

## SETTING UP YOUR E-MAIL ACCOUNT IN OUTLOOK EXPRESS

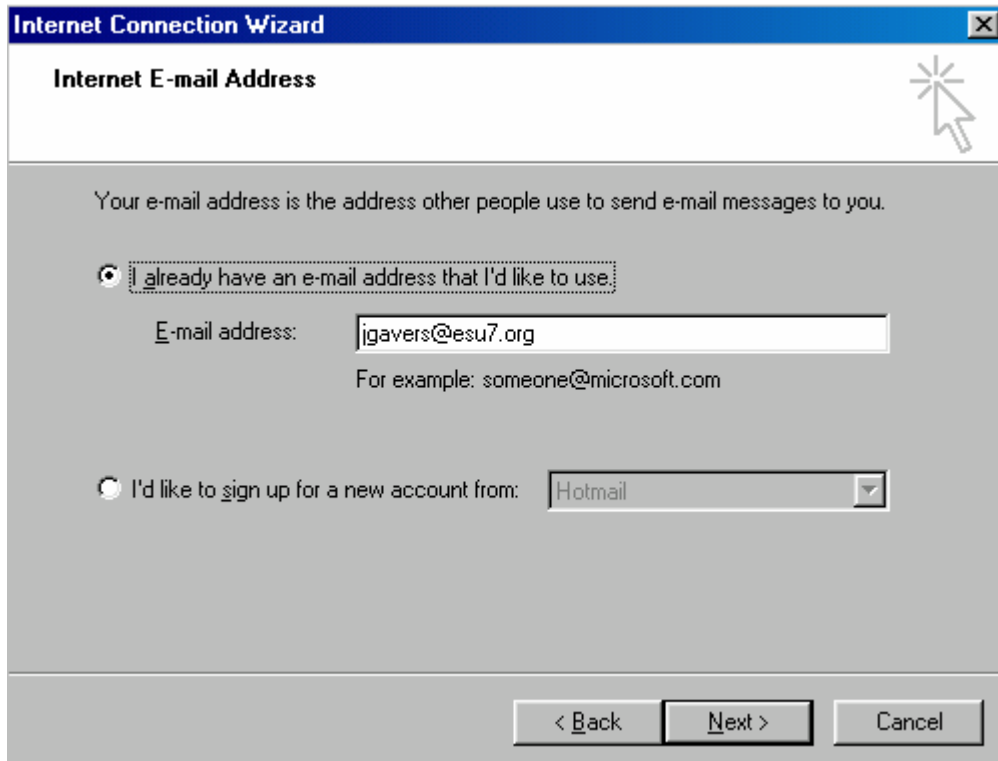
Setting up your e-mail account on your new computers so that you may receive and send messages. If you have not attempted to set up an account on your computer, **Double Click Outlook Express** on the desktop and the first window that appears should look like the one below:



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. Below the title bar, the text "Your Name" is displayed. To the right of this text is a cursor icon pointing at a starburst symbol. Below this, a message reads: "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, the label "Display name:" is followed by a text input field containing "Jody Gavers". Below the input field, the text "For example: John Smith" is shown. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

1. Type your display name and click once on the Next text box.

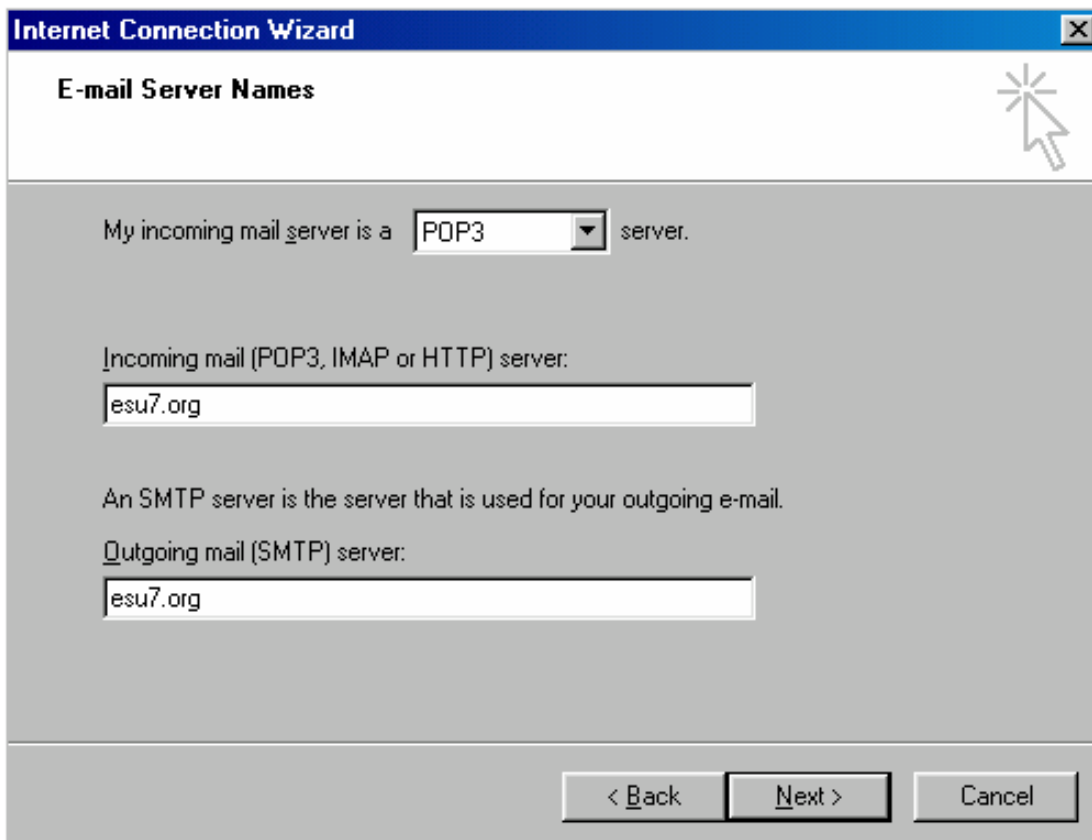
The next screen should look like the one below:



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet E-mail Address". The main text reads: "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 option, "I already have an e-mail address that I'd like to use.", is selected. Below it is a text box labeled "E-mail address:" containing "jgavers@esu7.org". A smaller text box below that contains "For example: someone@microsoft.com". The second option, "I'd like to sign up for a new account from:", is unselected. Below it is a dropdown menu showing "Hotmail". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

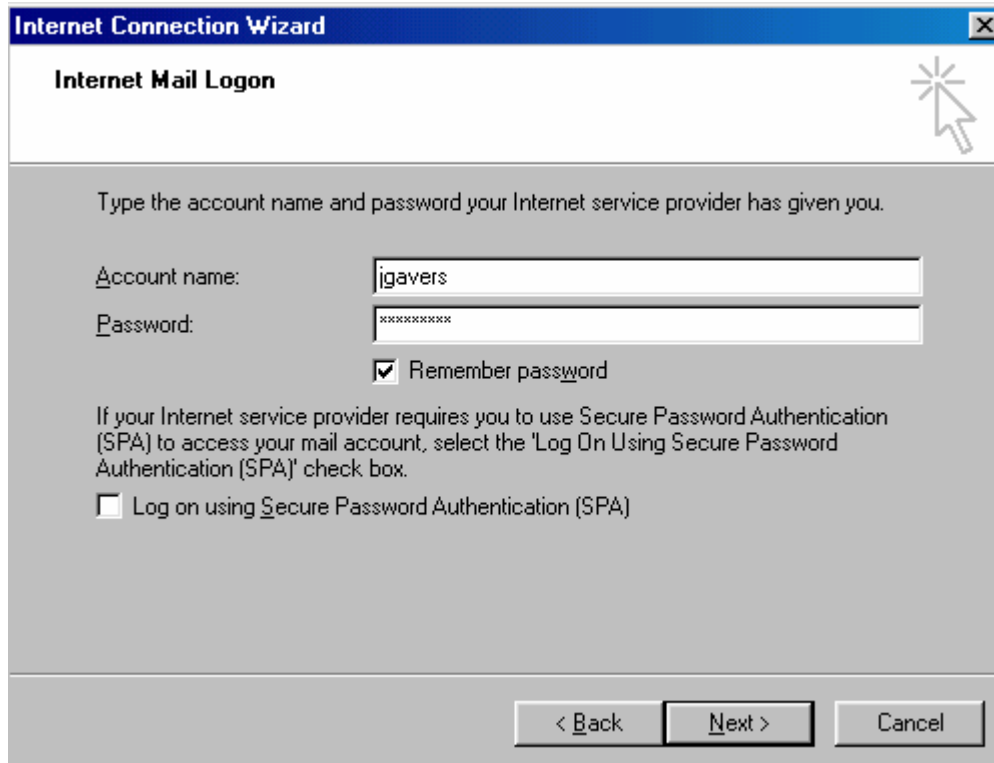
2. Type your e-mail address and click the Next button.

3. Select and type the information below then click the Next button.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The main text reads: "My incoming mail server is a POP3 server." Below this is a dropdown menu showing "POP3". The next line is "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text box containing "esu7.org". The next line is "An SMTP server is the server that is used for your outgoing e-mail." followed by "Outgoing mail (SMTP) server:" and a text box containing "esu7.org". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

4. If you do not want to type in your password each time you receive your e-mail. Type your password in (this could be a problem for some-if so, contact Ross or Jody) and select the Remember password checkbox.



