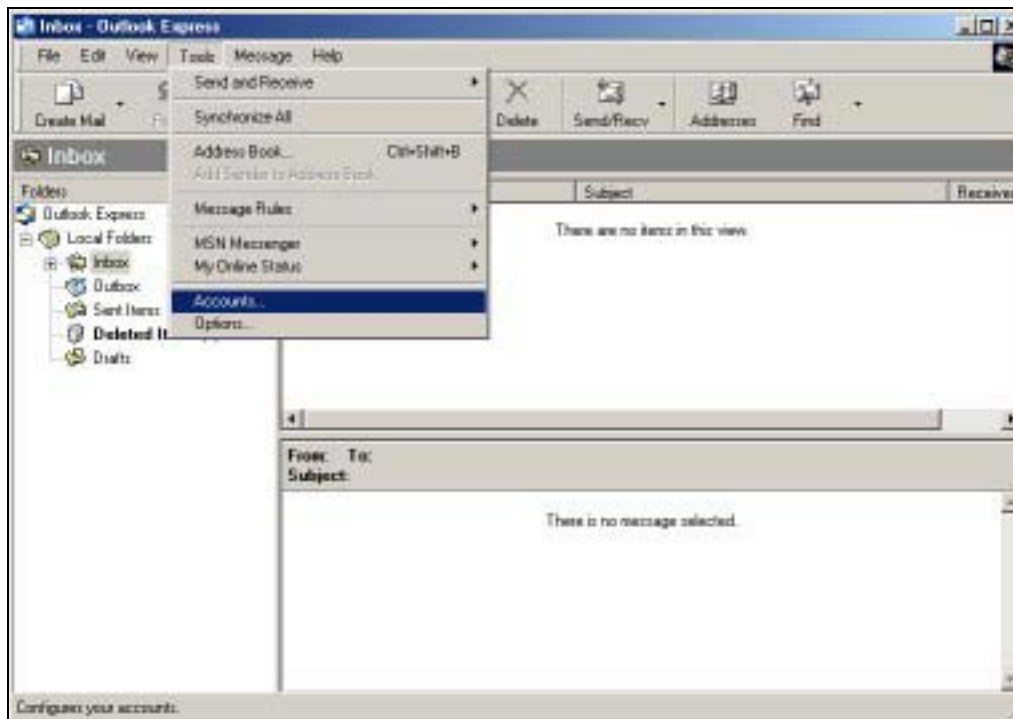


Adding a new mail account to Outlook Express Version 1.00

To add a new mail account for sending and receiving email to Microsoft Outlook express follow these steps :

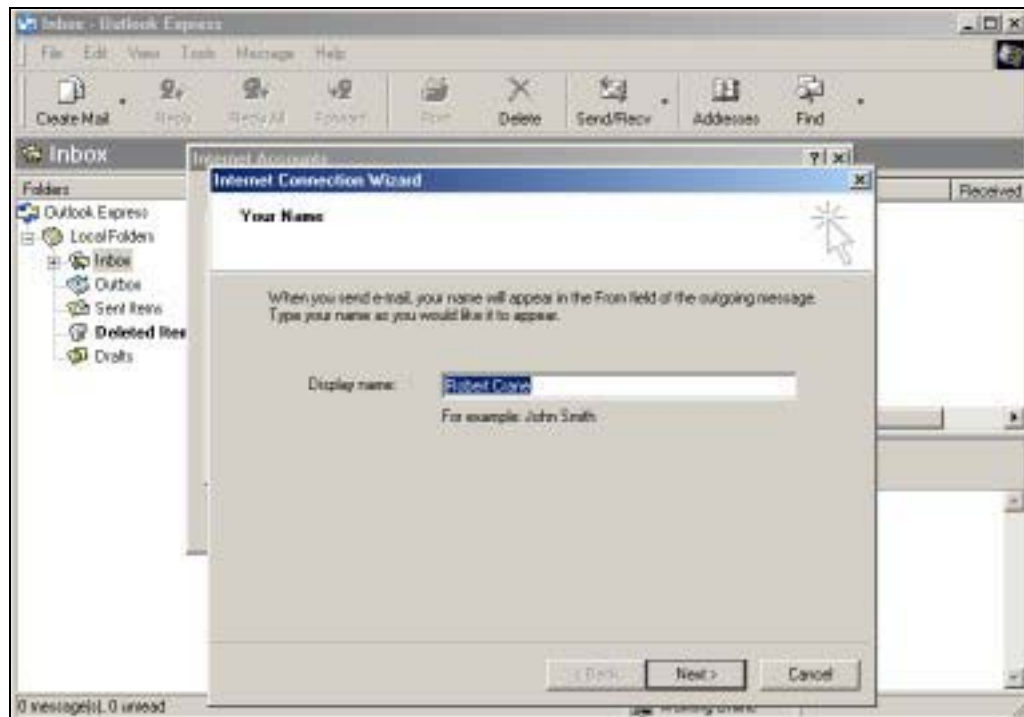
1. Run Outlook Express and then from the menu select Tools, then accounts like so :



