



## **How To: Setup your email address in Microsoft Outlook Express**

## Checklist

Ensure you have the following details with you that are required to complete the process:

- Your full email address (eg. yourname@yourdomain.com.au)
- Your email password
- Your domain name. This is used as both your incoming and outgoing mail server. If your website address was <http://www.spectrumwired.com> your incoming and outgoing mail servers would be *spectrumwired.com* (we ignore the 'http://www.')

## Overview

This document's aim is to assist with email setup for the companies and businesses that have website hosting through Spectrum Wired.

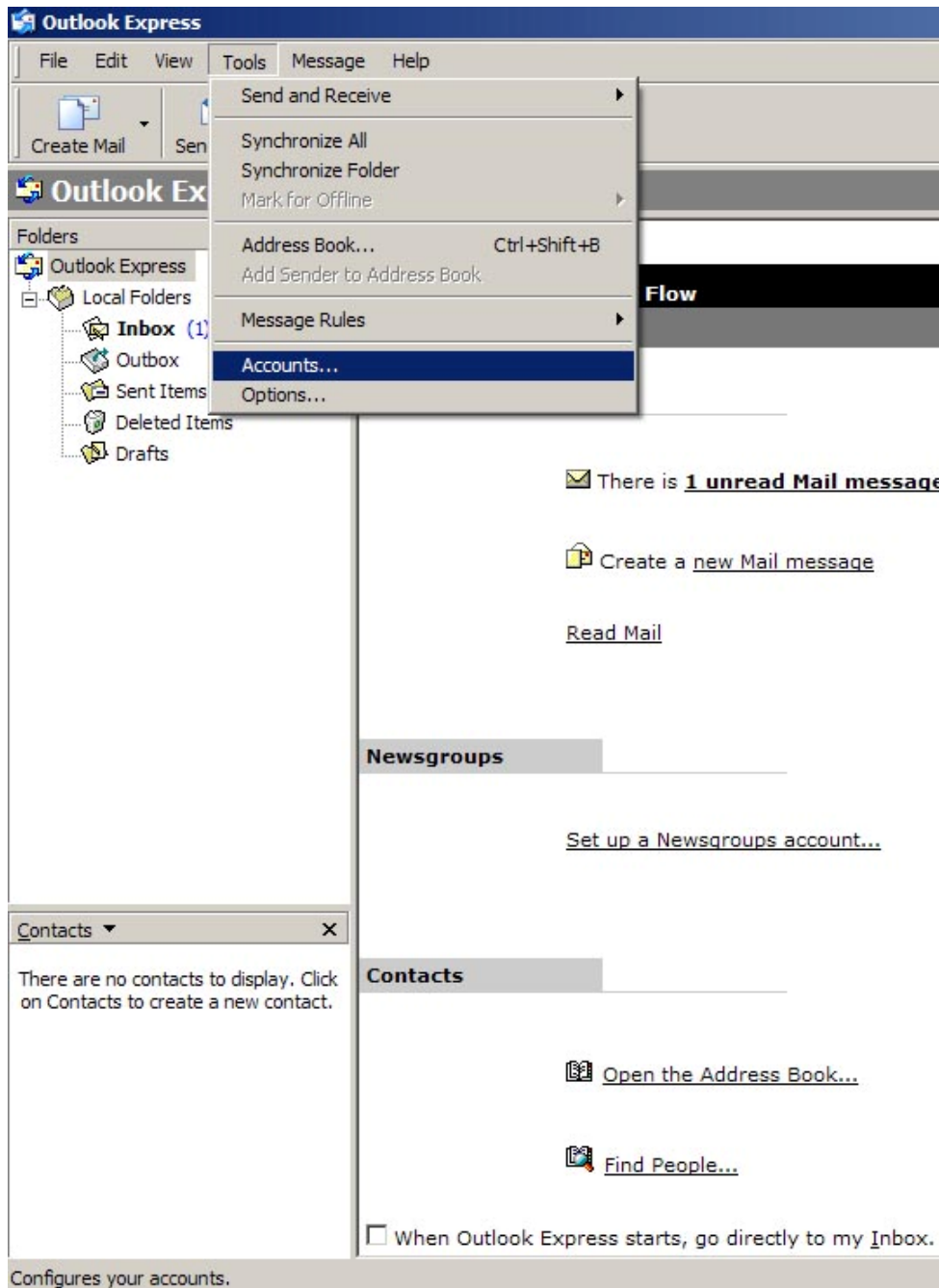
Instructions will be provided for email setup with Microsoft Outlook Express by-step point form with accompanying screen-grabs.

