu, select "Mail".



STEP 4

In the "Display Name" field, enter you full name.



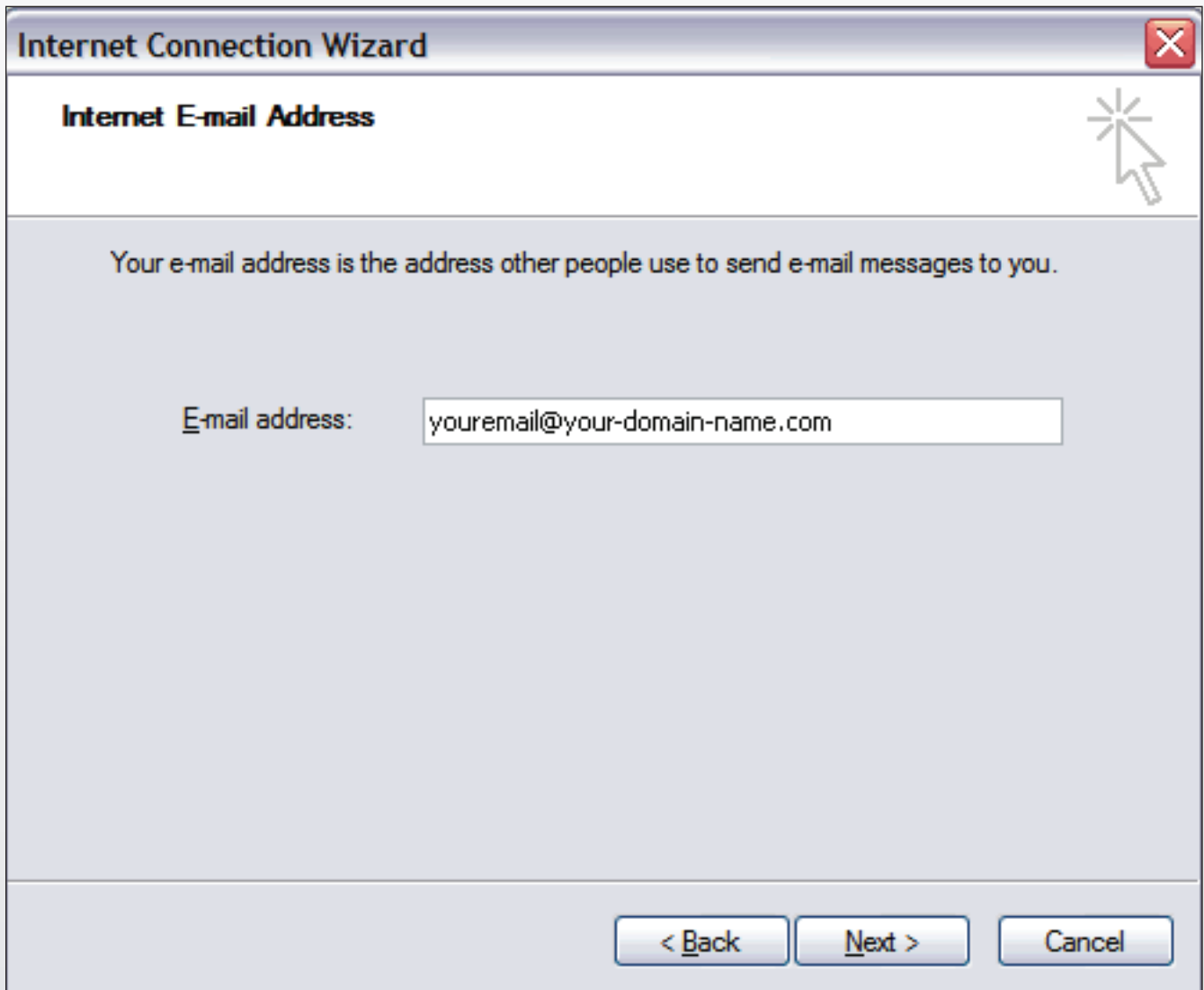
The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard". The window has a title bar with a close button (X) in the top right corner. Below the title bar, the text "Your Name" is displayed in a large font. To the right of this text is a mouse cursor icon pointing at a starburst symbol. Below this, there is a paragraph of text: "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." Underneath this text is a label "Display name:" followed by a text input field containing the text "Your Name". Below the input field is the text "For example: John Smith". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

STEP 5

Click "Next".

STEP 6

In the "E-mail address" field, enter your entire email address (example: youremail@your-domain-name.com).



