



Setting up a new e-mail account with Microsoft Outlook Express 6

This fact sheet will take you through the steps required to set up a new e-mail account in Microsoft Outlook Express 6. If you are using a different program for email please refer to the fact sheet for that program or contact Virtusoft Ltd if a fact sheet is not available.

Step 1:

From the menu in outlook select "Tools" then in the tools menu select "Accounts..." (see Figure 1)

Step 2:

On the accounts screen click "Add " then click "Mail..." (see Figure 2)

Step 3:

Enter the name you want all e-mails sent using this account to display in the "From" field into the "Display Name" field then click "Next >"

Step 4:

Enter the E-mail address people should use to reply to your messages into the "E-mail Address" field then click "Next >"

Step 5:

Set the "Incoming mail (POP3 or IMAP) server " address to the POP3 server given to you with your email account. For Virtusoft Ltd / Web Drive customers this will be in the format "pop.yourdomain.tld". Set the "Outgoing mail (SMTP) server" to your ISPs SMTP server. Click "Next >" (see Figure 3)

Step 6:

Set the "User Name" field to the user name supplied for your email account. Set the "Password" field to the password supplied for your email account. Tick "Remember Password", un-tick "Log on using Secure Password Authentication (SPA)" then click "Next >" (see Figure 4)

Step 7:

Click "Finish"

You have now completed setting up your new e-mail account.

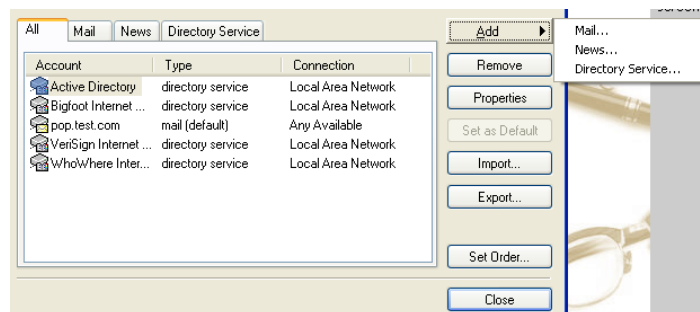


Figure 2

E-mail Server Names

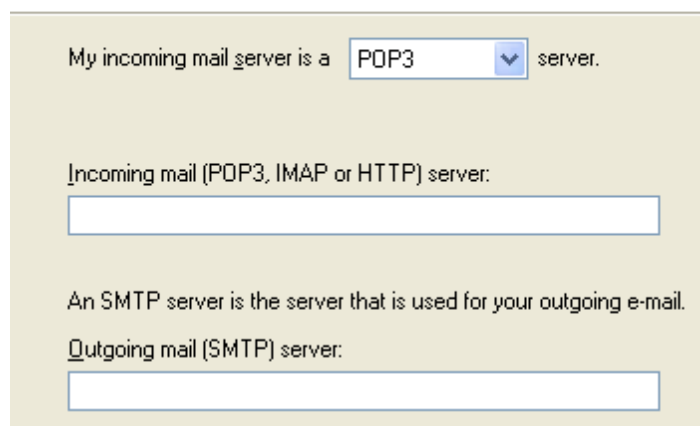


Figure 3

Internet Mail Logon



Figure 4

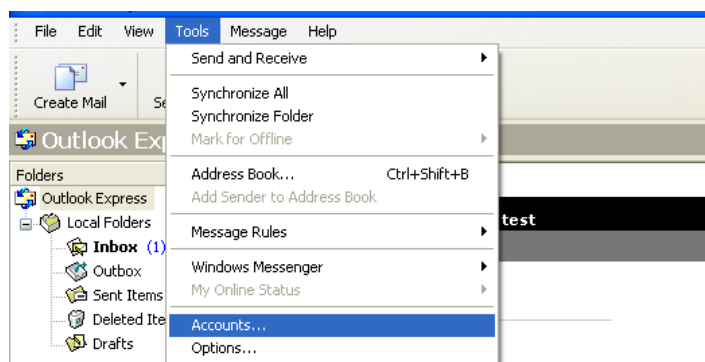


Figure 1





Changing an e-mail account with Microsoft Outlook Express 6

This fact sheet will take you through the steps required to change an existing e-mail account in Microsoft Outlook Express 6. If you are using a different program for email please refer to the fact sheet for that program or contact Virtusoft Ltd if a fact sheet is not available.

Step 1:

From the menu in outlook select "Tools" then in the tools menu select "Accounts..."
(see Figure 1)

Step 2:

On the accounts screen select the account you wish to change then click "Properties"
(see Figure 2)

Step 3:

The "General" tab allow you to change the name of the account and the User Information that is used when sending e-mail. You can also choose whether to include this account when "Send/Receive" is clicked
(see Figure 3)

Step 4:

The "Servers" tab allows you to change which servers outlook should use for sending and receiving e-mail and the account details used to receive e-mail
(see Figure 4)

Step 5:

Click "Ok" to save your settings and return to the account list

Step 6:

Click "Close" to return to Outlook Express 6

You have now changed your e-mail account.

