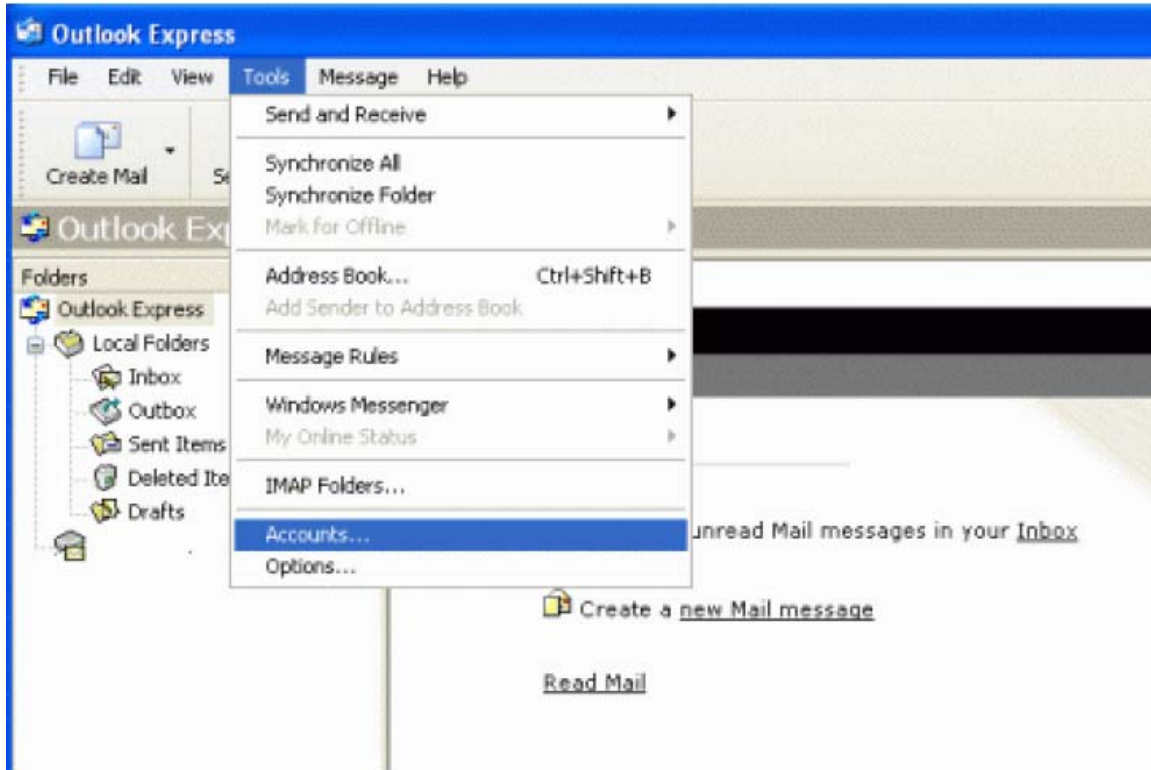


## Outlook Express Email Configuration Settings – IMAP

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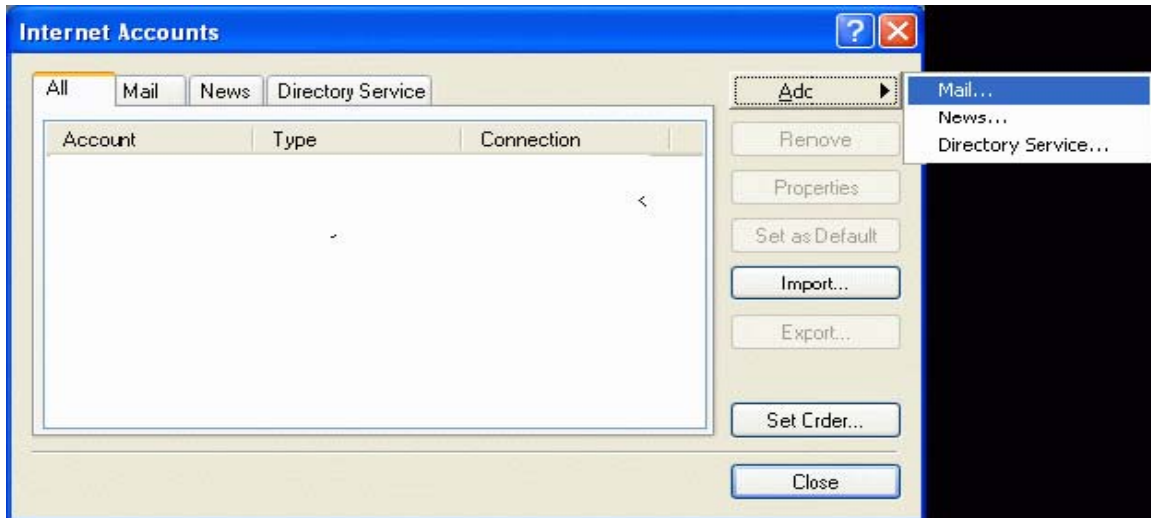
### Step 1