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Internet E-mail Address" with a help icon (a starburst with a mouse cursor) to its right. Below the heading, a text label reads "Your e-mail address is the address other people use to send e-mail messages to you." Underneath, the label "E-mail address:" is followed by a text input field containing the example address "youremail@your-domain-name.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

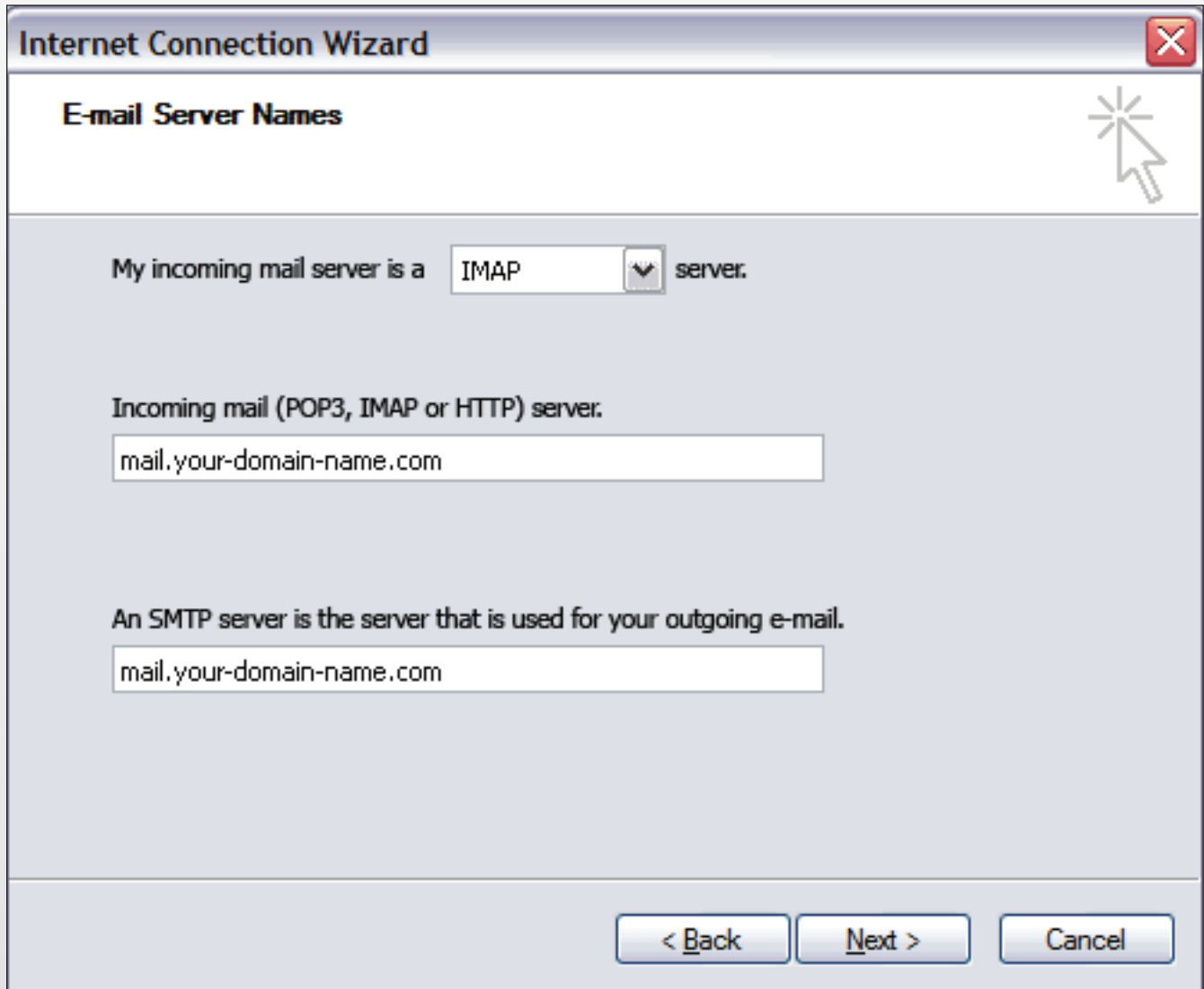
STEP 7

Click "Next".

STEP 8

On the "E-mail Server Names" page, enter your information as follows:

- My incoming mail server is a: Select "IMAP".
- Incoming mail (IMAP) server: Type the domain name of your incoming mail server.
- Outgoing mail (SMTP) server: Type the domain name of your outgoing mail server.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "E-mail Server Names". In the top right corner of the dialog area, there is a mouse cursor icon pointing at a starburst symbol. The dialog contains the following text and input fields:

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.

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

STEP 9

Click "Next".

