

Setting up an email account in Outlook Express.

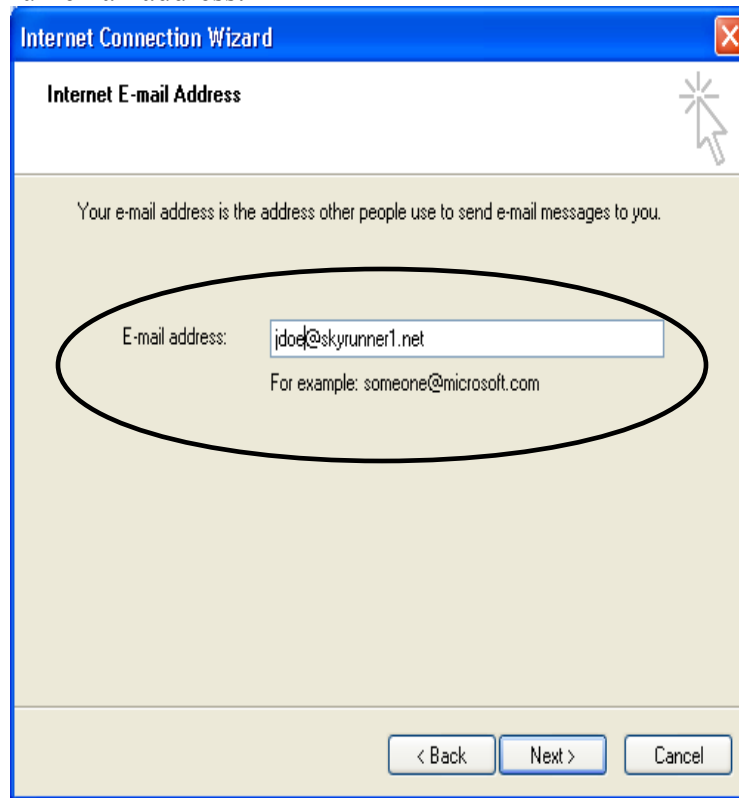
1. Start Outlook Express through the Start Menu



2. If Outlook Express has never been used before, it will step you thru the process of setting up your email as follows. If you have used Outlook Express before you will need to add a new email account, **go to Page 9 for those instructions.**
 - a. Enter your name as you would like it to show on your emails.

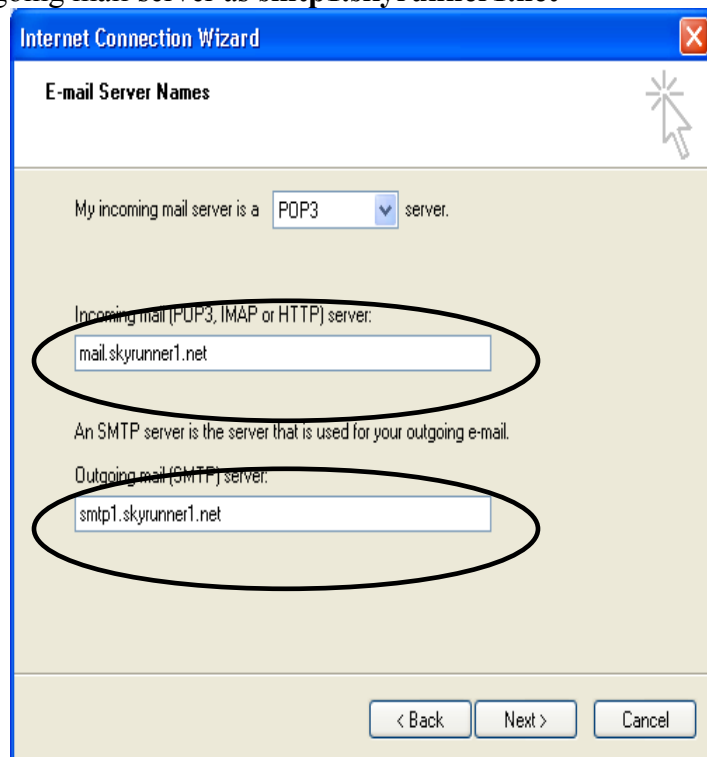
A screenshot of the 'Internet Connection Wizard' dialog box. The title bar reads 'Internet Connection Wizard'. The main area is titled 'Your Name'. Below the title, there is a text box containing 'John Doe'. To the left of the text box is the label 'Display name:'. Below the text box is the text 'For example: John Smith'. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'. A black oval is drawn around the 'Display name' text box and the example text below it.

