## How to setup Microsoft Outlook Express

When you open Outlook Express for the first time it will start a setup wizard. Choose "<u>C</u>reate a new Internet mail account".

Internet Connection Wizard
Setting up Internet Mail
The Internet Connection Wizard has detected previously installed e-mail software. You can have your Internet mail account settings imported, so you can continue to use them with your new mail program.
Create a new Internet mail account
C Use an existing Internet mail account
Microsoft Windows Messaging or Exchange or Outlook
< <u>B</u> ack <u>N</u> ext > Cancel

Next enter the name you wish to have show up as the "From" to the person you are sending the eMail under "Full Name" [i.e. John Smith]. Note make the case the way you want it to show up.

Internet Connection Wizard	i 🛛
Your Name	×.
When you send e-mail, Type your name as you	your name will appear in the From field of the outgoing message. would like it to appear.
<u>D</u> isplay name:	New IP User
	For example: John Smith
	< <u>B</u> ack <u>N</u> ext > Cancel

Now enter enter your eMail address and note that eMail addresses are not case sensitive.

Internet Connection Wizard		×
Internet E-mail Address		×
Your e-mail address is the a	address other people use to send e-mail messages to you.	
<u>E</u> -mail address:	ipnewuser@ipinc.net	
	For example: someone@microsoft.com	
	< <u>B</u> ack <u>N</u> ext > Ca	ancel

Now enter the "Incoming Server", and "Outgoing Server" information. Note please review your "User Information" you received as to how this is setup, or contact us. New accounts should use "atlas.ipinc.net" as the "Outgoing Mail Server". Old account may still use "mail.ipinc.net" for the "Outgoing Server".

ternet Connection Wizard	J
E-mail Server Names	×
My incoming mail <u>s</u> erver is a POP3 server.	
Incoming mail (POP3, IMAP or HTTP) server:	
mail.ipinc.net	
An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server:	
atlas.ipinc.net	
< Back Next >	Cancel

Now enter your "Account name" and "Password" from the "User Information" sheet.

Internet Connection Wizard		×
Internet Mail Logon		×
Type the account name an	d password your Internet service provider has given you.	
Account name:	ipnewuser	
Password:	xxxxxxxxx I▼ Remember pass <u>w</u> ord	
If your Internet service provid (SPA) to access your mail acc Authentication (SPA)' check t	er requires you to use Secure Password Authentication sount, select the 'Log On Using Secure Password box.	
Log on using <u>S</u> ecure Pas	sword Authentication (SPA)	
	< <u>B</u> ack <u>N</u> ext > Ca	ancel

You are now done with the first part of the setup after you click "Finish" and if it asks you if you wish to import information from another eMail program on your system this is a personal preference on your part.

ernet Connection Wizard		×
Congratulations		尜
You have successfully entered all of the ir	nformation required to set up your account.	
To save these settings, click Finish.		
	< Back Finish C	ancel

You should now be inside the Outlook Express program

🗐 Outlook Express - Ipnewuser		
Eile Edit <u>V</u> iew <u>T</u> ools <u>M</u> essag	ge <u>H</u> elp	
Create Mail Send/Recv Add	🛐 💭 - dresses Find	
😂 Outlook Express		Ipnewuser
Folders ×	Outlook	Go to <b>msn 🔍</b> 🔎
Outlook Express		
		Find a Message Identities 🗸
Outbox		Tip of the day X
- 🎁 Sent Items	E-mail	
[¥] Deleted Items {\$} Drafts	Ihere is <u>1 unread Mail message</u> in your Inbox	Use the address book to store contact information, such as e-mail addresses, home or business addresses, and phone numbers.
	î Create a <u>new Mail message</u>	To create a new entry, click
	<u>Read Mail</u>	Addresses on the toolbar, click New on the address book toolbar, then click New Contact.
	Newsgroups	
<u>C</u> ontacts ▼ X	Set up a Newsgroups account	
There are no contacts to display. Click	Contacts	
on Contacts to create a new contact.	Image: Open the Address Book   Image: Find People   Image: When Outlook Express starts, go directly to my Inbox.	
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At the top click "Tools", and then "Accounts..." from the drop down. Next click on the "Mail" tab at the top of this window and it should look like this. Then click the "Properties" button.

nternet Accounts			?
All Mail N	ews   Directory Service		<u></u> dd ▶
Account	Type	Connection	<u>R</u> emove
Samail pinc.net	maii (derauit)	Any Available	Properties
			Set as <u>D</u> efault
			Import
			<u>Export</u>
			<u>S</u> et Order
			Close

Only perform this part of the operation if you "Outgoing mail [SMTP]:" is atlas.ipinc.net. Click on the "Servers" tab at the top, and then click in the box next to "My server requires authentication" near the bottom left hand side. Then click "Apply".

🖀 mail.ipinc.net Properties 🛛 🤶		
General Servers Connection Security Advanced		
Server Information		
My incoming mail server is a POP3 server.		
Incoming mail (POP3): mail.ipinc.net		
Outgoing mail (SMTP): atlas.ipinc.net		
Incoming Mail Server		
Agcount name: ipnewuser		
Password:		
Remember pass <u>w</u> ord		
Log on using <u>S</u> ecure Password Authentication		
Outgoing Mail Server		
✓ My server requires authentication Settings		
OK Cancel <u>A</u> pply		

Next click on the "Advanced" tab at the top of the window, change the "Outgoing mail [SMTP]:" to "587", and change "Server Timeouts" to "3 minutes" by moving the slider bar to the right. Now click "OK", then "Close" on the next window, and you should be ready to use your eMail.

😭 mail.ipinc.net Properties
General Servers Connection Security Advanced
Server Port Numbers
Outgoing mail (SMTP): 587 Use Defaults
This server reguires a secure connection (SSL)
Incoming mail (POP3): 110
This server requires a secure <u>c</u> onnection (SSL)
Server Timeouts Long 3 minutes
Sending
■ Break apart messages larger than 60 💮 KB
Delivery
Leave a copy of messages on server
🗖 Bemove from server after 5 🖶 day(s)
☐ Remove from server when deleted from 'Deleted Items'
OK Cancel Apply

©2000-2006 Internet Partners, Inc. 1800 NW 167th Place Suite 160 Beaverton, Oregon 97006-8132 Phone +1 503 690 2700 FAX +1 503 690 9700