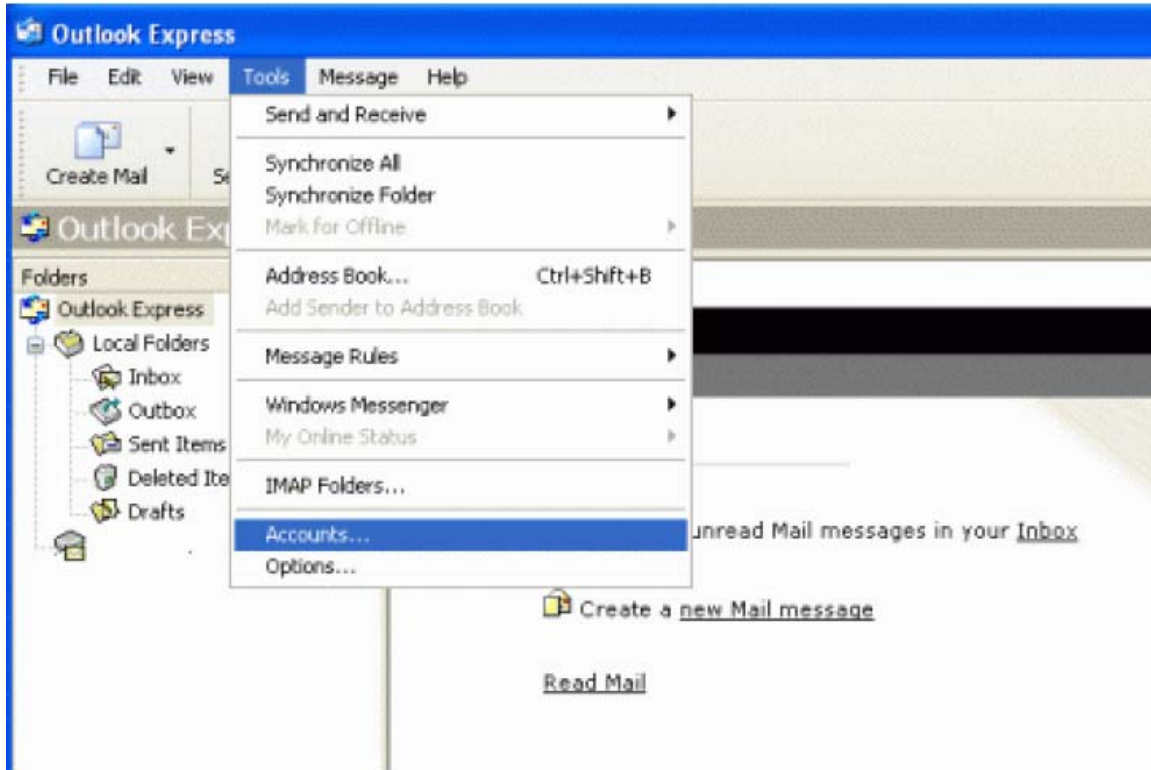


Outlook Express Email Configuration Settings – POP

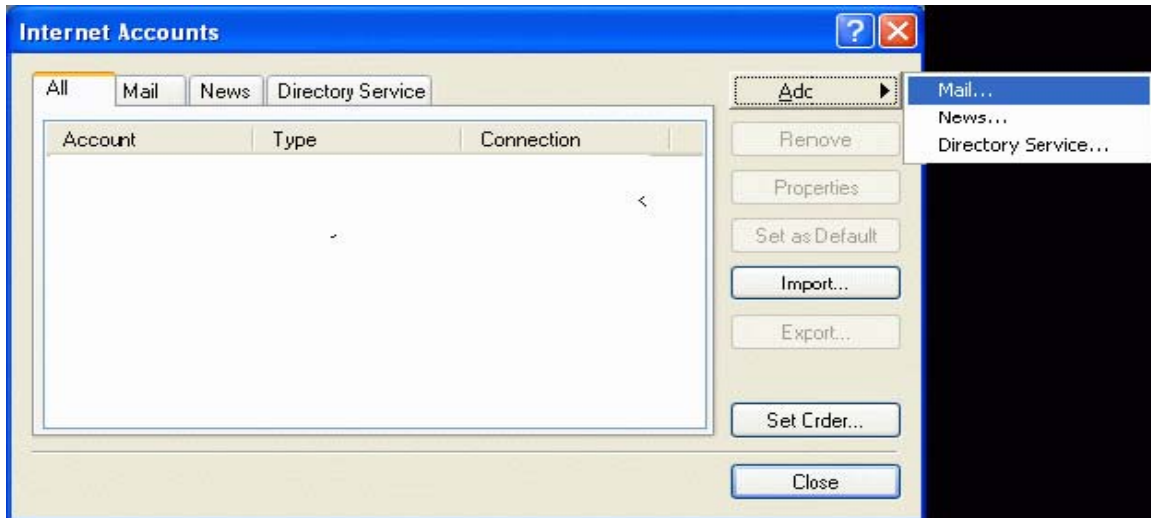
Step 1

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