- Open Outlook Express and click 'Tools' from the menu bar. From the drop down menu, select 'Accounts'.



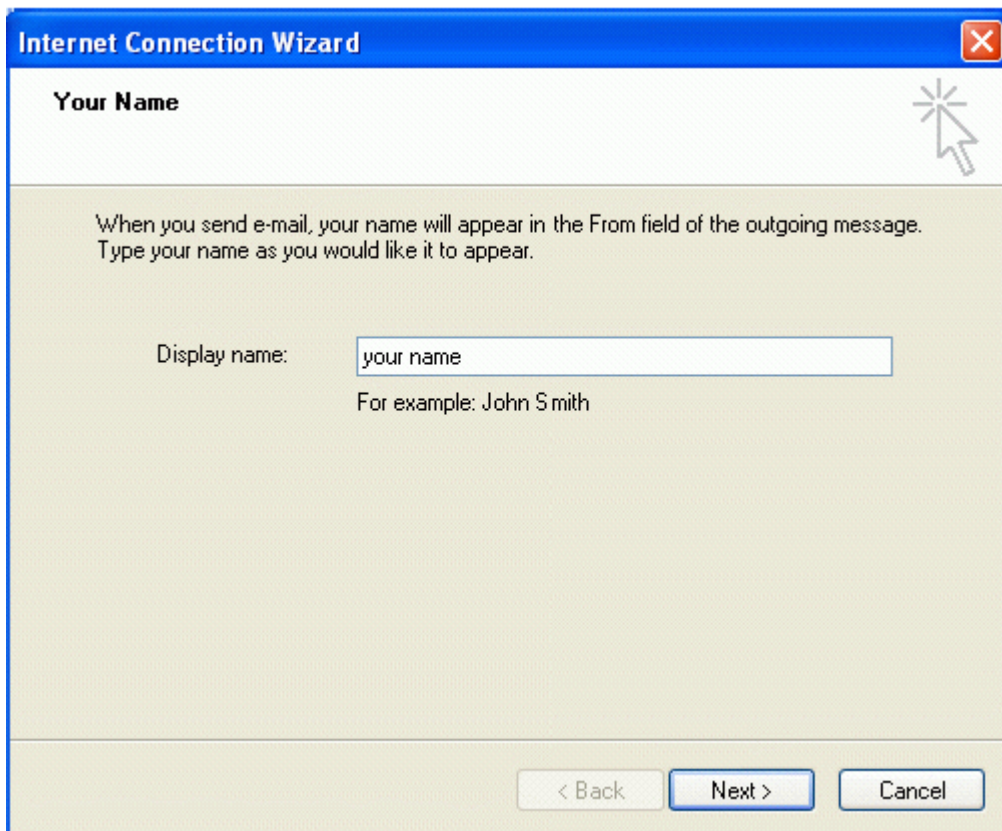
## Step 2

– Add a mail account by clicking the 'Add' button and selecting 'Mail...' from the drop down menu.



