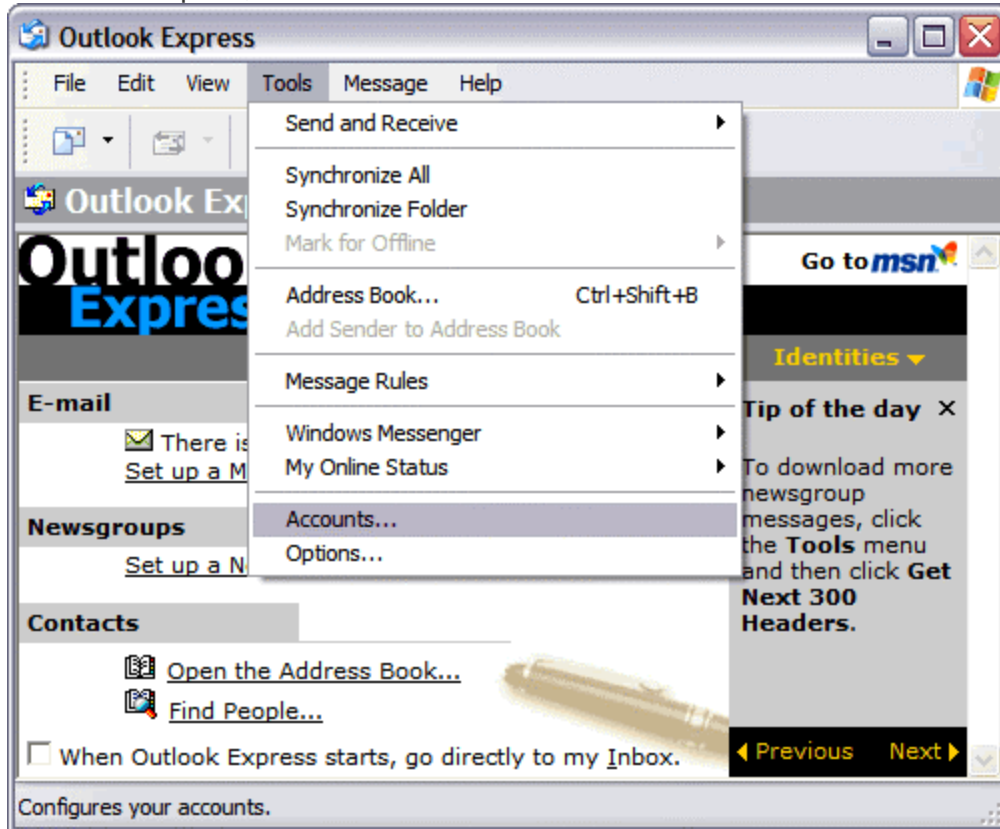
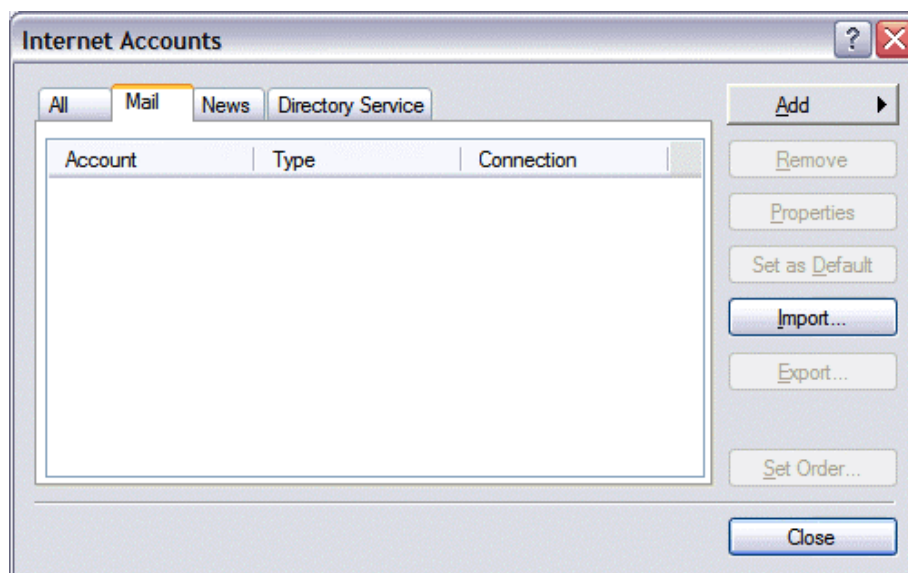


