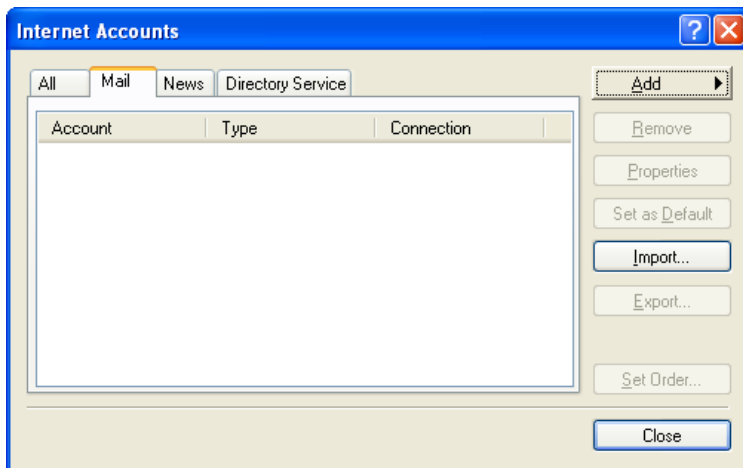


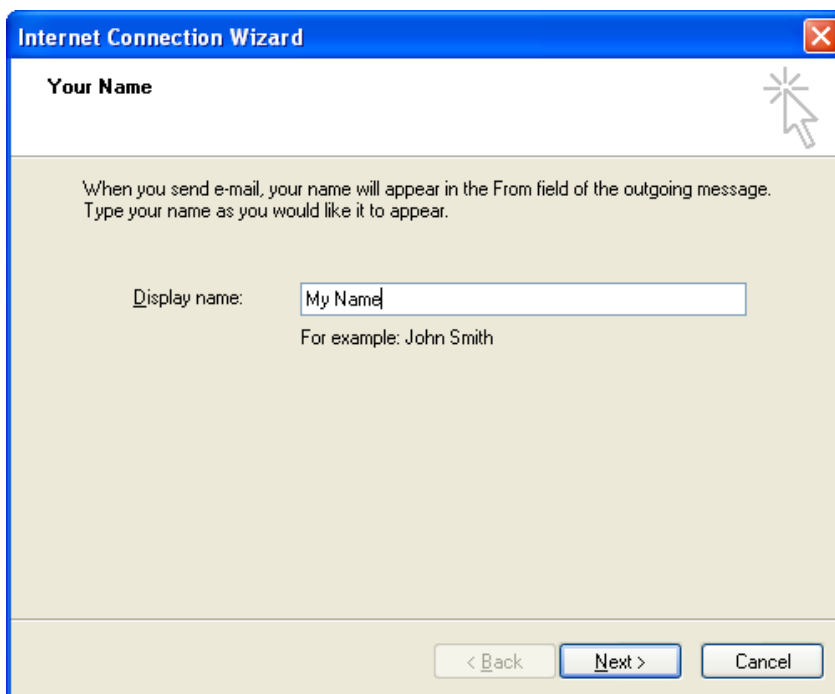
Outlook Express

Before you can set up your email account, you will need your **login** and **password**.

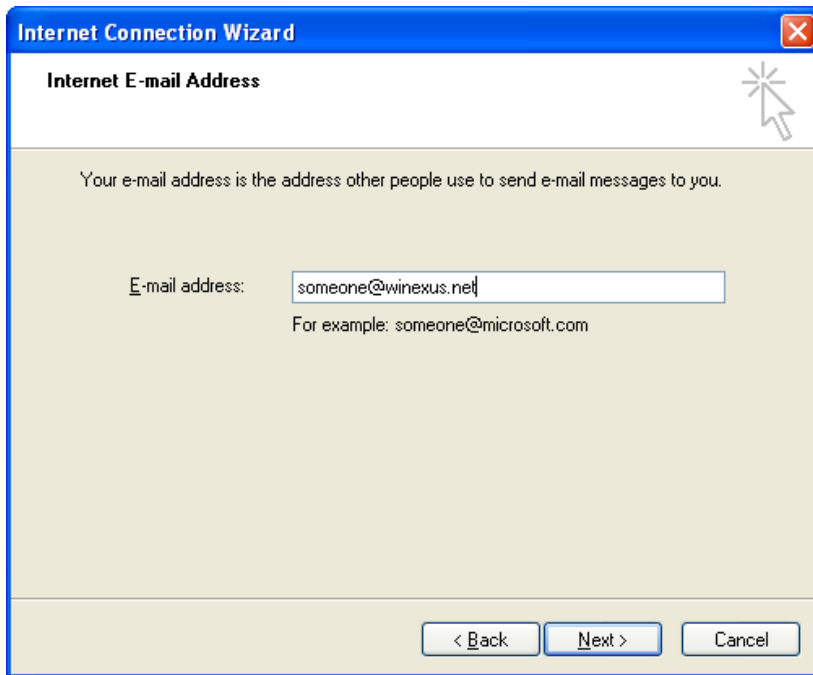
- 1.) When you load Outlook Express, go to **Tools** → **Accounts**.
- 2.) When you see the window below, select the *Mail* tab. Click on **Add** → **Mail...**



- 3.) Enter your display name. This is typically your full name, but it can be whatever you want. Select **Next**.

