

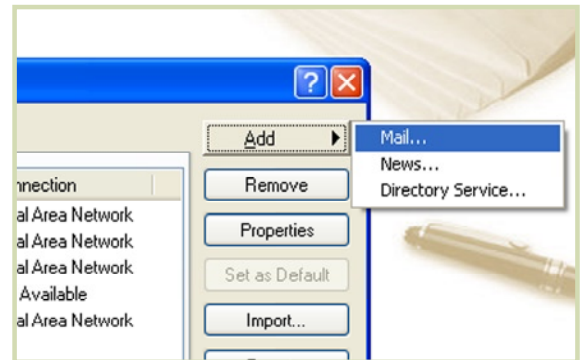
Microsoft Outlook Express Setup

Microsoft Outlook Express is a program used to handle all of your various e-mail accounts. This guide will show you how to quickly set up Microsoft Outlook Express so you can compose, send, receive, customise and organise your e-mails.

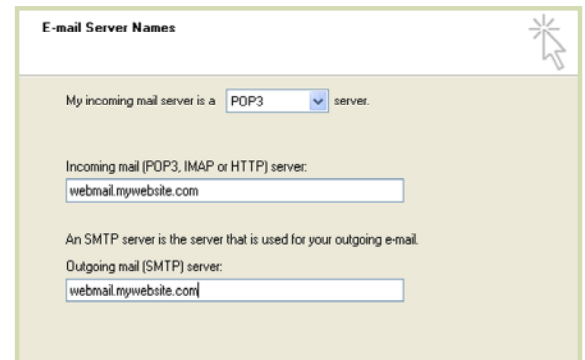
Setting up and e-mail account with Outlook Express

Open up Microsoft Outlook Express by double-clicking the program icon either on your Desktop or from the Start Menu. If this is the first time you are opening Outlook Express, then you will have the option to set this program as your default mail client. We recommend that you choose yes, so Outlook will conveniently handle all of your incoming e-mail messages.

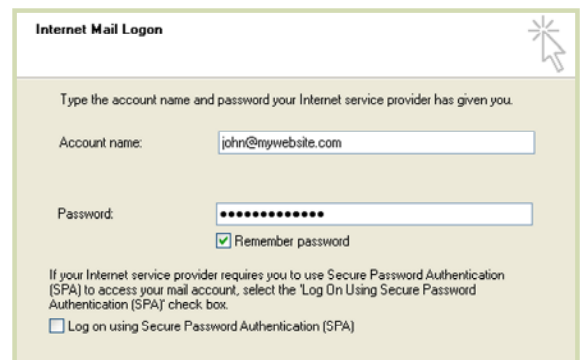
1. Once Outlook has opened, click on **Tools** from the top menu, and select **Accounts**.
 2. Click the **Add** button on the right and choose **Mail**, then type the name you wish to appear on outgoing emails, click **Next**. This can be used in your e-mail signature, and will be your sender ID.
 3. Type your **Username**, which is your e-mail address in full, (for example: **me@mywebsite.com**). This username must be the same as what is already set up you're your website. Once you have input your username, click **Next**.
 4. In both text fields type **webmail**. then your domain name (for example: **webmail.mywebsite.com**). This sets up incoming and outgoing mail. Click **Next**.
- Note:** should you have any problems sending e-mails check with your ISP to see if they have specific instructions for setting up outgoing mail servers.
5. Type your full e-mail address in the first field (for example: **me@mywebsite.com**), then type your e-mail password below, click **Next**, then click **Finish**.
 6. Click on the **Mail** tab, and double-click your new e-mail address in this list below to access its properties. Then click on the **Advanced** tab to view the advanced details.
 7. In the **Delivery** section of this menu, check all three boxes, and opt to remove your messages from the server after 10 days. This will prevent you from using all your hosting space with old e-mail messages.
 8. Your e-mail should now be operational.



From top menu click on **Accounts** then **Tools**. A new window open, click **Add** and then select **Mail**.



In both the **Incoming** and **Outgoing** mail server fields enter **webmail.your_domain_name_here.com**



Enter your **Account Name** and **Password**. Your account name is your full e-mail address, for example **john@mywebsite.com**. Click next, then **Finish**.