Click Next



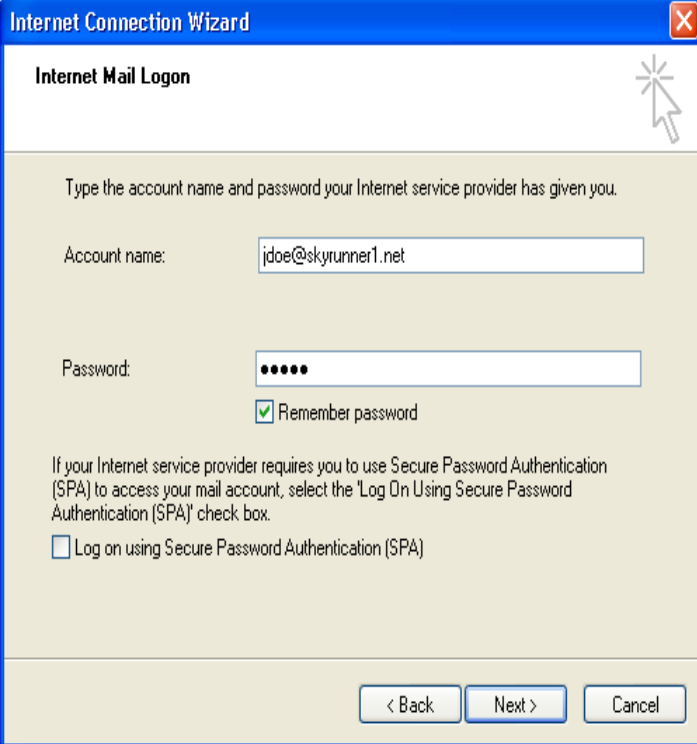
Click Next

- c. Incoming Mail Server should be **POP3**.
- d. Enter Incoming mail server as **mail.skyrunner1.net**.
Enter Outgoing mail server as **smtp1.skyrunner1.net**



Click Next

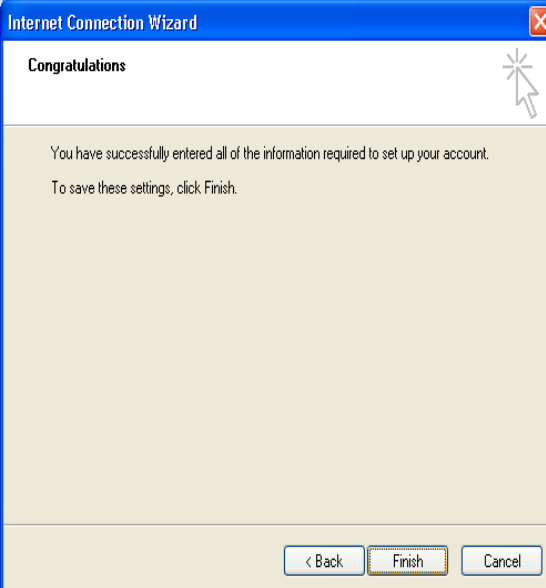
- e. Enter the full email address as the Account name.
Enter the password provided by your email service provider.
Check the “Remember password” if you want the program to remember your password. Note: You will want to do this unless you share a computer and want to protect confidential emails.
DO **NOT** CHECK “Log on using Secure Password Authentication(SPA)”



The screenshot shows the 'Internet Mail Logon' window of the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The window title is 'Internet Mail Logon'. Below the title bar, there is a text box for the account name containing 'jdoe@skyrunner1.net' and a password field with masked characters. A 'Remember password' checkbox is checked. Below the password field, there is a checkbox for 'Log on using Secure Password Authentication (SPA)' which is unchecked. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Click Next

