

Adding a New E-Mail Account to Outlook Express 5.x & 6.x

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. Type in a friendly name that will help you remember this e-mail address then Click "Next".
7. Enter your name as you want it to appear in e-mails. Click "Next".
8. Click "I already have an e-mail address that I would like to use" radio button, then enter the e-mail address you want to add, in the form of username@domainName.com and then click "Next". (For example, jdoe@etczone.com)
9. **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).

 - Then 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.
10. Click "Finish". This completes the initial Mail SetUp.
11. **SMTP / Outgoing Mail Settings:** We require SMTP authentication for outgoing mail services so you MUST do the following:
 - 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!

12. **Outlook Express 6.x users:** Microsoft has a default security setting in OE6.x that blocks most attachments - You need to make a change to your security settings in order to receive attachments!
- IN OE6.x, go to TOOLS / OPTIONS / SECURITY
 - uncheck the 4th item: "Do not allow attachments to be saved or opened that could potentially be a virus"
 - Click "Apply, OK" and you are all set!

If you want to add another e-mail account to Outlook Express, repeat the above procedure. If not, click "Close".