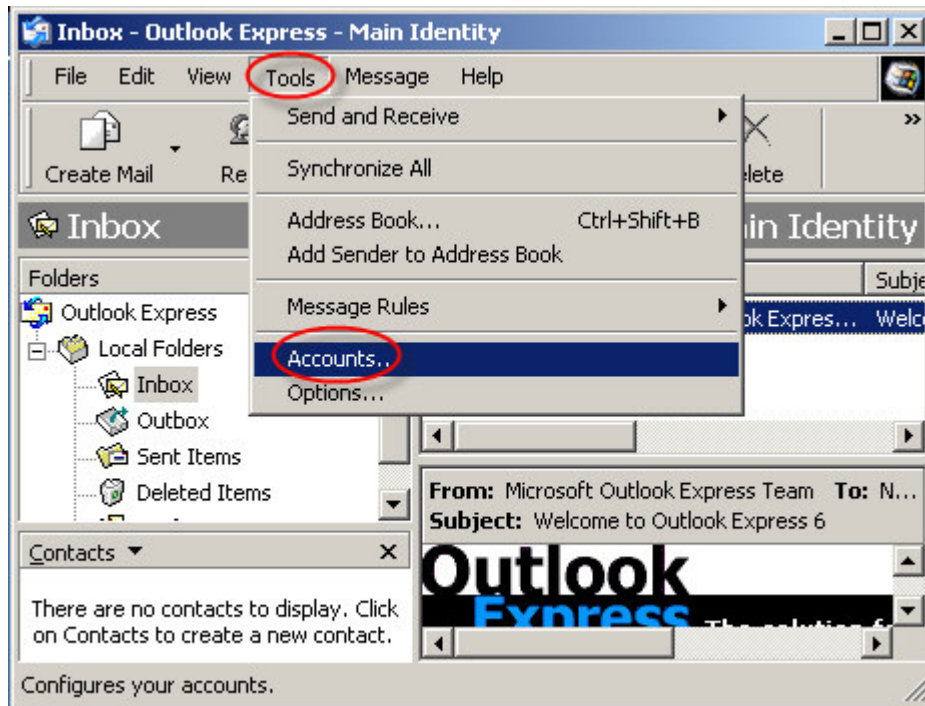
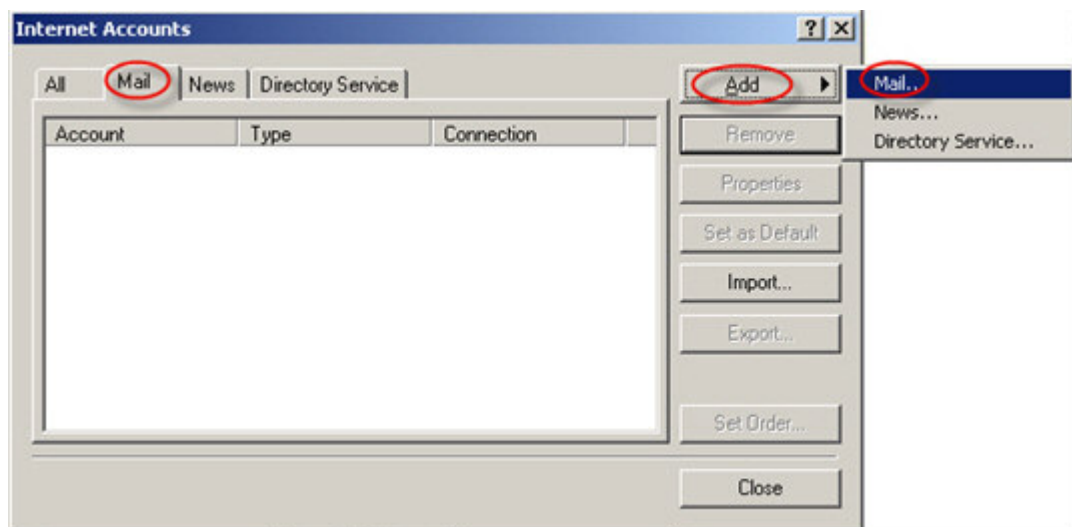


