

How to Set Up Email for Outlook Express

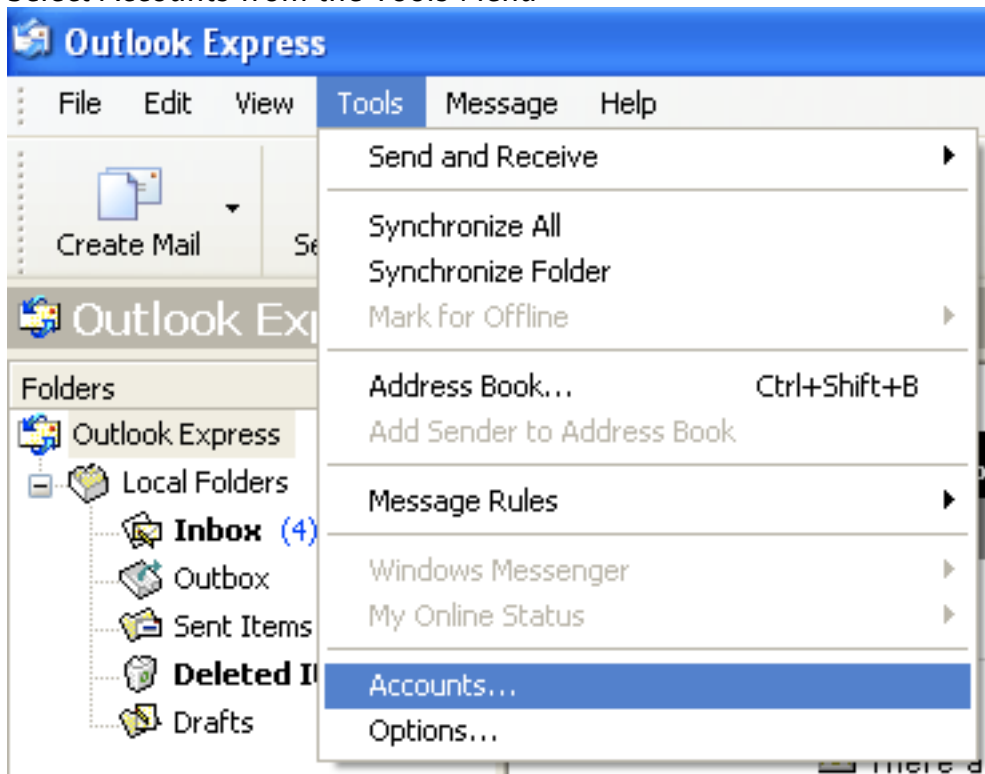
Here are some basic instructions on how to set up your email address for WESCONet Web Services Email.

Please contact your System/Network Administrator to verify these settings.

Email Address Information

Email Address:	_____
Username:	_____
Password:	_____
Incoming Mail (POP3) Server:	_____
Outgoing Mail (SMTP) Server:	_____

