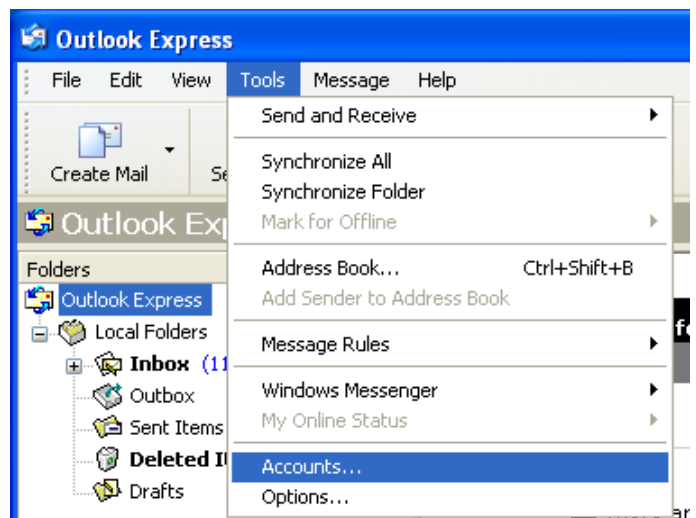


LaserRed

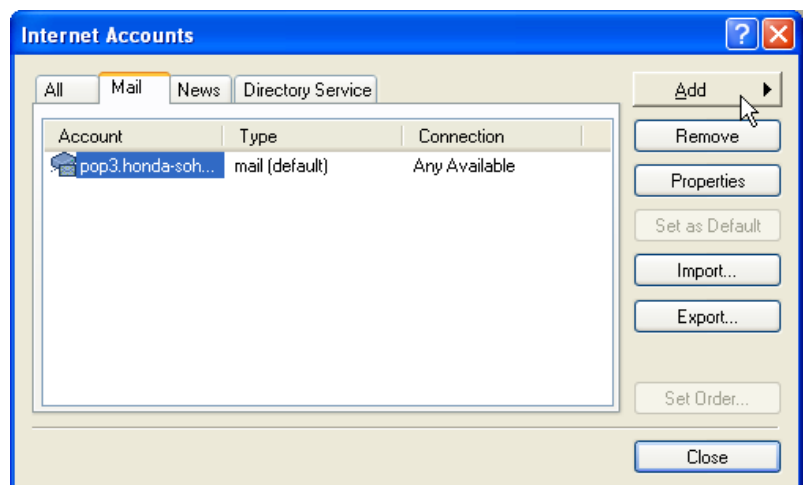
Tel: 01472 852522 for Help if Required..

How to setup a new email account in Outlook Express. (Settings are the same for Outlook)

