

Set up Email Client Microsoft Outlook Express

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The purpose of this document is to outline the steps to configuring an e-mail POP account for a client end user. Follow the steps as shown for set up on a Microsoft Outlook Express 2003 email application; in most cases the set up is similar in most versions of Outlook Express.

Open your Outlook Express:

Click “Tools” → “Accounts”

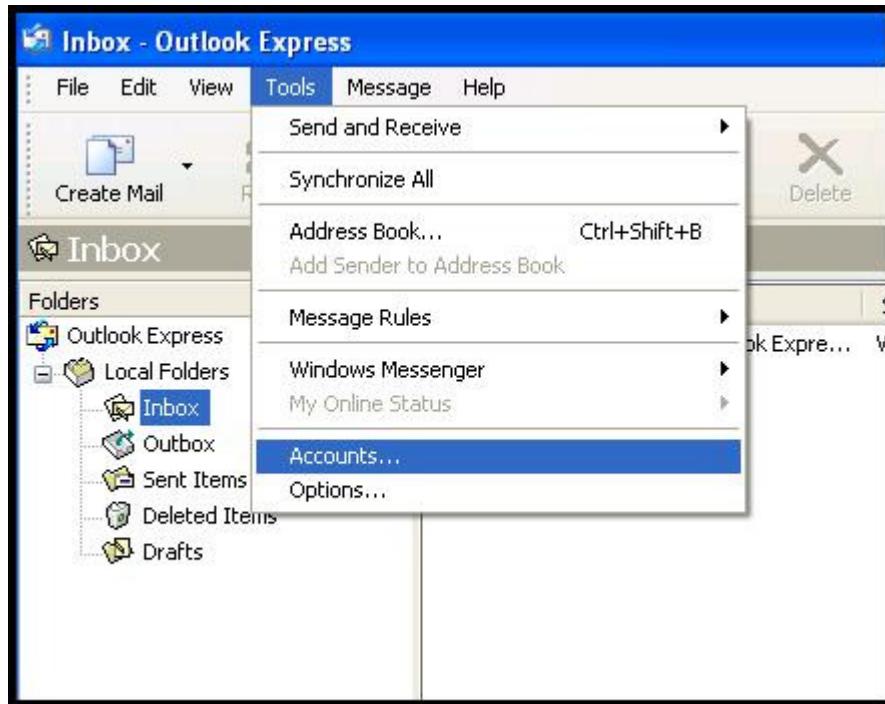


Figure 1

Navigate to the 'Mail' tab

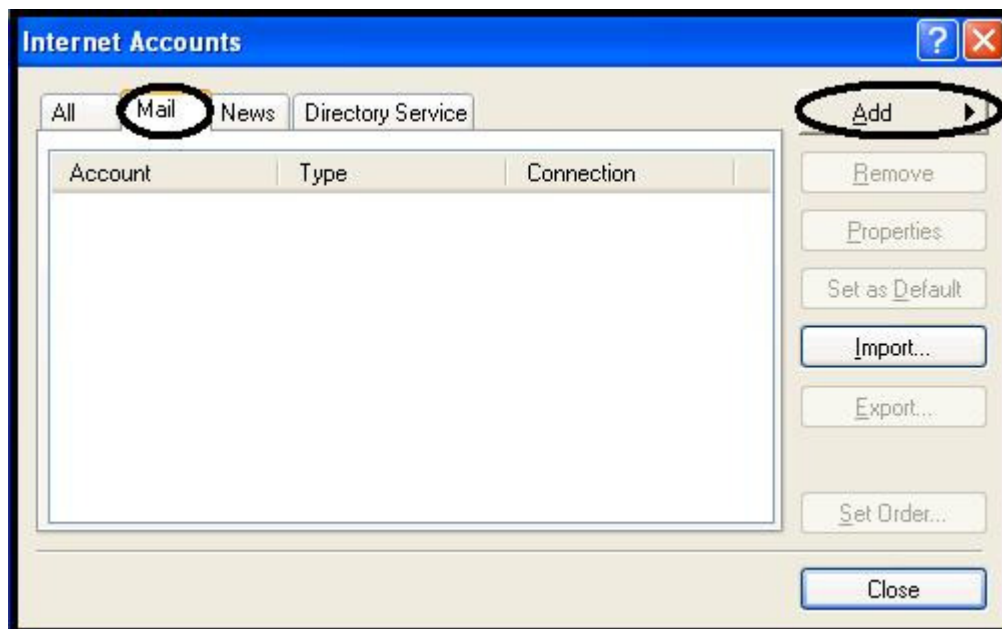


Figure 2

Click the “Add” button (figure 2) and select “Mail...” (figure 3).

