

- 1) Start Outlook Express. Go to Tool -> Accounts.
- 2) Select "Add a new e-mail account" and click Next.
- 3) For your server type, select "POP3" and click Next.
- 4) On the Internet E-mail Settings (POP3) window, enter your information as follows:
 - Your Name Enter your first and last name.
 - E-mail Address email@websiteaddress.com where this is your email address
 - User Name email@website-address.com
 - Password Enter the password you set up for your e-mail account.
 - Incoming mail server (POP3) Enter mail.websiteaddress.com or smtp.websiteaddress.com depending on the pop3 server details you have been provided with
 - Outgoing mail server (SMTP) Enter mail.websiteaddress.com or smtp.websiteaddress.com for your outgoing mail server.
- 5) Click "More Settings." - On the Internet E-mail Settings window
- 6) select the "Outgoing Server" tab.
- 7) Select "My outgoing server (SMTP) requires authentication."
- 8) select "Use same settings as my incoming mail server"
- 9) Select the "Advanced" tab and change the "Outgoing server (SMTP)" port to 80 or 26
- 10) Click OK
- 11) Click 'Test Server', if ok, will send and receive an email
- 12) click Next
- 13) Click Finish