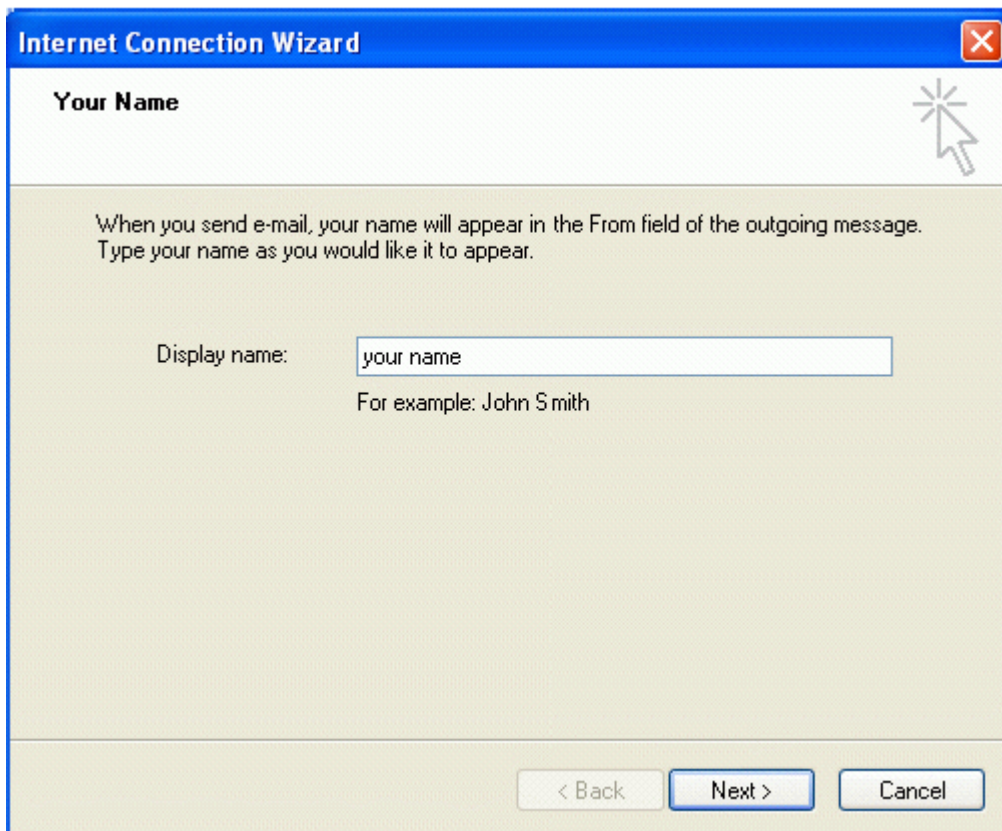
Step 2

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



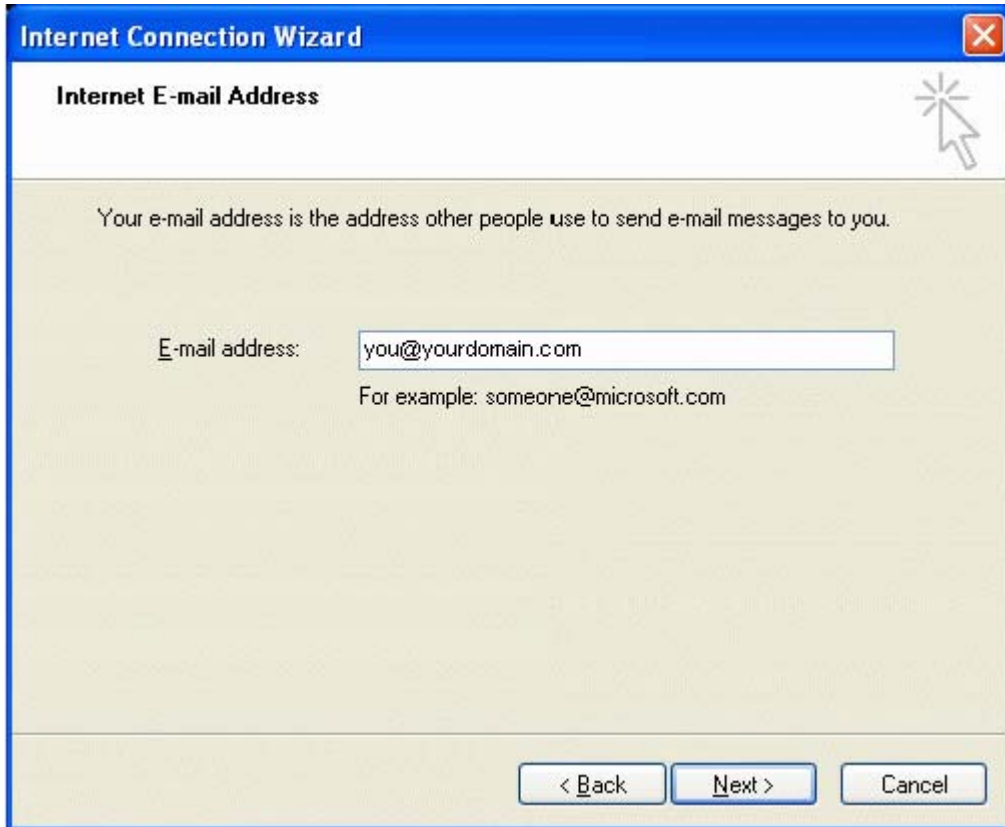
Step 3