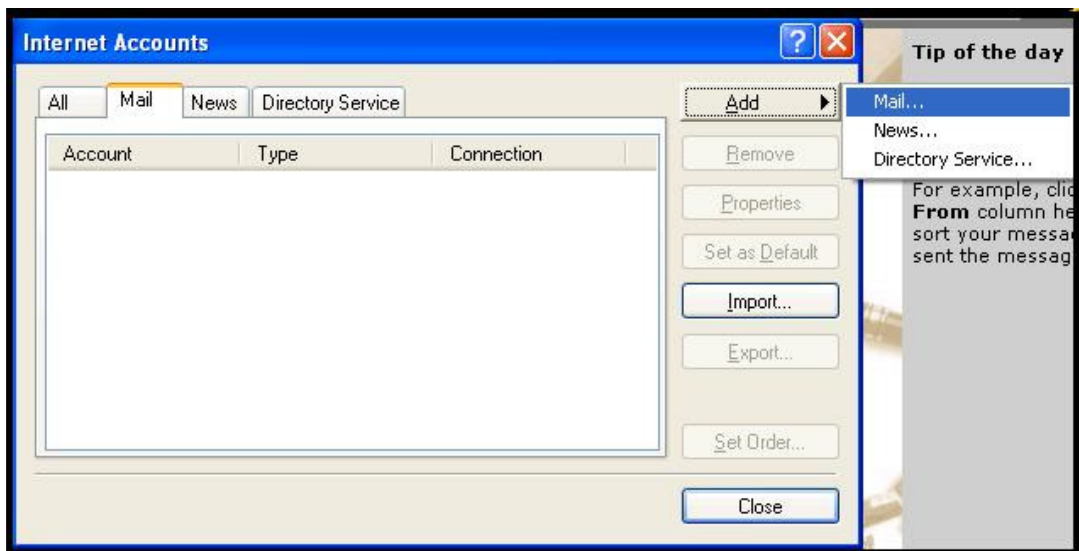


Figure 3

The mail configuration wizard will now be launched.

In this example the user creating this email address is named “John Smith”, input your or whomever you are creating this email account for) name.



Figure 4

Click “Next”



Figure 5

Email your new email address completely (figure 5) and click "Next".