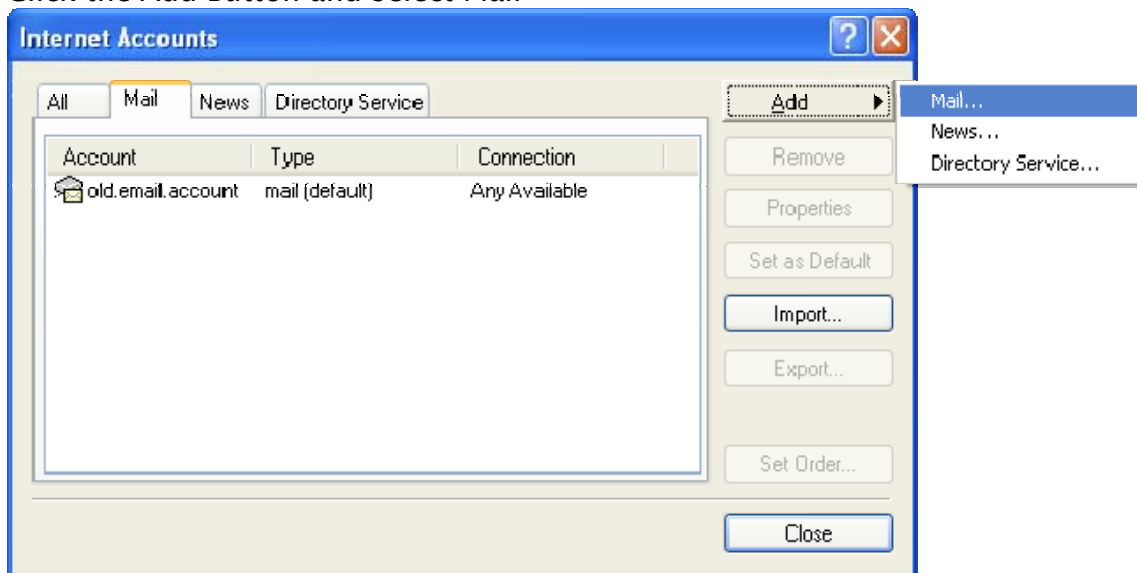
1. Open Outlook Express.
2. Select Accounts from the Tools Menu