STEP 10

In the "Account Name" and "Password" fields, enter your entire email address (example: youremail@your-domain-name.com) and password.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet Mail Logon" with a help icon (a starburst with a mouse cursor) to its right. Below the heading, there is a text instruction: "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" containing the text "youremail@your-domain-name.com" and "Password:" containing a series of ten black dots. Below the password field is a checked checkbox labeled "Remember password". Further down, there is a text instruction: "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 is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

STEP 11

Click "Next".

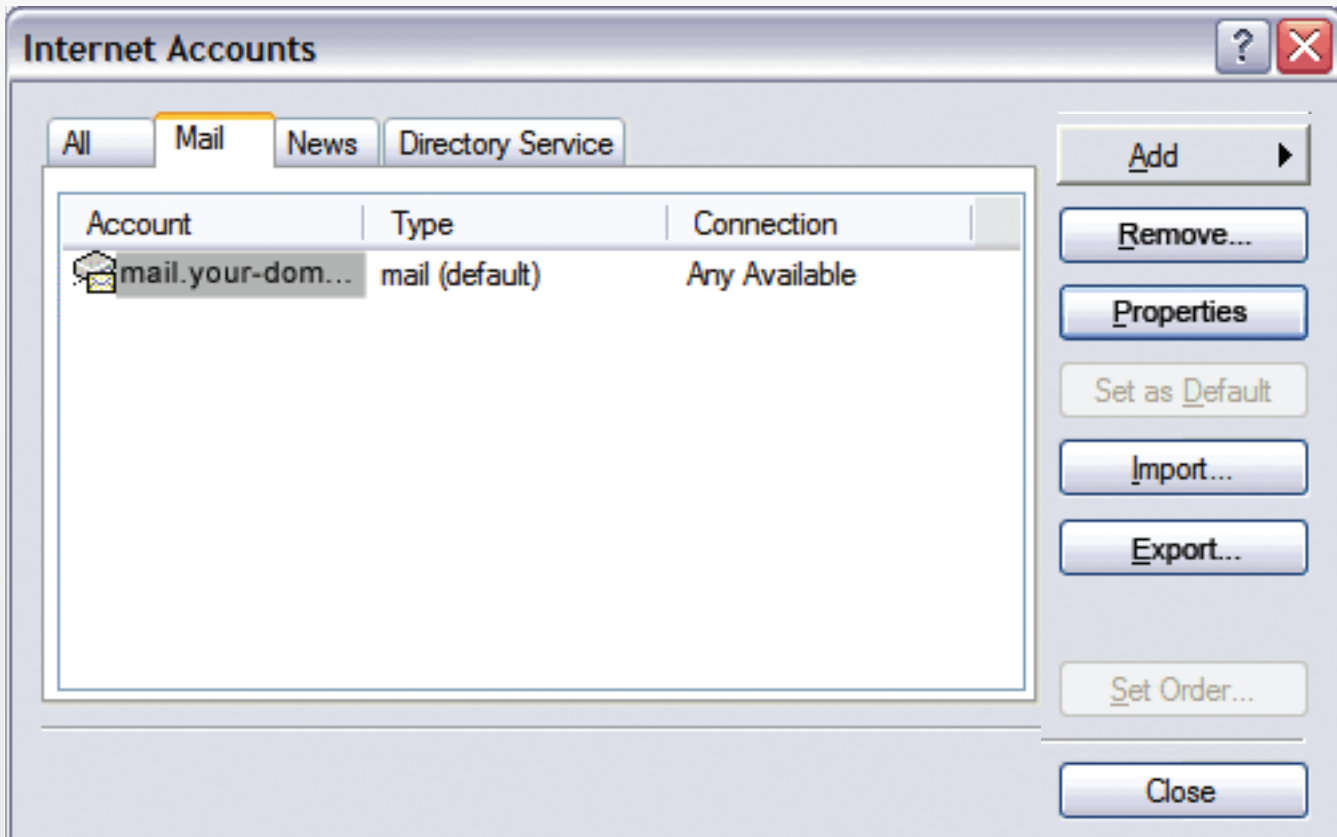
STEP 12

On the setup confirmation page, click "Finish".



STEP 13

On the Mail tab, select the account you just created and then click "Properties".



STEP 14

Select the "Servers" tab.

The screenshot shows a Windows-style dialog box titled "mail.your-domain-name.com Properties". The "Servers" tab is selected, showing the following configuration:

- Server Information:** "My incoming mail server is a **IMAP** server."
- Incoming mail (POP3):** mail.your-domain-name.com
- Outgoing mail (SMTP):** mail.your-domain-name.com
- Incoming Mail Server:**
 - Account name:** youremail@your-domain-name.com
 - Password:** [Redacted]
 - Remember password
 - Log on using Secure Password Authentication
- Outgoing Mail Server:**
 - My server requires authentication
 -

Buttons at the bottom: OK, Cancel, Apply.