**Internet Connection Wizard**

**Internet Mail Logon**

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

Account name:

Password:

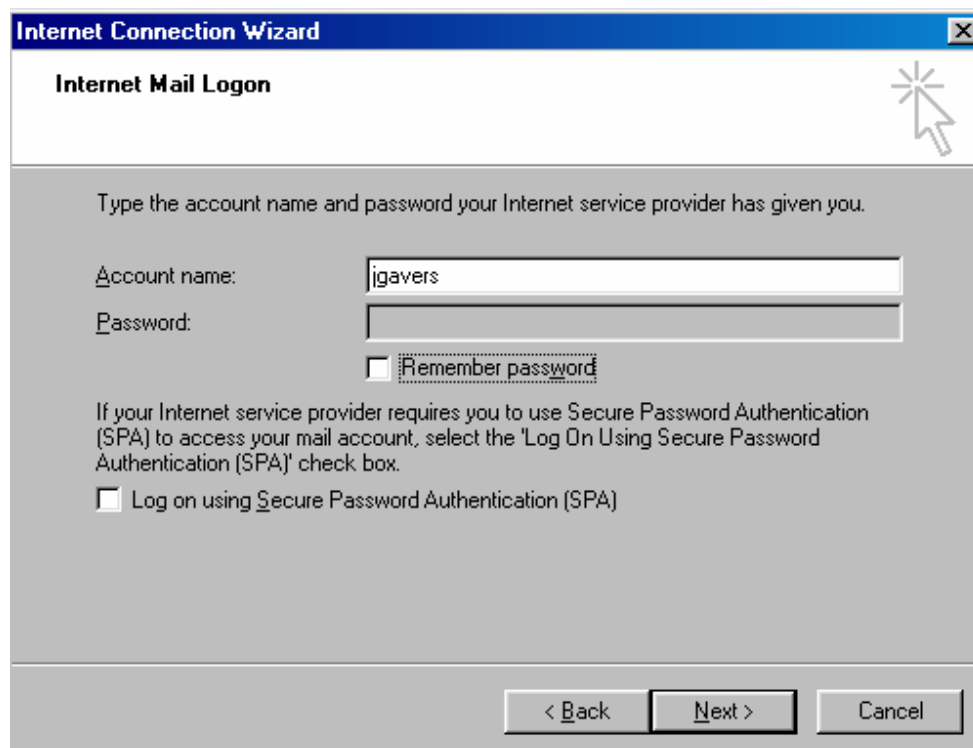
Remember password

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

If you want to type your password each time you receive e-mail, you should deselect the Remember password check box. Click Next to Continue



**Internet Connection Wizard**

**Internet Mail Logon**

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

Account name:

Password:

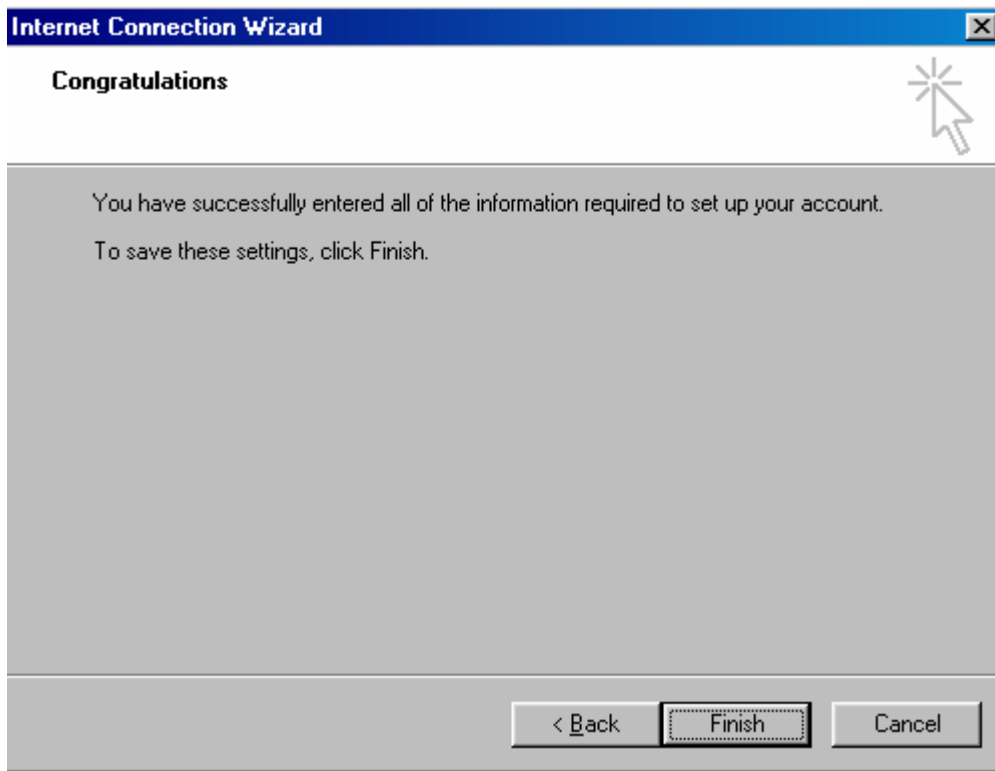
Remember password

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

5. Click Finish to complete the setup.



Good Work! You have set up your e-mail account.