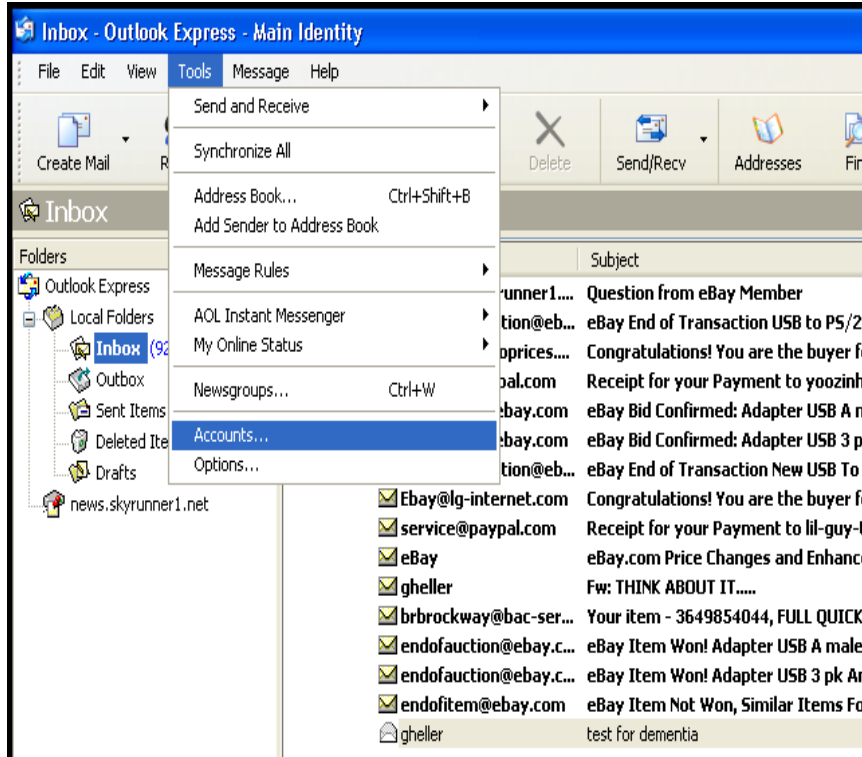
- f. You have finished the initial setup of your email address. You will still need to setup the secure authentication **BEFORE THE EMAIL WILL WORK**. Also, we will set the server to keep copies of the mail messages for a few days.



The screenshot shows the 'Congratulations' window of the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The window title is 'Congratulations'. Below the title bar, there is a message: 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.' At the bottom, there are three buttons: '< Back', 'Finish', and 'Cancel'.

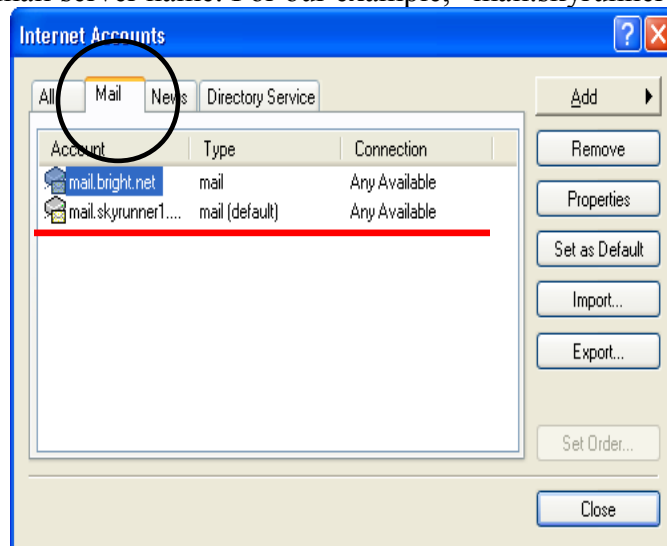
Click Finish. Setting up authentication comes next.

- g. Now the account will need to be modified to setup SMTP authorization. Click on the word Tools and then Accounts as below.



