

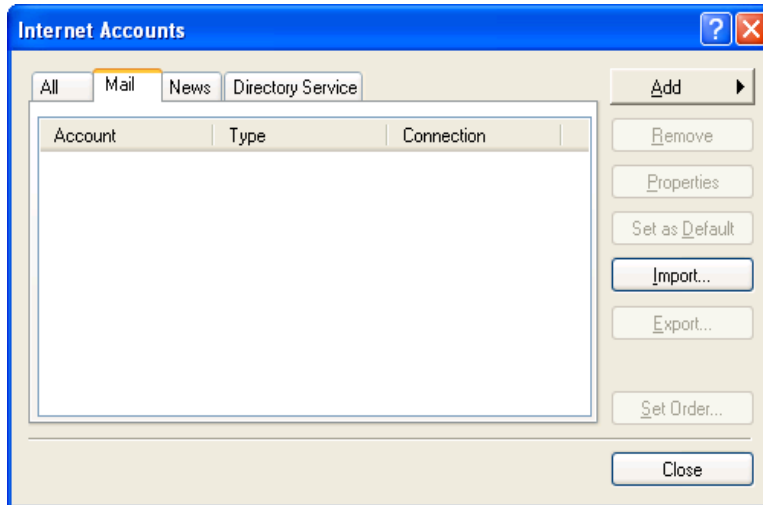


Outlook Express

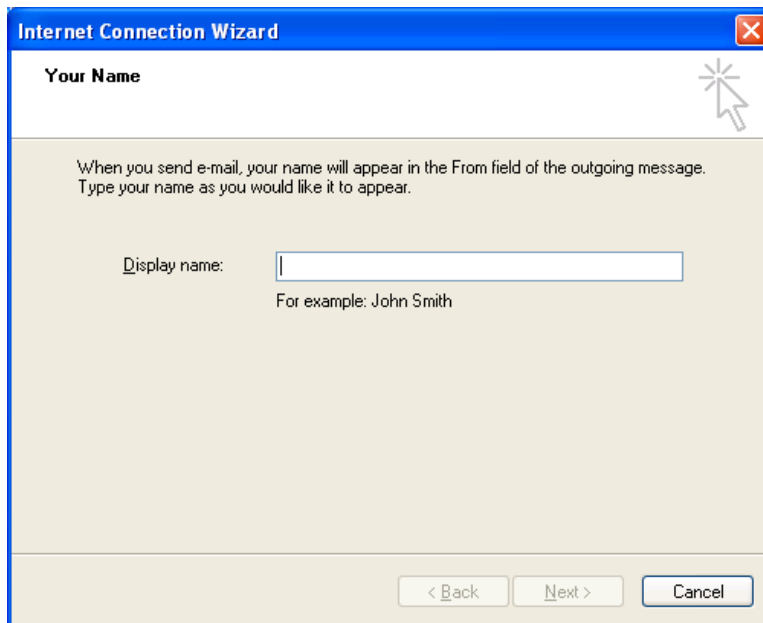
How to Add an Email Account



1. Open Outlook Express. The Internet Connection Wizard may automatically open. If it does, skip Steps 2 & 3.
2. If not click on the **Tools** menu, and select **Accounts**. You will get the below window.



