

Adding an E-Mail Account in Outlook Express

Use the following steps to add and configure an new Internet e-mail account to Outlook Express:

1. In Outlook Express, click Accounts on the Tools menu.
2. In the Internet Accounts dialog box, click Add, and then click Mail.
3. In the Display Name box, type the name you want others to see when you send a message, and then click Next.
4. In the E-mail Address box, type the e-mail address for the account you are using (for example, "janedoe@account.com"), and then click Next.
5. Under E-mail Server Names, select the appropriate incoming mail server type (POP3 is the default type), and then type the names of your incoming and outgoing mail servers. Click Next.

NOTE: This information is provided by your Internet service provider (ISP). If you do not know this information, contact your ISP.

6. Depending on your login type, either type your POP account name and password in the POP Account Name and Password boxes, or click "Log on using Secure Password Authentication (SAP)." Click Next.

NOTE: Contact your ISP to determine which login type you should use.

7. In the Internet Mail Account Name box, type a name to identify the mail account you are configuring. This is known as the "friendly" name for the account. Click Next.
8. Click the connection type that you use to connect to the Internet, and then click Next.

NOTE: This step does not apply to Outlook Express 5.

If you click "Use my phone line to connect," you are prompted to either create a new Dial-Up Networking connection or use an existing one. If Dial-Up Networking has been configured for your ISP, click "Use an existing dial-up connection," click the name for your Dial-Up Networking connection in the list, and then click Next.

If you click "Connect using my local area network (LAN)" or "I will establish my Internet connection manually," you are not prompted for any additional settings.

9. Click Finish.