This document is for clients of Spectrum Wired hosting services only

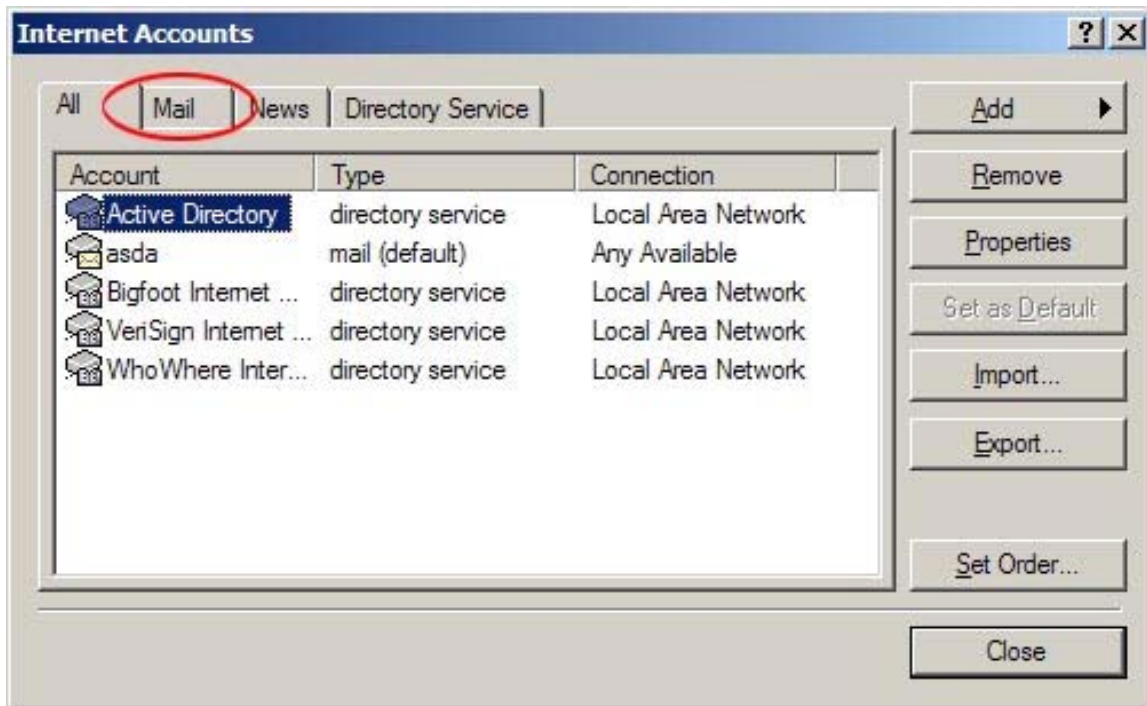
***Please Note: If after following these instructions you find that you can receive but not send emails; you must contact your ISP's technical support and use their outgoing mail (SMTP) server.***