Outlook Express

1. Click on Tools in the menu bar and then go to Accounts

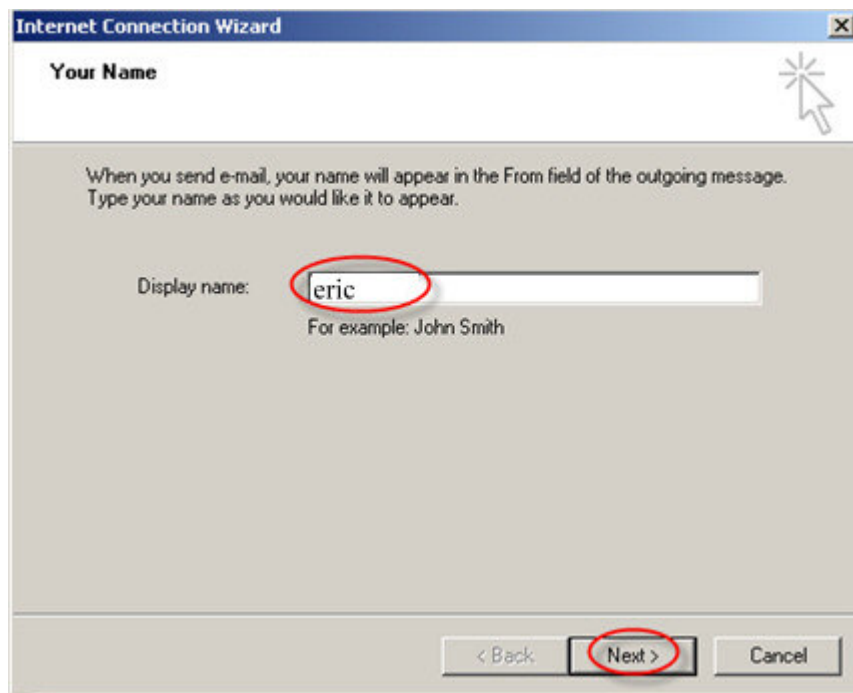


2. The Internet Accounts pop-up window appears.
3. Click on the Mail tab. If you are starting Outlook Express for the first time, there would not be any email accounts listed on this window.
4. To add a new mail account, click Add > Mail.



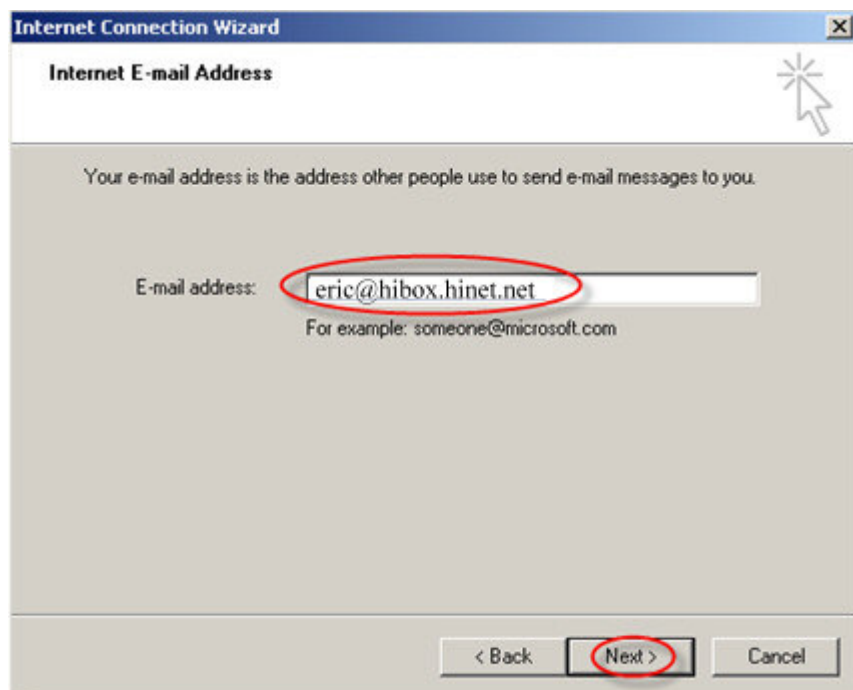
5. Internet Connection Wizard pop-up windows will appear.
6. On the Your Name page of the wizard enter your name in the Display name field as you would like it to appear on your outgoing e-mail messages.

7. Click Next to continue.



The screenshot shows the 'Internet Connection Wizard' window with the title 'Your Name'. It contains a text box for 'Display name:' with the text 'eric' entered. Below the text box is the example 'For example: John Smith'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

