

Configuring Outlook Express for your email account hosted by EIS

The following instructions provide an easy to follow procedure that will empower you to configure Outlook Express to send and receive email.

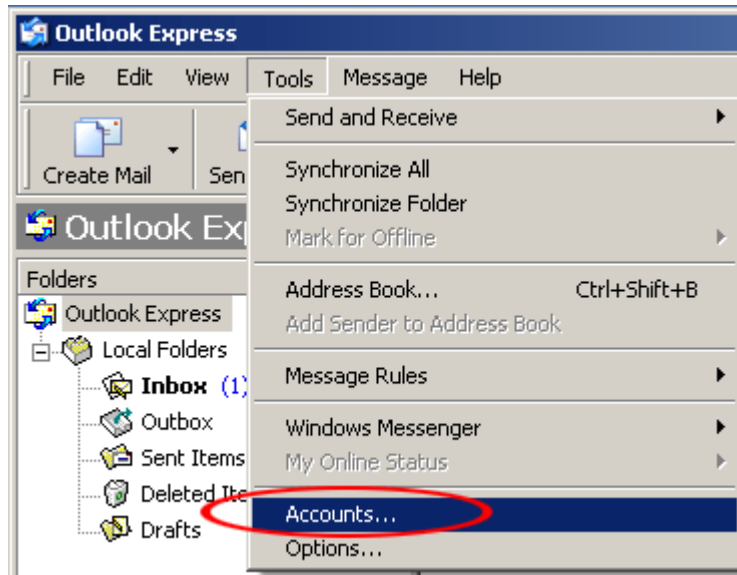
To setup your account you will first need to be furnished with the following information.

Mail Server – for this example we will use *mail.mydomain.com*

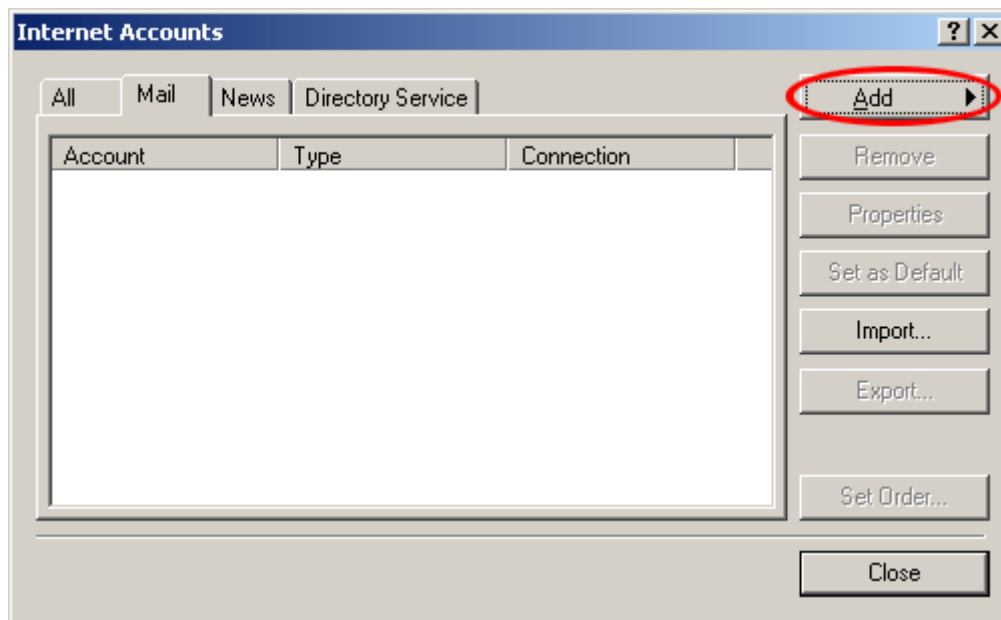
Email Address – for this example we will use jdoe@mydomain.com

Password – for this example we will use *Pass789*

1. Open Outlook Express.
2. From the **Tools** menu select **Accounts...**



3. Opens a new window 'Internet Accounts'. On the right side of this window select **Add** then select **Mail...** from the list of options.