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



Step 4

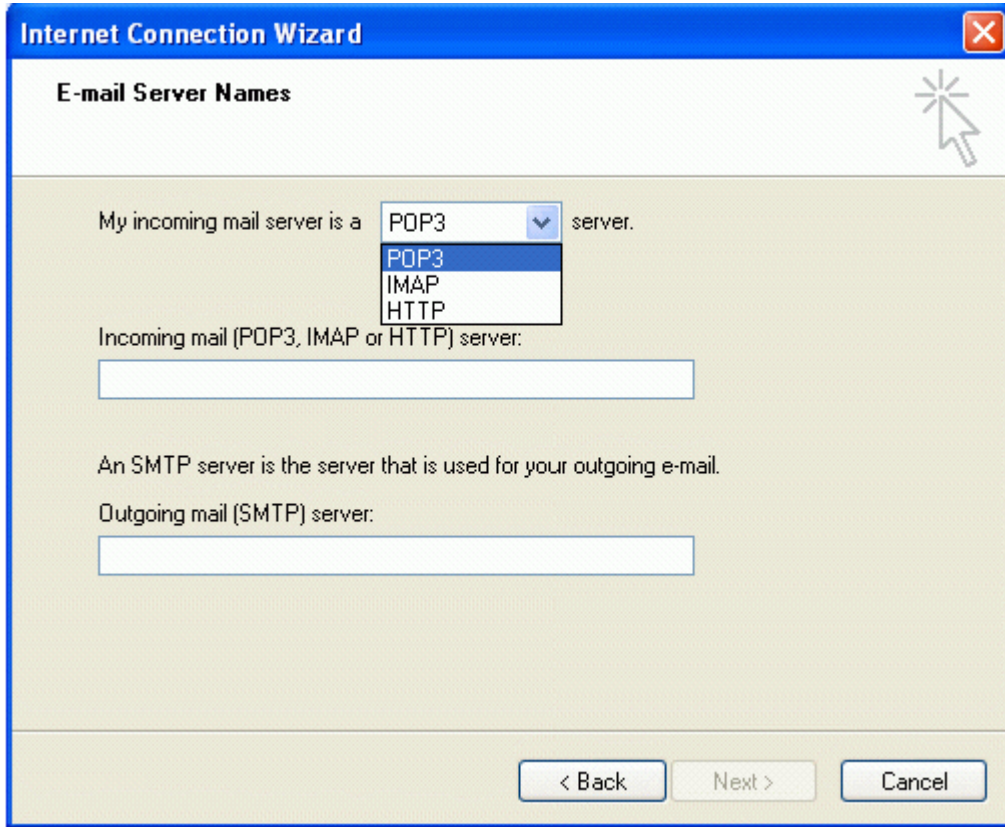
– Enter your full email address (do not enter the example address listed below). Then click Next.



