## Microsoft Outlook Express 6.0 setup procedure

## 1.

- \* Load Microsoft Outlook Express 6.0
- \* From the main screen open the the 'Tools' menu and then select 'Accounts...'



## 2.

- \* Click on the email account to modify this will cause it to become highlighted
- \* Click on the 'Properties' button

| Internet Accounts               |                              |            | ? ×                    |
|---------------------------------|------------------------------|------------|------------------------|
| All Mail News Directory Service |                              |            | <u>Add</u>             |
| Account                         | Туре                         | Connection | <u>R</u> emove         |
| Mar Email Account               | mail (default) Any Available |            | <u>P</u> roperties     |
|                                 |                              |            | Set as <u>D</u> efault |
|                                 |                              |            | Import                 |
|                                 |                              |            | Export                 |
|                                 |                              |            | <u>S</u> et Order      |
|                                 |                              |            | Close                  |

- 3.
- \* Click on the 'Servers' tab.
- \* Change the 'Outgoing mail server (SMTP)' to the SMTP server we supplied with your signup email
- \* Tick the box next to 'My server requires authentication'
- \* Click on the 'Settings...' button

| 😪 Your Email Account Properties 🔋 🛛 🔋                        |  |  |  |  |  |
|--|--|--|--|--|--|
| General Servers Connection Security Advanced                 |  |  |  |  |  |
| Server Information   |  |  |  |  |  |
| My incoming mail server is a POP3 server.                    |  |  |  |  |  |
| Incoming mail (POP3): pop3.your-isp.com                      |  |  |  |  |  |
| Outgoing mail (SMTP): mail.authsmtp.com                      |  |  |  |  |  |
| Incoming Mail Server   |  |  |  |  |  |
| Account name: pop3.username                                  |  |  |  |  |  |
| Password:  |  |  |  |  |  |
| Remember password  |  |  |  |  |  |
| Log on using Secure Password Authentication                  |  |  |  |  |  |
| Outgoing Mail Server   |  |  |  |  |  |
| ✓         My server requires authentication         Settings |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| OK Cancel Apply  |  |  |  |  |  |

## 4.

- \* Select 'Use same settings as my incoming mail server'
- \* Click the 'Ok' button

| Logon Information —                 |              |                 |           |      |
|-------------------------------------|--------------|-----------------|-----------|------|
| <ul> <li>Use same settir</li> </ul> | ngs as my in | ncoming mail se | erver     |      |
| C Log on using                      |              |                 |           |      |
| Account name:                       |              |                 |           |      |
| Password:                           |              |                 |           |      |
|                                     | 🔽 Rem        | ember passwo    | rd        |      |
| 🗖 Log on using                      | i Secure Pa  | assword Auther  | ntication |      |
|                                     |              | ОК              | Car       | ncel |

- 5.
- \* Click the 'Advanced' tab
- \* Change the 'Outgoing mail (SMTP)' port number to the alternate port (port 587 is recommended)
- \* 'Ok' button

| 😪 Your Email Account Properties 🛛 🔗 🔀   |  |  |  |  |  |
|---|--|--|--|--|--|
| General Servers Connection Security Advanced  |  |  |  |  |  |
| Server Port Numbers          Outgoing mail (SMTP):       587       Use Defaults         This server reguires a secure connection (SSL)         Incoming mail (POP3):       110         This server requires a secure connection (SSL)         Server Timeouts |  |  |  |  |  |
| Short - J Long 1 minute<br>Sending<br>Break apart messages larger than 60 KB  |  |  |  |  |  |
| Delivery  Leave a copy of messages on server  Bemove from server after 5 day(s)  Remove from server when deleted from 'Deleted Items'   |  |  |  |  |  |
| OK Cancel <u>Apply</u>  |  |  |  |  |  |

7.

\*Click the 'Close' button