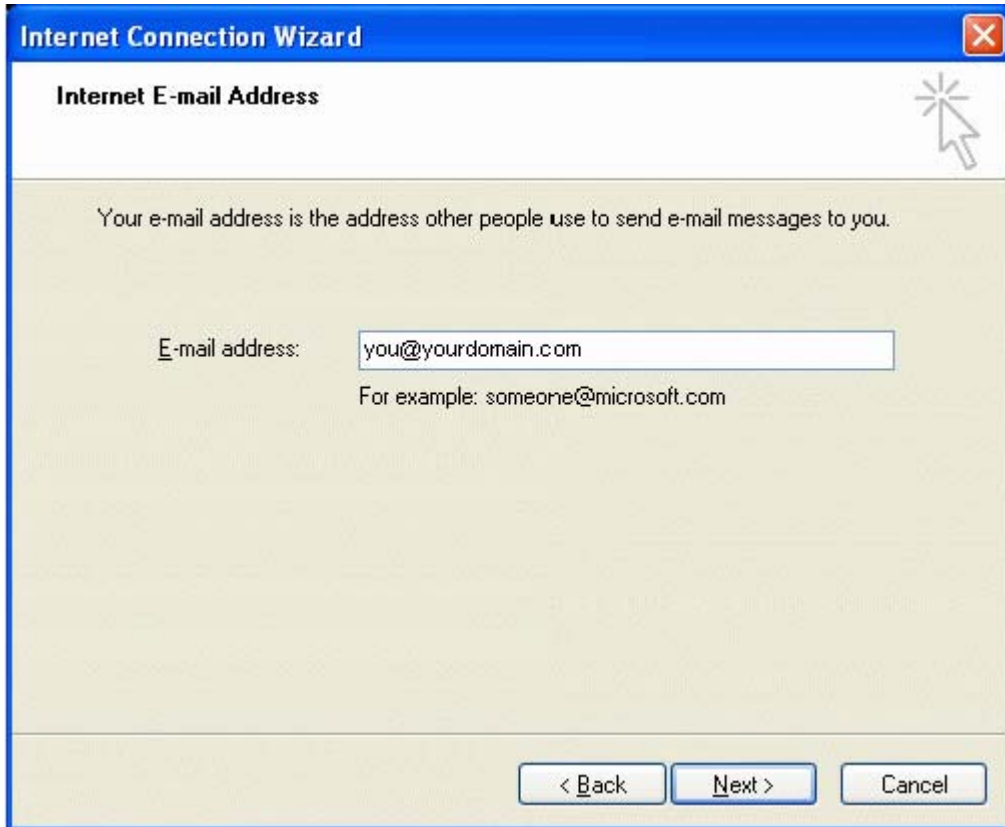
## Step 3

– Enter your name. This will be displayed in the 'From' field when people view your email. Then click Next.



#### Step 4

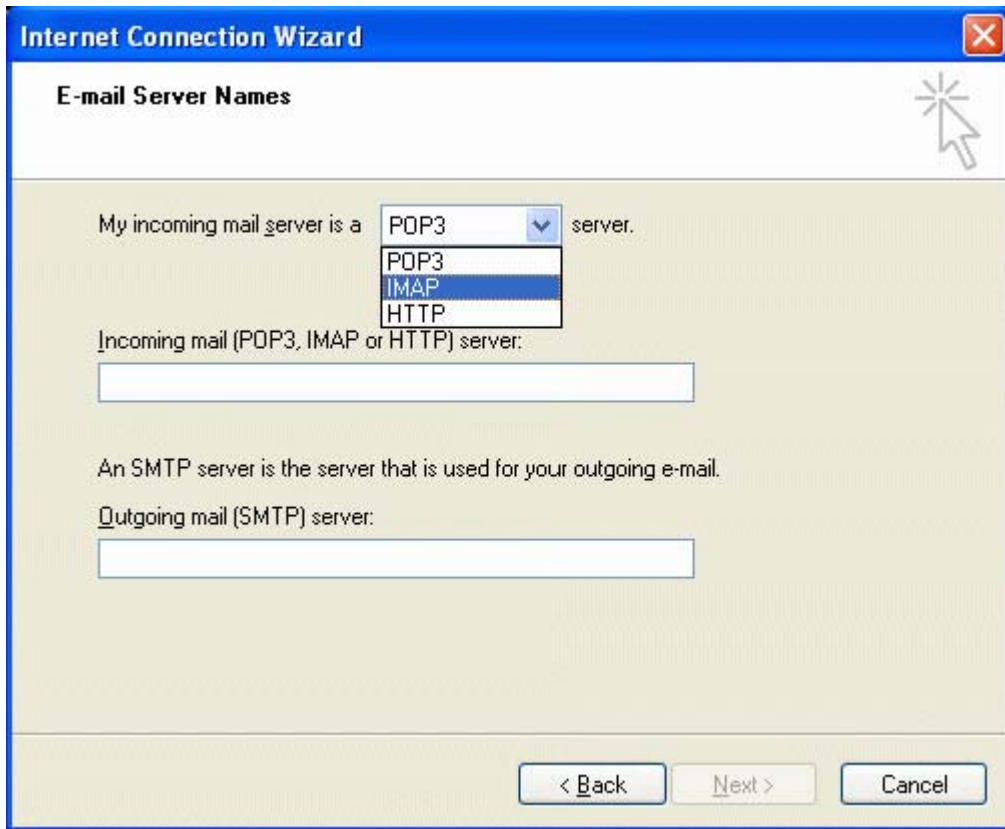
– Enter your full email address (do not enter the example address listed below). Then click Next.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "Internet E-mail Address". Below the title, there is a mouse cursor icon. The main text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this text is a label "E-mail address:" followed by a text input field containing the placeholder text "you@yourdomain.com". Underneath the input field, there is an example: "For example: someone@microsoft.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

## Step 5

– From the drop down menu, Choose IMAP as your incoming mail server.