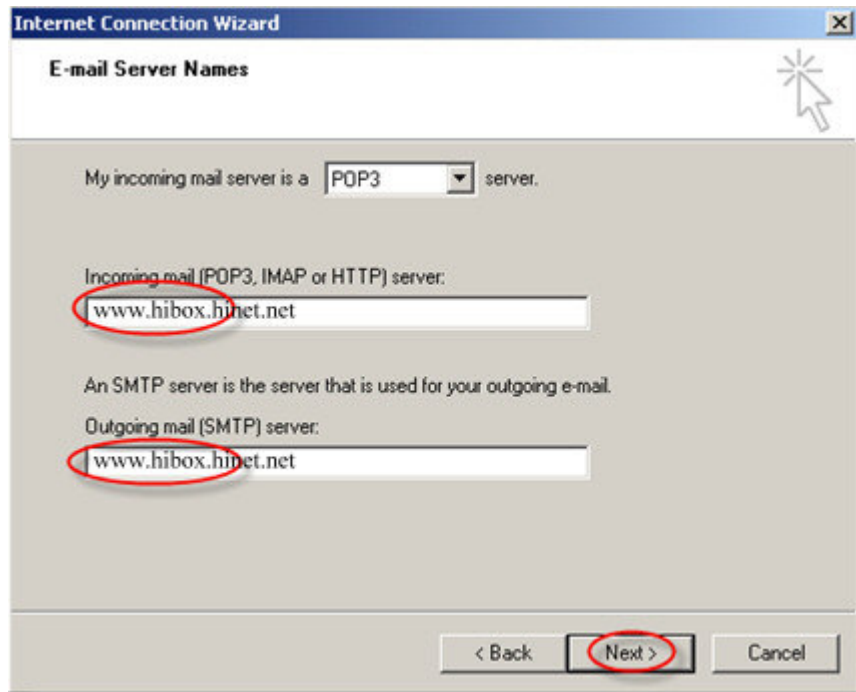
8. The Internet Connection Wizard will now ask for your email address.
9. Type in your full e-mail address on the Internet E-mail Address screen, example, eric@hibox.hinet.net
10. Click Next to continue.



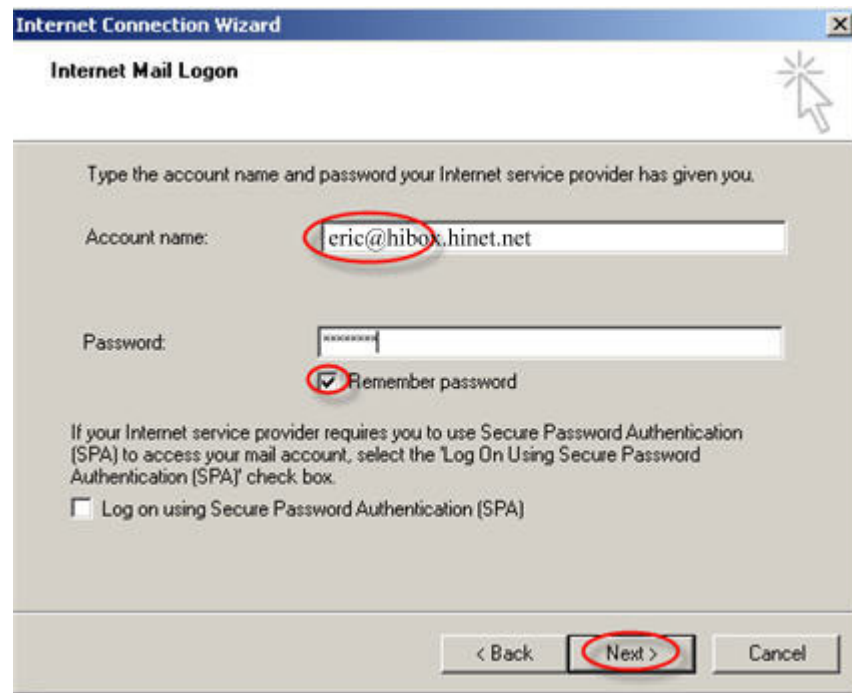
The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet E-mail Address'. It contains a text box for 'E-mail address:' with the text 'eric@hibox.hinet.net' entered. Below the text box is the example 'For example: someone@microsoft.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

11. In the next window, you need to feed in three important bits of information - the incoming and outgoing email servers and the type of the incoming email server.
12. On the E-mail Server Names screen, select POP3 from the drop down list.