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 POP3 as your incoming mail server.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main title of the window is "E-mail Server Names". Below the title bar, there is a mouse cursor icon. The main content area contains the following text and controls:

My incoming mail server is a server.

The dropdown menu is open, showing the following options:

- POP3 (highlighted)
- IMAP
- HTTP

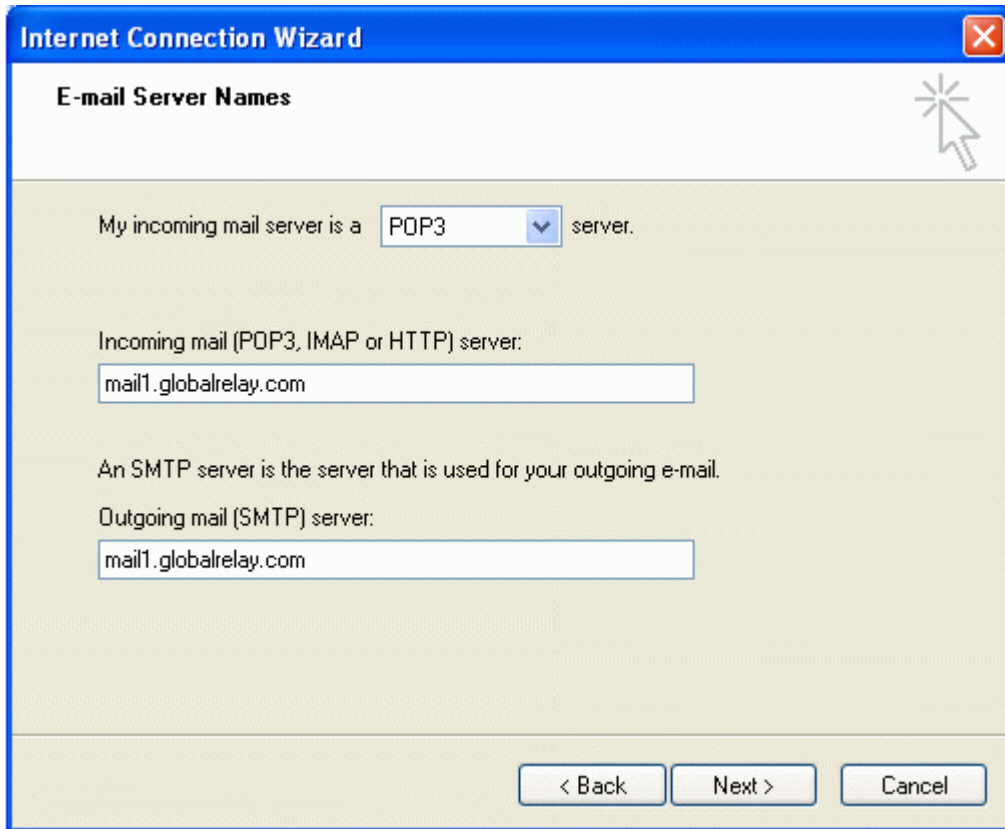
Below the dropdown menu, there is a text input field labeled "Incoming mail (POP3, IMAP or HTTP) server:".

Below the input field, there is a text input field labeled "Outgoing mail (SMTP) server:".