**Internet Connection Wizard**

**E-mail Server Names**

My incoming mail server is a **POP3** server.

POP3  
IMAP  
HTTP

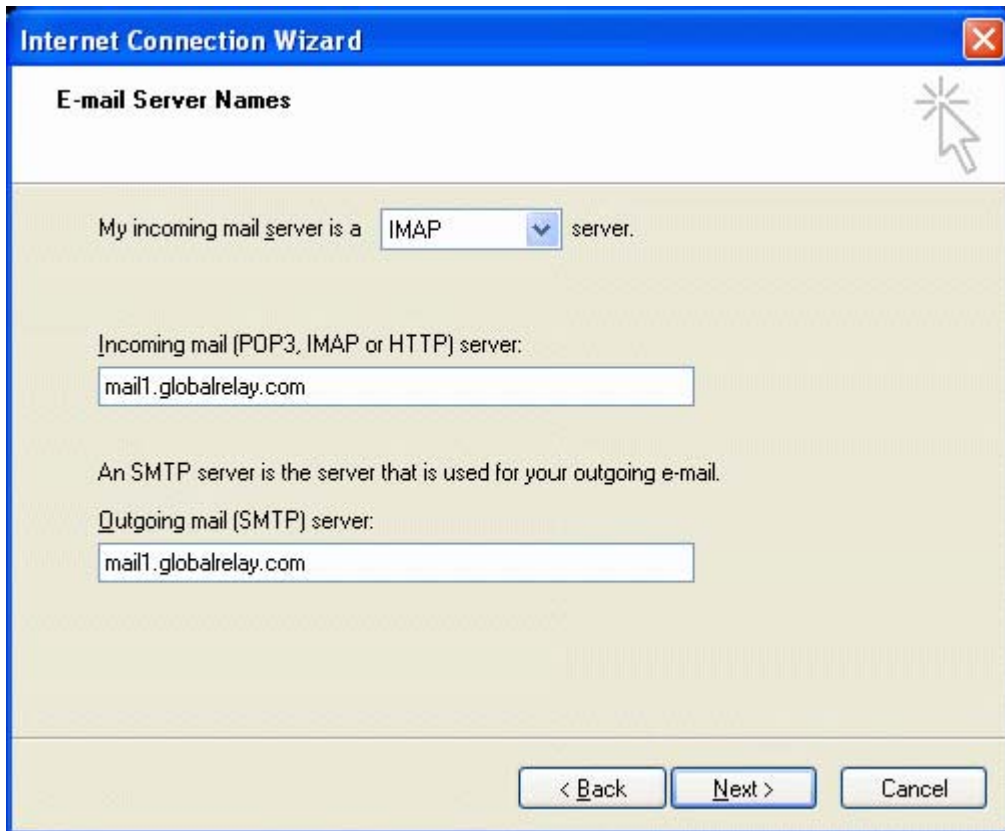
Incoming mail (POP3, IMAP or HTTP) server:

Outgoing mail (SMTP) server:

< Back   Next >   Cancel

## Step 6

– Enter **mail1.globalrelay.com** in BOTH the Incoming and Outgoing mail server text boxes.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "E-mail Server Names".