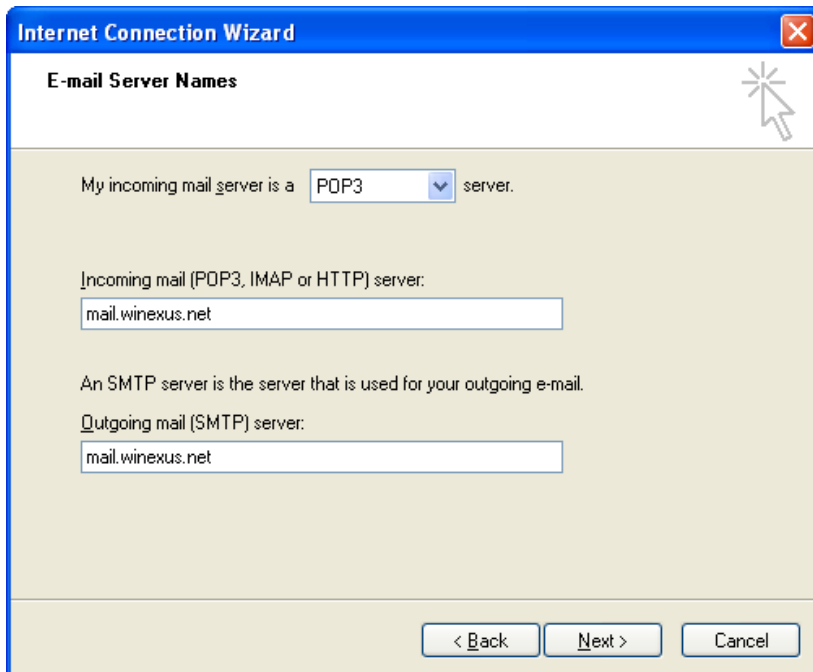


4.) Enter your **full email address** here. Select **Next**.



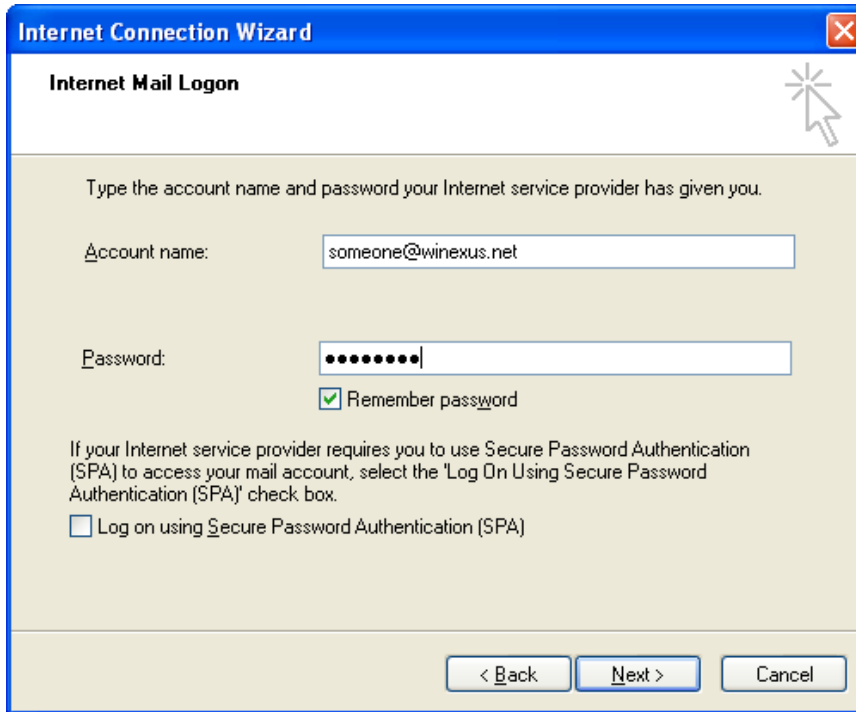
The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet E-mail Address". The main text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a text input field labeled "E-mail address:" containing the text "someone@winexus.net". A smaller example text below the field says "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

5.) The server is a **POP3** server. *This should be set by default.* The incoming and outgoing mail servers are both: **mail.winexus.net**
Select **Next**.



