

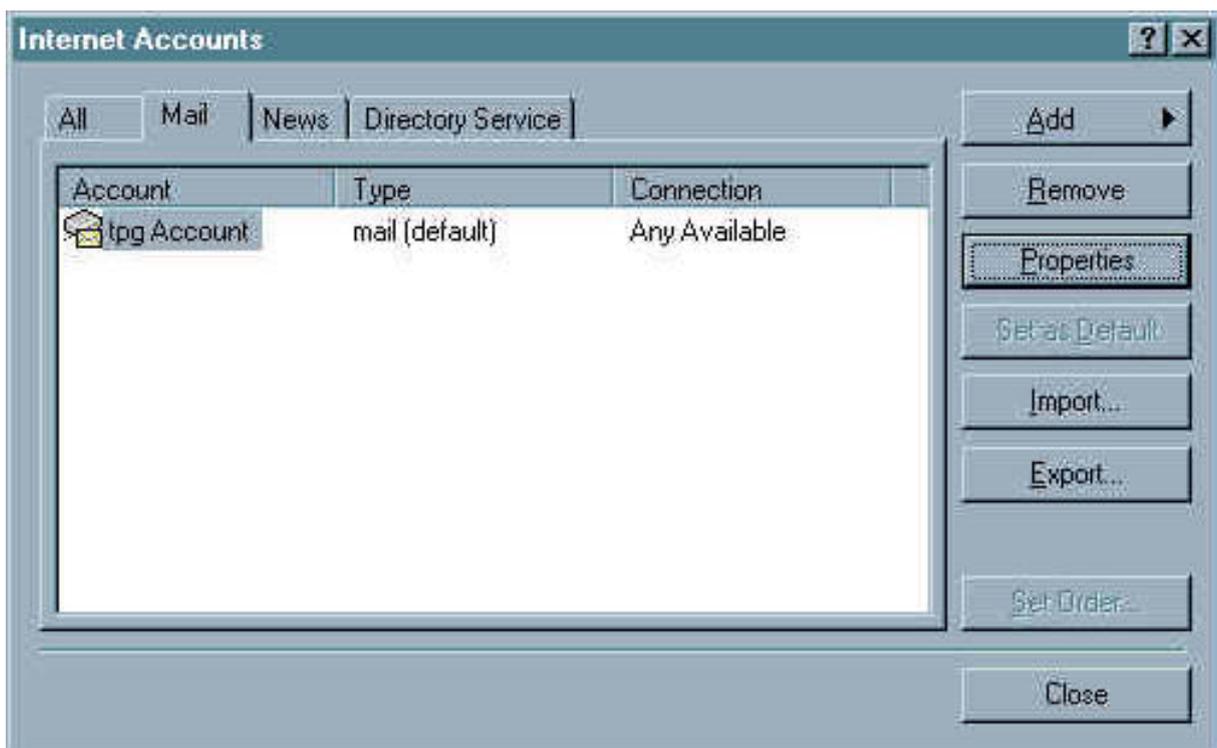
Add a new account - Outlook Express.

The following explains how to add a new account using Outlook express.