2. From the Accounts Window select the Mail Tab, then Add, then Mail like so :

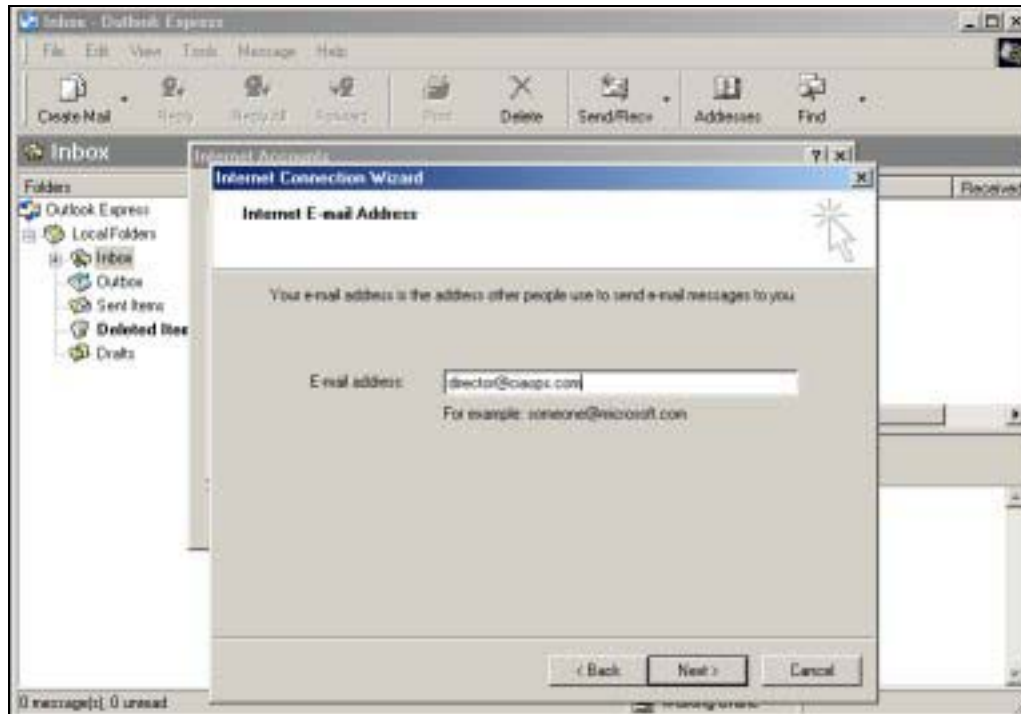


3. This will now start the Internet Connection Wizard. The first window will ask you for the name that will appear in the From Field when you send emails. You can type any text you wish here but normally it will be your name like so :

