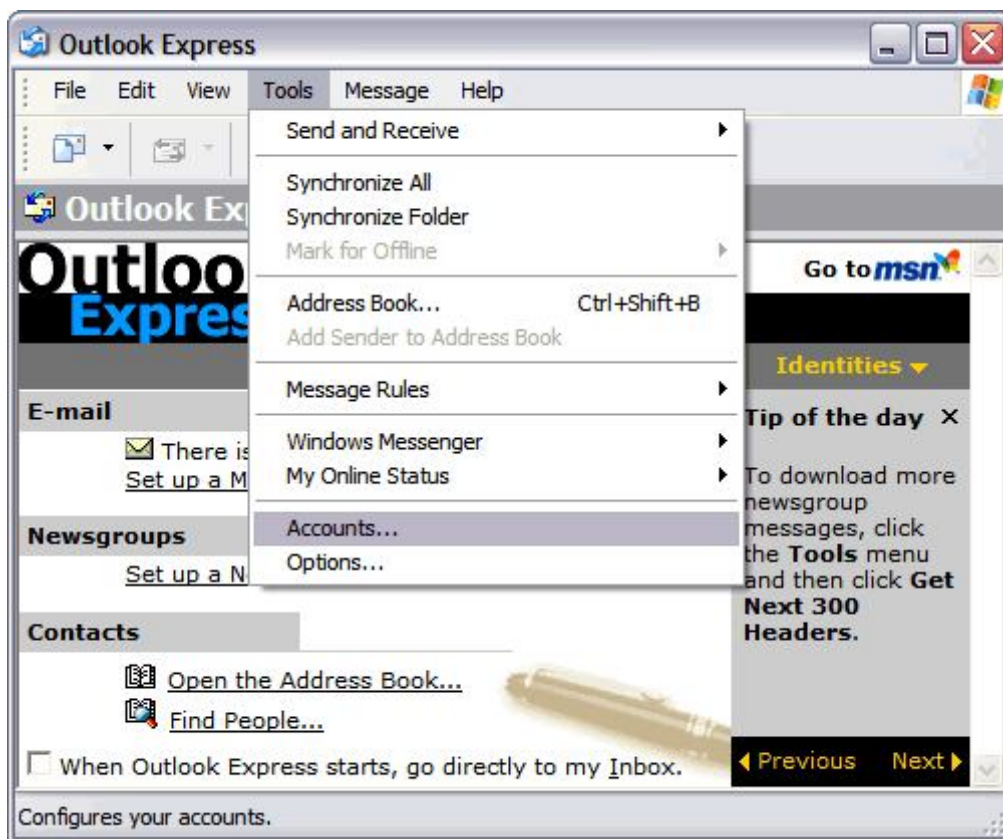


# Setting Up Your POP or IMAP Email Address in MS Outlook Express

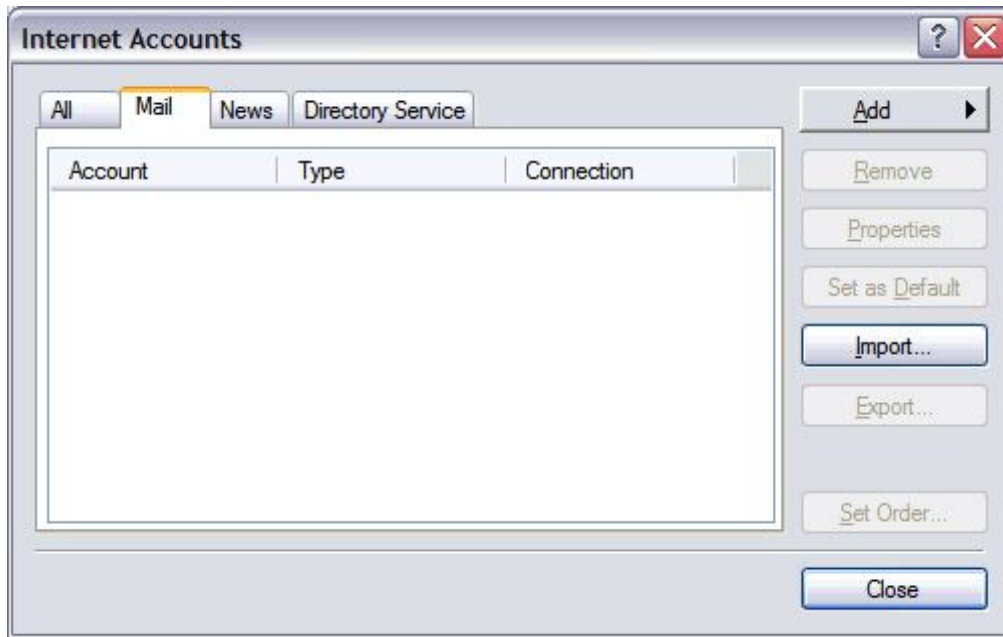
This tutorial shows you how to set up Microsoft Outlook Express 6 to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook Express 6, but these settings are similar in other versions of Microsoft Outlook Express®. You can set up previous versions of Microsoft Outlook Express by using the settings in this tutorial.