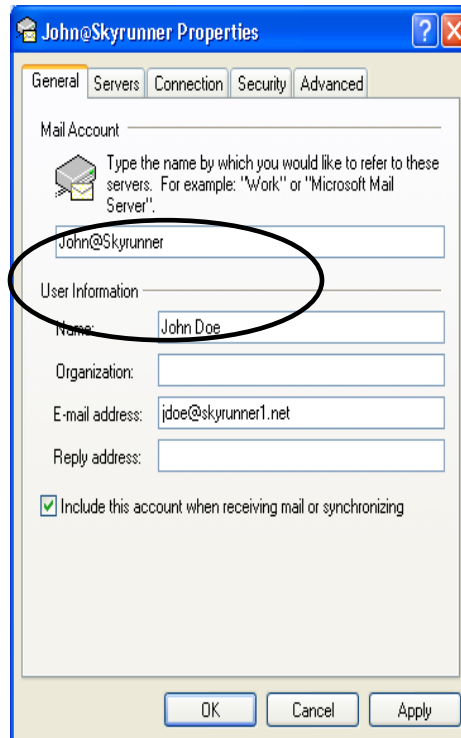
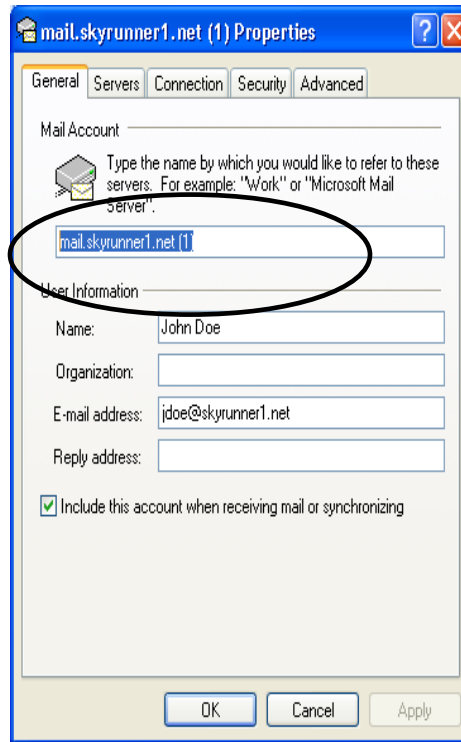
Click on Accounts.

- h. Click on the Mail tab at the top of the window. Select the mail account you want to modify and click on Properties. You would normally only have one account. If you have more than one, the account will initially be named by the incoming mail server name. For our example, “mail.skyrunner1.net”



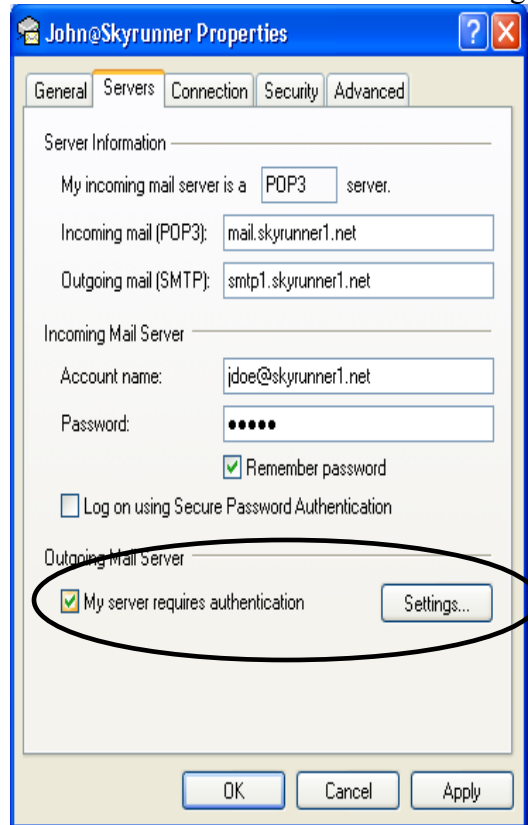
Click on Properties

- i. First change the account name under the general tab to a name that you will recognize for that email account. For example, change the account name “mail.skyrunner1.net(1)” to “John@Skyrunner” as shown in the next 2 examples.