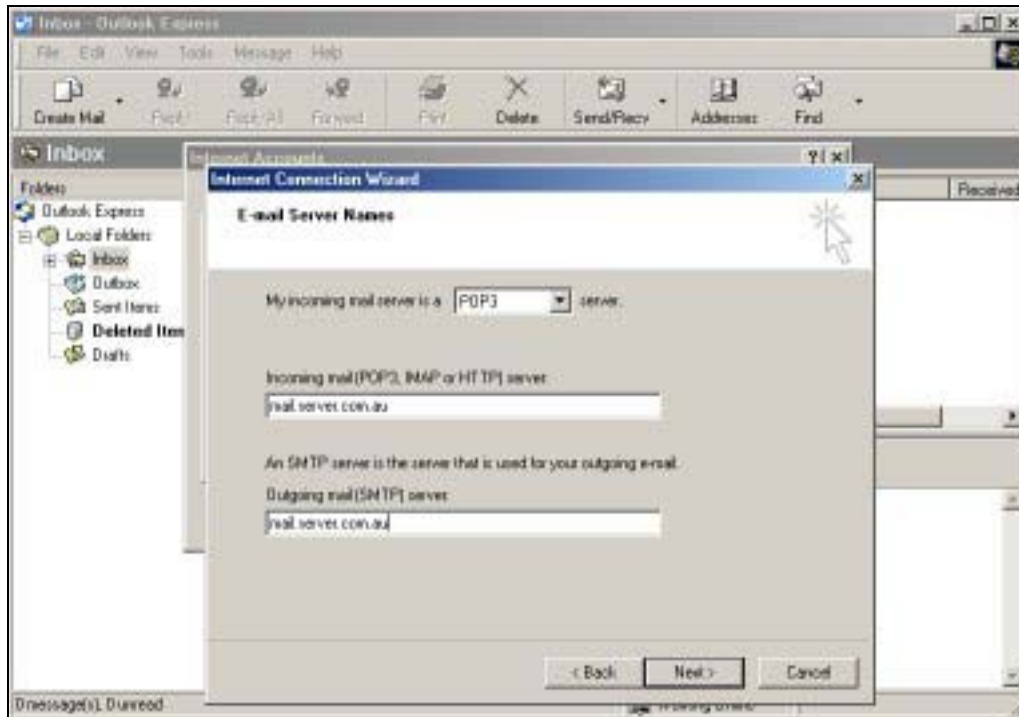


4. Press the “Next” button to continue to the next window. This window now asks your for your email address that people will use to send you emails on this

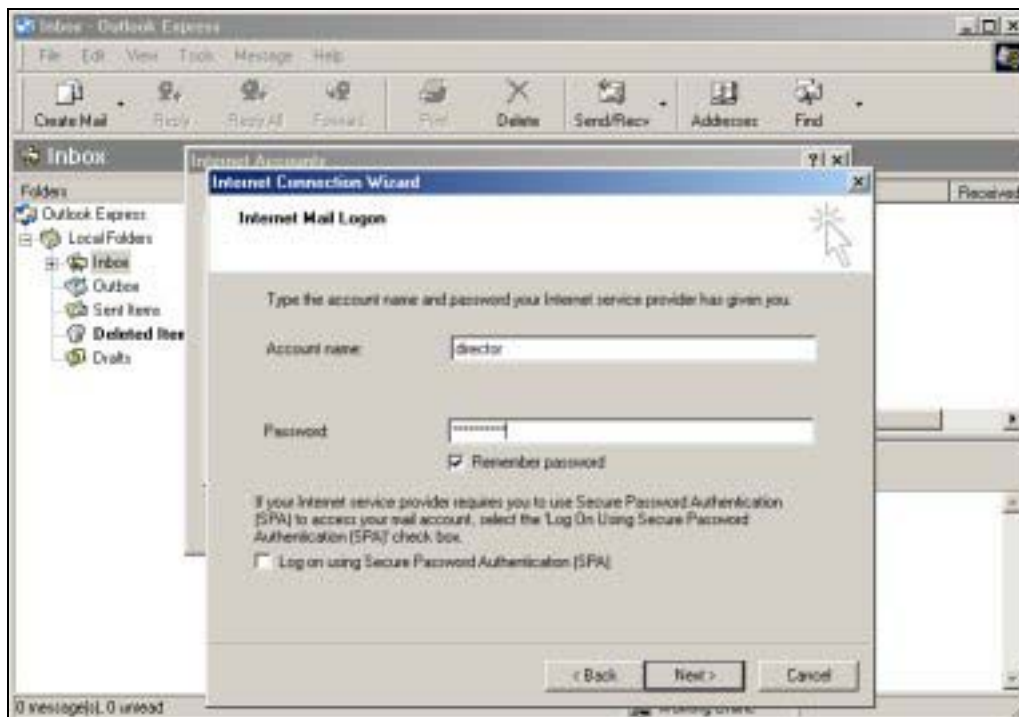
account. Type your email address in here as provided by your Internet Service provider (ISP). For example director@ciaops.com like so :