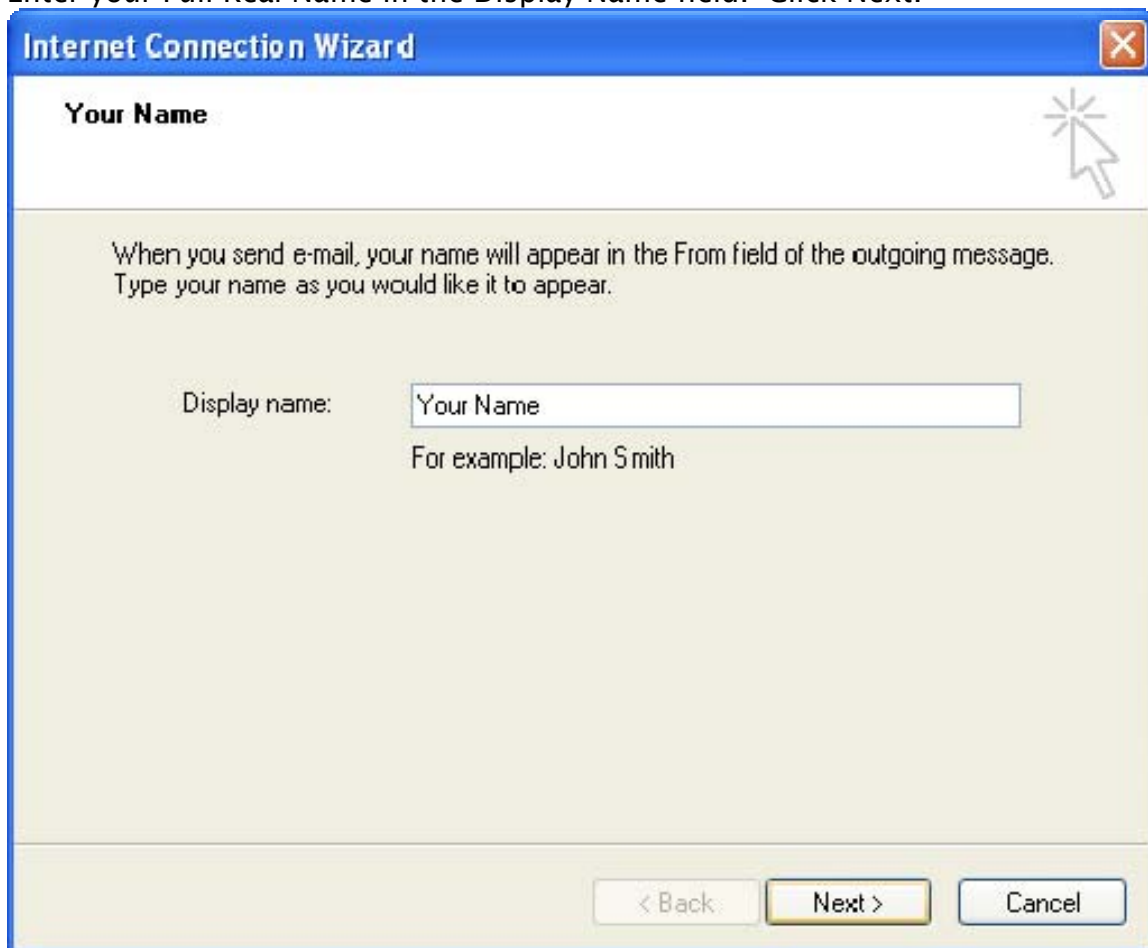
3. Click on the Mail Tab

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4. Click the Add Button and select Mail

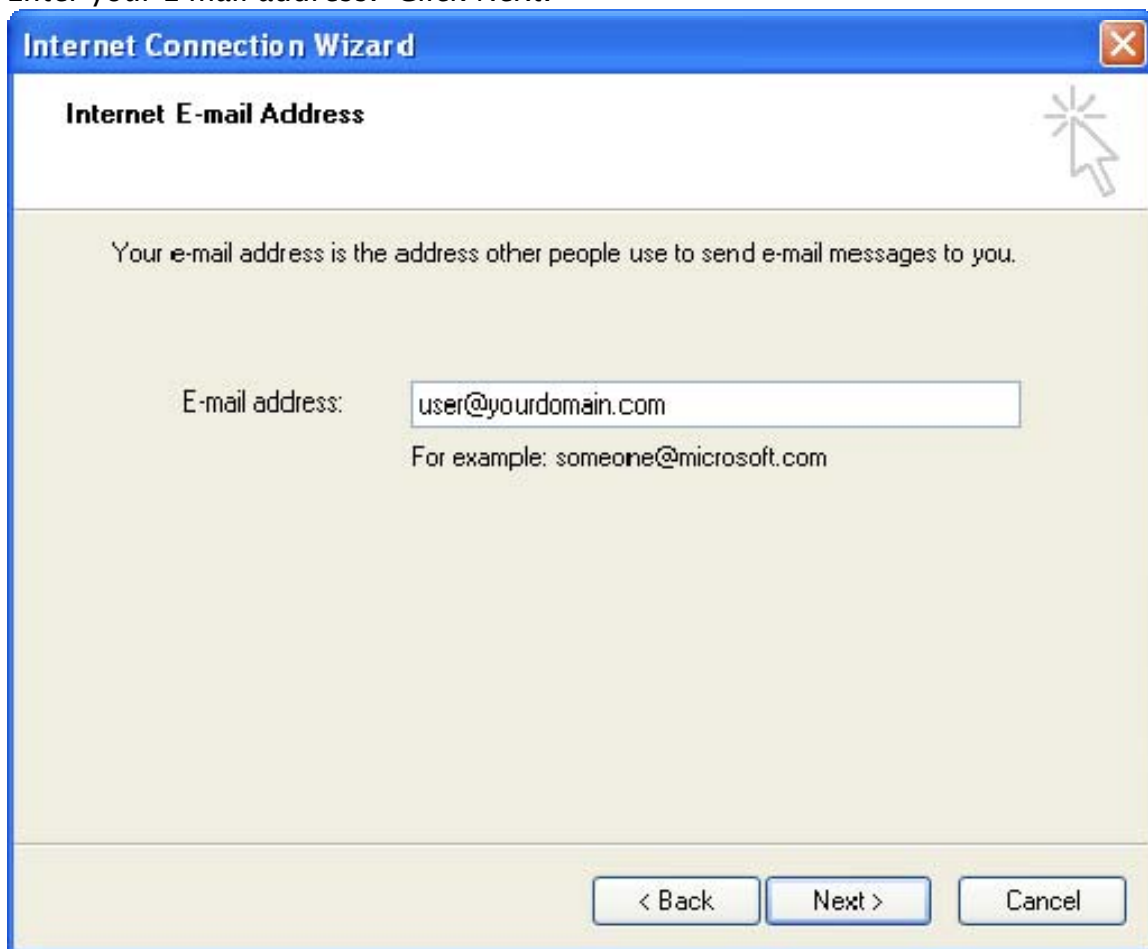


5. The Wizard will start.
6. Enter your Full Real Name in the Display Name field. Click Next.



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7. Enter your E-mail address. Click Next.

