

How to set up a mail client: Outlook Express

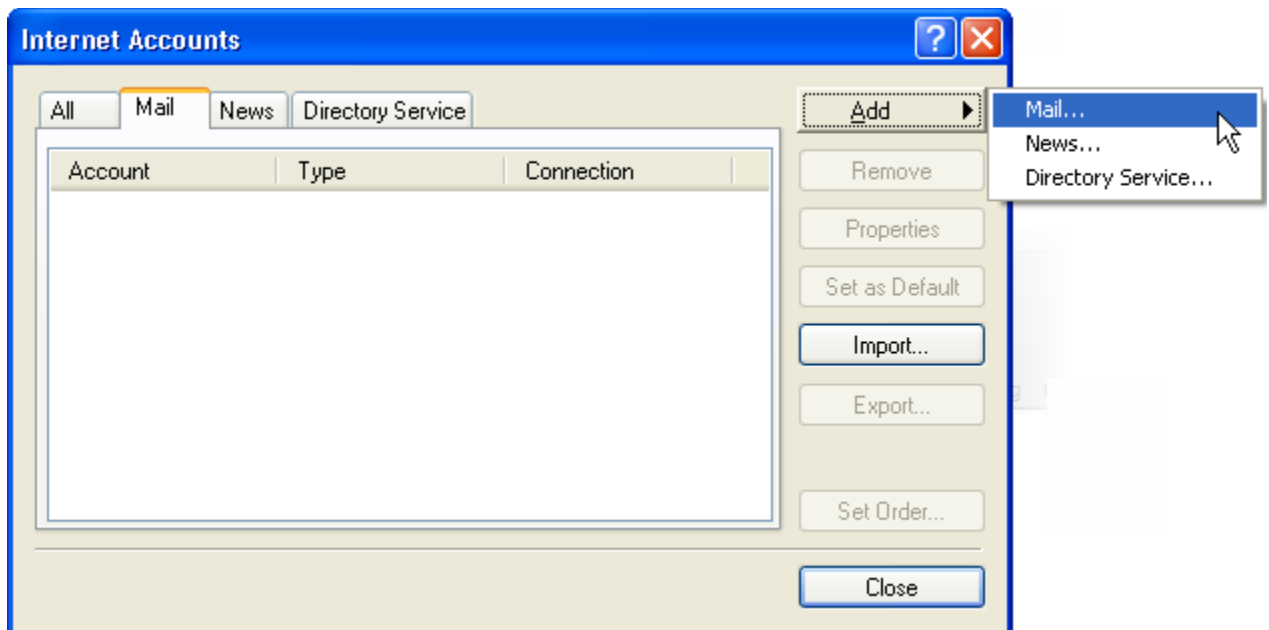
You can send and receive mail on your PC using a POP or IMAP mail client. This article explains how to set up Outlook Express to connect to your mailbox:

To set up Outlook Express to work with Webmail:

1. Open Outlook Express. On the Start menu, select Email.

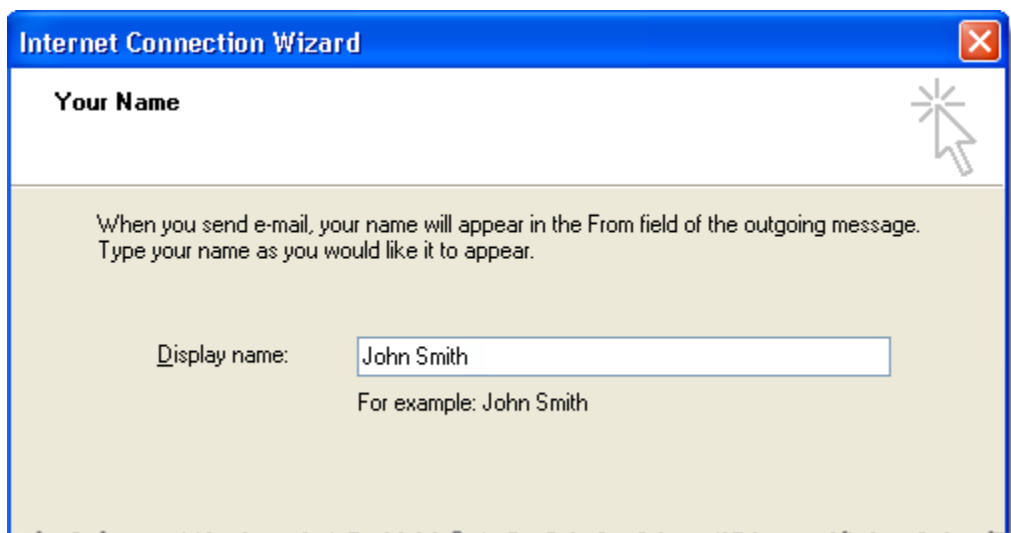


2. On the Tools menu, select Accounts, and then click the Mail tab.
3. Click Add ► Mail.

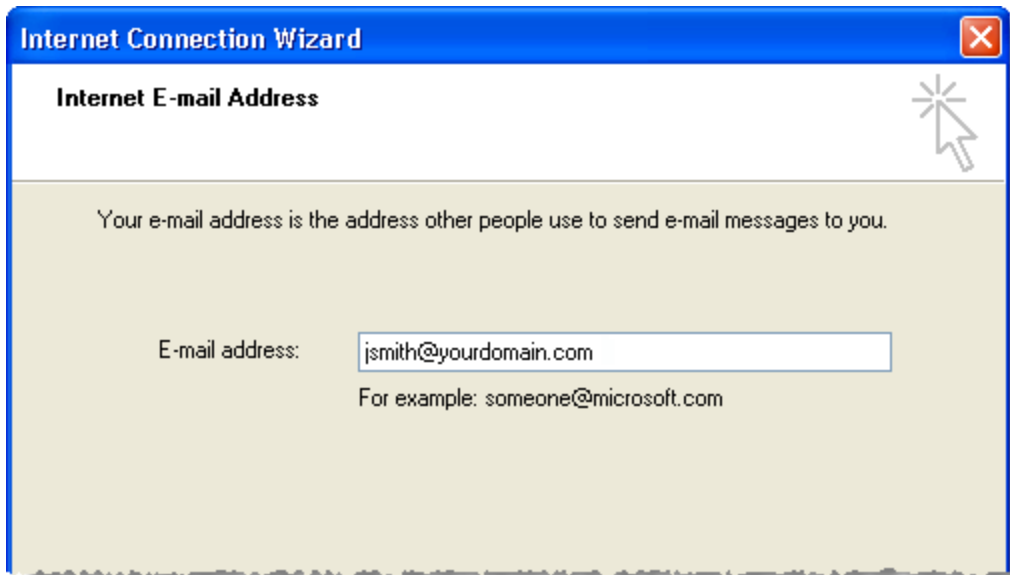


4. For Display name, enter your full name, and then click Next.

Your display name is used as the "from" name on messages you send from your mailbox via Outlook Express.

