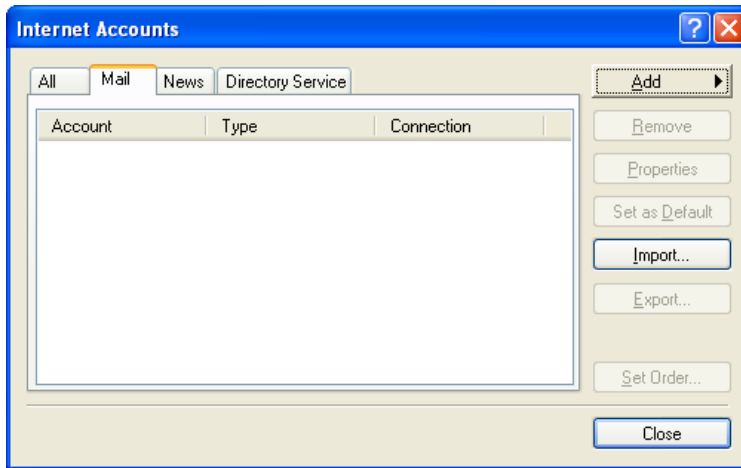


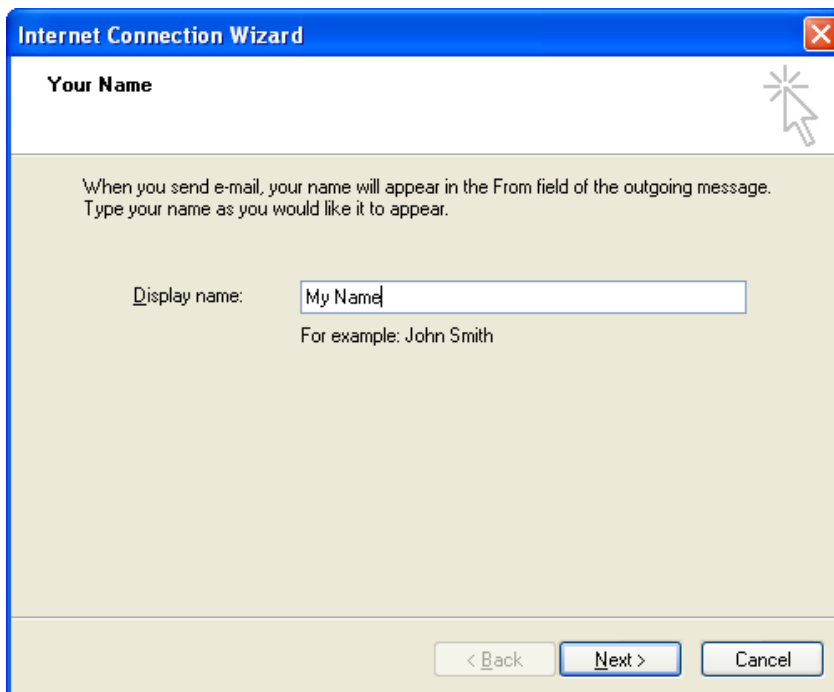
# Outlook Express

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

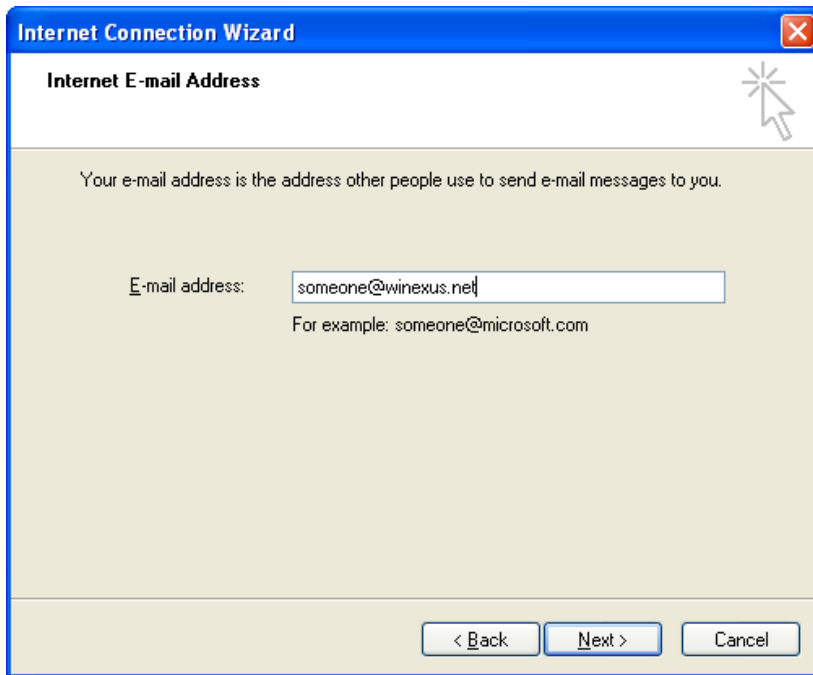
- 1.) When you load Outlook Express, go to **Tools** → **Accounts**.
- 2.) When you see the window below, select the *Mail* tab. Click on **Add** → **Mail...**