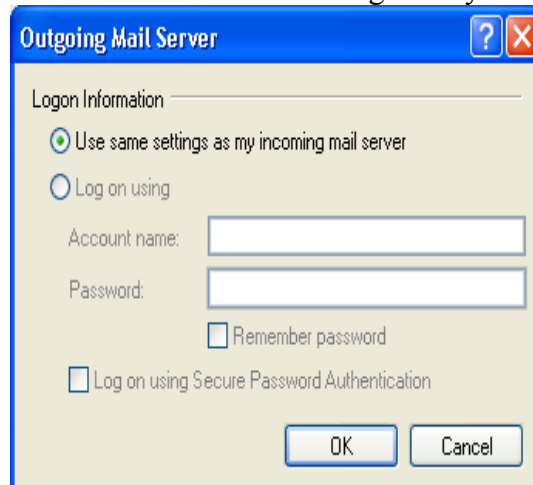
Click on the Servers Tab next

- j. The first fields should be filled out from your initial creation of the account. Near the bottom in the Outgoing Mail Server section, check the “My server requires authentication” box. Then click the Settings button.



Click the Settings button.

- k. Click the radio button “Use same settings as my incoming mail server”



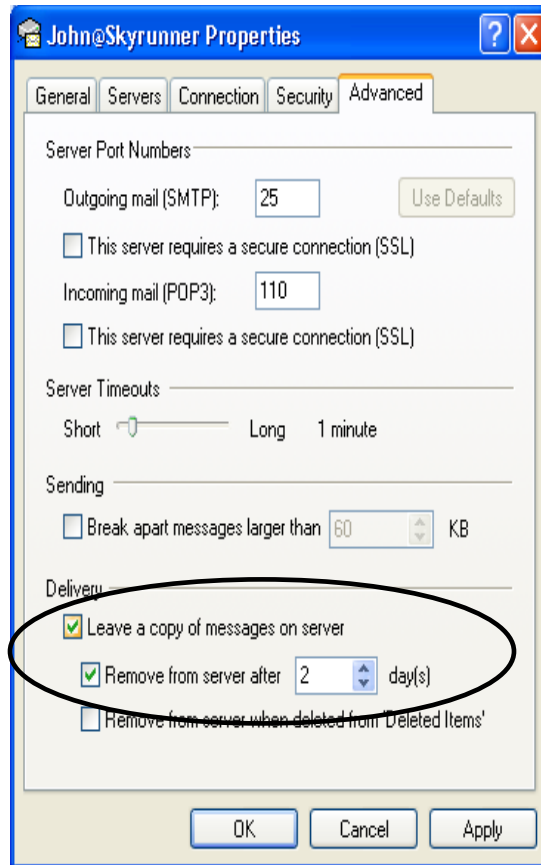
Click OK. You will return to the Servers tab.

1. Click on the Advanced tab. Near the bottom, click on the “Leave a copy of messages on server” box. Also, click on the “Remove from server after ___ days” box. Set the number of days to 2.

This allows you to check the same email account at two places. The mail server will keep the messages for 2 days after they have been first read. For example, if you check your same email address at home and at work and want to make sure you get all the emails at both places.

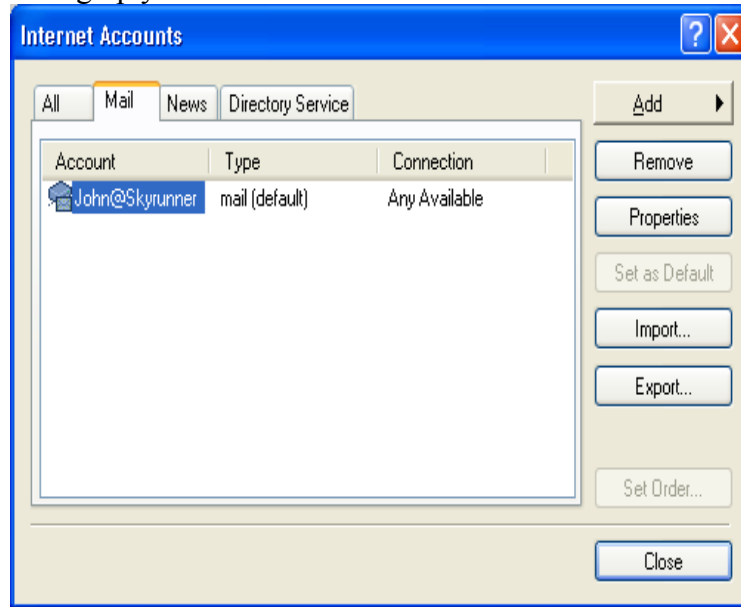
Once you have checked the email at home or work, you have 2 days to check it at the other place to get the same email. Two days after it has been first read, then it will be deleted from the mail server.

