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Outlook Email Set Up Instructions

Set Up a Outlook Express E-Mail Account

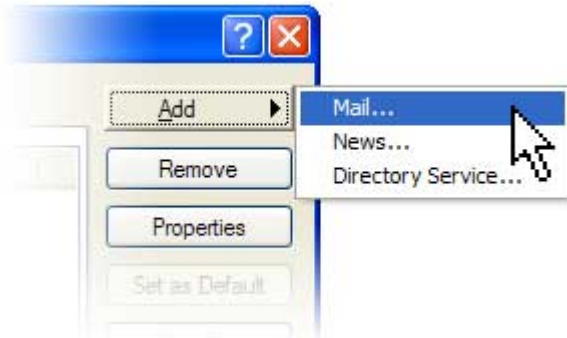
Setting up Outlook Express is easy if you have the right information. You will need to look through the information you got from your Internet Service Provider or Website hosting company or give them a call and find out the following information. Once you have it, you are ready to set up Outlook Express.

- Account type (from hosting company)
- Account name (from hosting company)
- Domain name (from hosting company)
- Account password (from hosting company)
- Incoming mail settings (from hosting company)
- Outgoing mail settings (from Internet Service Provider)

Use this form to fill in what you need and save it for future reference.

Now you are ready to get started!

1. Start Outlook Express, and on the **Tools** menu, click **Accounts**.
If the Internet Connection Wizard starts up automatically, skip ahead to step 4.
2. Click **Add**, and then click **Mail** to open the Internet Connection Wizard.



Mail option from the Add button

3. On the **Your Name** page of the wizard, type your name as you want it to appear to everyone who gets e-mail from you, and then click **Next**. Most people use their full name, but you can use any name—even a nickname—that people will recognize.
4. On the **Internet Explorer Address** page, type your e-mail address, and then click **Next**.
5. **E-mail Server Names:**

E-mail Server Names

My incoming mail server is a **POP3** server.

Incoming mail (POP3, IMAP or HTTP) server:
mail.cpandl.com

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:
SMTP.cpandl.com

My incoming mail server is a: Select "POP3"

Incoming mail: mail.yourdomain.com

Outgoing mail: You will need to contact your Internet Service Provider for this information.

If you are a Telstra Bigpond broadband user this setting will be mail-hub.bigpond.net.au

6. On the **Internet Mail Logon** page, type your account name and password.

Account name: It is the first part of email address before the @ symbol in your email address

Password: If you have lost or don't remember your password contact Info-Link

Internet Connection Wizard

Internet Mail Logon

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

Account name: katiemw

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 SPA option.

Note: If you're concerned about break-ins to your e-mail, click to clear the check in the **Remember Password** box. You'll then be prompted for the password each time you send or retrieve mail.

7. Click **Next**, and then click **Finish**.
You're ready to send your first e-mail!