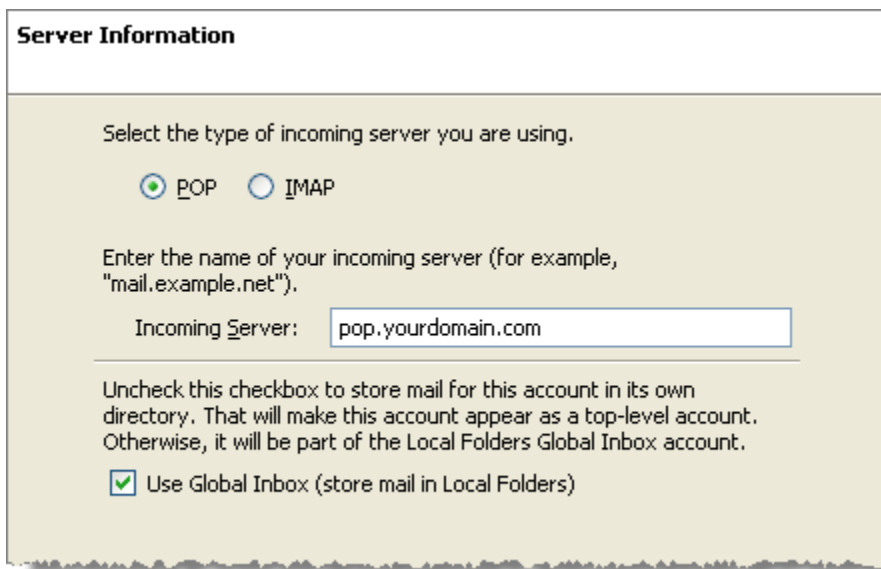


5. In the E-mail address field, enter your full e-mail address, including @yourdomain.com. Click Next.



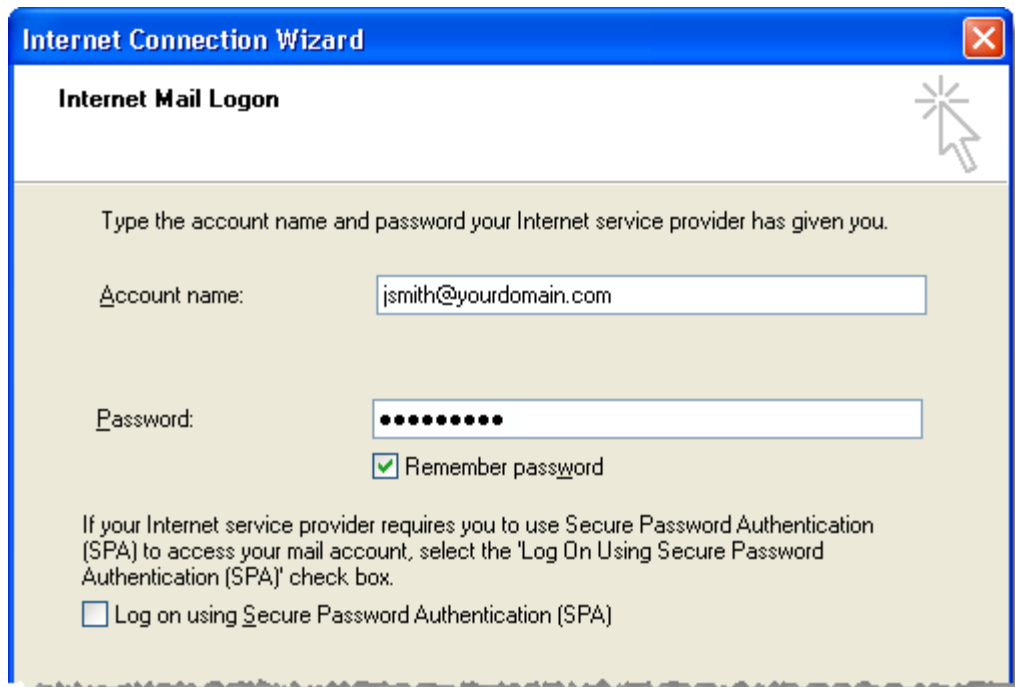
6. Now you need to set up your mail servers – incoming (POP or IMAP) and outgoing (SMTP). Make sure the incoming mail server starts with the correct prefix – “pop” or “imap” and that you replace *yourdomain.com* with *your actual* domain name. If your website is **www.example.com**, enter **pop.example.com** or **imap.example.com**.

Incoming Mail Server, either:	pop.yourdomain.com imap.yourdomain.com
Outgoing Mail Server:	smtp.yourdomain.com



7. Click Next and set up your login credentials so that Outlook Express can access your mailbox.

Account Name:	Your full e-mail address (include @yourdomain.com)
Password:	Your mailbox password



8. Click Next, and then click Finish.

Your mail account is added to Outlook Express. Now, set up the outgoing mail server (SMTP) to “authenticate” (sign in) before sending mail.

Additional settings for sending mail (SMTP)

There are two additional steps for setting up Outlook Express to send mail:

- Set up authentication for sending mail. *This is required.*

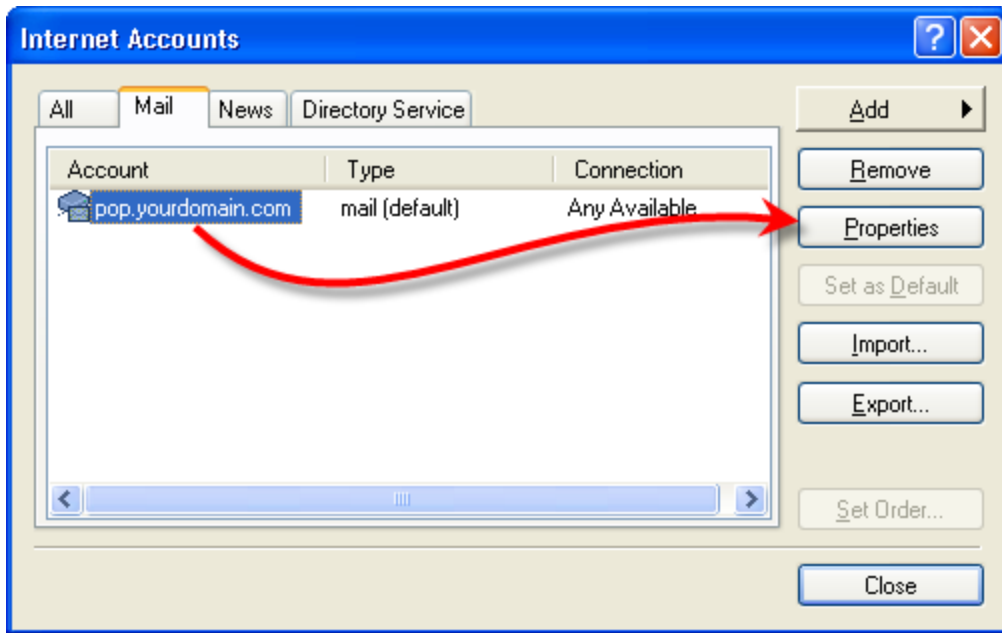
Your Webmail account requires that you sign in to your mailbox (with e-mail address and password) before sending mail from a mailbox.

- Change the outgoing mail port to 587. *Recommended.*

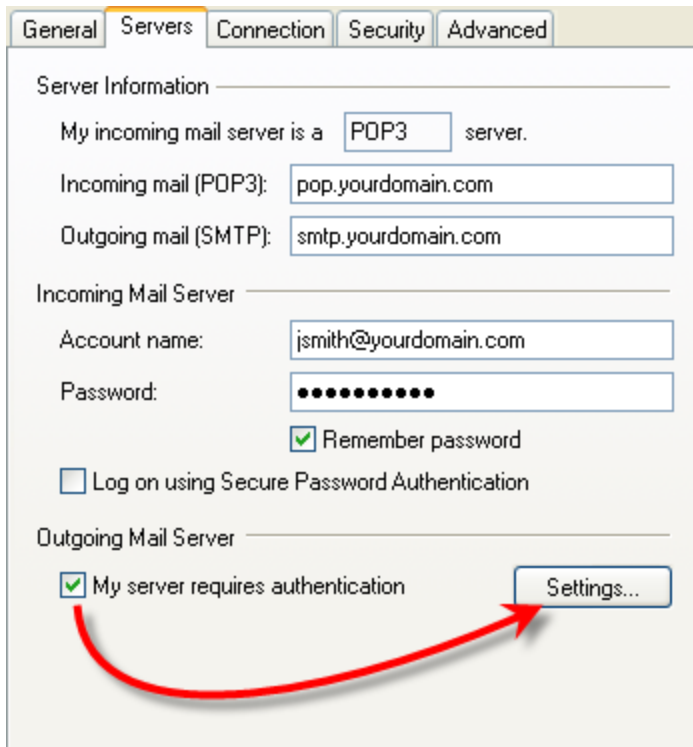
All e-mail sent via the Internet is routed through port 25. Some Internet service providers (ISPs) block port 25 to cut down on the amount of spam that is sent from their networks. If your ISP blocks port 25, your messages will not get through. To ensure that the messages you send are delivered, change the port number for your outbound mail server to port 587 – it is a valid, unassigned port number.

