How to Setup OUTLOOK EXPRESS (Version 5)

Step 1 of 10: Open Outlook Express. If you have a shortcut to Outlook Express on your desktop, just double-click on the icon. Otherwise, click on the Start button, go to Programs and choose Outlook Express.

Step 2 of 10: On the Outlook Express menu bar, click Tools and select Accounts.

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Eil	е	<u>E</u> dit	⊻iew	<u>T</u> ools	Message	Help		
				Ser	nd and Recei	ve		۲
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				Opt	tions			

Step 3 of 10: Now click the Mail tab, click on Add and select Mail.

Mel I	lews Directory Ser	rice	Add >	Mal Newson
Account	Type	Connection	Bemove	Directory Service.
			Properties	
			Set as Default	1
			Import	
			Export	
			Set Grider	

Step 4 of 10: When the Internet Connection Wizard starts, type your name in the Display Name box and click Next. This is the name that will appear in the 'From' field when someone receives a message from you.

Internet Connection Wizard			×
Your Name			×
When you send e-mail, y Type your name as you v	our name will appear in the From vould like it to appear.	n field of the outgoing mess	age.
Display name:	Your Name Goes Here]
	For example: John Smith		
	< Back	Next >	Cancel

Step 5 of 10: Click the button by 'I already have an e-mail address that I'd like to use' and type in your new email address, then click Next.

Internet Connection Wizard				×
Internet E-mail Address				×
Your e-mail address is the address other peo	ple use to se	end e-mail me	ssages to yo	u.
• I already have an e-mail address that I'd	like to use.			
E-mail address: me@mydomain				
For example: sor	neone@micr	osoft.com		
C I'd like to sign up for a new account from	: Hotmail		<u> </u>	-
	< Back	Next	:>	Cancel

Step 6 of 10: At "My incoming mail server is a", choose POP3 from the pull-down menu.

At 'Incoming mail (POP3) server": enter mail.yourwebsitename

At "Outgoing mail (SMTP) server": enter mail.yourwebsitename (or the SMTP settings of your Internet Service Provider ISP) then click Next.

Internet Connection Wizard		×
E-mail Server Names		×
My incoming mail server is a POP3 server.		
Incoming mail (POP3, IMAP or HTTP) server:		
MARS.DRW.NET		
An SMTP server is the server that is used for your outgoing e-mail.		
Outgoing mail (SMTP) server:		
ASK YOUR ISP		
< Back Ne	ext >	Cancel

Step 7 of 10: At "Account Name:" type in your new email address. At "Password": type in the password that was provided to you from Clear Imaging Inc. Make sure the 'Log on using Secure Password Authentication (SPA)' box is NOT checked and click Next.

Internet Connection Wizard				×
Internet Mail Logon				×
Type the account name an	d password your	Internet service	provider has giv	en you.
Account name:	Your User	name Here		
Password:	Password	Chosen For	This POP3 A	Account
	Remember	password		
If your Internet service provid (SPA) to access your mail acc Authentication (SPA)' check I	count, select the			
Log on using Secure Pas	sword Authentica	ation (SPA)		
		< Back	Next >	Cancel

Step 8 of 10: You May or may not receive a dialog box regarding connection type, but if you do, it will ask you to choose your connection type to the internet. If you are on a Cable or DSL connection then choose "Local Area Network". Otherwise, if you connect to the internet through dial-up connection then choose the dial-up option and Click Next.

Step 9 of 10: On the Congratulations screen of the Internet Connection Wizard, click Finish



Step 10 of 10: Click OK and then Close. Your Outlook Express is now configured to send and receive your emails.