SETTING UP AN EMAIL ADDRESS USING OUTLOOK EXPRESS

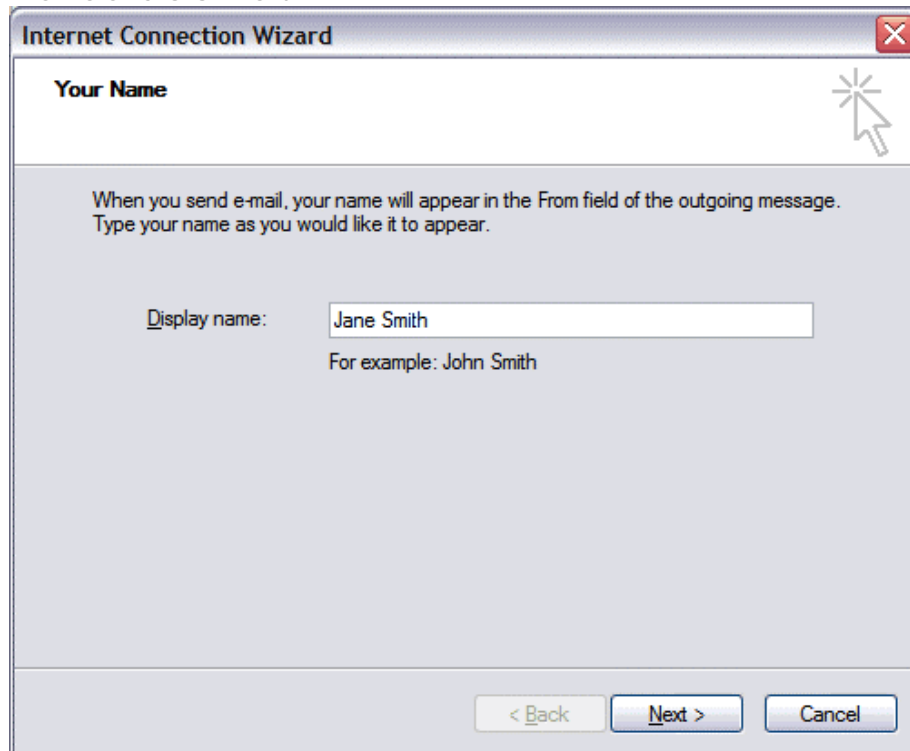
1. Open Outlook Express
2. In Microsoft Outlook Express, select Tools > Accounts.



3. Select the "Mail" tab in the Internet Accounts window and click "Add."



4. Enter your full name and click Next.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a text box containing "Jane Smith". To the right of the text box is a mouse cursor icon. Below the text box is the text "For example: John Smith". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Your Name

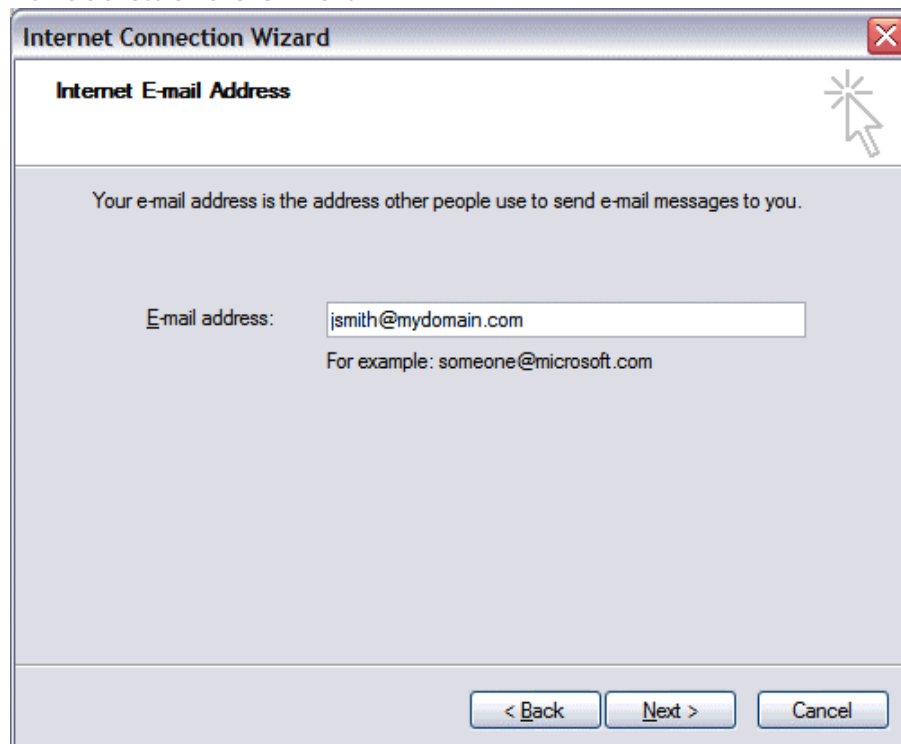
When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back Next > Cancel

5. Enter your e-mail address and click Next.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a text box containing "jsmith@mydomain.com". To the right of the text box is a mouse cursor icon. Below the text box is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back Next > Cancel