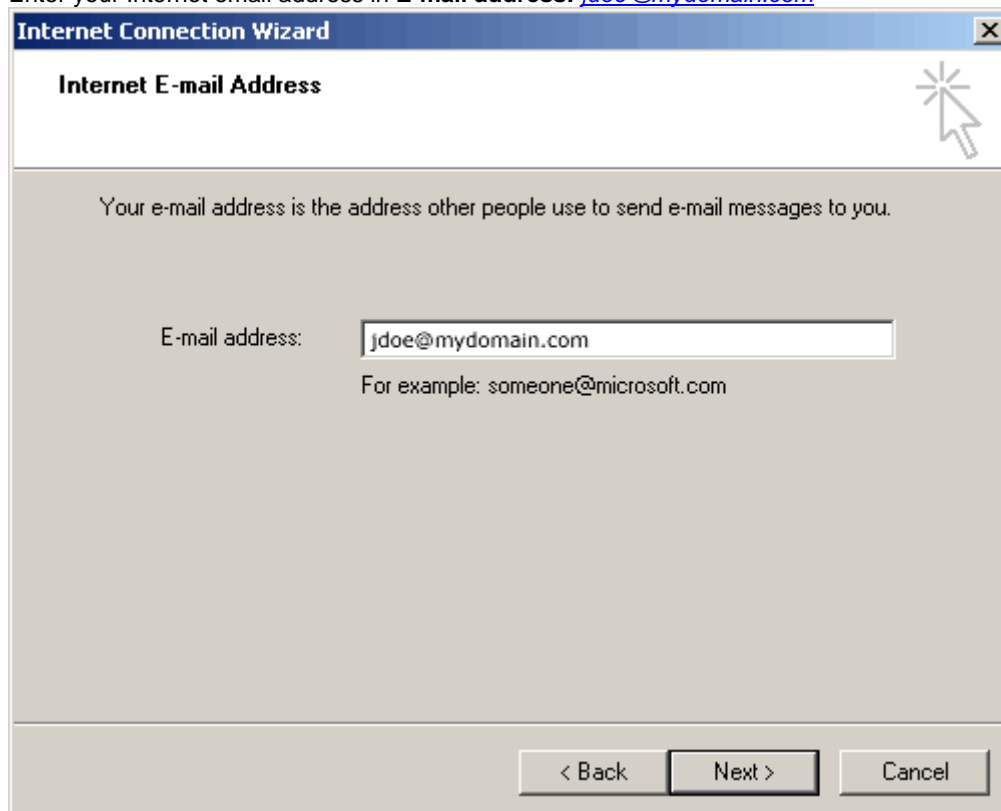


4. The *Internet Connection Wizard* window opens. Enter a Display name in the first window.



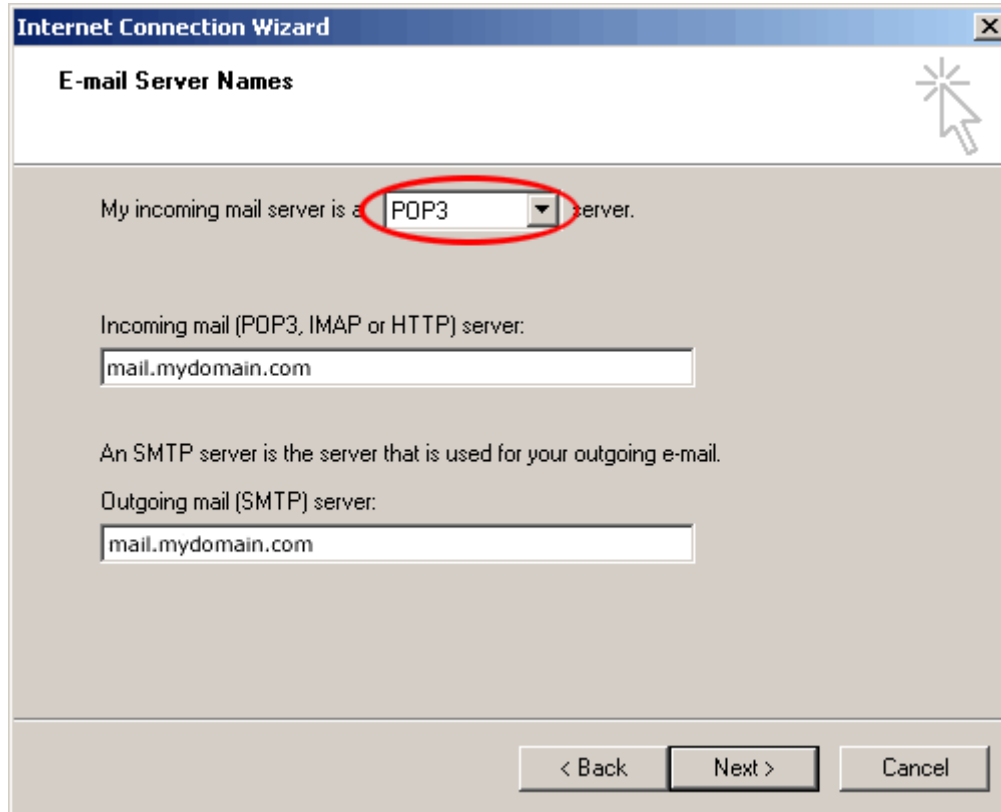
The screenshot shows the 'Internet Connection Wizard' window with the title bar 'Internet Connection Wizard' and a close button. The main heading is 'Your Name'. Below the heading is a mouse cursor icon. The text reads: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' There is a text input field labeled 'Display name:' containing the text 'User Name'. Below the field is the example text 'For example: John Smith'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Select **next**.
6. Enter your Internet email address in **E-mail address:** jdoe@mydomain.com