1. Open Outlook Express and click '**Tools**' then '**Accounts**', this opens the **Internet Accounts** dialog box

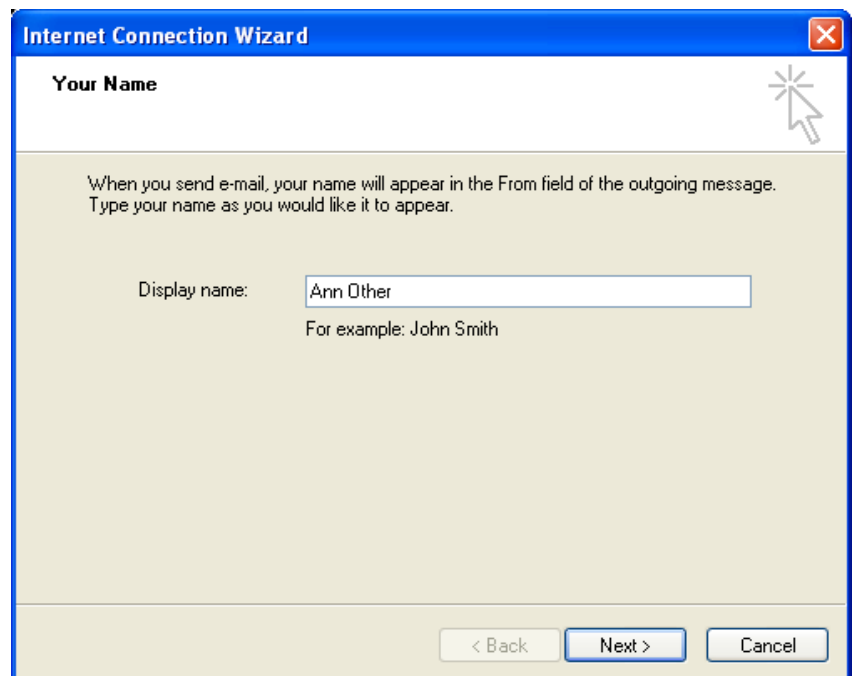


2. Click the '**Mail**' Tab and press the '**Add**' button, and from the list click '**Mail...**'. This starts the Internet connection Wizard.



3. Enter your name, this is the name that people who receive mail from you will see.

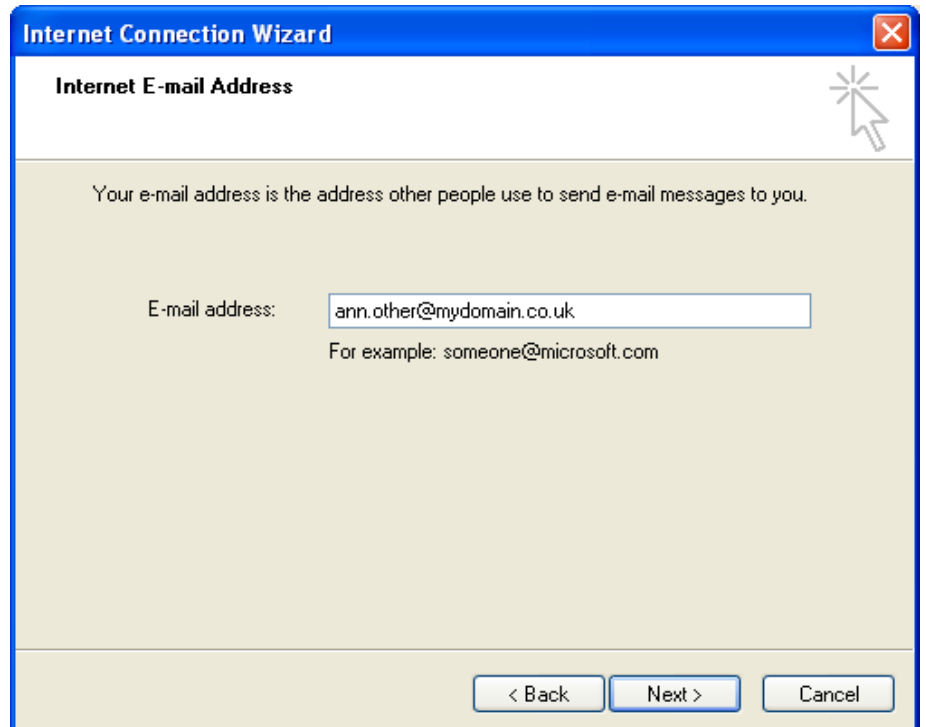
Then click **Next >**



The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box containing 'Ann Other'. To the right of the text box, there is a mouse cursor icon. Below the text box, there is a label 'Display name:' followed by the text 'Ann Other'. Below that, there is a label 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Enter your email address, you must put in the correct address or emails will not be sent to you. If you are unsure what your email address is contact us and we will tell you, also if you don't like your email address, don't just change it, let us know and we will setup a new address for you that you can use.