STEP 15

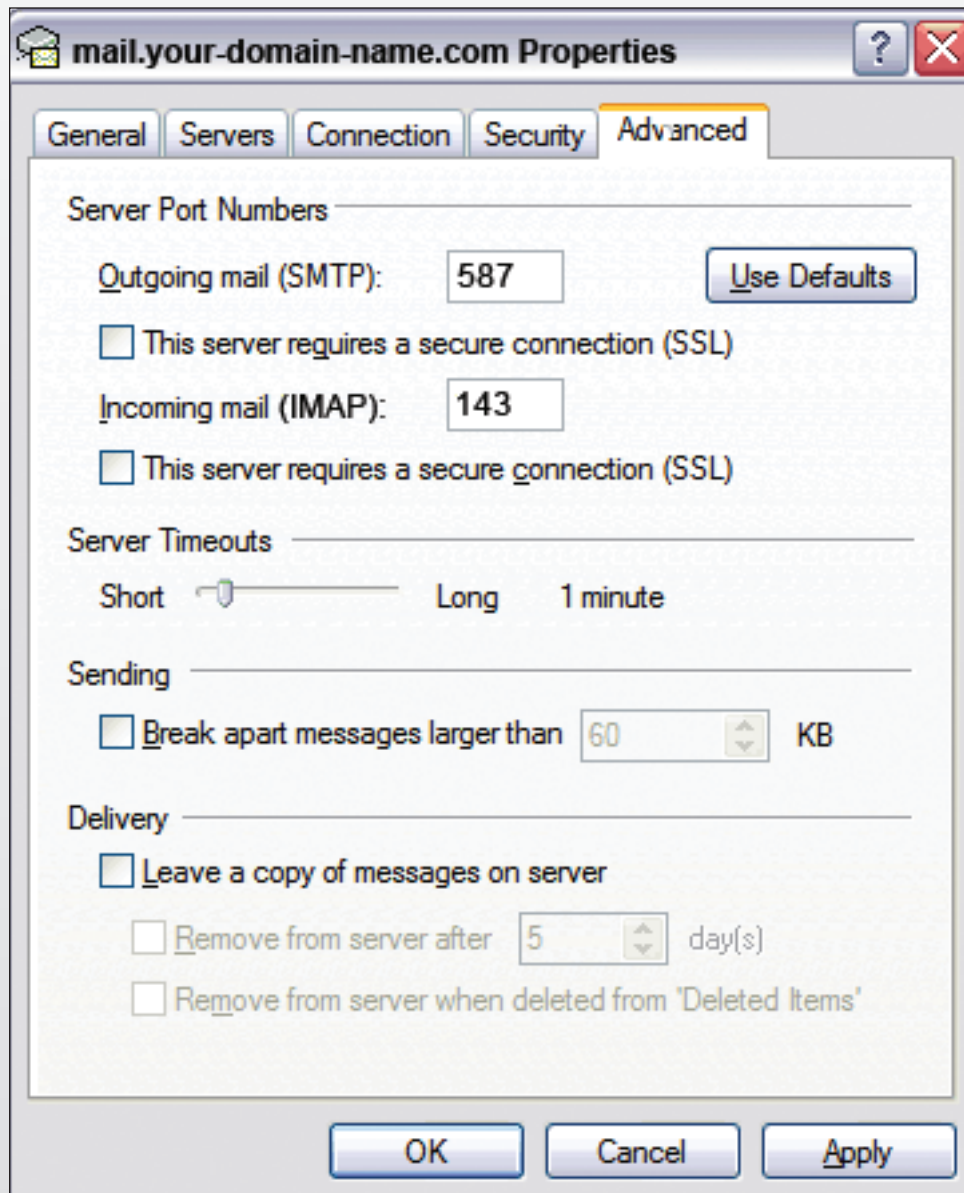
Select the "My server requires authentication" box, then click "Apply".

STEP 16

Under the "Advanced" tab, in the "Server Port Numbers" section, change "Outgoing mail (SMTP)" to 587 and "Incoming mail (IMAP)" to 143.

STEP 17

Click "OK".



STEP 18

(Optional) If you would like to keep a copy of your email messages stored on your email provider's servers, in the "Delivery" section, select the "Leave a copy of messages on server" box.

Setup Complete

Congratulations! You have successfully set up your email account in Microsoft Outlook Express.

If you have any questions or need help with this or any other Macrobatix tutorial please send email to support@macrobatix.com. Please visit www.macrobatix.com/tutorials to see other information and tutorials.