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

Step 6

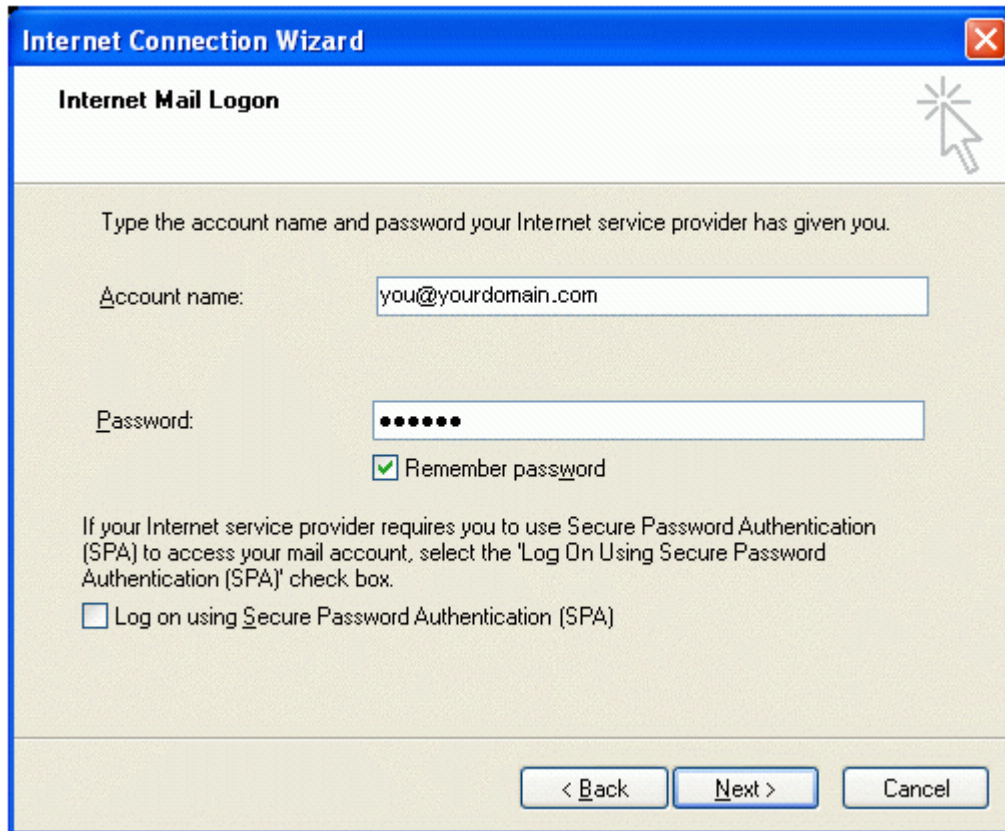
– Enter **mail1.globalrelay.com** in BOTH the Incoming and Outgoing mail server text boxes.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "E-mail Server Names". Below this, there is a section for incoming mail: "My incoming mail server is a server." followed by a dropdown arrow. Below that is the label "Incoming mail (POP3, IMAP or HTTP) server:" and a text box containing "mail1.globalrelay.com". Next is the label "An SMTP server is the server that is used for your outgoing e-mail." followed by "Outgoing mail (SMTP) server:" and another text box containing "mail1.globalrelay.com". At the bottom right, 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.