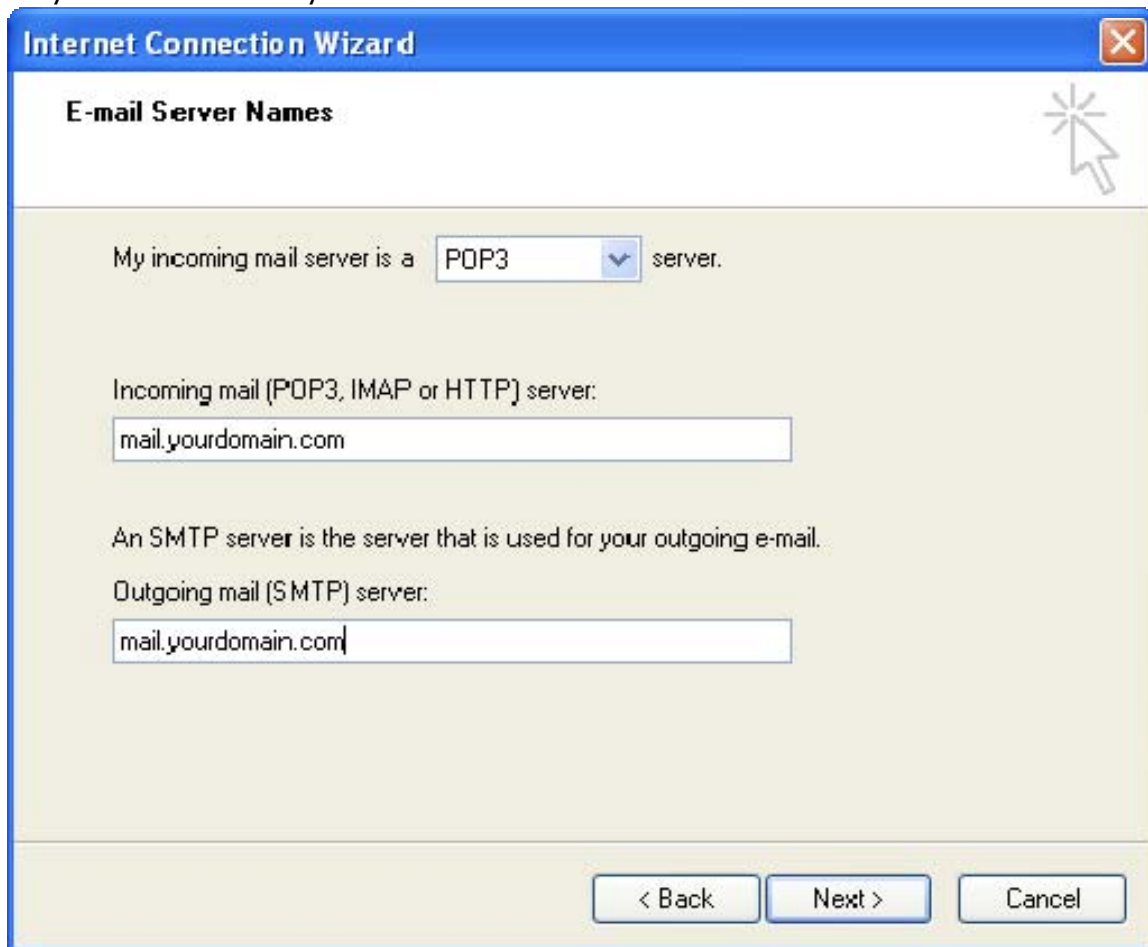


The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard". The main heading is "Internet E-mail Address". Below the heading, there is a text box containing "user@yourdomain.com". To the left of the text box is the label "E-mail address:". Below the text box is the text "For example: someone@microsoft.com". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