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

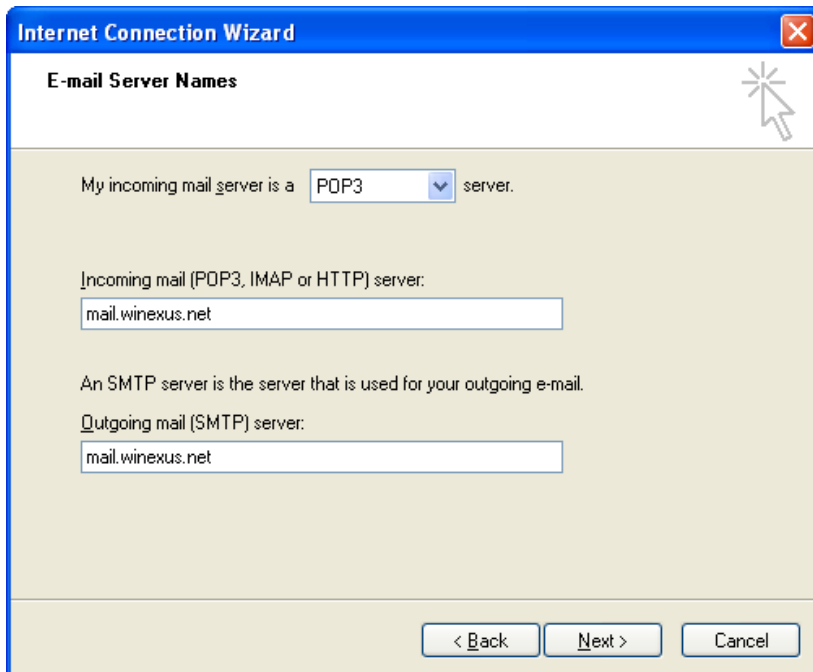


4.) Enter your **full email address** here. Select **Next**.



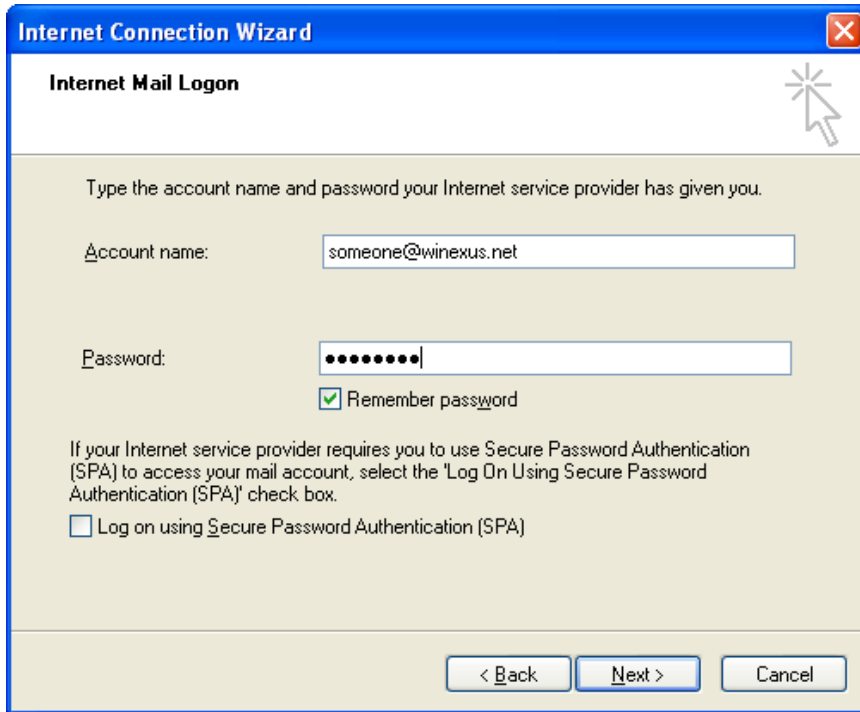
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main title is "Internet E-mail Address". Below the title is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field labeled "E-mail address:" containing "someone@winexus.net". Below the field is an example: "For example: someone@microsoft.com". At the bottom 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**.