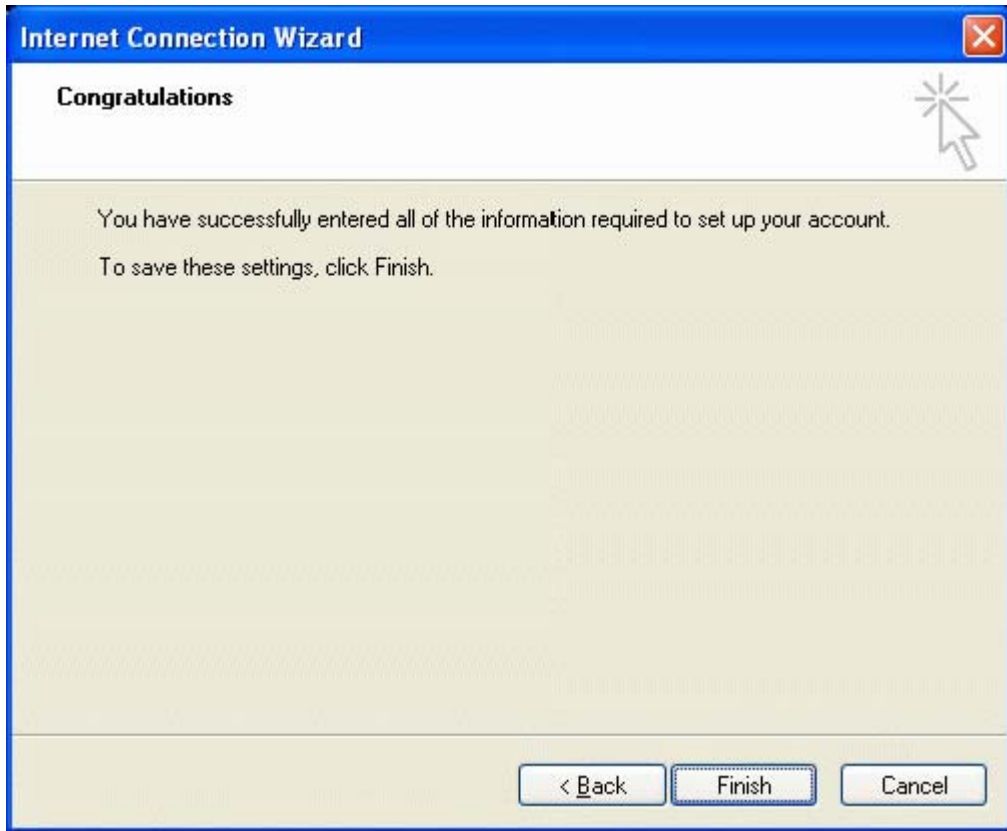


The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog box contains the following elements:

- A title bar with the text "Internet Connection Wizard" and a close button (X) on the right.
- 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".