8. Select POP3 from the drop down menu. Enter your Incoming and Outgoing email servers. Click Next.
Note: Some ISP's require you to use their Outgoing Mail (SMTP) Server. You

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may need to contact your ISP or Network Administrator for more information.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "E-mail Server Names". The content area is light beige and contains the following text and input fields:

- "My incoming mail server is a server." (The dropdown arrow is visible on the right side of the input field.)
- "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "mail.yourdomain.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 "mail.yourdomain.com".

At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible in the top right corner of the dialog box.

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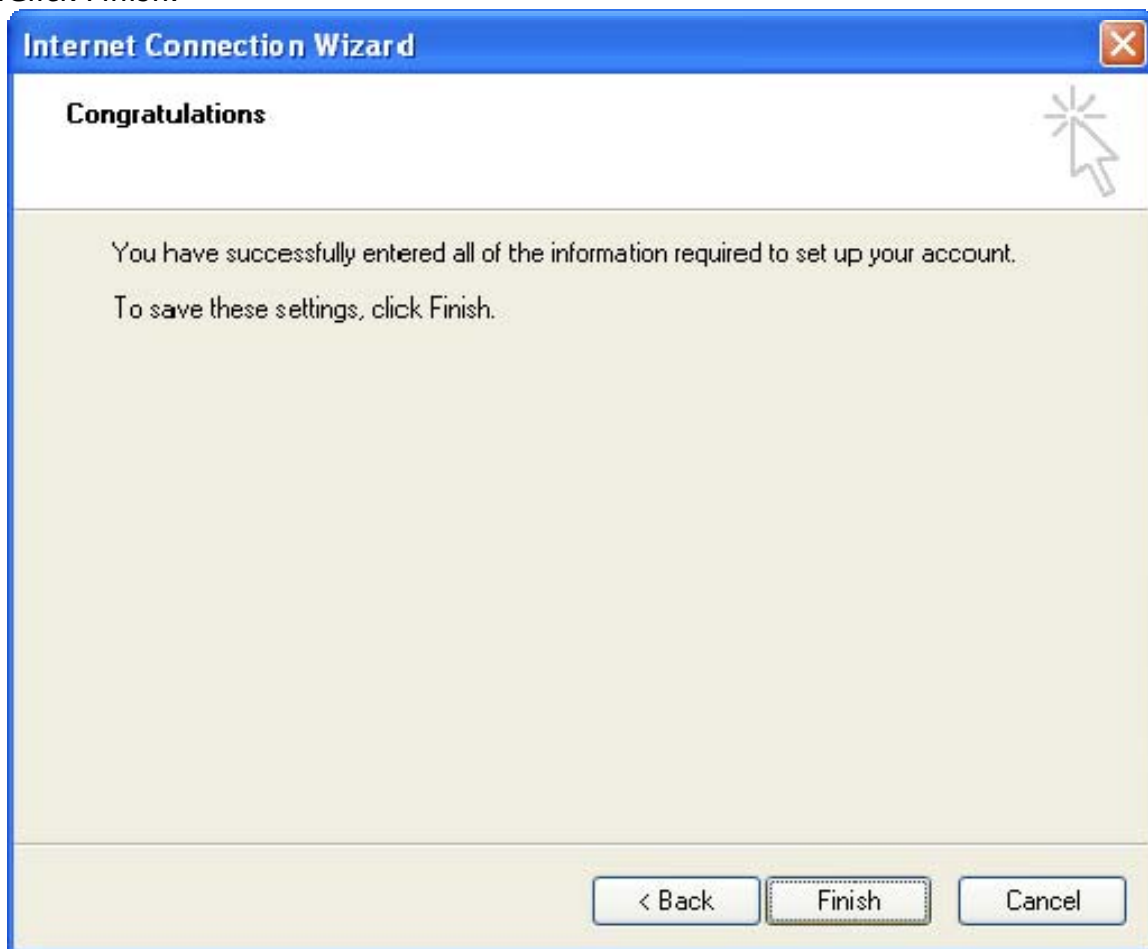
9. Enter your email address for your Account name. Enter your password. Click Next.