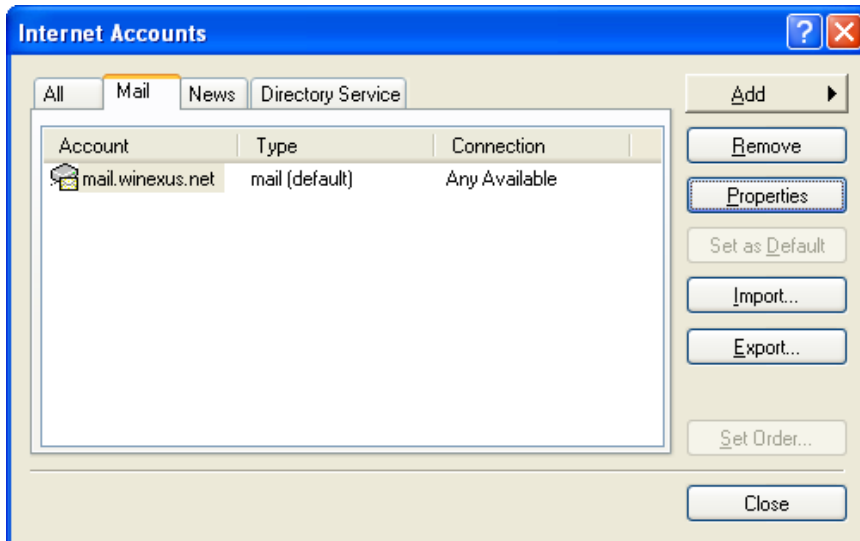
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main title is "E-mail Server Names". Below the title is a mouse cursor icon. The text reads: "My incoming mail server is a" followed by a dropdown menu showing "POP3" and "server.". Below this is a text input field labeled "Incoming mail (POP3, IMAP or HTTP) server:" containing "mail.winexus.net". Below that is another text input field labeled "Outgoing mail (SMTP) server:" containing "mail.winexus.net". At the bottom 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 Mail Logon' dialog box from the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard' and '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:' with the text '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, which 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**.

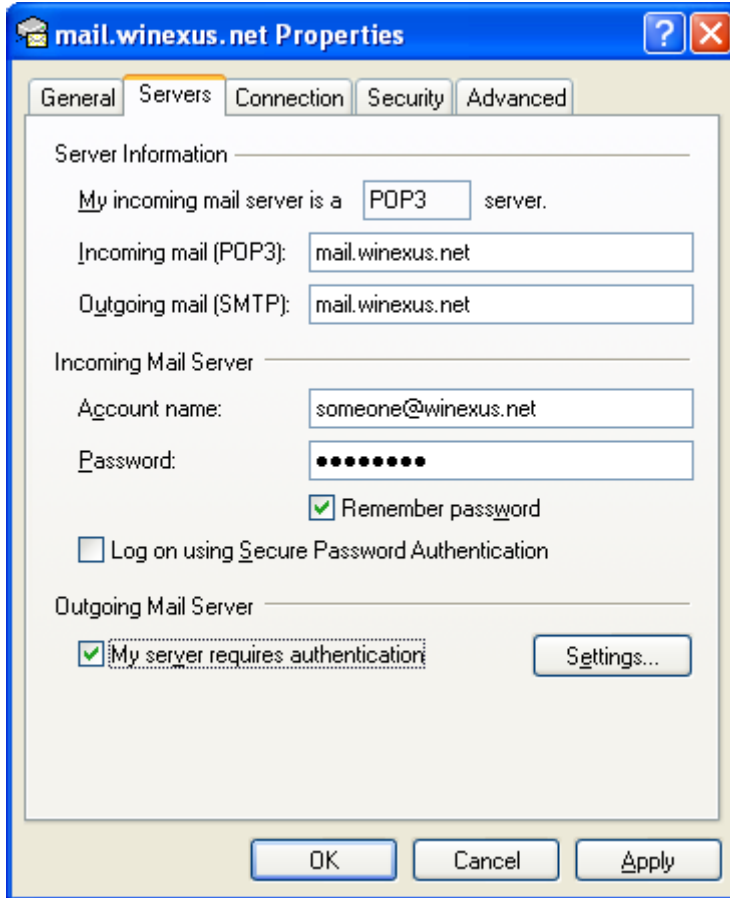


The screenshot shows the 'Internet Accounts' dialog box. The title bar reads 'Internet Accounts'. There are three tabs: 'All', 'Mail', and 'Directory Service', with 'Mail' selected. A table lists the accounts:

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.