3. Click the **Add** button and choose **Mail**. The below window will then come up.



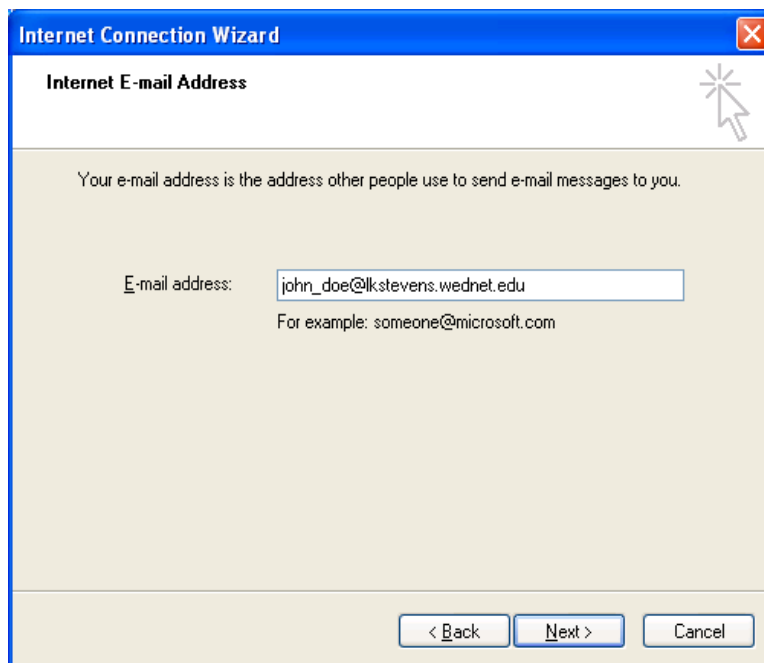
4. Enter in your full name in **Display name** block so that it looks like this (i.e. if your name was John Doe you would enter it John Doe). Click the **Next** button.



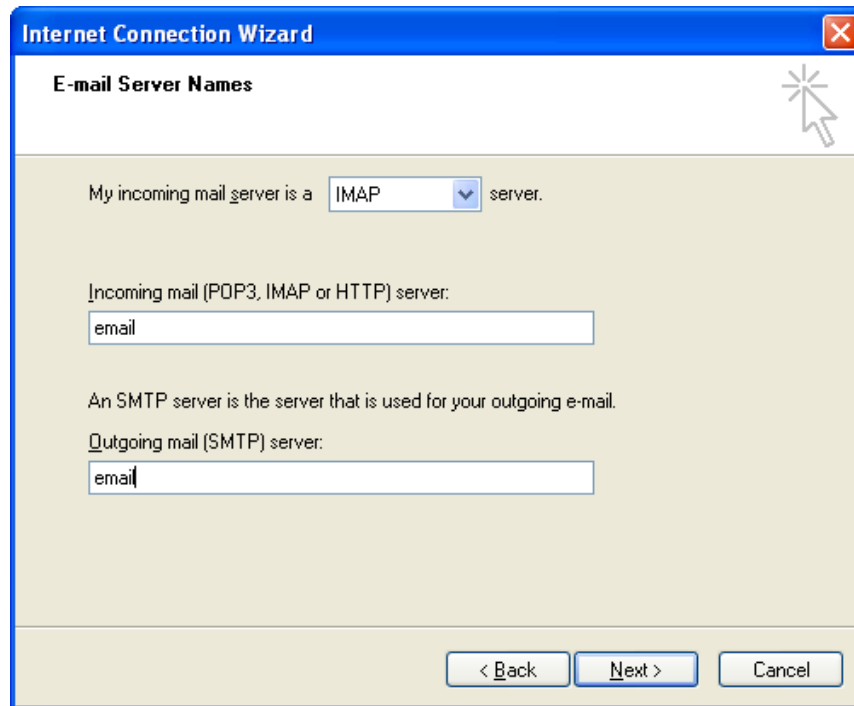
4. Enter in your email address in the **Email Address** block. Your email address will be: (except in special circumstances where that specific address is not available or already in use)

(First Name)_(Last Name)@lkstevens.wednet.edu ~ i.e. John_Doe@lkstevens.wednet.edu

Click the **Next** button.



5. At the Email Server Names window select **IMAP** from the drop down menu for the **My incoming mail server is a block**. **IT IS PARAMOUNT THAT YOU SELECT IMAP OR YOUR MAIL MAY NOT BE AVAILABLE LATER!!** Enter **email** for both the **Incoming mail server** and **Outgoing mail server** blocks so that it looks like this. Click the **Next** button once done.

