

Adding a New E-Mail Account to Outlook Express 4.0

1. Start Outlook Express.
2. Choose "Accounts" from the "Tools" menu. The "Internet Accounts" window will open.
3. Click the "Mail" tab. This will show you any e-mail accounts that are currently set up in Outlook Express.

(If any current accounts are present and are not active, they will need to be deactivated or removed from the listing to avoid receiving error messages).

4. Click the "Add" button. A menu will appear; choose "Mail".
5. The "Internet Connection Wizard" will appear to guide you through a series of configuration steps for the e-mail address you want to add.
6. Enter your name as you want it to appear in e-mails. Click "Next".
7. Enter your e-mail address you wish to add and then click "Next".
8. **E-mail Server Names:** enter the following information:
 - My incoming mail server is a: POP3
 - Incoming mail (POP3 or IMAP) server: mail.domainName.com
 - Outgoing mail (SMTP) server: mail.domainName.com

(Please Note - You MAY need to use SMTP authentication (see below) or use your ISP's SMTP server in this field. Some ISP's , Earthlink, Mindspring, MSN, etc. do not allow SMTP relay to another mail server. Please contact them for the proper SMTP information, or call us for assistance).

- Click the first log on using radio button and enter the following information:
 - POP account name: Your user name/ID (this is your email address; i.e.: jdoe@etczone.com)
 - Password: Your e-mail password
 - Click "Next".
9. The "Friendly Name" window will appear. Type in a friendly name that will help you remember this e-mail address (i.e.: Global Web Mail). Click "Next".
 10. The "Choose Connection Type" window will appear.
 11. Choose one of the following connection types:
 - If you connect through your modem, click the "Connect using my phone line" radio button.
 - If you wish to connect manually before you open Outlook Express, choose the "I will establish my Internet connection manually" radio button.
 12. Click "Finish". This completes the initial Mail set-up.
 13. **SMTP / Outgoing Mail Settings:** Set up the outgoing permissions for your email account:
 - Still in Outlook Express, at the Accounts window, highlight the mail account you just setup and click on the "PROPERTIES" button to the right
 - Click on the "Servers" tab
 - Look for the section titled "Outgoing Mail Server" near the bottom, and place a check on the "My server requires authentication"; then click on the "SETTINGS" button.
 - Under this "Settings" window, Click on "Use same settings as my incoming mail server"
 - Save and exit, and you are all set!