## Microsoft Outlook Express: Setting up your email address for the first time

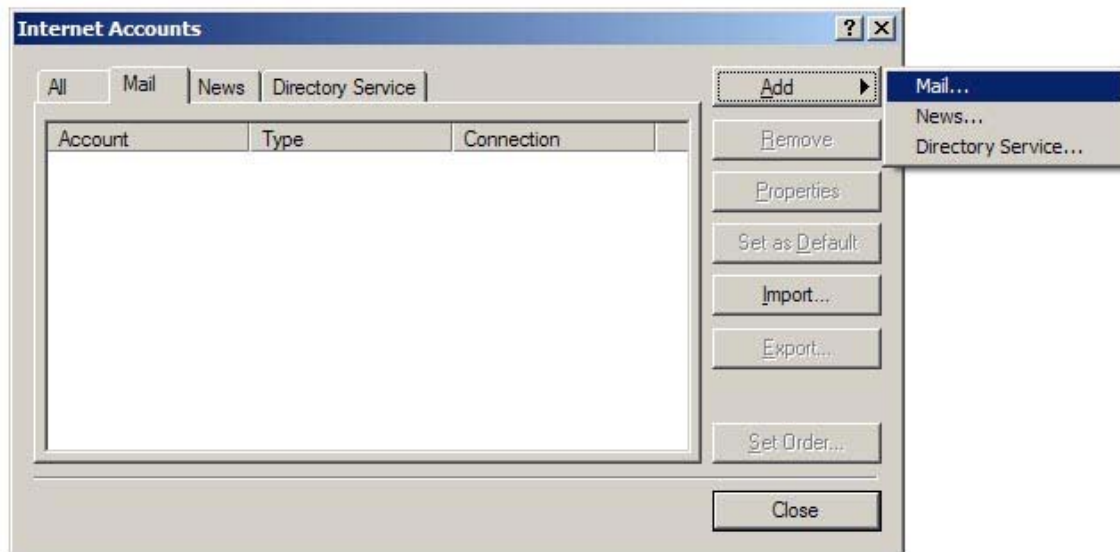
- 1) Open Microsoft Outlook Express
- 2) In the 'Tools' menu select 'Accounts...'



3) Select the **'Mail'** tab



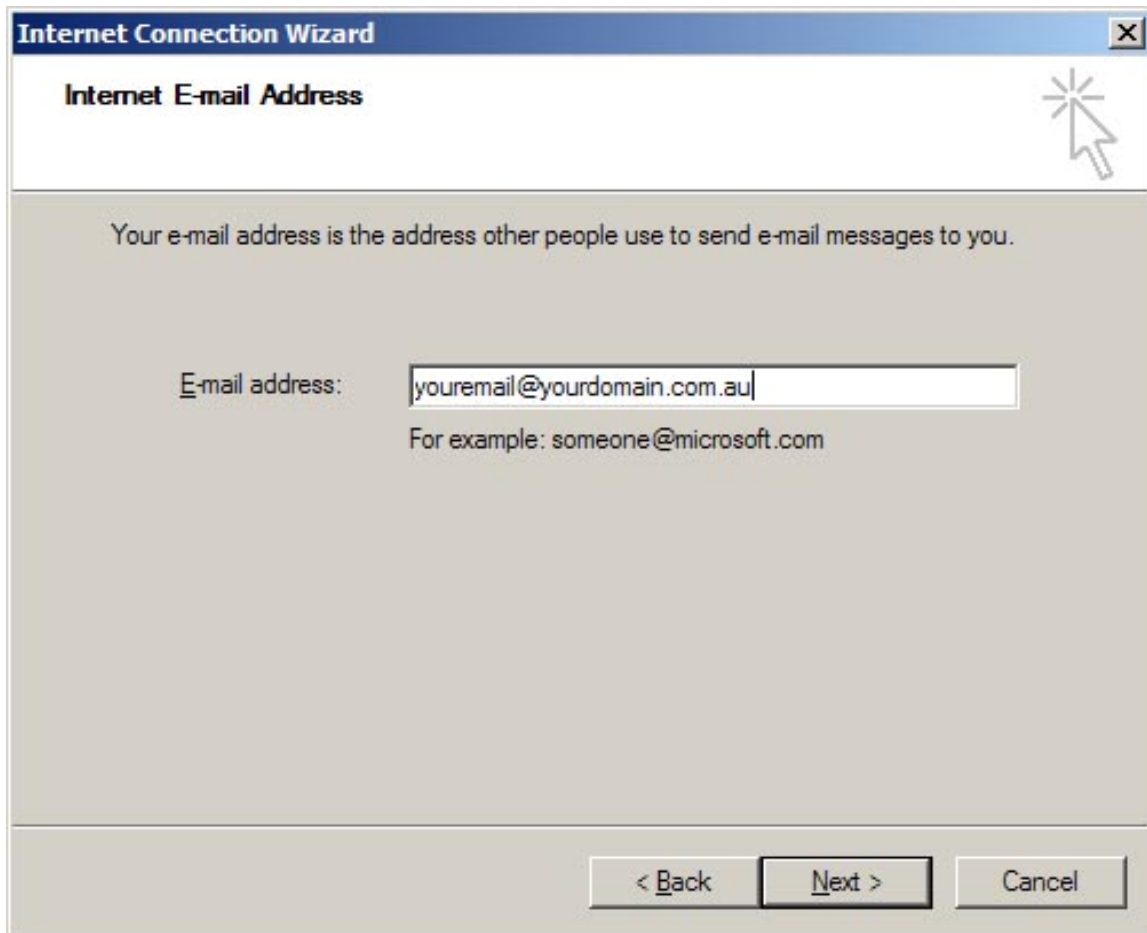
- 4) Select the **'Add'** button, followed by the **'Mail...'** menu item