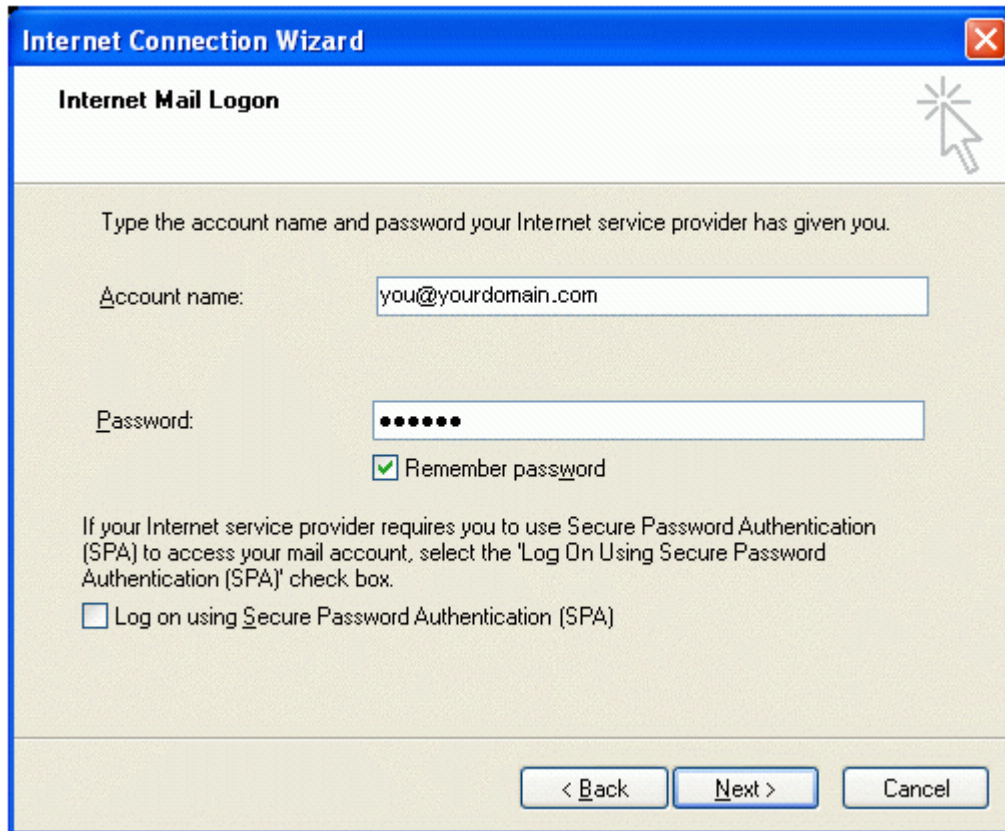
The dialog contains the following text and input fields:

- "My incoming mail server is a  server." (The dropdown menu is currently set to "IMAP")
- "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "mail1.globalrelay.com".
- "An SMTP server is the server that is used for your outgoing e-mail."
- "Outgoing mail (SMTP) server:" followed by a text input field containing "mail1.globalrelay.com".

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

## Step 7

– Type in your entire email address for the Account name and then type your password in the password field. Then click Next.

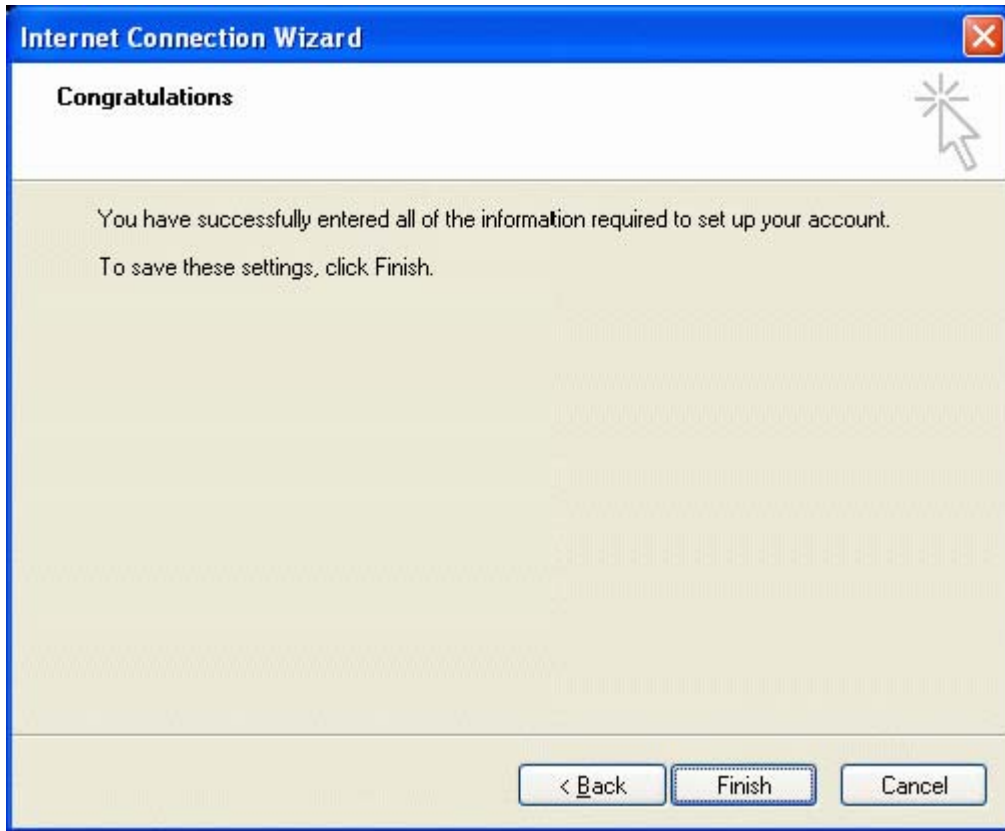


The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog contains the following elements:

- A title bar with a close button (X) in the top right corner.
- A sub-header "Internet Mail Logon" in the top left corner.
- A mouse cursor icon in the top right corner.
- Instructional text: "Type the account name and password your Internet service provider has given you."
- An "Account name:" label followed by a text input field containing "you@yourdomain.com".
- A "Password:" label followed by a password input field containing seven dots.
- A checked checkbox labeled "Remember password".
- Instructional text: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box."
- An unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- Three buttons at the bottom: "< Back", "Next >", and "Cancel".

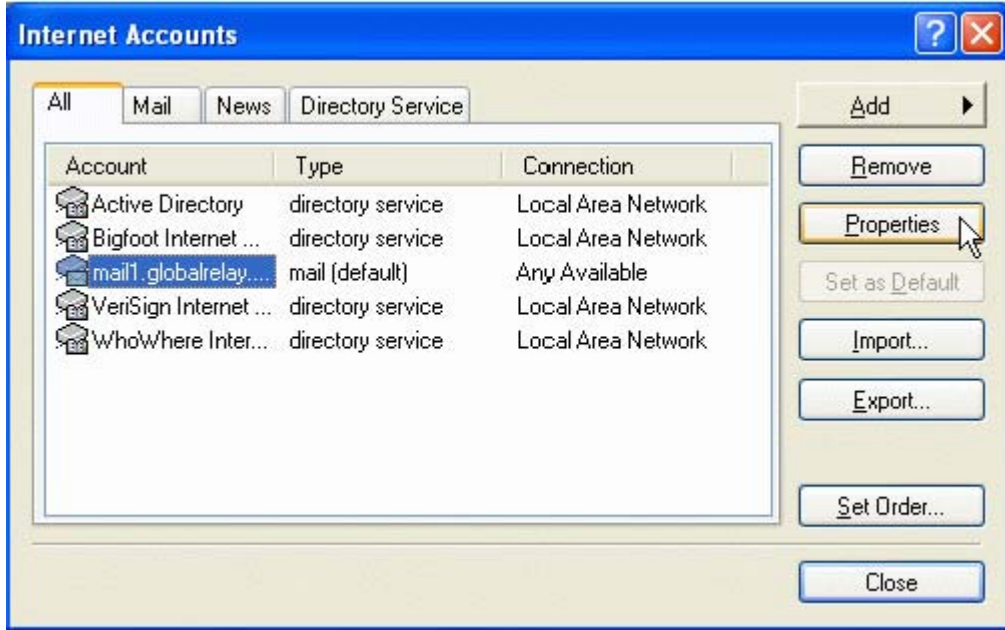
## Step 8

– Click Finish. The Internet Connection Wizard screen will close.