Then click **Next >**

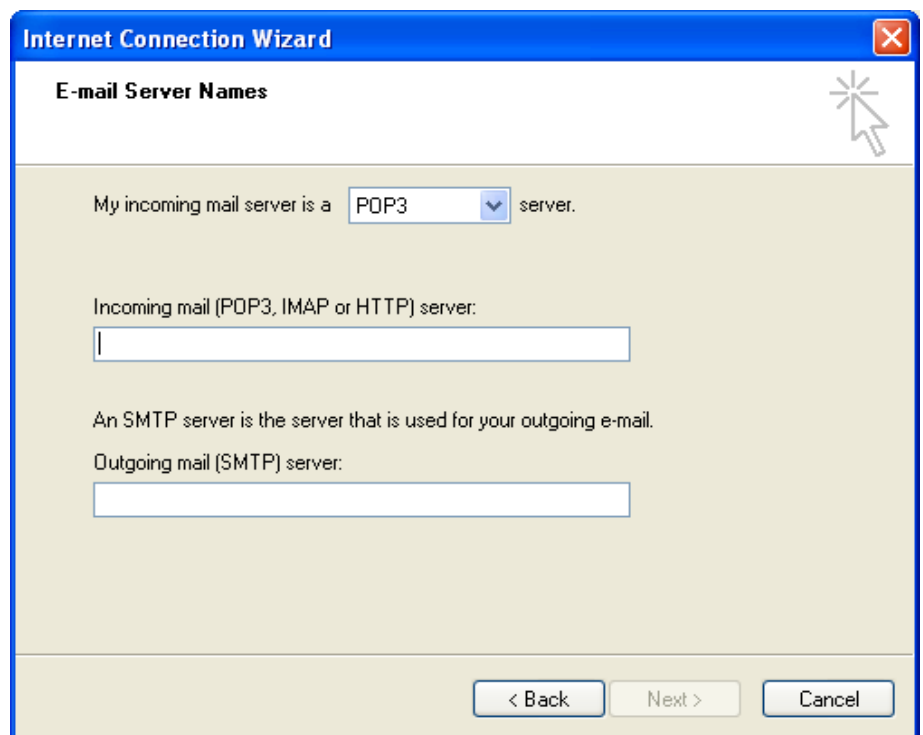


The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box containing 'ann.other@mydomain.co.uk'. To the right of the text box, there is a mouse cursor icon. Below the text box, there is a label 'E-mail address:' followed by the text 'ann.other@mydomain.co.uk'. Below that, there is a label 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Here you need to enter the incoming and outgoing mail server names, don't worry because we have supplied them on a separate file. Make sure that **POP3** is selected for the “**My incoming mail server is a**” selection

Then click **Next >**

(hint: these names are normally your domain name with pop3 and smtp in front of it, for example if you had the domain of www.laser-red.co.uk your incoming and outgoing servers would be pop3.laser-red.co.uk and smtp.laser-red.co.uk)

