

This guide provides an easy to follow checklist of the correct settings for Outlook Express to work with BUSINESSwebsite. Relevant to Windows 95/98/2000/Me, Outlook Express 5/6.

Click on the Start button in the bottom left corner of the screen. Now move the mouse up so that the small white arrow (also known as a cursor) rests on the word Programs. Then move the cursor along the new list that appears until it rests on the words Outlook Express. Keep it there and click the left mouse button once.

Windows XP users:

Make sure that you are viewing Windows XP in the 'Classic View' mode with the standard XP Start Menu then follow these steps to open Outlook Express:

Click on the Start menu

Click on Email - Outlook Express

Now that we've successfully opened Outlook Express, we need to make some changes to the Properties

Move the cursor to the top of the Outlook Express window and click on the word Tools. Then move down the list that appears and click again on the word Accounts.

We need to move the cursor to click on the button labelled Add and then select Mail... from the options that appear.

This should now open the Internet Connection Wizard.

If all has gone well so far we should see a display name box - this is the first screen of the Microsoft Internet Connection Wizard. In the white box type in your name as you would like it to appear on the emails you send.

After you have entered your name click on the Next button at the bottom right corner of the window

Now type in your website email address - this is the address you need to give people so they can send email messages to you. A typical website email address is post@mywebsite.co.uk

What goes before the @ sign is up to you – but will depend how many forwarding addresses you have set up for different offices or/and users.

Once you have typed in your email address click on the Next button at the bottom of the window.

This will take us to the E-mail Server Names window. Fill in the details so that your window matches what is written below exactly.

When you have finished it should read as follows:

'My incoming mail server is a POP3 server' (If POP3 is not selected click on the downward-facing black triangle alongside the white box and click on POP3 from the short list that appears).

In the white box below 'Incoming mail (POP3, IMAP or HTTP) server' you should have pop3.businesswebsite.com

In the white box below 'Outgoing mail (SMTP) server' you should have smtp.businesswebsite.com

Double-check these details and then click on the Next button.

The Internet Connection Wizard will now open the Internet Mail Logon window. In the 'Account name' box type in your **BUSINESSwebsite** username.

Then in the 'Password' box type in the password **BUSINESSwebsite** has given you. You won't be able to see the words as they appear on the screen, so type carefully.

Remember: type CAPITAL and lowercase letters exactly as they were originally entered because your password is case-sensitive. Make sure you haven't accidentally pressed the Caps Lock button too.

If you click in the box next to 'Remember password' a small tick will appear and this means that you won't have to type in your password every time you want to check your **BUSINESSwebsite** email.

You do not have to put a tick in the box marked 'Log on using Secure Password Authentication (SPA)'.

When you are finished click on Next.

We are now at the final screen of the Internet Connection Wizard. If you have entered all the settings correctly it should show a message like the one below.

If the 'Congratulations' message does not appear click the Back button and check that you have filled in all the required boxes. Otherwise click on Finish to close the Internet Connection Wizard and return to the main Outlook Express screen.

Highlight the **BUSINESSwebsite** account and click properties. Click the servers tab, at the bottom under outgoing mail server and click on the my server requires authentication box. You should now have a tick in that box.

Click ok and then close.

Congratulations! You have now set up Outlook Express to send and receive email through **BUSINESSwebsite**.