

How to set up E-mail in Outlook Express

1. Click **Start**
 - a. **Programs**
 - b. **Outlook Express**
2. If this is the first time Outlook Express is opened it will start a Wizard continue to follow these steps. **Skip to step 5**
3. If **NO** Wizard opens up click on the **Tools** menu go down to **Accounts**
4. Click on the **Mail Tab**
 - a. Click **Add**
 - b. Click **Mail**
5. This starts the Internet Connection Wizard
6. Your Name
 - a. Enter Your **Display Name**: This is your name the way you want it to appear when your E-mail is received by the Recipient. For Example Jane Smith
 - b. Click **Next**
7. Internet E-mail Accounts
 - a. Enter your **E-mail Address** this is your <username>**@netlinkcom.com**
 - b. Click **Next**
8. E-mail Server Name
 - a. My incoming mail server is a **POP3** server. If this line is different, click the down-arrow in the box and select POP3.
 - b. Incoming mail server type should read **pop.netlinkcom.com**
 - c. Outgoing mail server type should read **SMTP.netlinkcom.com**
 - d. Click **Next**
9. Internet Mail Logon
 - a. Account Name should be your <username>
 - b. Type in your **Password**
 - c. Click **Next**
10. Click **Finish**
11. Click the **Properties Button** on the right side of the Internet Accounts Box
12. On the **General Tab**
 - a. Mail Account should read **mail.netlinkcom.com**
 - b. Under User Information
 - i. **Name**: This should be your display name
 - ii. Type in your **Password**
13. Click the **Servers Tab**
 - a. Under Server Information
 - i. My Incoming Mail Server is a **POP3** Server. If this line is different, click the down-arrow in the box and select POP3
 - ii. Incoming mail (POP3) should read **pop.netlinkcom.com**
 - iii. Outgoing mail (SMTP) should read **SMTP.netlinkcom.com**
 - b. Incoming Mail Server
 - i. Account name is just your <username>
 - ii. **Password**

- c. Outgoing Mail Server
 - i. Put a **check** in the box that is in front of **My Server Requires Authentication**
- d. Click the **Settings Button** just to the right of page
 - i. Verify that **Use same settings as My Incoming Mail Server** is the selected option
 - ii. Click **Ok**
- 14. Click the **Advanced Tab**
 - a. Under Server Port Numbers
 - i. Outgoing mail (SMTP) change the default of 25 to **587**
 - ii. Incoming mail (POP3) should read **110**
 - iii. Click **Ok**
- 15. Click **Close**
- 16. Go to **Tools**
 - a. **Options**
 - i. Click the **Security Tab**
 - 1. **Uncheck** the box that says **Do not allow attachments to be saved or opened that could potentially be a virus**
 - 2. **Uncheck** the box that says **Block images and other external content in HTML E-mail**
 - 3. Click **Ok**
- 17. You are ready to send and receive your E-mail!