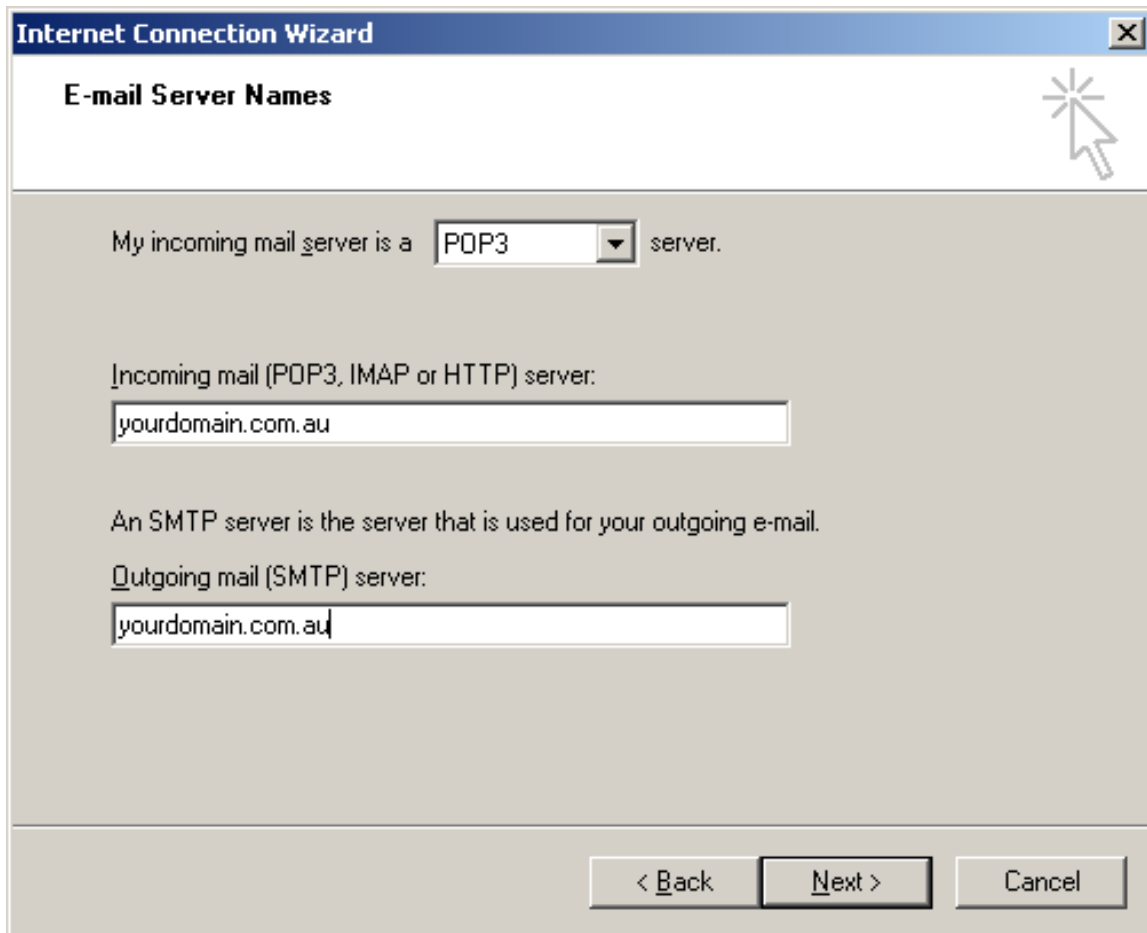
- 5) Enter the name you wish to be displayed on outbound emails and click the **'Next >'** button