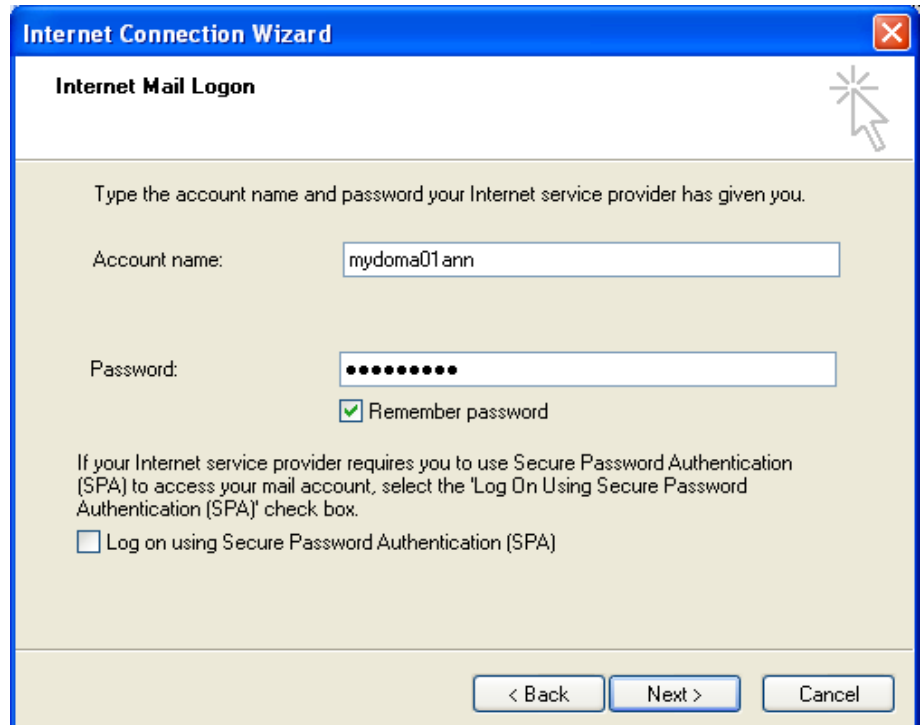


The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu set to 'POP3' with the text 'My incoming mail server is a' on the left and 'server.' on the right. Below this, there is a text box for 'Incoming mail (POP3, IMAP or HTTP) server:'. Further down, there is a text box for 'Outgoing mail (SMTP) server:'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Now enter the “Account name” (username) and password for the account, these again will have been supplied by us.

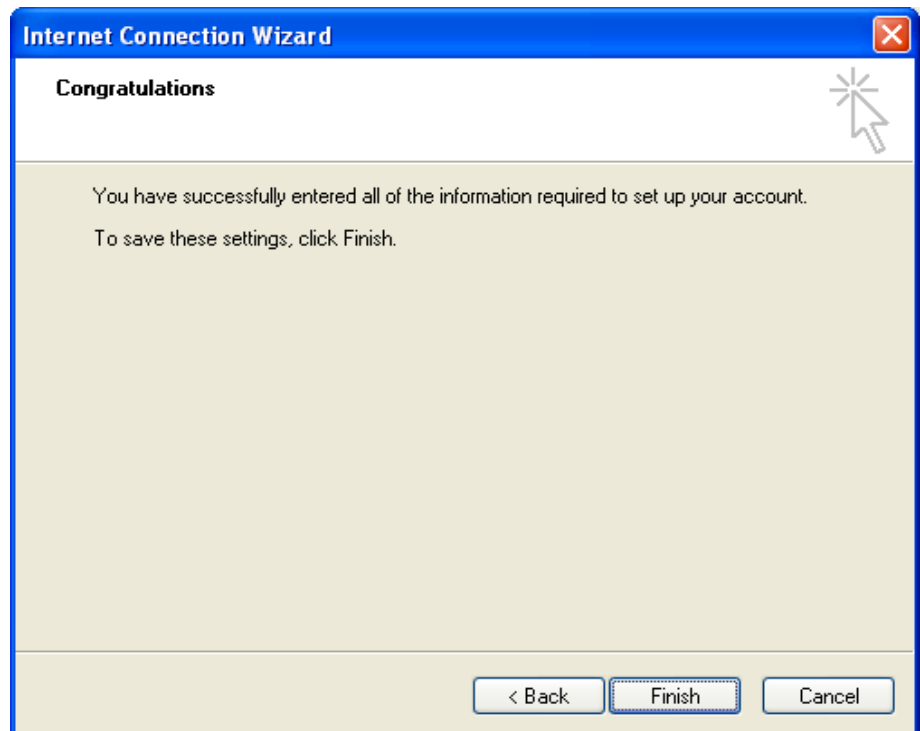
Make sure the box “**Log on using Secure Password Authentication (SPA)**” is NOT ticked.