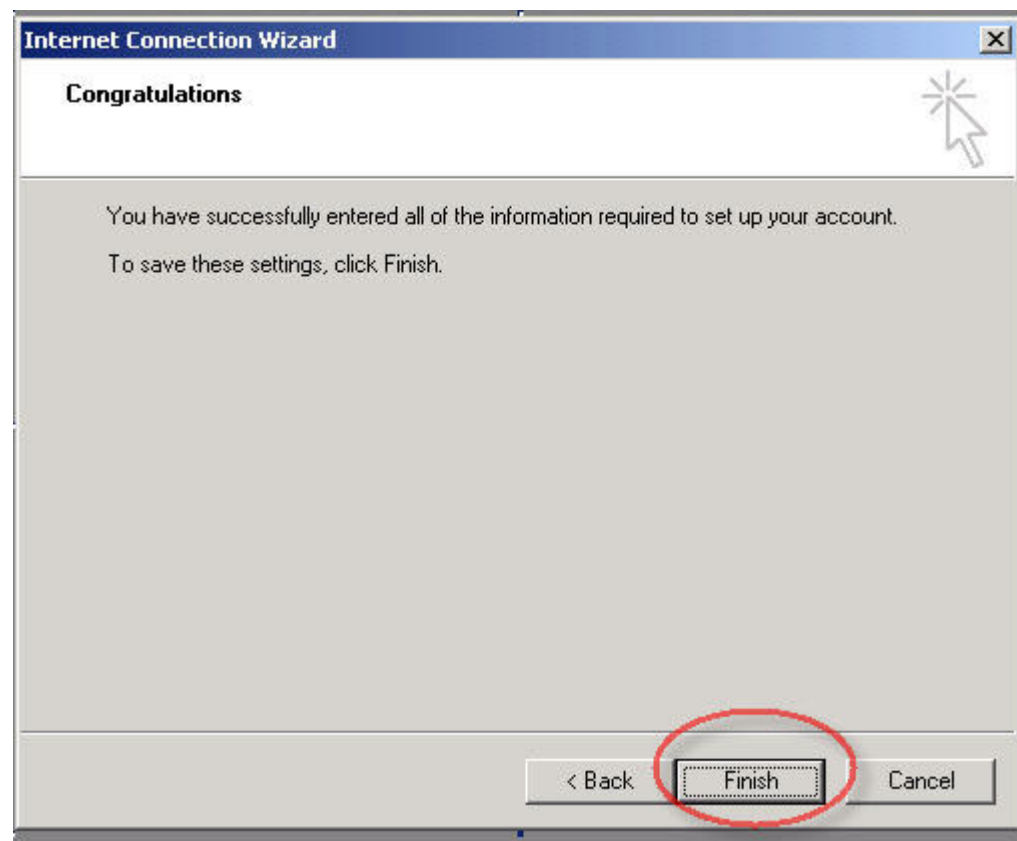
13. In the space provided below Incoming mail (POP3, IMAP or HTTP) server;
enter www.hibox.hinet.net
14. Type in www.hibox.hinet.net as your Outgoing mail (SMTP) server:
15. Click Next to continue.



16. The last information that you need to enter to complete the setup of the new account is the user name and password for that email account.
17. Account name: Enter your full e-mail address, example, eric@hibox.hinet.net
18. Password: Enter your password in the text field.
19. Check the box Remember password if you want OE to remember your password.
20. Click Next.

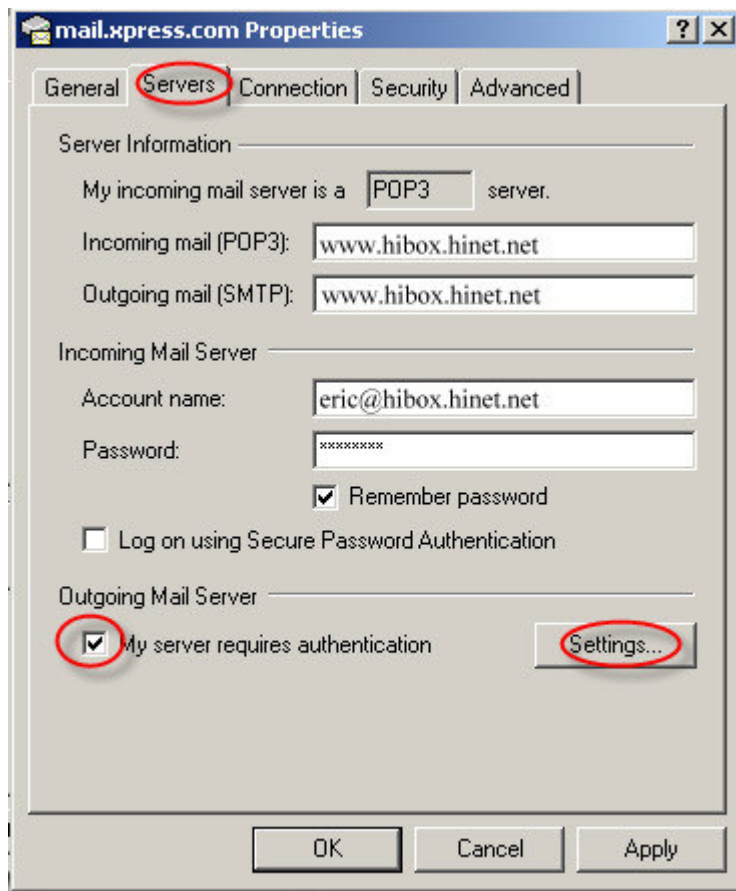


21. Click Finish.



22. In the Internet Accounts window ,select the mail account you just created and click "Properties."
23. In the Properties window, select the Servers tab.

24. Place a check in the My server requires authentication option.
25. Click the Settings button.



26. In the Outgoing Mail Server box that appears, select Use same settings as my incoming mail server.
27. Click OK.