The screenshot shows the 'Internet Connection Wizard' window with the title bar 'Internet Connection Wizard' and a close button. The main heading is 'Internet E-mail Address'. Below the heading is a mouse cursor icon. The text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' There is a text input field labeled 'E-mail address:' containing the text 'jdoe@mydomain.com'. Below the field is the example text 'For example: someone@microsoft.com'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Click **Next**.
8. Under E-mail Server Names enter the following information:
 - My incoming mail server is a **POP3** server
 - Incoming mail (POP3,IMAP or HTTP) server: **mail.mydomain.com**
 - Outgoing mail (SMTP) server: **mail.mydomain.com**



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The window contains the following text and input fields:

- "My incoming mail server is a **POP3** server." (The "POP3" dropdown menu is circled in red.)
- "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text box containing "mail.mydomain.com".
- "An SMTP server is the server that is used for your outgoing e-mail."
- "Outgoing mail (SMTP) server:" followed by a text box containing "mail.mydomain.com".

At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

9. Click **Next**.

10. In the next window, under **Account name:** enter your **Email Address**. Under **Password** enter your **Password**. Also be sure to check **Remember Password**.

The screenshot shows the 'Internet Mail Logon' window from the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard' and the window title is 'Internet Mail Logon'. The main text says 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' containing 'jdoe@mydomain.com' and 'Password:' containing '*****'. Below the password field is a checked checkbox labeled 'Remember password'. Further down, there is a checkbox for 'Log on using Secure Password Authentication (SPA)' which is unchecked. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

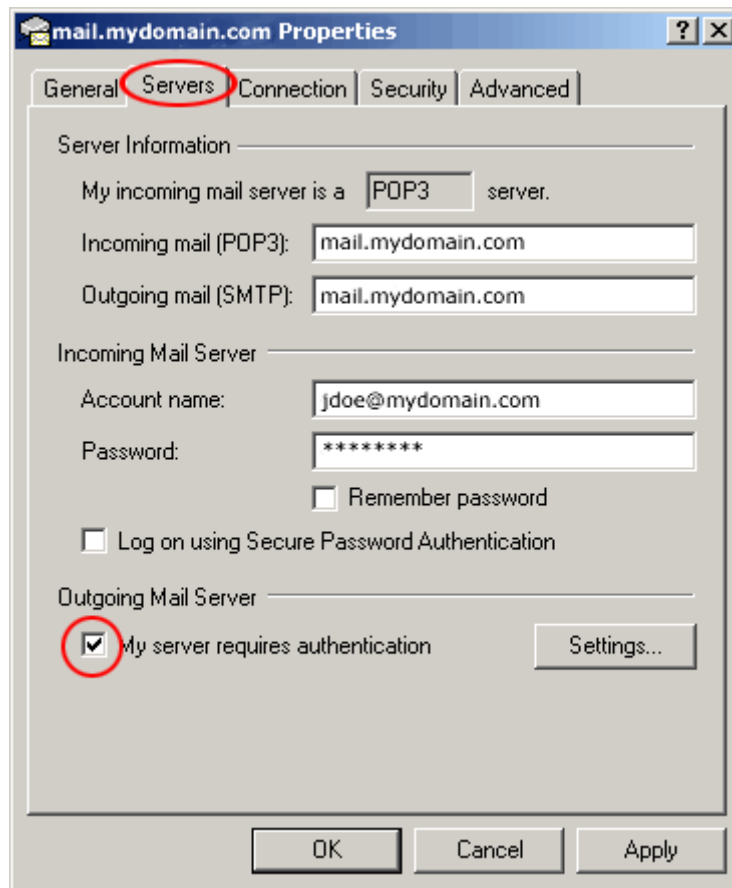
11. Click **Next**.
12. Click **Finish** to exit the Wizard.
13. In the Internet Accounts window, highlight **mail.mydomain.com** and select **Properties**.

The screenshot shows the 'Internet Accounts' window. The title bar reads 'Internet Accounts'. There are tabs for 'All', 'Mail', 'News', and 'Directory Service', with 'Mail' selected. A table lists the accounts:

Account	Type	Connection
mail.mydomain.com	mail (default)	Any Available

On the right side, there is a vertical stack of buttons: 'Add', 'Remove', 'Properties' (circled in red), 'Set as Default', 'Import...', 'Export...', 'Set Order...', and 'Close'.

14. In the new window select the **Servers** tab and check **My server requires authentication**.



15. Click **OK** and the email should be set-up.