The screenshot shows a Windows-style 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, with a mouse cursor icon in the top right.
- 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 "emailaddress@domain.com".
- A "Password:" label followed by a password input field containing ten black 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 >" (highlighted in yellow), and "Cancel".

10. Click Finish.



11. Click the Send And Receive Button to verify new settings.

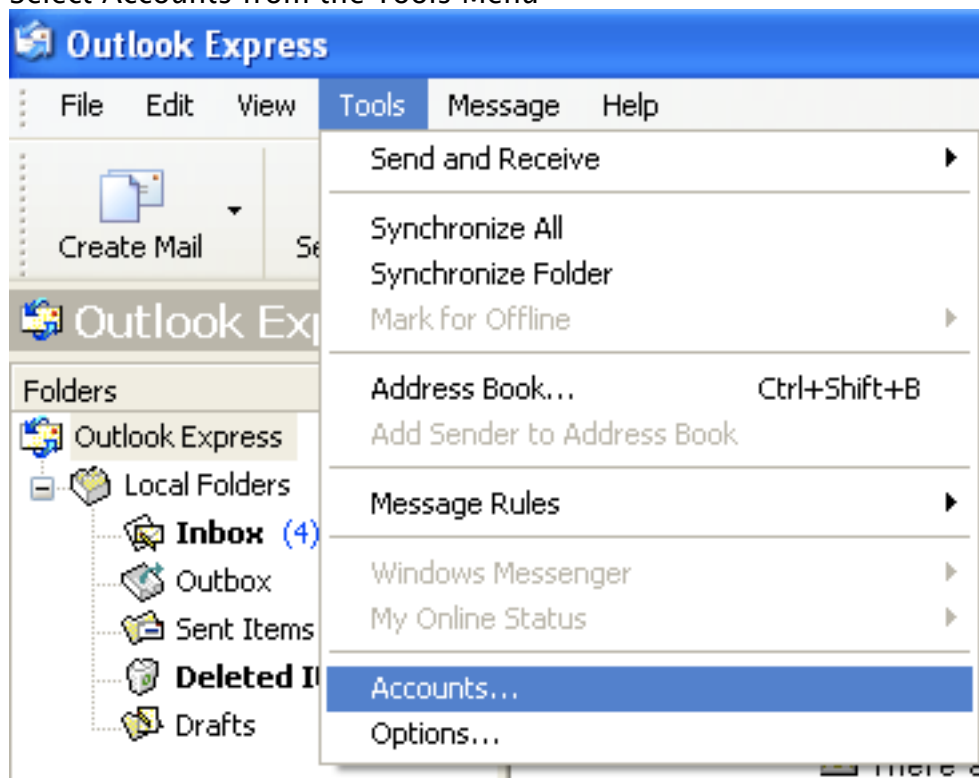
Remove Old Account

When you are ready, you may remove your old email account settings.