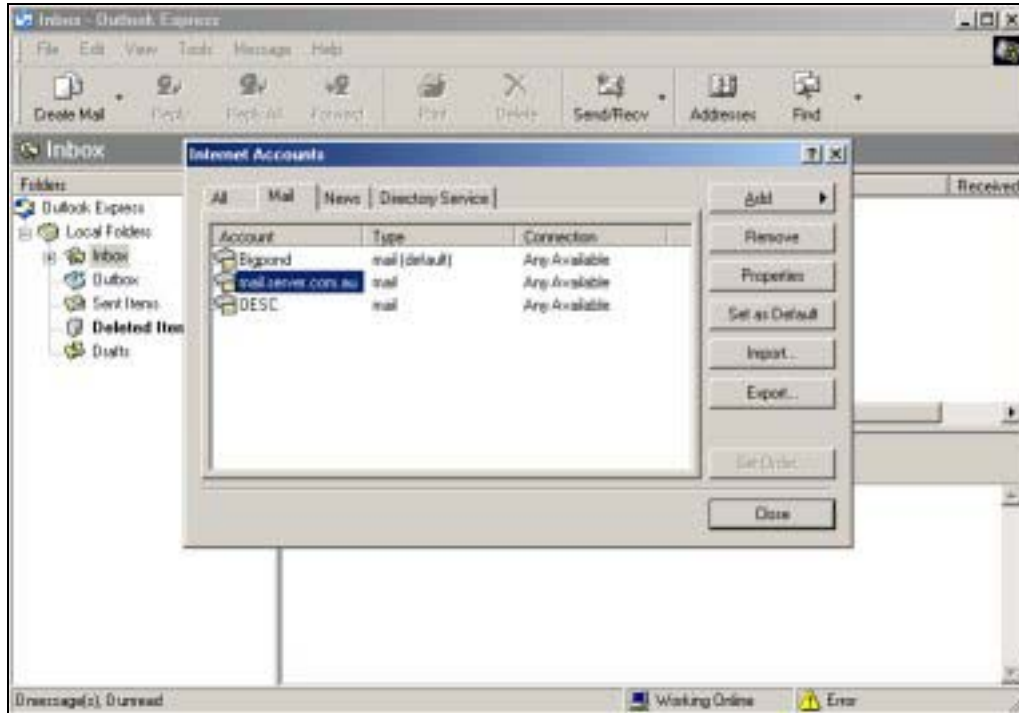
5. Press the “Next” button to continue and you will now be taken to the windows to enter the mail server details. Email requires two types of servers an incoming or POP3 server and an outgoing or SMTP server. In most cases these servers will be the same but they may not be. Enter the details for incoming and outgoing mail servers exactly as given to you by your ISP. Normally these servers will be in the form of mail.server.com.au like shown below. If your outbound or SMTP server requires authentication then we will add this step later.