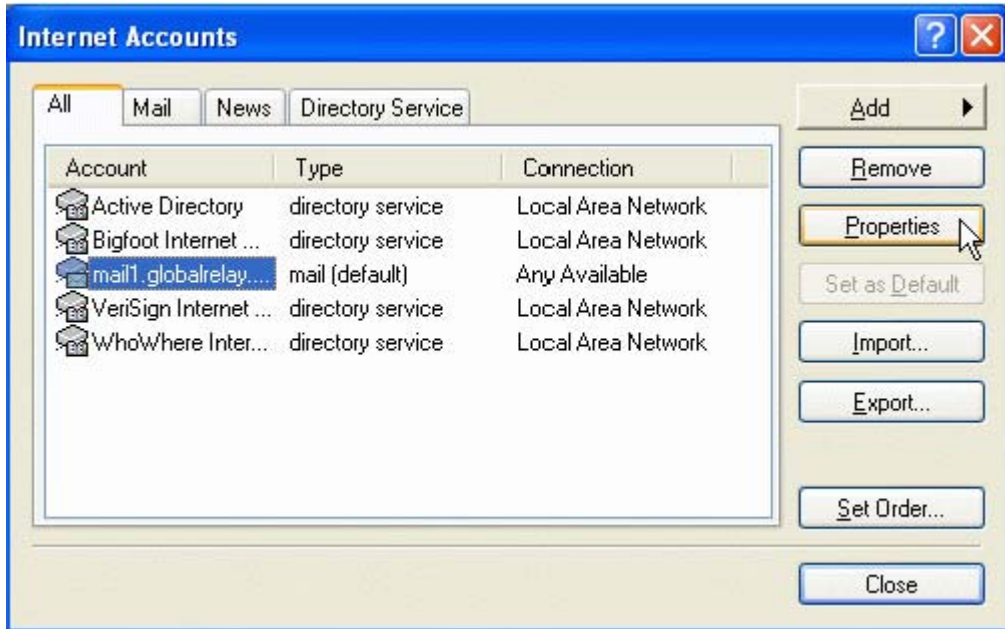
Step 8

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



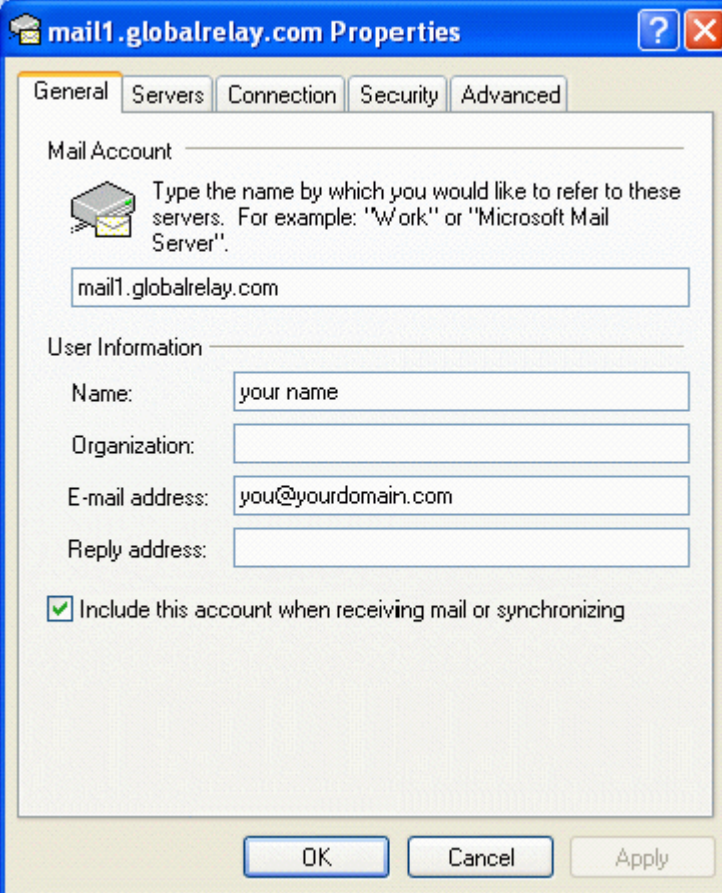
Step 9

– 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 screenshot shows a Windows-style dialog box titled "mail1.globalrelay.com Properties". It has a blue title bar with a question mark icon and a close button. Below the title bar are five tabs: "General", "Servers", "Connection", "Security", and "Advanced". The "General" tab is selected. 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".

mail1.globalrelay.com

User Information

Name: your name

Organization:

E-mail address: you@yourdomain.com

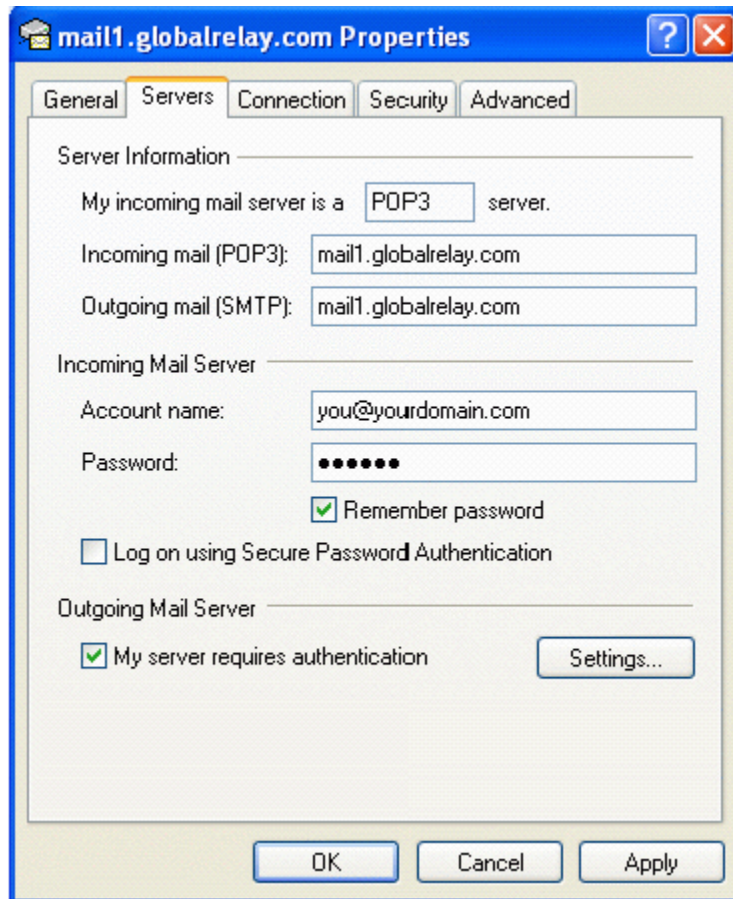
Reply address:

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.