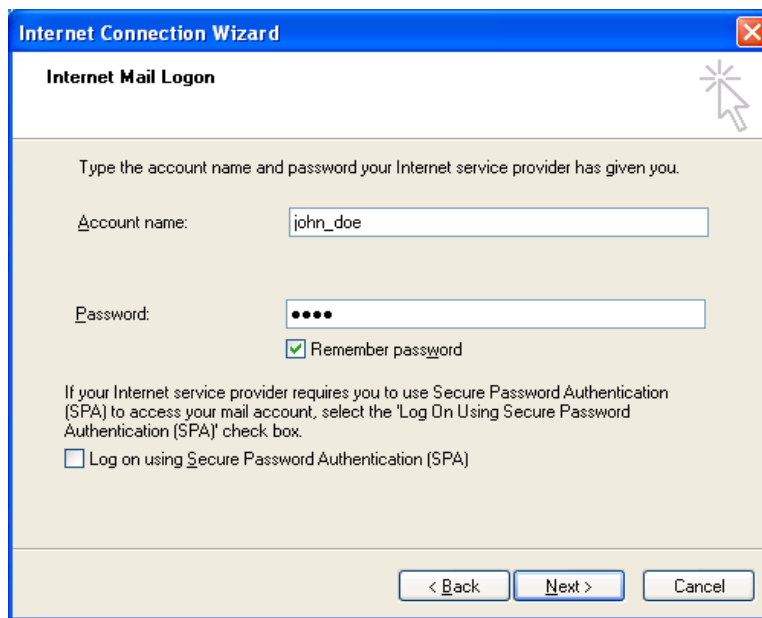


The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window title bar includes a close button (X) and a help icon (hand with star). The main content area contains the following text and input fields:

- 'My incoming mail server is a' followed by a dropdown menu showing 'IMAP' and a 'server.' label.
- 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text input field containing 'email'.
- '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 'email'.

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

6. From the Internet Mail Logon window, the **Account name** block should already have your first name underscore your last name. Enter your password in the **Password** block and ensure that the **Remember password** box is checked. Once the window looks something like the below picture you can click the **Next** button.

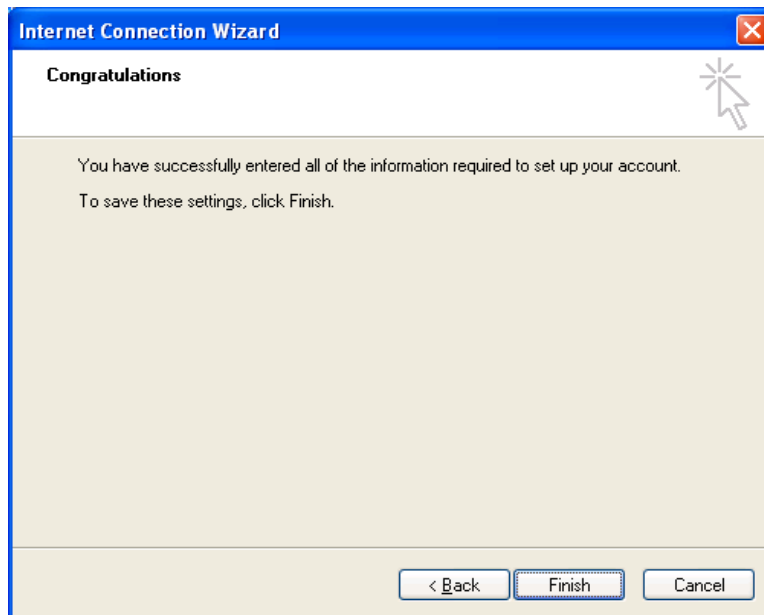


The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window title bar includes a close button (X) and a help icon (hand with star). The main content area contains the following text and input fields:

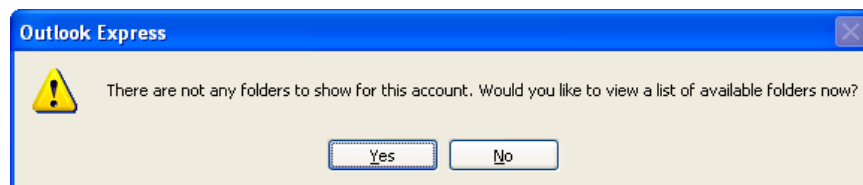
- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text input field containing 'john_doe'.
- 'Password:' followed by a text input field containing four dots (••••).
- A checked checkbox labeled 'Remember password'.
- Text: 'If your Internet 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)'.