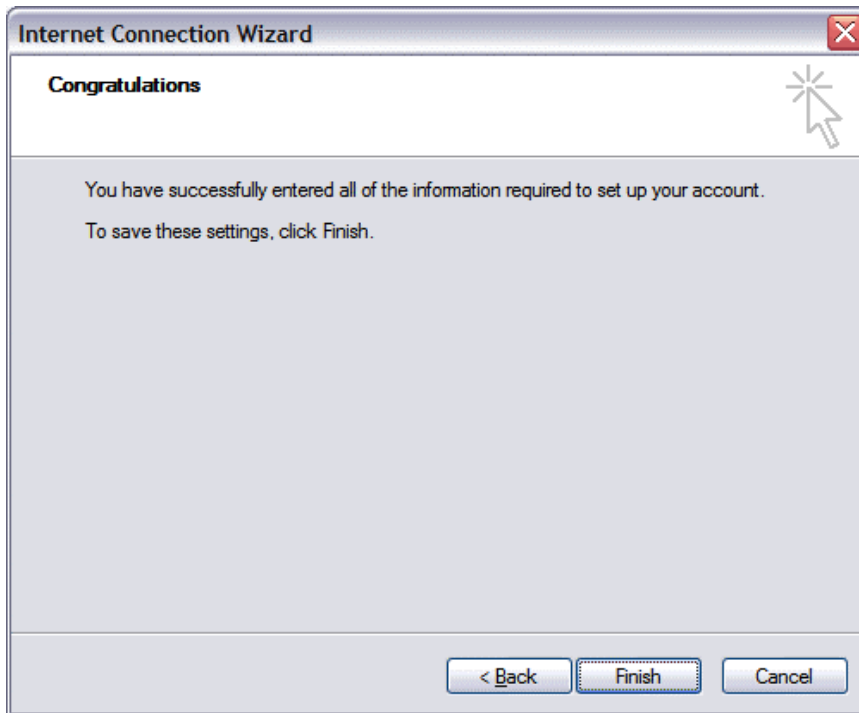
- On the E-mail Server Names window, enter your information as follows:
My incoming mail server is a POP3 server
Incoming mail (POP3, IMAP or HTTP) server: mail.mydomain.com
Outgoing mail (SMTP) server: mail.mydomain.com or that of your ISP

The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu for 'My incoming mail server is a' set to 'POP3'. Below that is a text box for 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'mail.goldenoak.com'. Below that is a text box for 'Outgoing mail (SMTP) server:' also containing 'mail.goldenoak.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

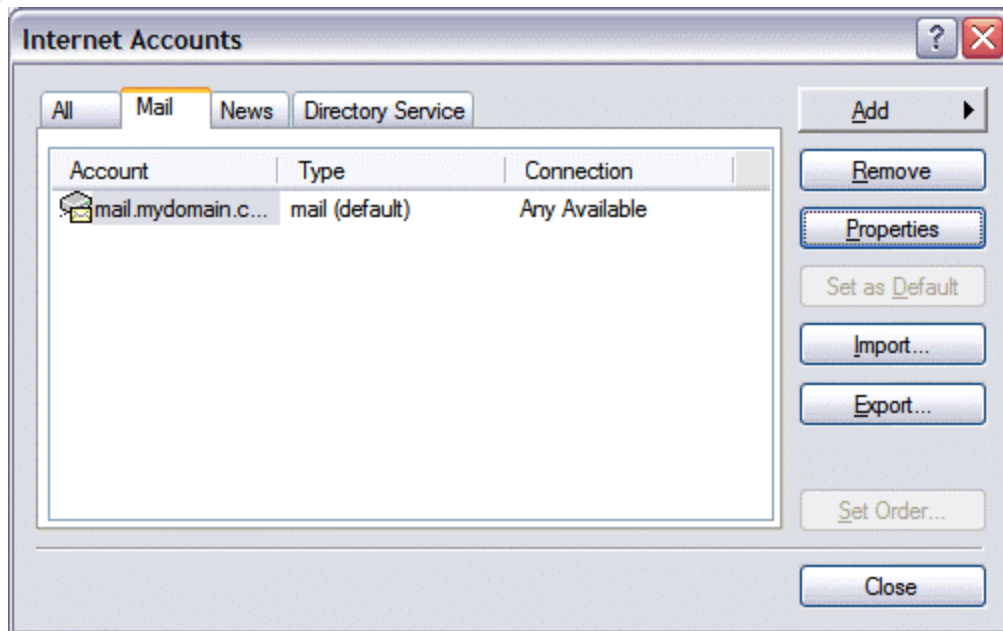
- Enter your e-mail address for your account name and enter your password. Click Next.

The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text box for 'Account name:' containing 'jsmith@mydomain.com'. Below that is a text box for 'Password:' with masked characters. Below the password box is a checked checkbox for 'Remember password'. Below that is a text box for 'Log on using Secure Password Authentication (SPA)' which is unchecked. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

8. Click Finish.



9. Click Close



Your Account is setup. You can test it by sending an email to yourself.