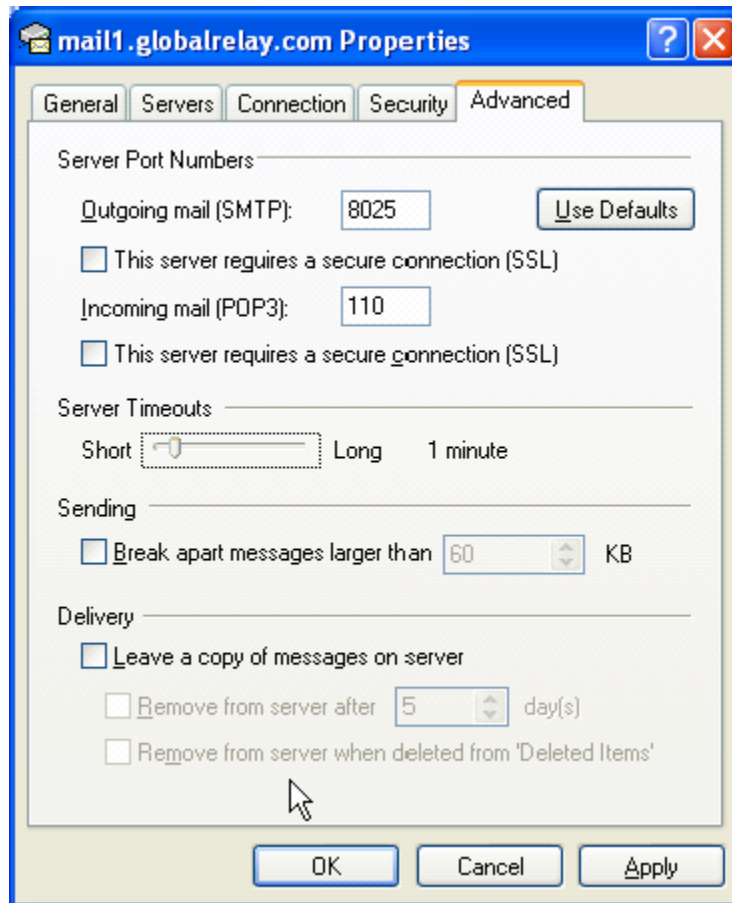
The screenshot shows a Windows-style dialog box titled "mail1.globalrelay.com Properties". It has five tabs: "General", "Servers" (which is selected and highlighted in orange), "Connection", "Security", and "Advanced". The "Servers" tab contains the following fields and options:

- Server Information**
 - My incoming mail server is a server.
 - Incoming mail (POP3):
 - Outgoing mail (SMTP):
- Incoming Mail Server**
 - Account name:
 - Password:
 - Remember password
 - Log on using Secure Password Authentication
- Outgoing Mail Server**
 - My server requires authentication

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

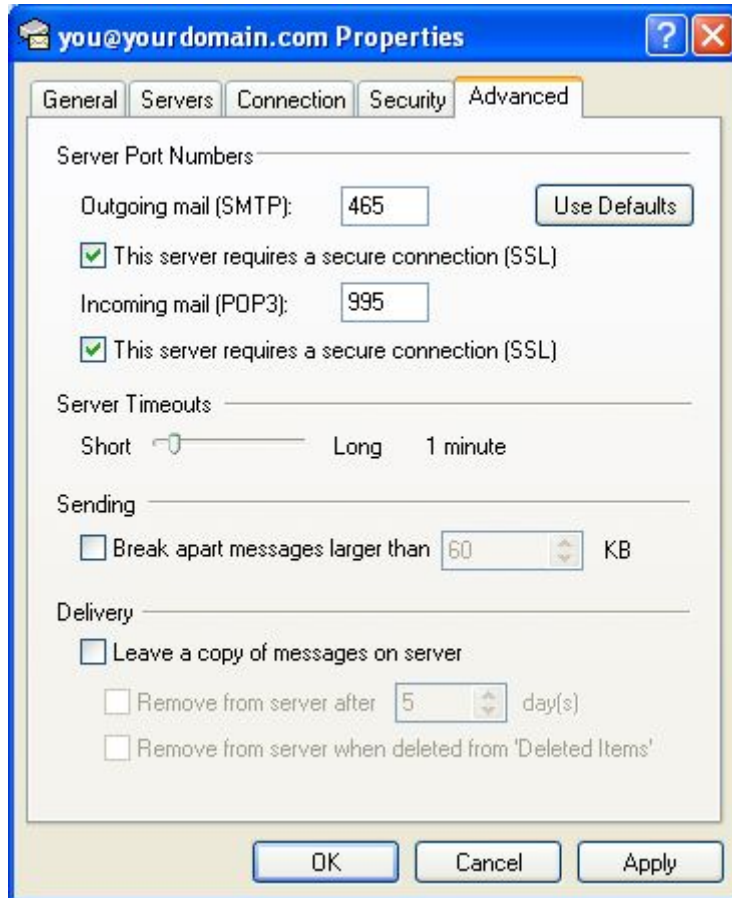
Step 12

– Click the Advanced. Modify the Outgoing mail (SMTP) setting to **8025**. Then confirm that the Incoming mail (POP) setting is **110**. 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 POP3 fields. If you do, be sure that the SMTP port number is set to **465** and the POP3 port is set to **993**.



Click OK. Then close the Internet Accounts page and you are ready to go.

Congratulations!

You have now configured your Outlook Express account.