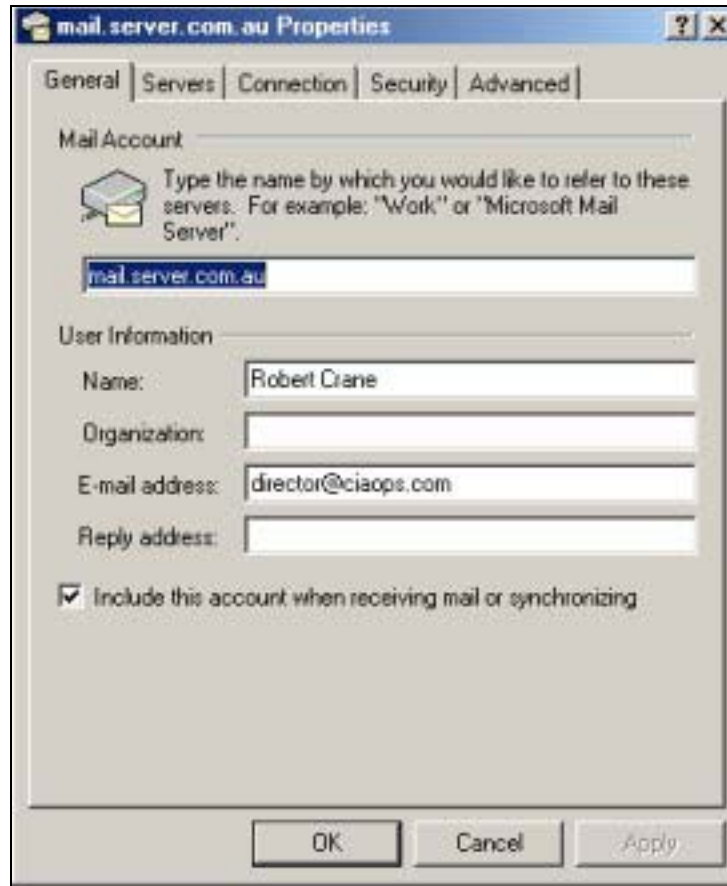
6. Again press the “Next” button to continue. You are now asked to enter the account name and password for your mail account. Again, this information should have been provided by your ISP. Note that when you enter the password it will appear hidden. Also ensure that you have the “Remember password” box checked so you don’t have to enter the password manually every time you check mail.



7. Press the “Next” button and then “Finish” to complete the process. You will be returned to the Internet Accounts window. Further entries are required on the email account you just set up. To this select the account and then the “Properties” button like so :



8. You will now see the properties page for the mail account you just created. This allows you to make changes to any mail account you have created.

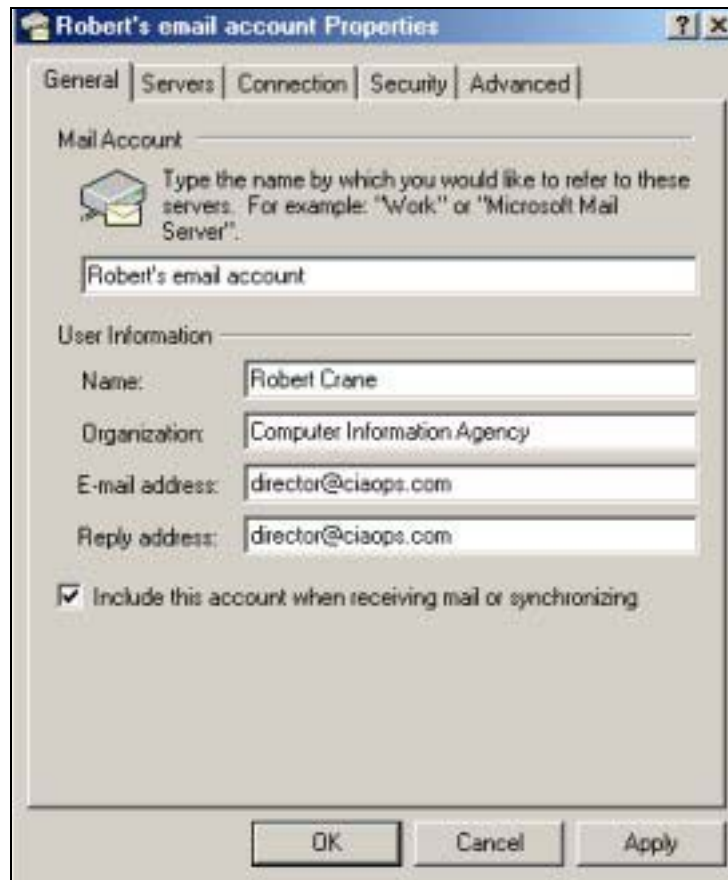


In the first box the entry will probably read the name of the ISP incoming (POP3) mail server that you entered during the setup wizard. It is always a good idea to change this something that has more meaning. You can enter any text you like here but something like “My new account” is best.