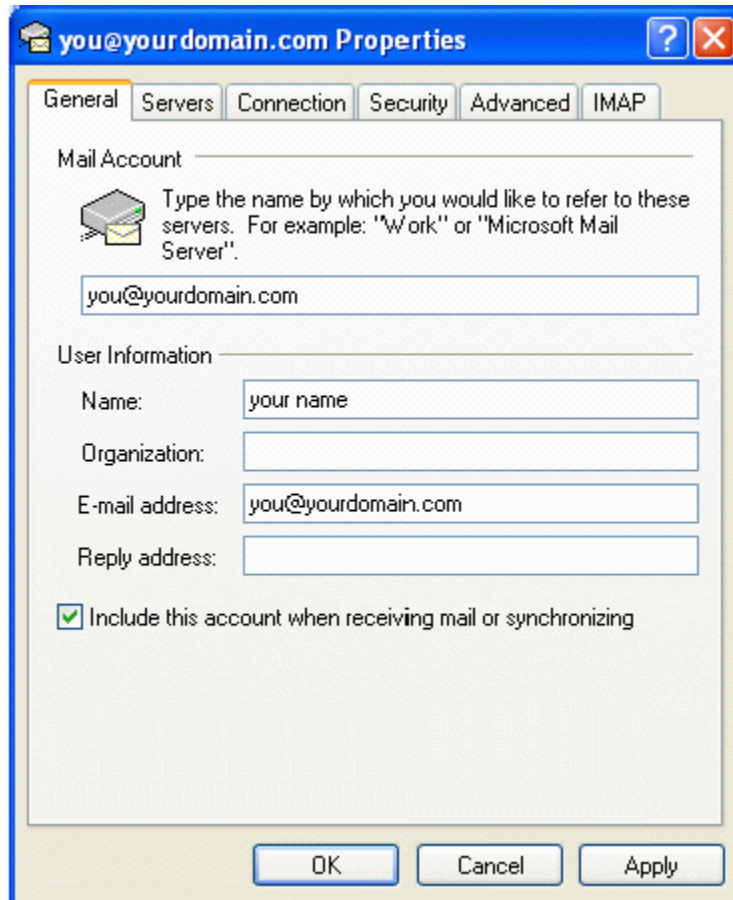
## Step 9

– The Internet Accounts screen should still be open. Highlight the mail1.globalrelay.com account by clicking on it once. When it is highlighted, click on the 'Properties' button on the right side.



## Step 10

- Under the General tab type your email address in 'mail account'.



The image shows a Windows-style dialog box titled "you@yourdomain.com Properties". It has a blue title bar with a question mark icon and a close button. Below the title bar are several tabs: "General", "Servers", "Connection", "Security", "Advanced", and "IMAP". The "General" tab is selected and highlighted in yellow. The dialog is divided into two main sections: "Mail Account" and "User Information".

**Mail Account**

Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".

you@yourdomain.com

**User Information**

Name: your name

Organization:

E-mail address: you@yourdomain.com

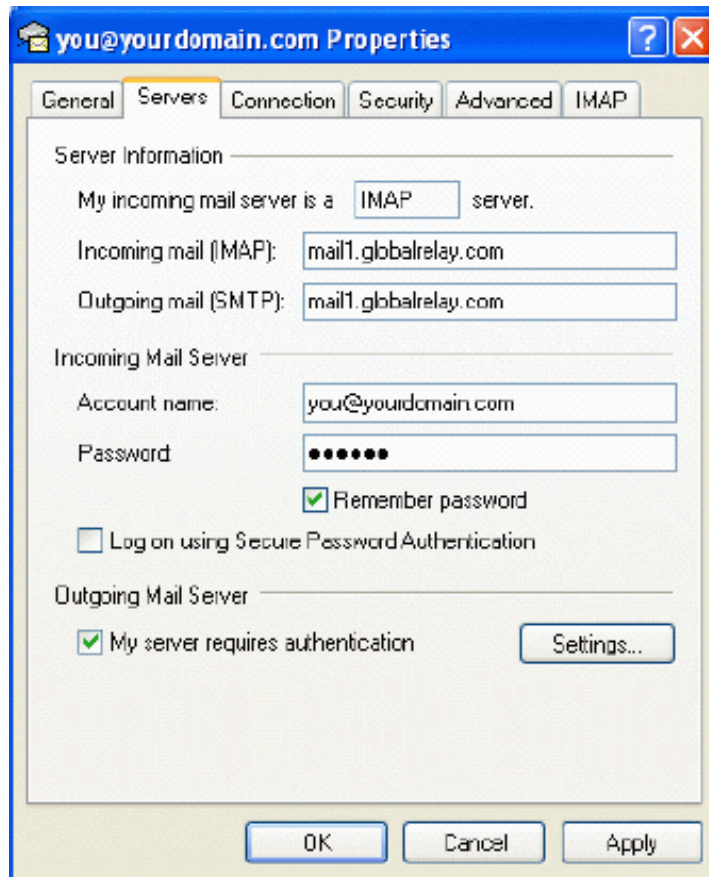
Reply address:

Include this account when receiving mail or synchronizing

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

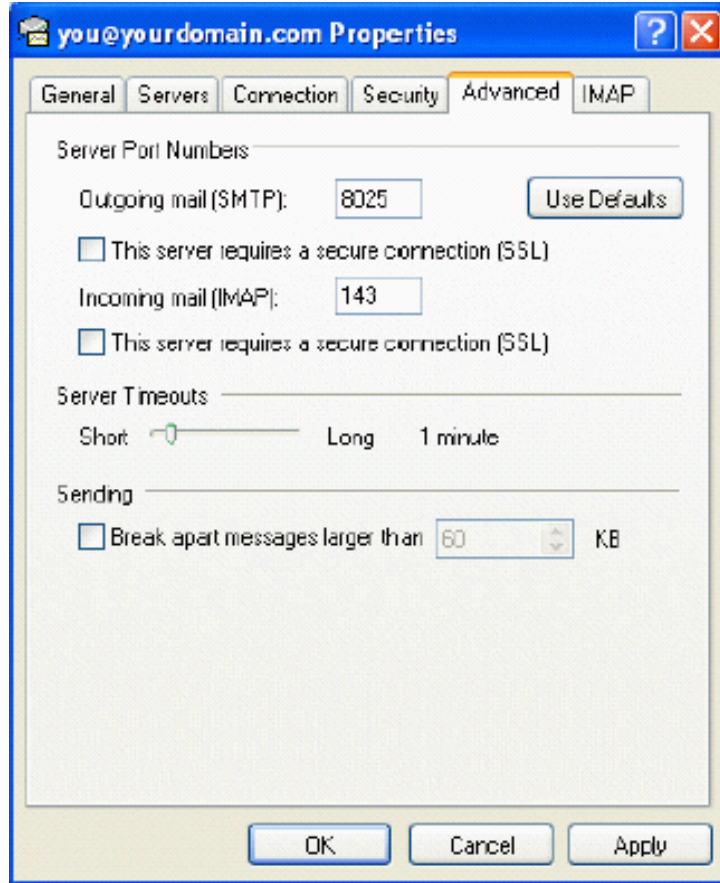
## Step 11

– Click on the Servers tab and check the bottom box under Outgoing Mail Server that says ‘My server requires authentication’. Click OK.



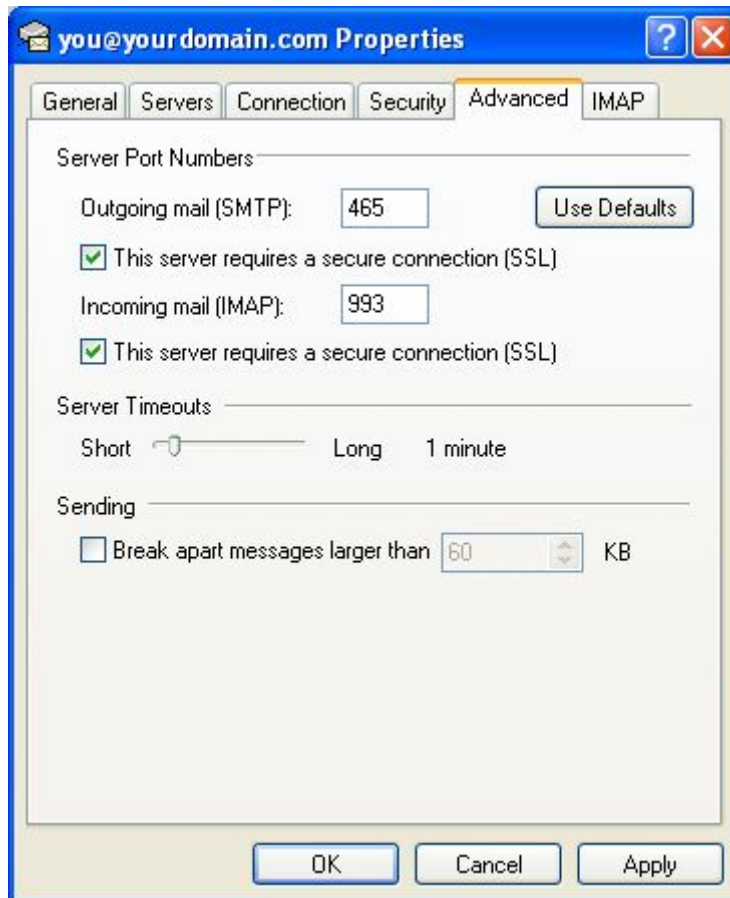
## Step 12

– Click the Advanced. Modify the Outgoing mail (SMTP) setting to **8025**. Then confirm that the Incoming mail (IMAP) setting is **143**. Then click OK.



### Optional Step 13

– Under the Advanced tab, you can check the two boxes beside 'This server requires a secure connection (SSL)' under both the SMTP and IMAP fields. If you do, be sure that the SMTP port number is set to **465** and the IMAP port is set to **993**.



Click OK and then close the Internet Accounts page.

**Congratulations!**

**You have now configured your Outlook Express email account.**