What if I go on vacation for 3 weeks? Since the mail isn't being checked at either place (home or work) the mail will remain on the mail server waiting for you to get back. Only once you have checked it at either place will the 2 day clock start ticking. You may, of course, set the days for a longer period if you need to.



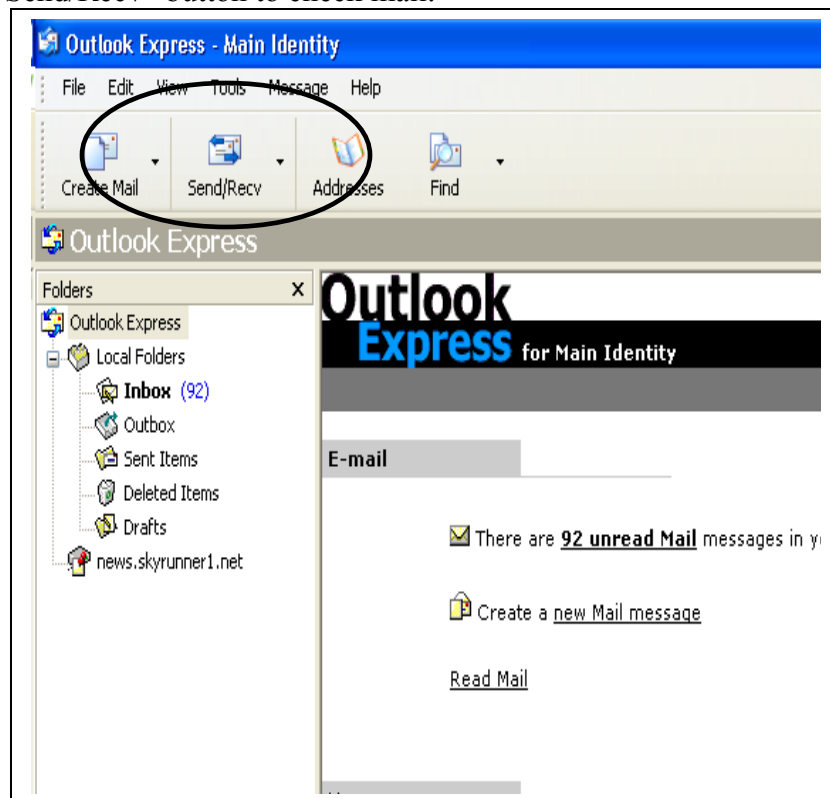
Click OK

- m. You will return to the Internet Accounts window. Click **Close** and you have completed setting up your email account.