6) Enter your full email address and click the **'Next >'** button



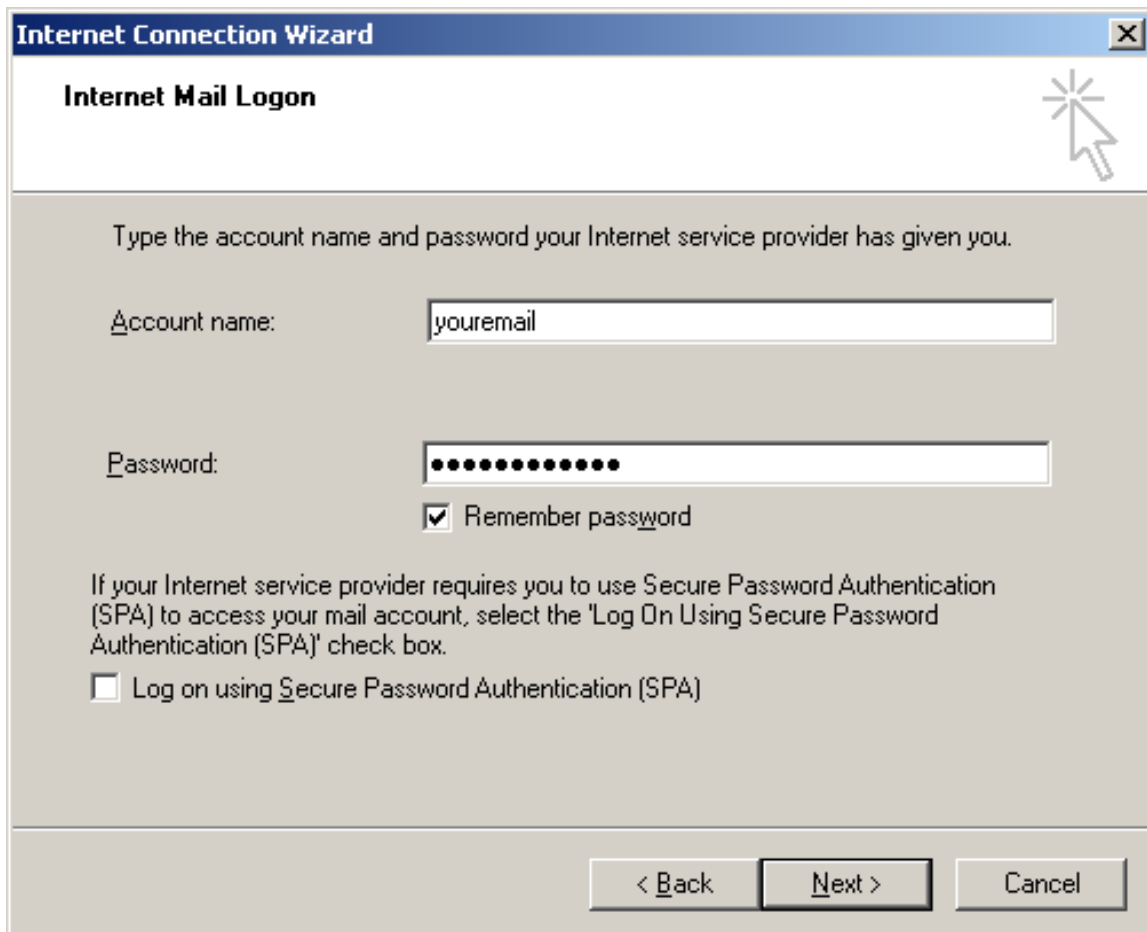
- 7) Enter your incoming and outgoing mail server (*Eg. yourdomainname.com.au*) then click the '**Next >**' button