Then click **Next>**

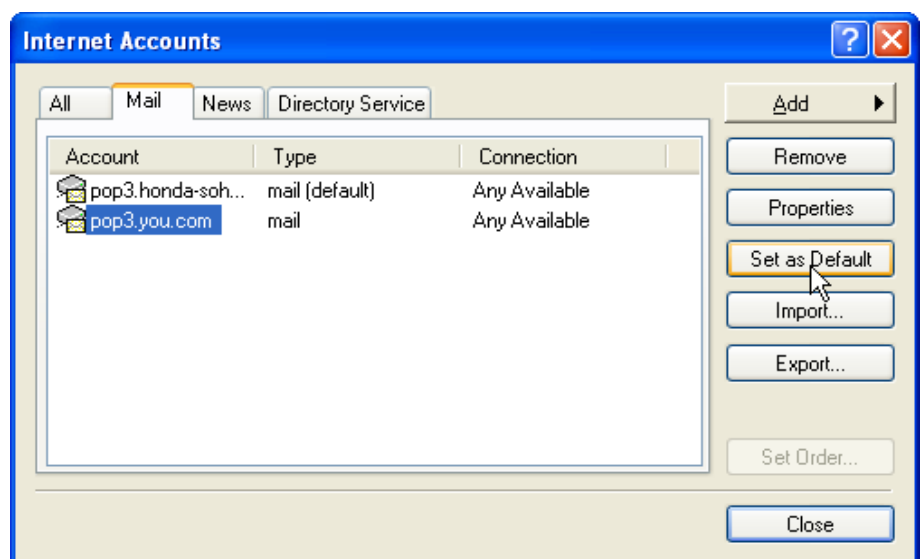


The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text box for 'Account name:' containing the text 'mydoma01ann'. Below that is a text box for 'Password:' filled with dots. There is a checked checkbox labeled 'Remember password'. Below this, there is a paragraph of text: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.' Below the paragraph is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

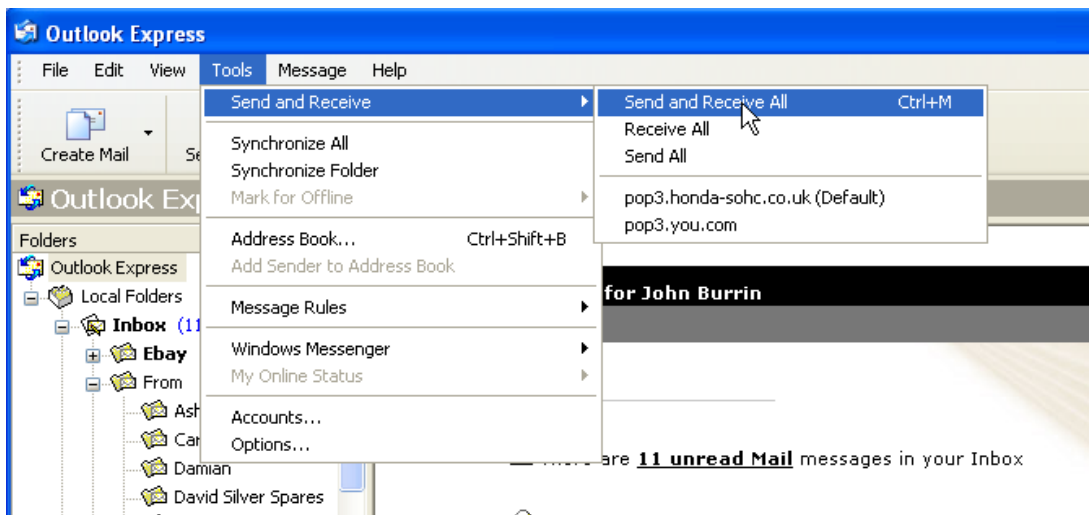
7. That's it click **'Finish'**



8. If you have more than one email account and you want to make this the default account for send and receiving email, select the new account and click the **'Set as Default'** button



9. To test the new account click **'Tools'**, **'Send and Receive'** then **'Send and Receive All'**



Print this out and include your settings, keep safe.

Incoming mail server name	
Outgoing mail server name	
E-mail address(s)	
Account Name	
Password	

Remember, if you have any problems, please just pick up the phone and ask: 01472 852522