Click Close to complete setup

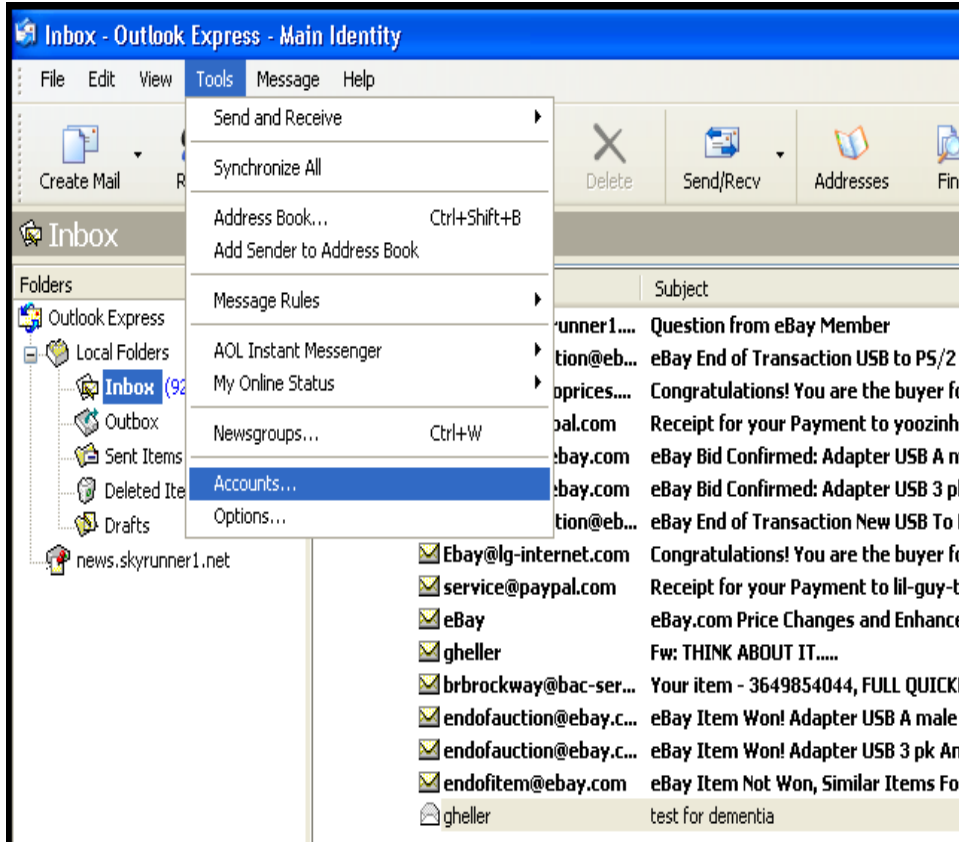
- n. Click the “Send/Recv” button to check mail.



Setting up an account if Outlook Express has previously been used.

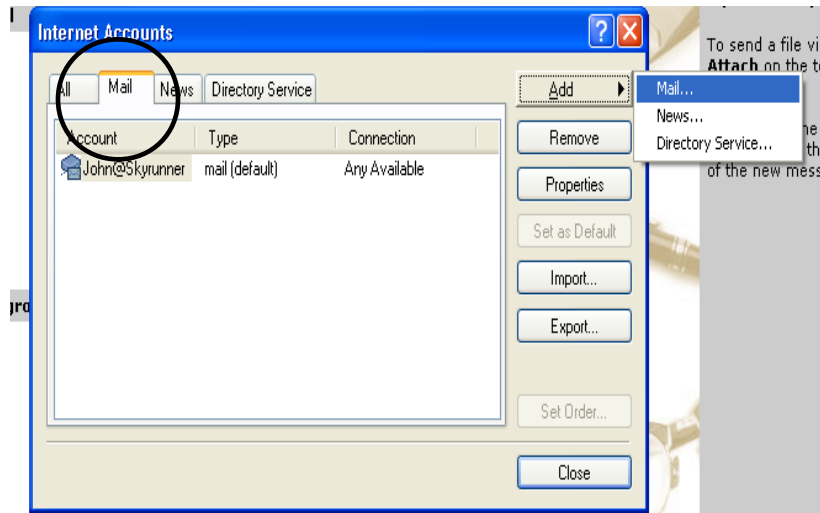
3. Add a new email account

a. Click on the word Tools and then Accounts as below.



Click on Accounts.

b. Click on the Mail tab at the top of the window. Click on Add button, then Mail button



Click on Add then Mail buttons

- c. Now go to Page 1, Step 2a and proceed thru Page 3. Skip Step 2f on Page 4 and proceed with Step 2g thru Page 8. Then you will have added your new email account.

If you have any problems or questions, please call me at 419-994-5000 or email us at questions@SkyRunner1.Net.