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

7. The Congratulations window should now appear. Click the **Finish** button.

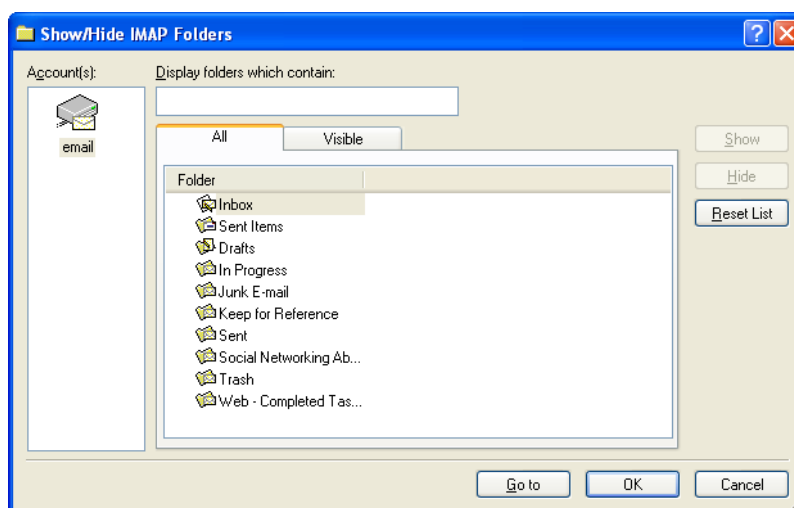


8. You may get a window that looks like this:



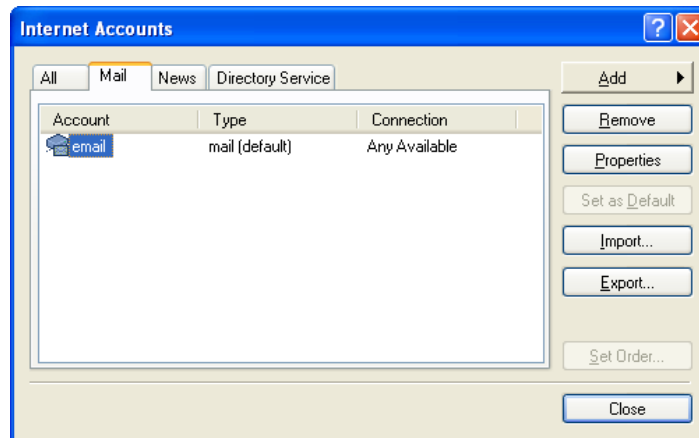
If you do, click **Yes**.

9. You will then get a window that looks like this:

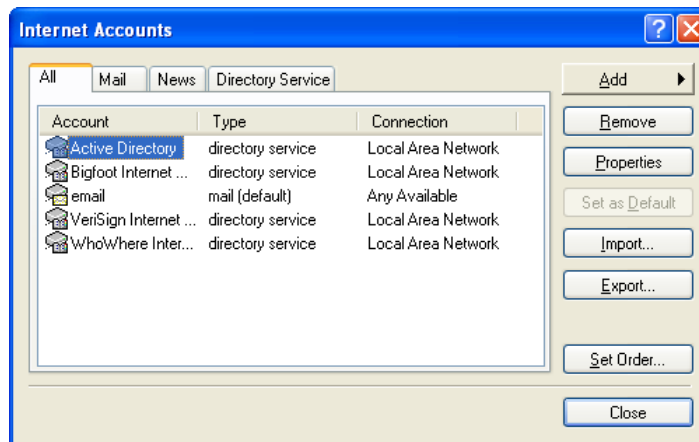


When you do, click **OK**.