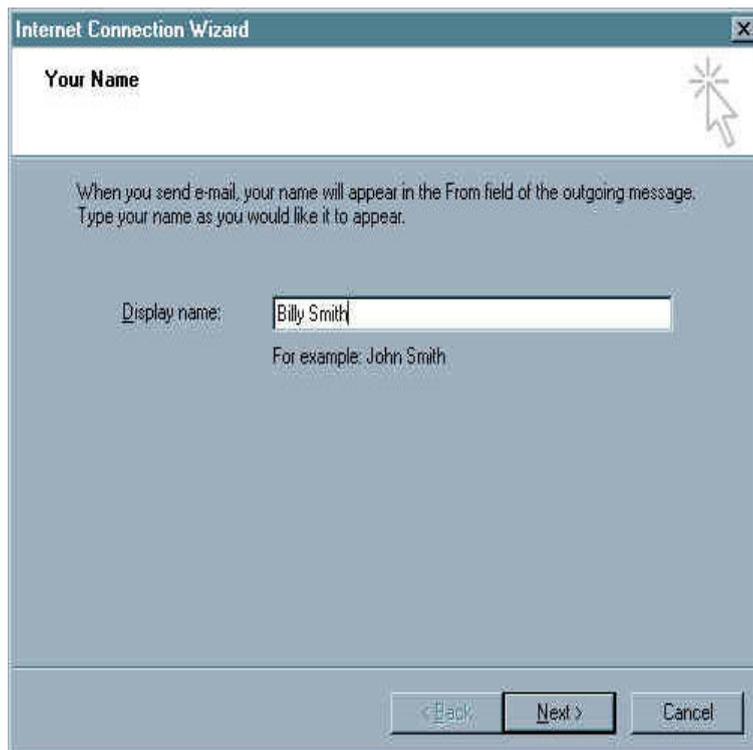
- From the menu click "Tools" and then click on "Accounts."



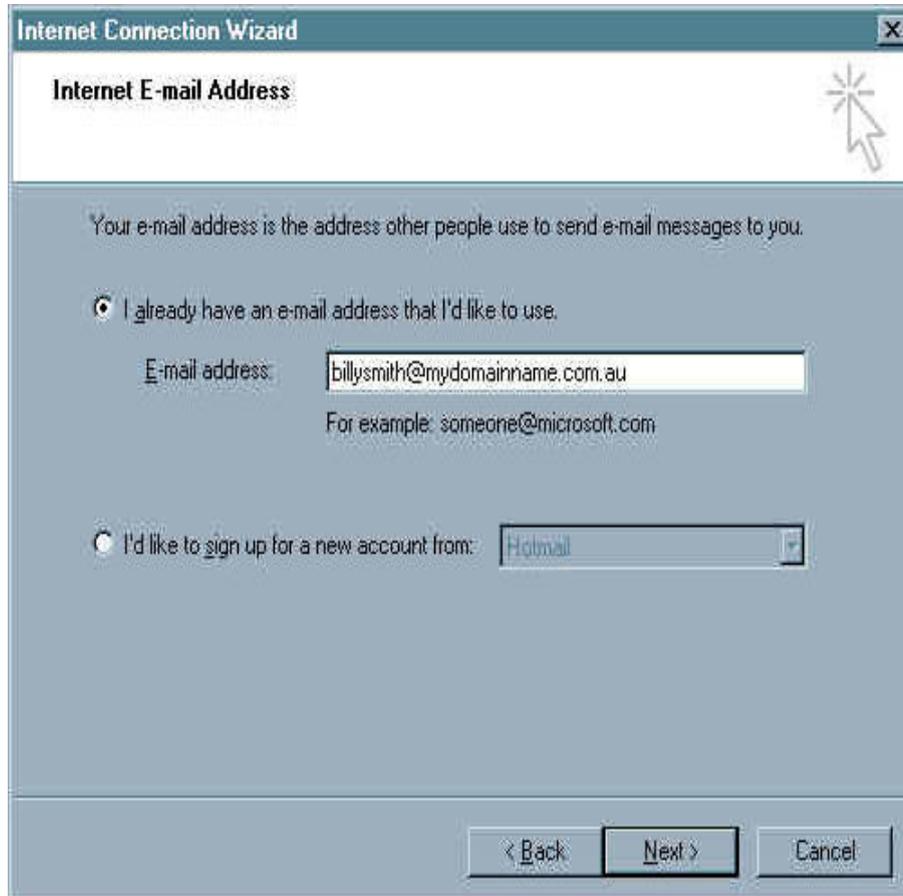
- This will display you **Internet Account**. You must now click on the **Mail** Tab. And the window should look the same as below.



- To add a new mail account click on the **Add** button. If you want to check the setup of an existing account, highlight the account and then click on **Properties**.
- When you click on **Add**, the **Internet Connection Wizard** will start. See below.