Under the “User Information” area you can enter details about yourself and your email address. It is always recommended that you fill all this out fully with either your personal details or those of your company. It is also a good idea to ensure that the reply address reads the same and your e-mail address.

If you want to have this account automatically checked for new emails when Outlook Express is receiving email then tick “Include this account when receiving mail or synchronizing”.

Now that you have completed the general tab it should look something like :



9. Now select the Servers tab. The Servers tab allows you to make changes to your mail server settings. All these details will be provided by your ISP. Ensure that you enter the correct details for the incoming (POP3) and outgoing (SMTP). If your outgoing mail server requires authentication tick “My server requires authentication” and the select the “Settings” button like so :



10. When you select the settings button you will see a window like :



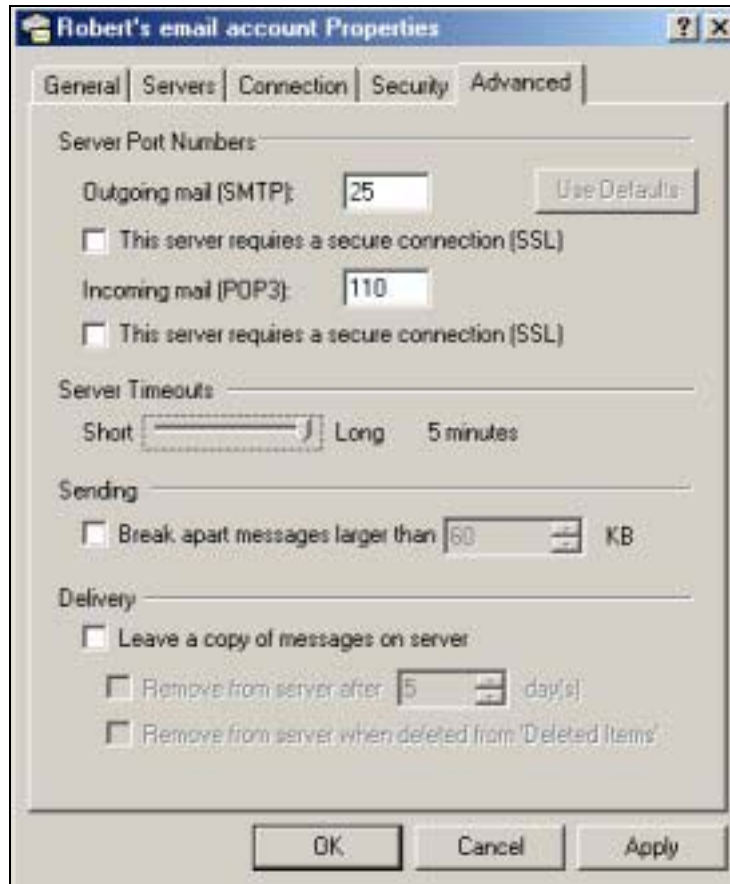
Normally, you will not need to change the default setting of “Use same settings as my incoming mail server”. However, please check with your ISP if you are unsure.

Select the “Ok” button to close the Outgoing Mail Server window.

11. From the Server tab select the Connection Tab. This allows you to specify which internet access method is used when sending mail from this account. Normally, you should leave the setting here unchecked like so :



12. Finally select the Advanced tab. In this tab there are two areas of interest. The first is the Server Timeout area. The value here is the time that Outlook Express will keep looking for email. It is recommended that you set this to the highest value. To do this simply slide the button all the way to the right from short to long like so :



At the bottom of the Advanced tab you will see a head for Delivery. Here you can determine whether Outlook Express removes email from your ISP's mail server. Normally, the "Leave a copy of messages on server" box is unchecked indicating that when email is read from your ISP it will be deleted from their mail server. However, there may be a case where you wish it to be left there, maybe in the case of you using a laptop away from the office. In this case simply check this option to leave a copy of the emails read by Outlook on your ISP's mail server.

13. Press the "Ok" button to save your changes, then press the "Close" button to close the Internet Accounts window. To test you new email account simply do a send and receive mail on that account.