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' with a close button in the top right corner. The main title of the step is 'E-mail Server Names'. Below this, there is a section for incoming mail servers. It states 'My incoming mail server is a  server.' Below this, there is a text box labeled 'Incoming mail (POP3, IMAP or HTTP) server:' containing the text 'yourdomain.com.au'. There is also a section for outgoing mail servers. It states 'An SMTP server is the server that is used for your outgoing e-mail.' Below this, there is a text box labeled 'Outgoing mail (SMTP) server:' containing the text 'yourdomain.com.au'. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.



- 8) Enter your '**Account name:**' If your email address was [youremail@yourdomain.com](mailto:youremail@yourdomain.com) your Account name would be youremail (we ignore the '@yourdomain.com'). Then carefully type your password in the '**Password:**' field and click the '**Next >**' button



**Internet Connection Wizard**

**Internet Mail Logon**

Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

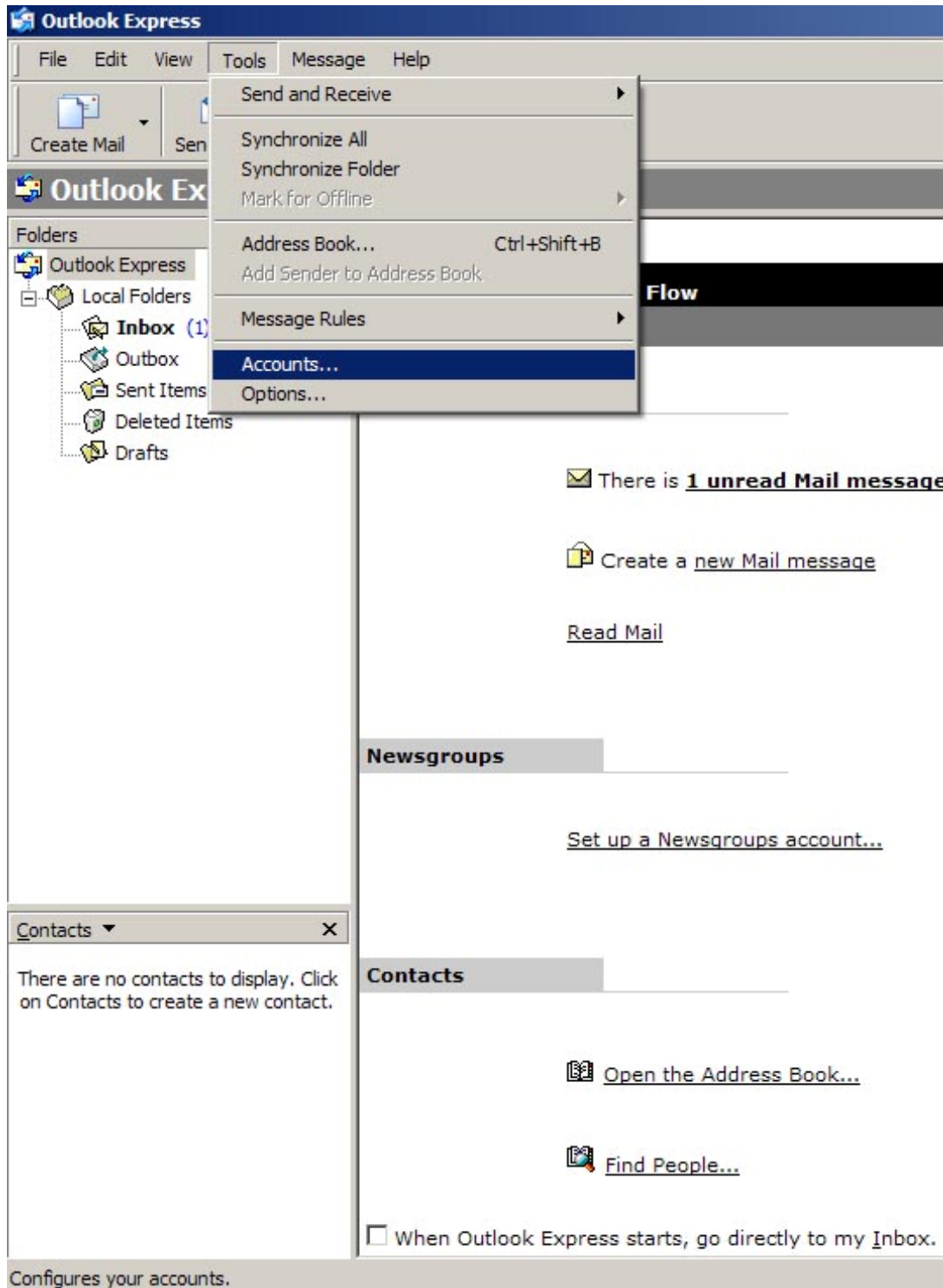
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