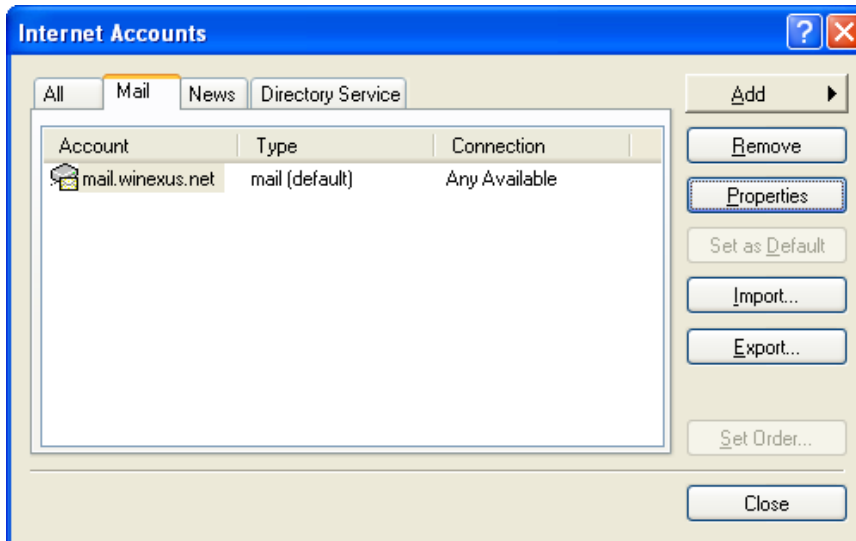
The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The main text reads: "My incoming mail server is a POP3 server." Below this is a text input field labeled "Incoming mail (POP3, IMAP or HTTP) server:" containing the text "mail.winexus.net". Below that is another text input field labeled "Outgoing mail (SMTP) server:" containing the text "mail.winexus.net". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

- 6.) Your account name is again **your full email address**. Type your **password** in the password field. Select **Next** and then **Finish**.



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet Mail Logon'. The main text reads: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the value 'someone@winexus.net' and 'Password:' with a masked password of ten dots. Below the password field is a checked checkbox labeled 'Remember password'. A paragraph of text explains that if the provider requires Secure Password Authentication (SPA), the user should select the 'Log On Using Secure Password Authentication (SPA)' checkbox. This checkbox is currently unchecked. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- 7.) Now, highlight your email account in the list and select **Properties**.

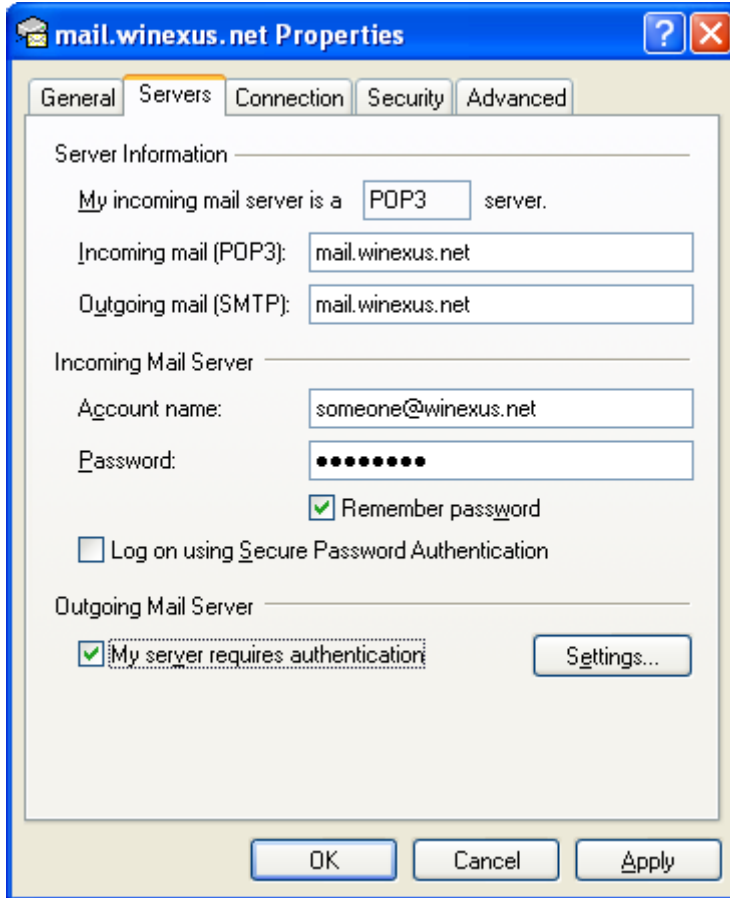


The screenshot shows the 'Internet Accounts' dialog box. The window title is 'Internet Accounts'. There are three tabs: 'All', 'Mail', and 'Directory Service', with 'Mail' selected. A table lists the accounts:

Account	Type	Connection
mail.winexus.net	mail (default)	Any Available

On the right side of the dialog, there are several buttons: 'Add', 'Remove', 'Properties' (highlighted with a dashed border), 'Set as Default', 'Import...', 'Export...', 'Set Order...', and 'Close'.

- 8.) On the *Servers* tab, select the checkbox: **My server requires authentication.**
Then select **Apply** then **OK.**



- 9.) Your email account is now set up and you should be able to send / receive without any errors.