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.

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

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.
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.
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.
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.
**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.