To complete SMTP settings:

1. On the Mail tab, select your mail account, and then click Properties.



2. Click the Servers tab, and in the Outgoing Mail Server section, select My server requires authentication.



3. Click Settings. For Logon Information, select Use same settings... and then click OK.

Logon Information

Use same settings as my incoming mail server

Log on using

Account name:

Password:

Remember password

Log on using Secure Password Authentication

4. Click the Advanced tab and change the SMTP port.

General Servers Connection Security **Advanced**

Server Port Numbers

Outgoing mail (SMTP):

This server requires a secure connection (SSL)

Incoming mail (POP3):

This server requires a secure connection (SSL)

Server Timeouts

Short Long 1 minute

Sending

Break apart messages larger than KB

Delivery

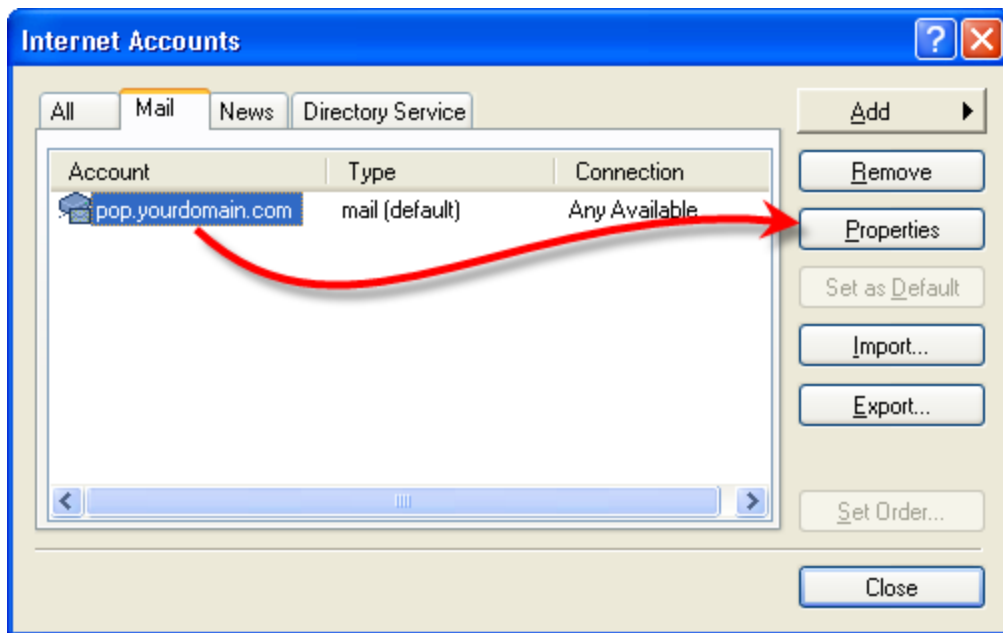
Leave a copy of messages on server

Remove from server after day(s)

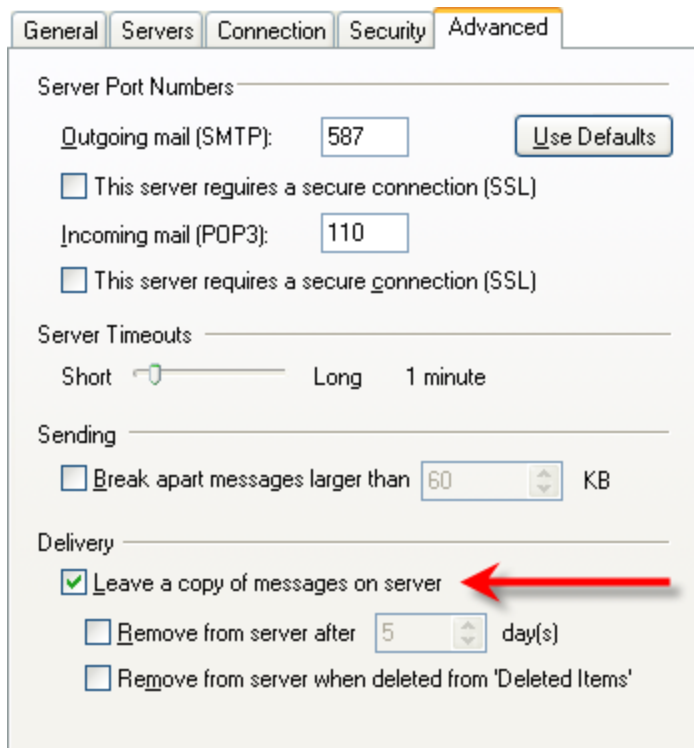
Remove from server when deleted from 'Deleted Items'

5. Click OK, and then click Close.

Congratulations! You're done configuring your client to send and retrieve Webmail messages.



6. Click the Advanced tab. In the Delivery section, select Leave a copy of messages on the server.



7. Click OK, and then click Close.