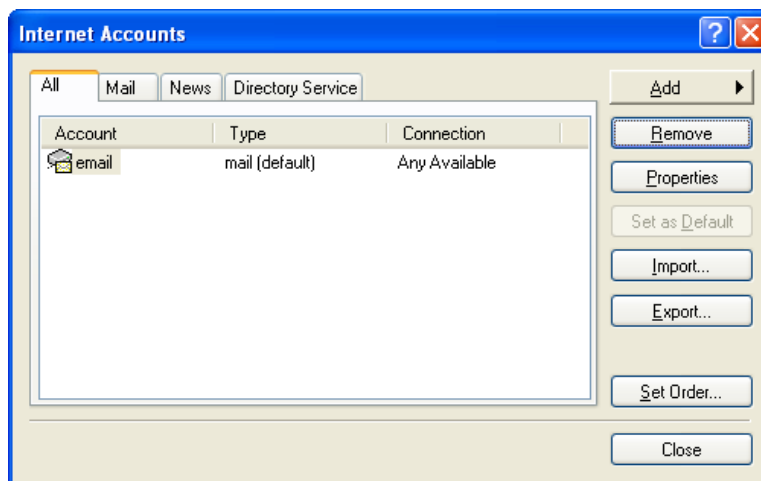
10. Click on the **Tools** menu, and select **Accounts**. You will get the below window.



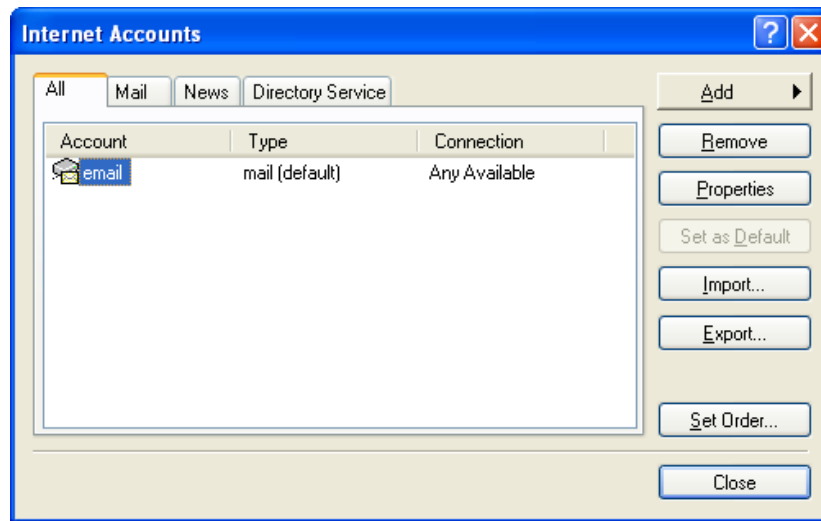
11. Click on the **All** tab so that you see a list similar to this:



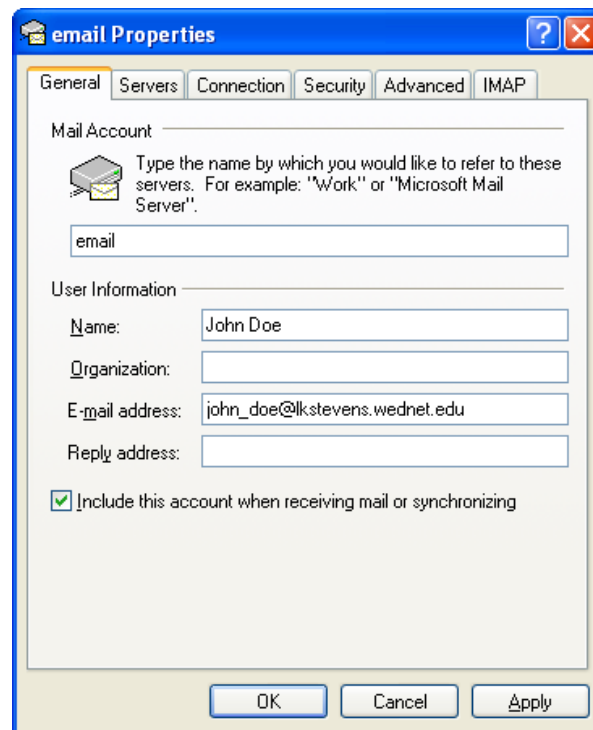
12. Remove each entry by clicking the **Remove** button with a couple of exceptions; you do **NOT** want to remove anything that says **email** or **Lake Directory**. It will ask "Are you sure you want to delete XXXXXXX account?" (Where XXXXXXX is a name of an account.) Click the Yes button for each one. Now it should look more like this:



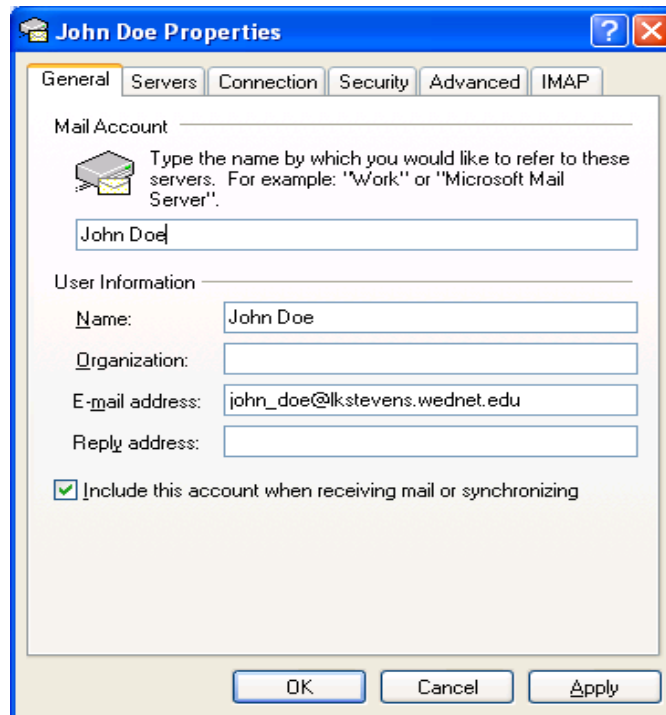
13. Click on the **email** account entry so that it is highlighted and click the **Properties** button.



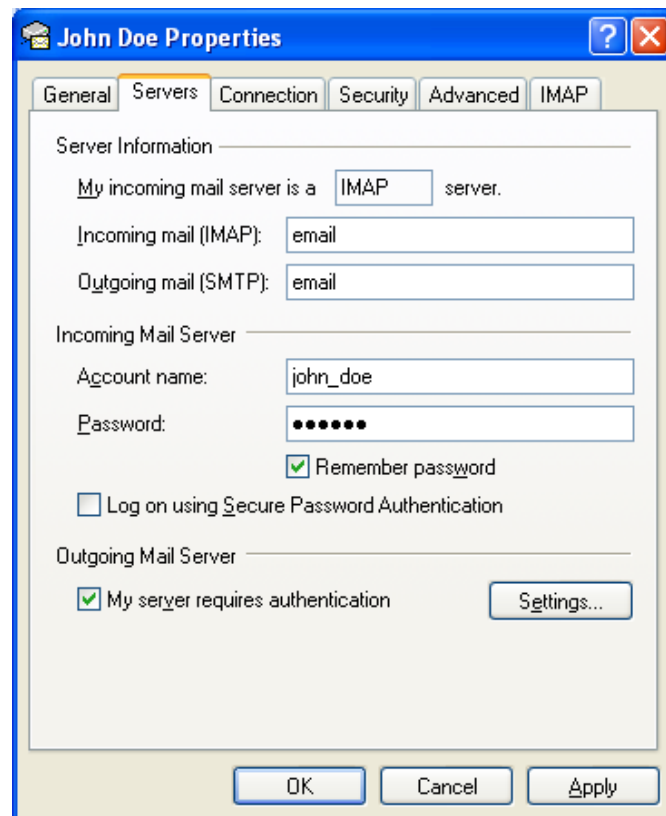
14. You will then see a window that looks like this:



15. Change the **Mail Account** block to your name so that it looks like this:



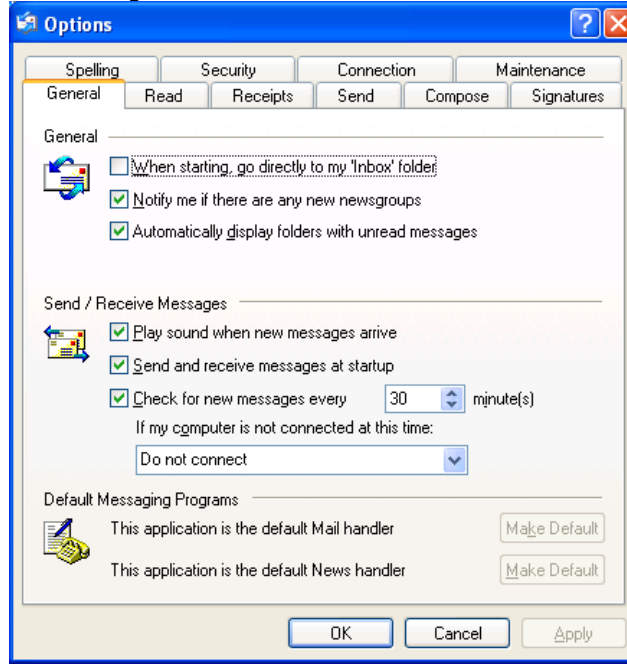
16. Click on **Servers** tab and click on the **Outgoing Mail Server-My server requires authentication** checkbox so that it is checked. It should look like this:



17. Click the **OK** button. Click the **Close** button to exit out of the Internet Accounts window.

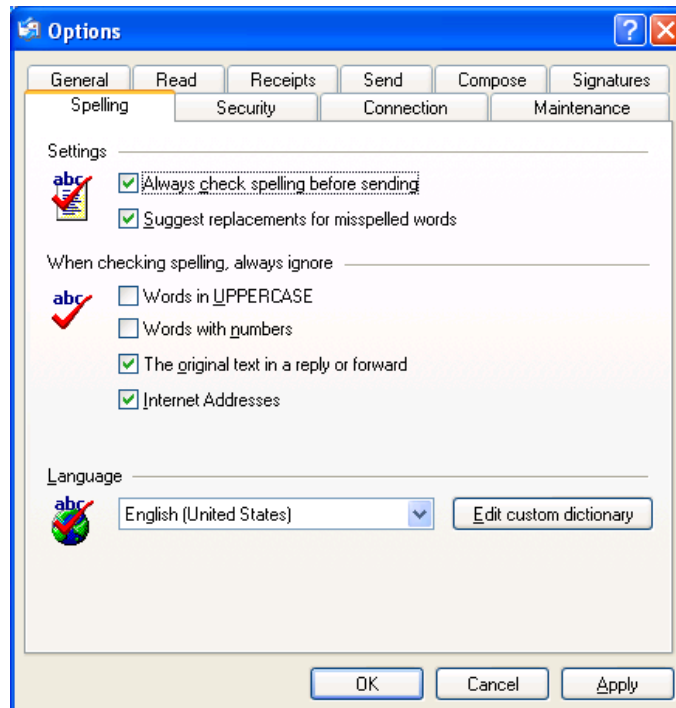
Before you begin sending and receiving mail, there are a few configuration changes to be made to your account to make your life easier.