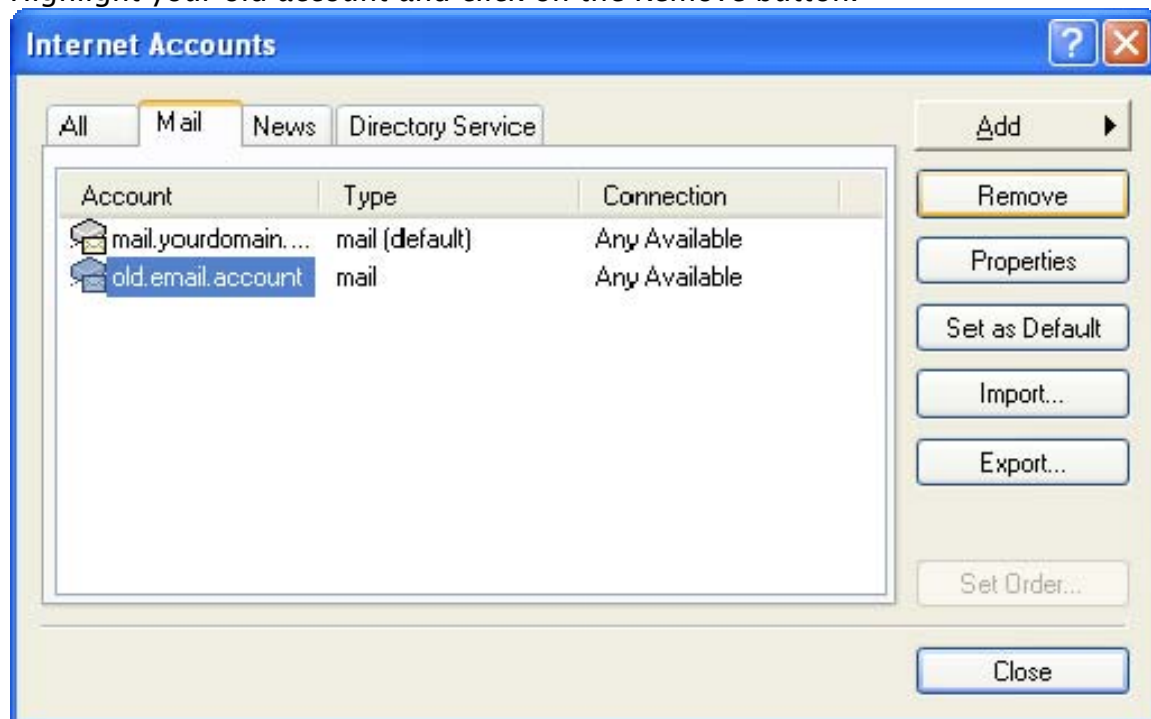
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2. Select Accounts from the Tools Menu

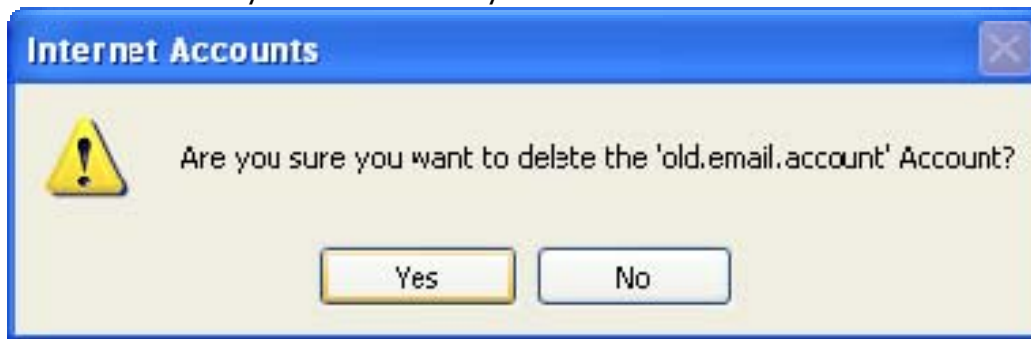


3. Click on the Mail Tab.
4. Highlight your old account and click on the Remove button.



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5. Click Yes to verify the removal of your old account.



More Information

Please visit <http://ws.wesconet.com/> for more information.

On the WESCONet Web Services Web Page you will find

Email Control Panel Login Link

This link will allow email users to manage their email address including:

- Changing Password
- Managing Spam Tagging
- Setting Vacation/Away messages

Email Users User Guide

This Guide provides further details on setting up your email address, as well as, using the Web Hosting Control Panel.

For Further Support

If you require further assistance, please contact your Network Administrator.