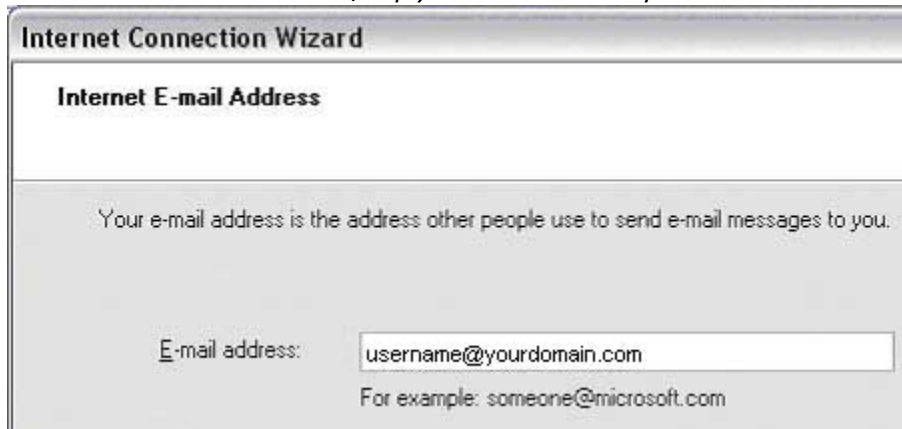


Basic Email Setup Instructions - Outlook Express for XP on a PC

1. From the *Tools* menu, select *Accounts*, that brings up the Internet Accounts window. (You may have to go to the *Tools* menu and choose *Services*, in that case choose *Internet Email* from the next window).
2. From the *Internet Accounts window*, click on the *Add* button and choose *Mail*, that brings up the *Internet Connection Wizard*.
3. Enter the *Email Alias or Email/Reply-To Address* from your Account Information



The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'Internet E-mail Address'. Below the title is a text box for the e-mail address. The text inside the text box is 'username@yourdomain.com'. Below the text box is the text 'For example: someone@microsoft.com'. Above the text box is the text 'Your e-mail address is the address other people use to send e-mail messages to you.' and the label 'E-mail address:'.

Click Next

4. Enter the following:
My incoming mail server is a *POP3* server.
Incoming mail (POP3 or IMAP) server: *pop.yourdomain.com*
Outgoing Mail (SMTP) server: *smtp.yourdomain.com*



The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'E-mail Server Names'. Below the title is a text box for the incoming mail server. The text inside the text box is 'pop.yourdomain.com'. Above the text box is the text 'My incoming mail server is a' followed by a dropdown menu with 'POP3' selected and 'server.' followed. Below the text box is the text 'Incoming mail (POP3, IMAP or HTTP) server:'. Below the text box is the text 'An SMTP server is the server that is used for your outgoing e-mail.' and the label 'Outgoing mail (SMTP) server:'. Below the text box is the text 'smtp.yourdomain.com'.

Click Next

5. Enter the following:
Account name: *your E-Mail Account/POP Username* from your Account Information
Password: *your E-Mail Account/POP Password*

Internet Connection Wizard [Close]

Internet Mail Logon [Help]

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

Account name:

Password:

Remember password

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.

Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

Click Next

6. Click Finish

Internet Connection Wizard [Close]

Congratulations [Help]

You have successfully entered all of the information required to set up your account.

To save these settings, click Finish.