

Software: **Microsoft Outlook (Express)**

Sample Configuration parameter:

User Information:

Your Name: Name Surname
E-mail Address: user@yourdomain.com

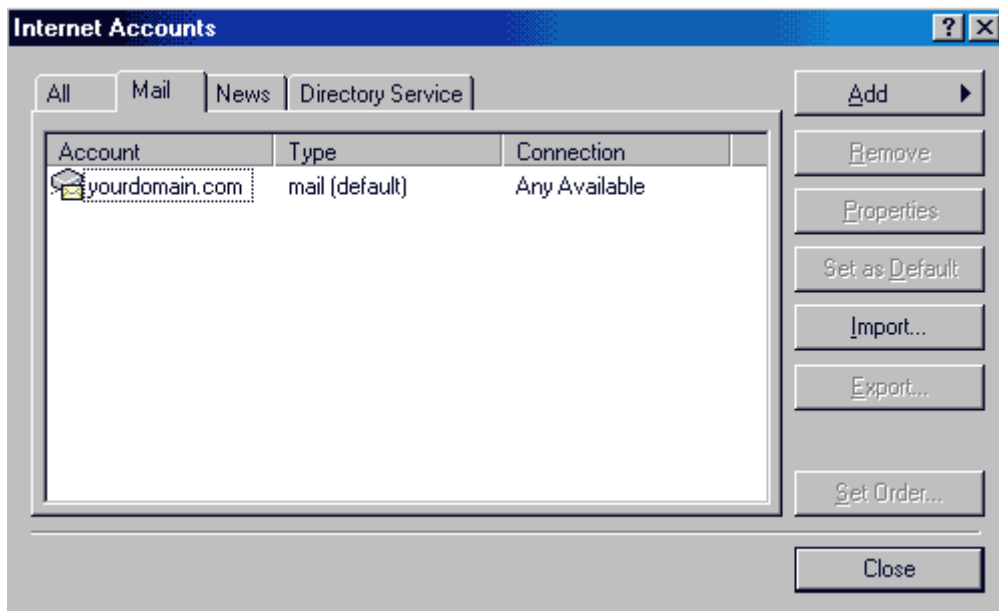
Server Information:

Incoming Mail Server: pop.yourdomain.com
Outgoing (SMTP): pop.yourdomain.com
Account Name: user@yourdomain.com
Password: Mailbox Password

(where "yourdomain.com" is the name of your registered domain with redpear.

Guidelines for Email Account set up:

1. Launch Microsoft Outlook/Express.
2. Select Tools from the top menu bar.
3. Select Accounts.
4. Select the Mail tab.
5. Click the Add button. Select Mail. The Internet Connection Wizard will appear.



6. Enter **Your Name**. (To appear in your E-Mails)



The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box with the placeholder text 'Name Surname / Company Name'. To the left of the text box is the label 'Display name:'. Below the text box, there is an example: 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Your Name

