



Setting up my email account in Outlook Express

To send and receive emails using Outlook Express, you will need to create a profile in the software that holds all the information needed to connect to the mail server. Please follow the steps below.

1. Click on the 'Tools' menu, then on the 'Accounts' option in Outlook Express.
2. Click on the 'Add' button and select 'Mail'.
3. Enter your name in the 'Display name' (eg. Joe Blogs) field and click 'Next'.
4. In the 'E-mail address' field enter the email address that you want your mail to be sent from (eg. joeblogs@example.com).
5. Select POP3 as the type of your incoming mail server (IMAP can be used if required).
6. Enter mail.example.com (replace example.com with your domain name) as both the 'Incoming mail server' and 'Outgoing mail server' before clicking 'Next'.
7. In the 'Account name' field enter your accounts username and domain name in the format of username@example.com. Enter your accounts password in the 'Password' field.
8. Click the 'Next' button, then click 'Finish'.
9. Highlight the account you have just created and click on the 'Properties' button.
10. Click on the 'Servers' tab and check the 'My server requires authentication' tab.
11. Click 'OK' and then click 'Close'.

You should now be able to send and receive emails from Outlook Express.