

Email Set-Up for Outlook Express

1. Go to **Tools > Accounts** from the dropdown menus
2. Click: **ADD** and then Select: **Mail**
3. **Using the Wizard Forms...**
Enter Display Name: **Your Name** (eg. Wayne Schaaf)
Click: **NEXT**
Enter Email: **YourID@YourDomain** (eg. wayne@itcetera.com)
Click: **NEXT**
Select: My Incoming mail server is: **POP3**
Incoming Mail (Pop3): **pop3.YourDomain** (eg. pop3.itcetera.com)
Outgoing Mail (SMTP): **smtp.YourDomain** (eg. smtp.itcetera.com)
(or you can use your ISP's smtp location)
Click: **NEXT**
Account Name: **YourID@YourDomainName** (eg. wayne@itcetera.com)
Password: **your current password** (see your local admin for default password)
Check: **Remember Password**
Leave Un-checked: **Log on using Secure Password Authentication**
Click: **FINISH**
4. **Remaining steps may be optional:**

Click: **Properties**

Under the General Tab...
Mail Account: **Your Business** (eg. ITcetera) (or leave as is)
Organization: **Your Business** (eg. ITcetera)
Reply: **YourID@YourDomainName** (eg. wayne@itcetera.com)

Under the Servers Tab...
Outgoing Mail:
Check: **My Server Requires Authentication**
Click: **Settings**
Select: **Use same settings as my Incoming Mail Server**
Click: **OK**

Under Connections Tab...
Check: **Always connect to this account using:**
Select: **Local Area Network**
Click: **OK** and Then Click: **OK**
5. Click: **Close**
6. Close Outlook Express and settings will be active when you open Outlook Express again

Accessing Email via the web:

Go to <http://support.itcetera.com> and view demo