18. Click on the **Tools** menu, and select **Options**. You will see a window that looks like this:

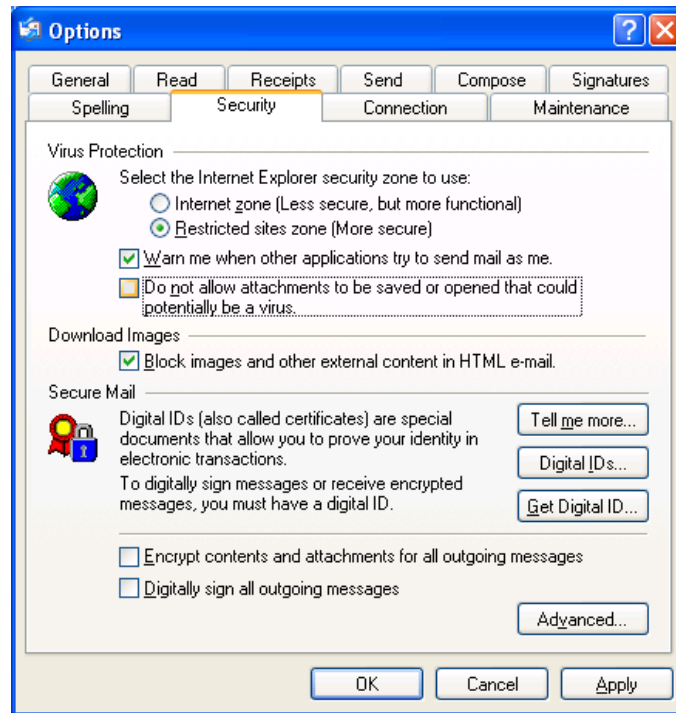


19. Click on the **When starting, go directly to my 'Inbox' folder** checkbox. Also, ensure that under the **Default Messaging Programs** that both say **This application is the default Mail (or News) handler**.

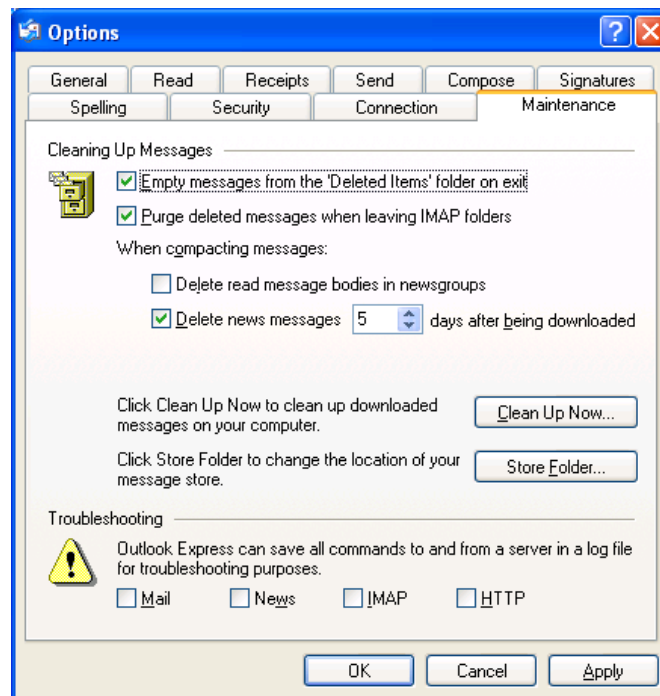
20. Click on the **Spelling** tab. Click the top checkbox of **Always check spelling before sending**. We can all use a little help with spelling right? It should look like this:



21. Next click on the **Security** tab, and **uncheck** the checkbox that says **Do not allow attachment to be saved or opened that could potentially be a virus.** It should now look like this:



22. Click on the **Maintenance** tab. Click on the first two checkboxes for **Empty messages from the 'Deleted Items' folder on exit** and **Purge deleted messages when leaving IMAP folders** so that it looks like this:



23. Click the **OK** button. You can now click on **Inbox** under your name over to the left of the screen to start reading your mail.
24. Your email account configuration is complete.