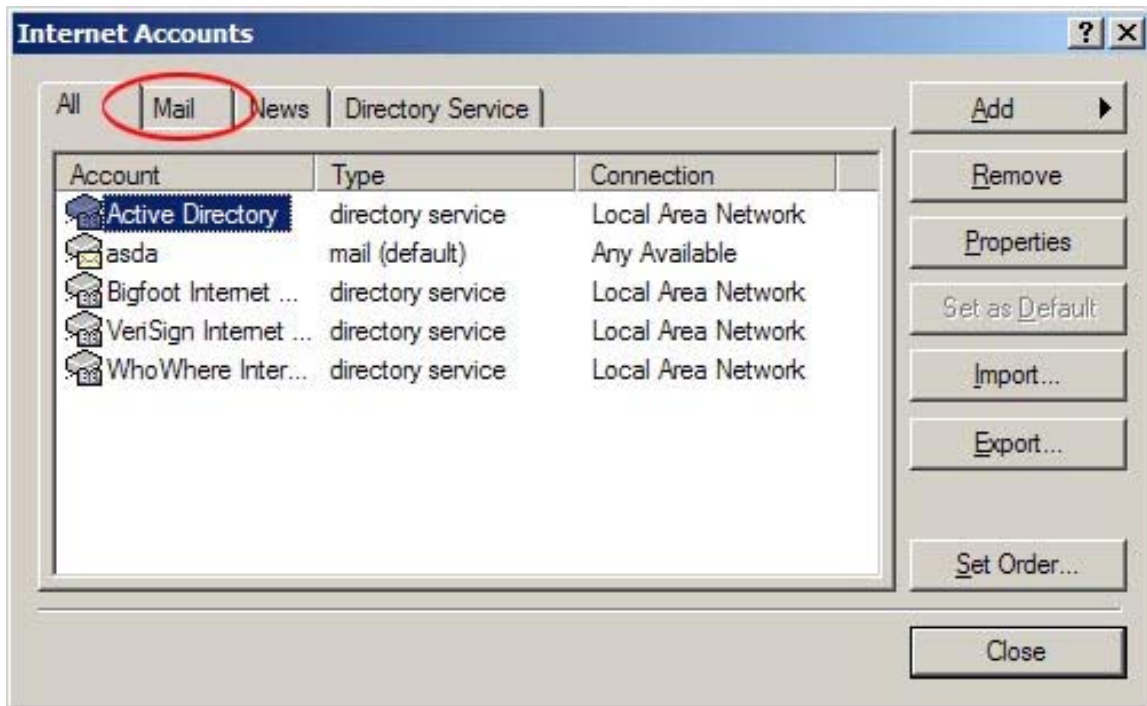
< Back    Next >    Cancel

- 9) Click the '**Next**' button, then the '**Finish**' button to continue.

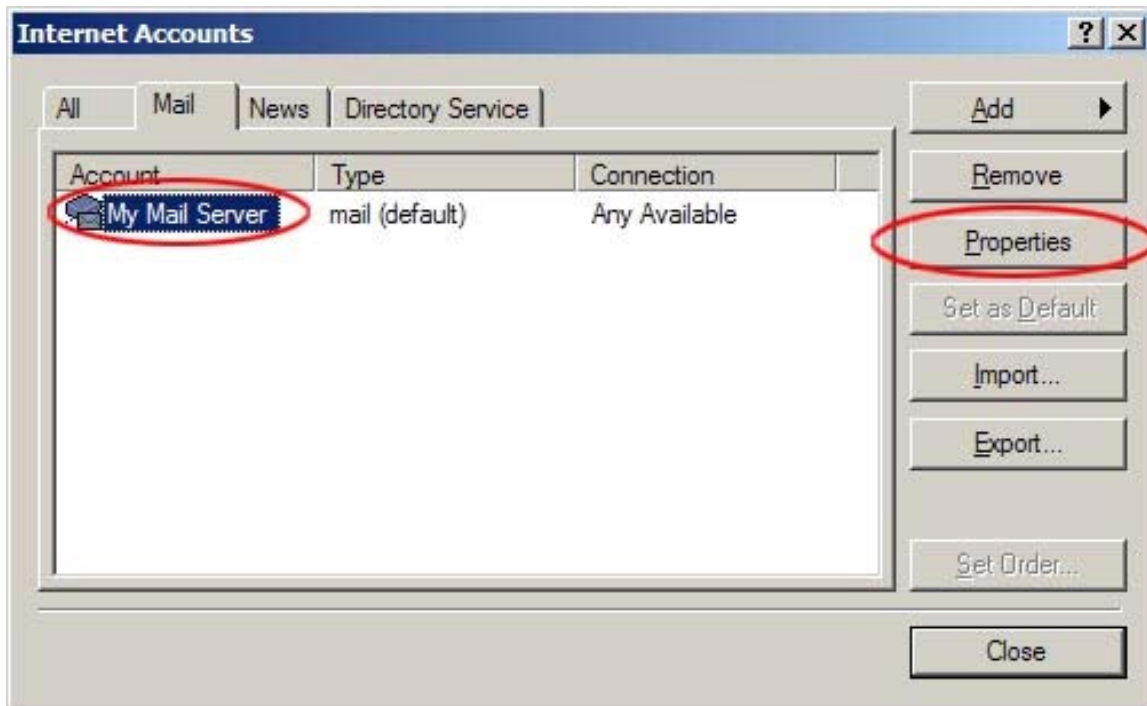
10) To complete the email setup we need to activate server authentication for outgoing mail. Click the 'Tools' menu select 'Accounts...' again



11) Select the 'Mail' tab



12) Select the mail account you just created and click the **'Properties'** button



13) Select the **'Servers'** tab



- 14) Make sure the **'My server requires authentication'** checkbox is checked and click **'OK'**

