

# Email setup in Outlook Express

Setting up your new Standard mailbox should take just a few minutes. This guide assume you are running Windows XP but will also be useful if you are running an older version of Windows.

You can connect to your mailbox using either the POP3 or IMAP protocols. As a rule of thumb it is better to use POP3 if only one computer accesses your mailbox, while it is better to use IMAP if you have a number of computers that will access your mailbox.

## Step by step guide

**Step 1:** Click the Windows **Start** button in the bottom left-hand corner of your screen, then click **All Programs**. Find **Outlook Express** in the list of software and click it.

**Step 2:** Outlook Express will open. Click the **Tools** menu, then click **Accounts**.

**Step 3:** The *Internet Accounts* window will open. Click **Add** in the top right corner. Click **Mail** in the menu that appears. This will open the *Internet Connection Wizard*.

**Note:** If it is the first time you have run Outlook Express on this computer, the Internet Connection Setup wizard may start automatically.

**Step 4:** On the first screen of the *Internet Connection Wizard*, you'll be asked to enter a display name. This is what most email users will see in the inboxes instead of your email address. Enter your name, then click **Next**.

**Step 5:** Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name.

**Example:** [jeff@yourdomain.co.uk](mailto:jeff@yourdomain.co.uk)

When you have entered your email address, click **Next**.

**Step 6:** On the *E-mail Server Names* screen, select **POP3** or **IMAP** from the drop-down list. Enter **mail.yourdomain.co.uk** (replacing yourdomain.co.uk with your domain name) in the *Incoming mail (POP3, IMAP or HTTP) server* text box.

Contact your ISP for your SMTP details and enter them in the *Outgoing mail (SMTP) server* text box. When you have entered your mail server names, click **Next**.

**Step 7:** On the *Internet Mail Logon* screen, enter your full email address in the *Account name* text box. If you enter just the mailbox name or your control panel username, this will not work. When you created the mailbox, you chose a password. Enter this in the *Password* text box. When you have entered your mailbox name and password, click **Next**.

**Important:** The Log on using Secure Password Authentication (SPA) should not be selected.

**Step 8:** Click **Finish** and the mailbox will be added to Outlook Express.

**Step 9:** You will be left at the *Internet Accounts* window.

**Step 10:** Click the **Mail** tab, then double click the email account you have just set up.

**Step 11:** If your ISP's SMTP server requires username and password authentication, click the **Servers** tab and ensure the **My server requires authentication** check box is selected, then click **OK**.

**Step 12:** Finally, click the **Tools** menu, then click **Options**. Set how often you want Outlook Express to check your mailbox for new mail in the *Check for new messages* text box. Click **OK** and your new email account is now ready to use.