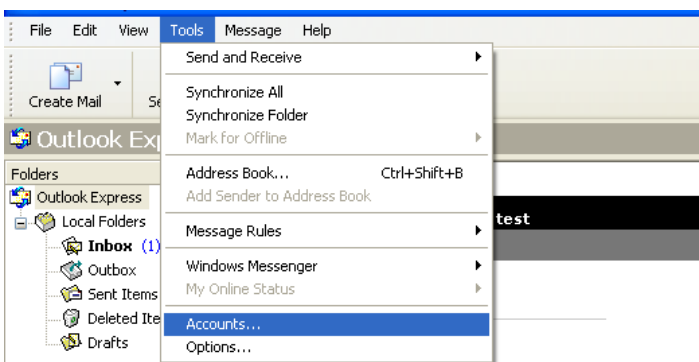


Figure 1

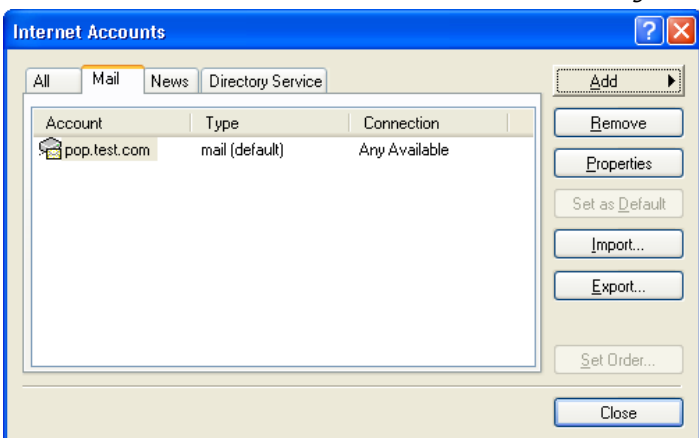


Figure 2

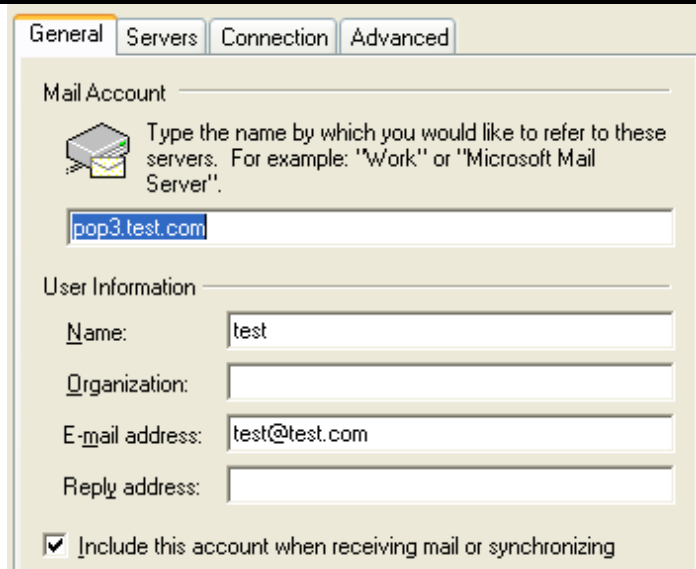


Figure 3

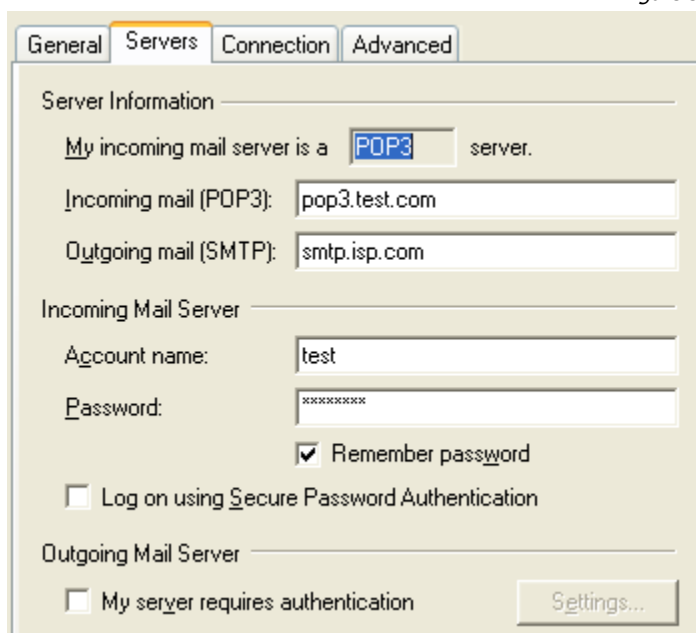


Figure 4