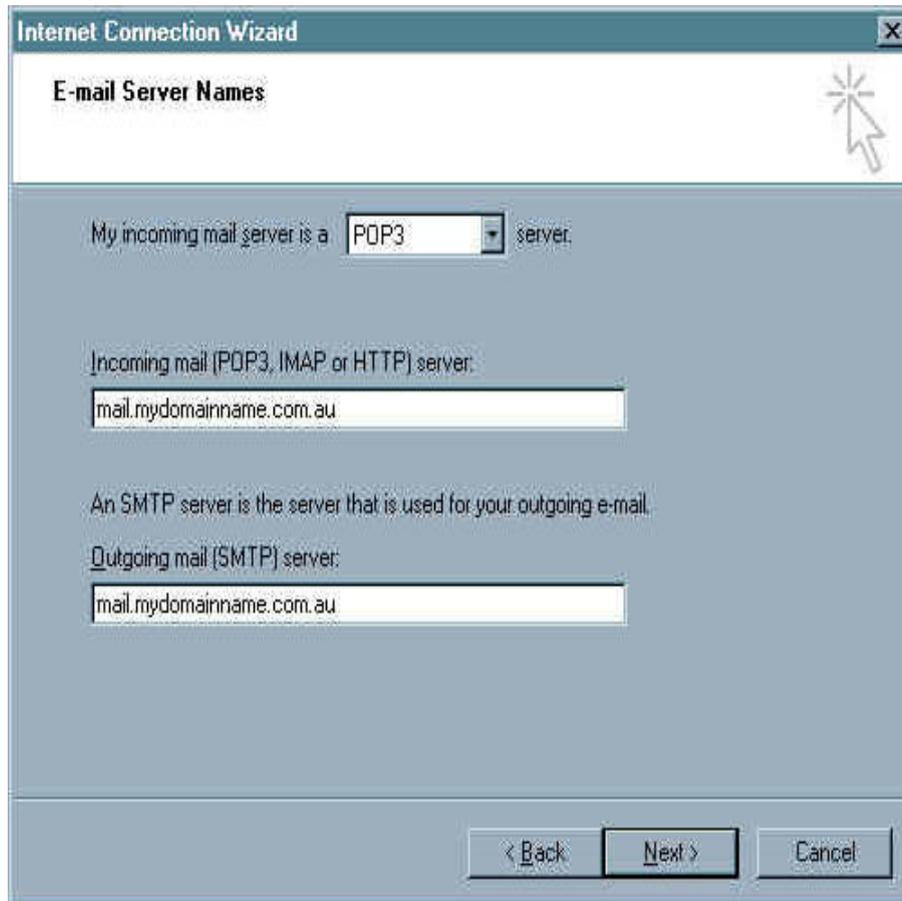


- Enter your name as you want to be known. Click **Next** when done.
- The next window displayed is where you enter your email address.
See Below.



- Enter your full email address.

- The next screen is where you enter the name of the mail server. The mail server is a POP3 server. Next enter the incoming and outgoing server names. See below.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "E-mail Server Names". Below this, there is a text field that says "My incoming mail server is a" followed by a dropdown menu showing "POP3" and the word "server". Underneath, there is a label "Incoming mail (POP3, IMAP or HTTP) server:" and a text input field containing "mail.mydomainname.com.au". A second label reads "An SMTP server is the server that is used for your outgoing e-mail." followed by "Outgoing mail (SMTP) server:" and another text input field containing "mail.mydomainname.com.au". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

- Ensure you substitute your domain name in.
- Next you must enter you Login and Password. When you enter the login it must be in the same format as shown below ie name@domainname. Note you do not add the .com.au

The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" containing "billysmith@mydomainname" and "Password:" containing "xxxxxxxxxx". A checked checkbox labeled "Remember password" is positioned below the password field. A paragraph of text explains: "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." Below this is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the top right corner of the dialog box.

- Enter you password
- Click **Next** and then **Finish** to finish.
- Next click **Close** to close the Internet Account page.
- If you are going to send outwards mail from the account just added you must configure this as shown. There is a mail Help file for this action.