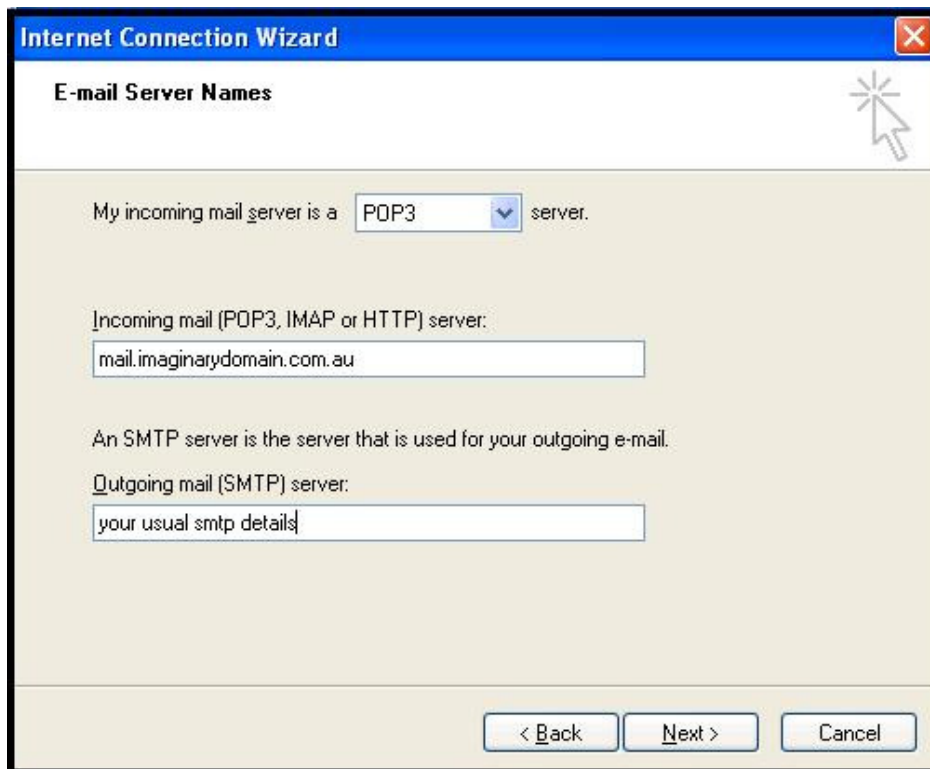


Figure 6

Input your incoming mail and outgoing mail servers (figure 6) and click "Next".

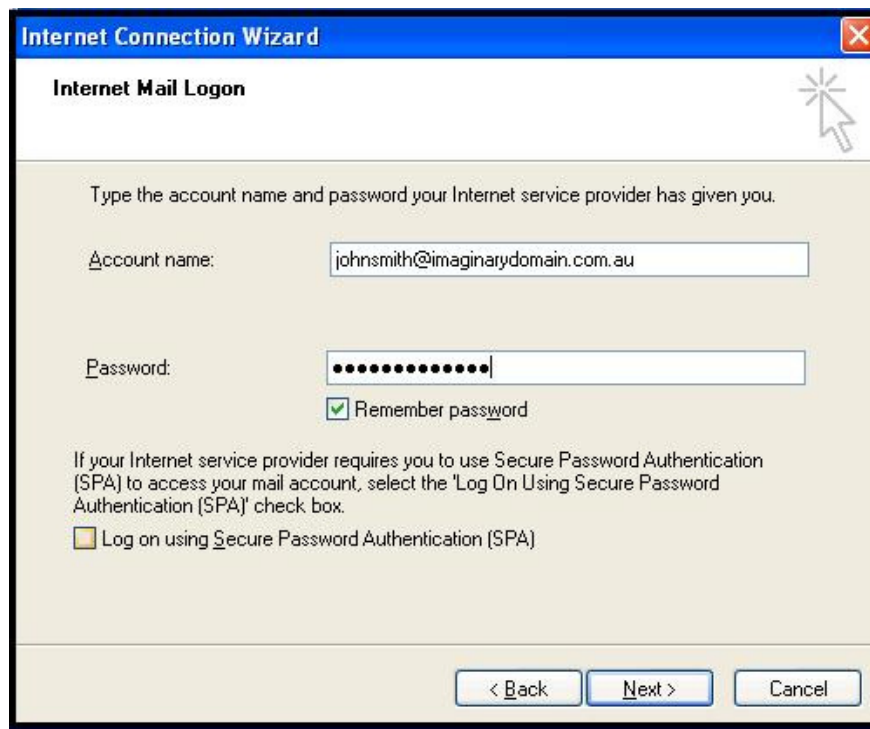


Figure 7

Input your account name (or 'user name') and password, and click "Next".

Note: Do not forget to input the domain name if specified. Sometimes the user name is the full email address.

Terminology:

Your Name: This field shows the name that will be displayed when mail is sent.

E-Mail Address: This is the email address that will be displayed when mail is sent.

Incoming mail server (POP): This field should always be set to *mail.yourdomainname* that is our standard convention for incoming mail server.

Outgoing mail server (SMTP): This should be set to your assigned ISP SMTP details, if you do not know what should go here; contact your Internet provider.

Account Name: Make sure you copy the user name correctly, including "@domainname.com" only if specified.

Password: Your password

If you have continued trouble with this process contact Telligence on 1300 852 189 or info@telligence.com.au and ask for Matt.