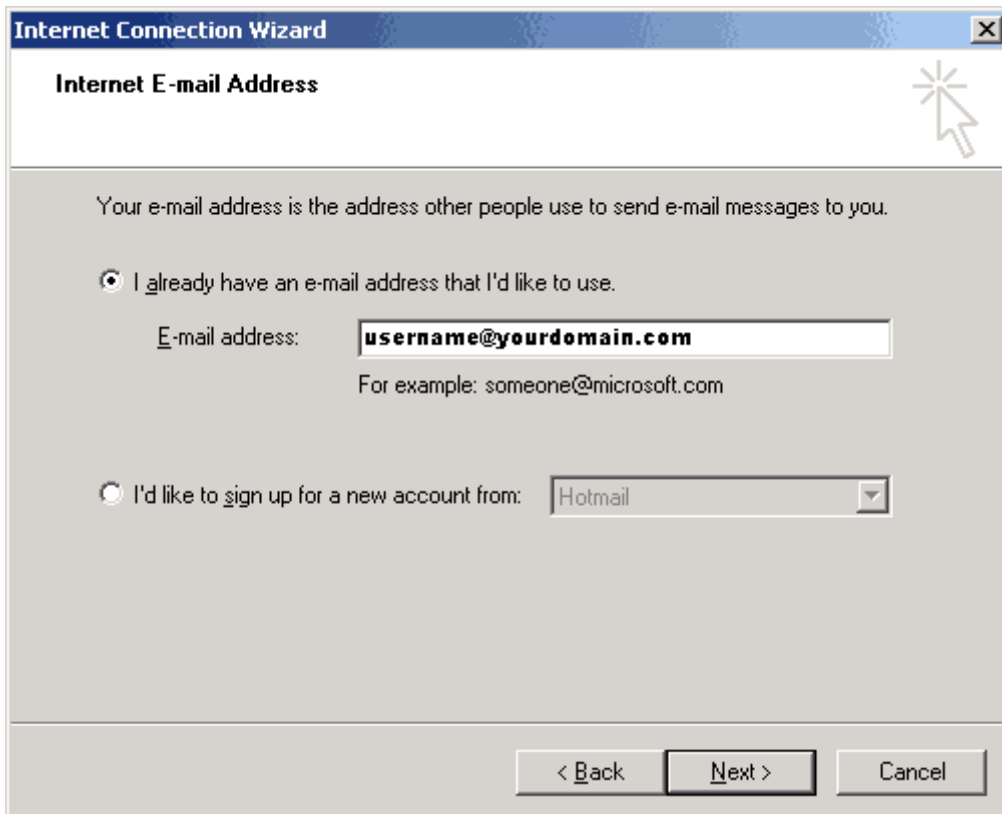
When you send e-mail, your name will appear in the From field of the outgoing message.
Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back Next > Cancel

7. Enter your **E-Mail address**.



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box with the placeholder text 'username@yourdomain.com'. To the left of the text box is the label 'E-mail address:'. Below the text box, there is an example: 'For example: someone@microsoft.com'. There are two radio buttons: the first is selected and labeled 'I already have an e-mail address that I'd like to use.'; the second is labeled 'I'd like to sign up for a new account from:'. To the right of the second radio button is a dropdown menu with 'Hotmail' selected. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Internet E-mail Address

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

I already have an e-mail address that I'd like to use.

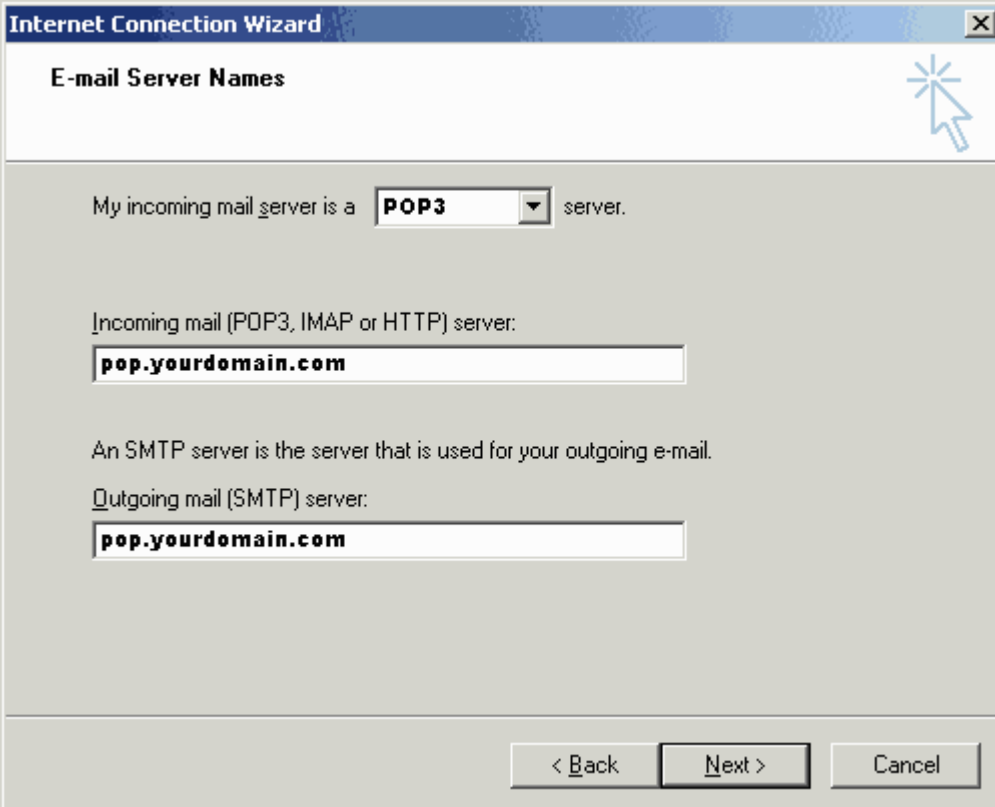
E-mail address:

For example: someone@microsoft.com

I'd like to sign up for a new account from:

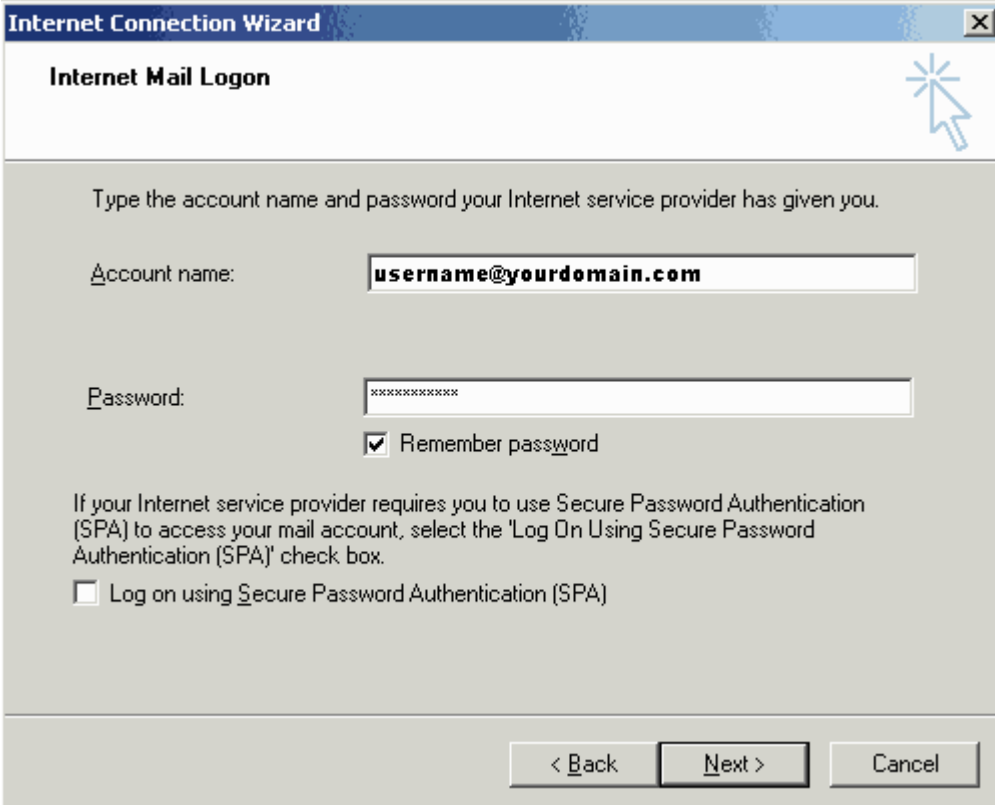
< Back Next > Cancel

8. Enter the E-Mail Server Names information as per sample configuration above.



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 text field for the incoming mail server type, which is set to 'POP3'. The text reads: 'My incoming mail server is a **POP3** server.' Below this, there is a text field for the incoming mail server name, which contains 'pop.yourdomain.com'. The text reads: 'Incoming mail (POP3, IMAP or HTTP) server: pop.yourdomain.com'. Below this, there is a text field for the outgoing mail server name, which also contains 'pop.yourdomain.com'. The text reads: 'An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server: pop.yourdomain.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

9. Enter your Account Name as **username@yourdomain.com** and Password.



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 field for the account name, which contains 'username@yourdomain.com'. The text reads: 'Type the account name and password your Internet service provider has given you. Account name: username@yourdomain.com'. Below this, there is a text field for the password, which contains a series of asterisks. The text reads: 'Password: *****'. Below the password field, there is a checked checkbox labeled 'Remember password'. Below this, there is a text field for the logon method, which is unchecked. The text reads: '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)'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

10. Your Outlook/Express mail program should now be set up to send and receive mail.