## To Set Up Your E-mail Account in Microsoft Outlook Express

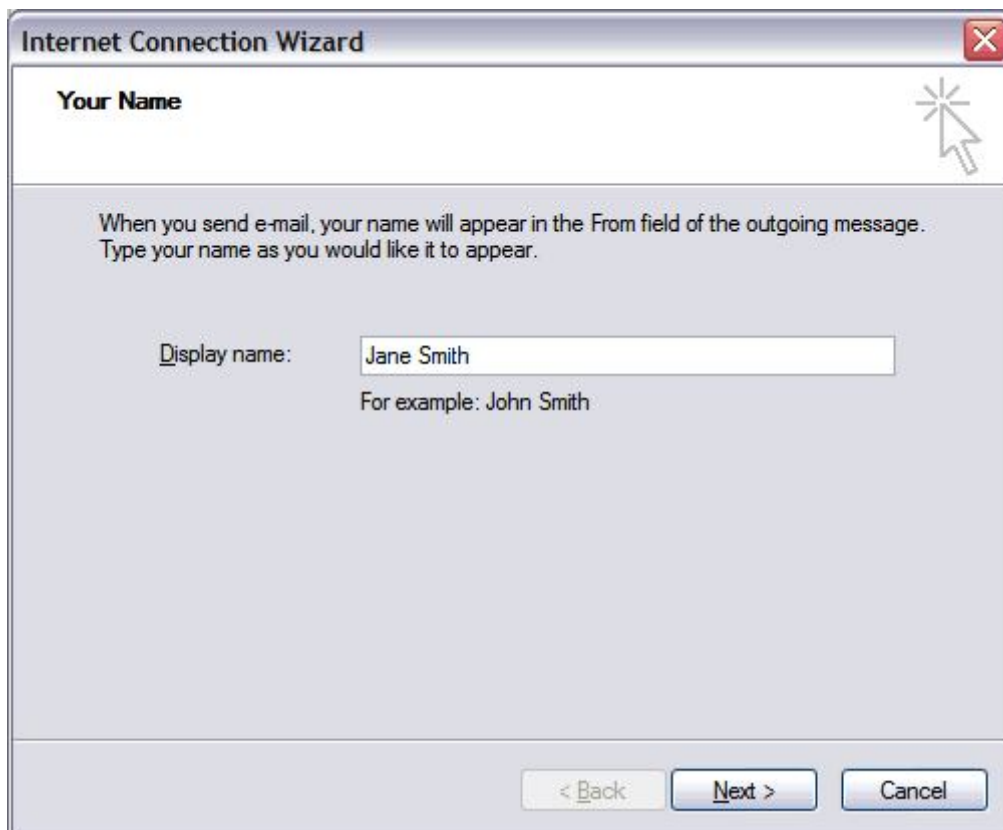
1. In Microsoft Outlook Express, from the **Tools** menu, select **Accounts**.



2. Go to the **Mail** tab and from the **Add** menu, select **Mail**.



3. In the **Display Name** field, enter your full name and click **Next**.



4. In the E-mail address field, enter your email address and click **Next**.



**Internet Connection Wizard**

**Internet E-mail Address**

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

E-mail address:

For example: someone@microsoft.com

< Back   Next >   Cancel

5. On the E-mail Server Names page, complete your information as follows:

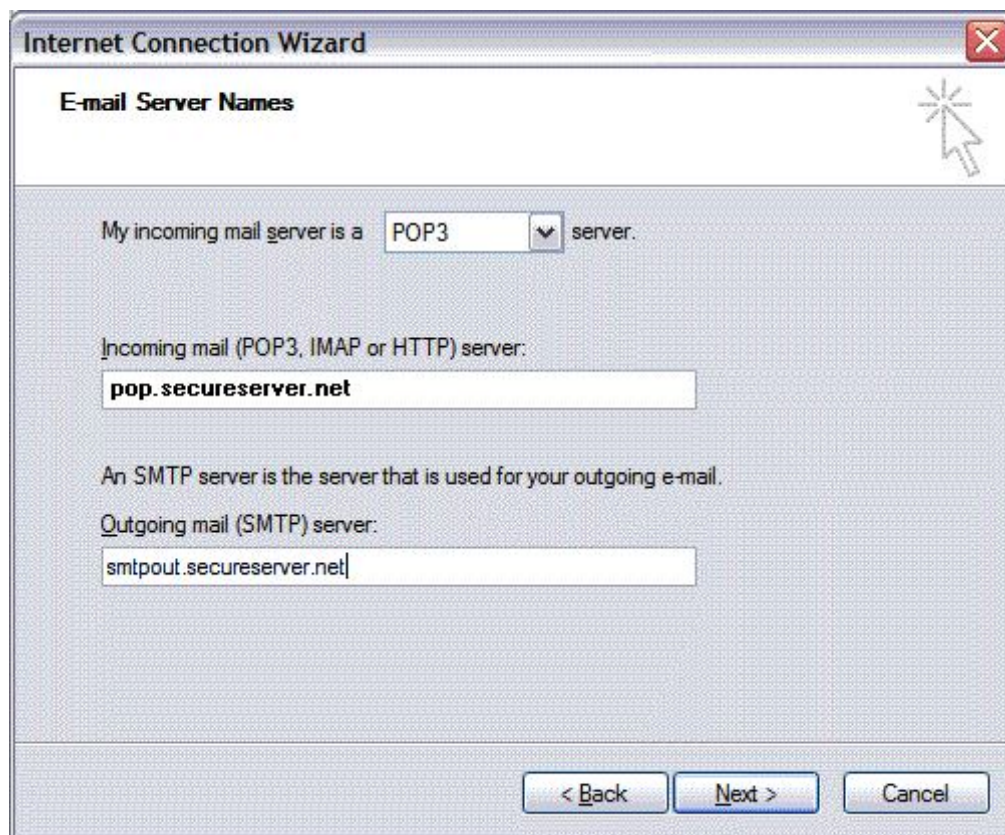
**My incoming mail server is a  
POP3 or IMAP.**

**Incoming mail (POP3, IMAP or HTTP) server**  
POP **pop.secureserver.net**, or IMAP **imap.secureserver.net**.

**Outgoing mail (SMTP) server**  
**smtpout.secureserver.net**.

Click **Next**.

**NOTE:** "smtpout.secureserver.net" is an SMTP relay server. In order to use this server to send e-mails, you must first activate SMTP relay on your e-mail account. Log on to your Manage Email Accounts page to set up SMTP relay. If you do not have SMTP relay set up and your Internet Service Provider (ISP) allows it, you can use the outgoing mail server for your Internet Service Provider. Contact your Internet Service Provider to get this setting.



The image shows a screenshot of the "Internet Connection Wizard" dialog box in Microsoft Outlook. The title bar reads "Internet Connection Wizard" with a close button (X) on the right. Below the title bar, the section is titled "E-mail Server Names". There is a small icon of a star with a cursor pointing to it in the top right corner of the main area. The main area contains the following text and input fields:

My incoming mail server is a  server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.  
Outgoing mail (SMTP) server:

At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

6. In the **Account Name** and **Password** fields, enter your email address and password, and then click **Next**.



The image shows a screenshot of the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window has a title bar with the text 'Internet Connection Wizard' and a close button (X) in the top right corner. Below the title bar, the text 'Internet Mail Logon' is displayed. A mouse cursor is pointing at a small icon in the top right corner of the dialog box. The main area of the dialog box contains the following text: 'Type the account name and password your Internet service provider has given you.' Below this text, there are two input fields. The first field is labeled 'Account name:' and contains the text 'jsmith@coolexample.com'. The second field is labeled 'Password:' and contains a series of dots. Below the password field, there is a checked checkbox labeled 'Remember password'. Below the checkbox, there is a paragraph of text: '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.' Below this text, there is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name: jsmith@coolexample.com

Password: ••••••••

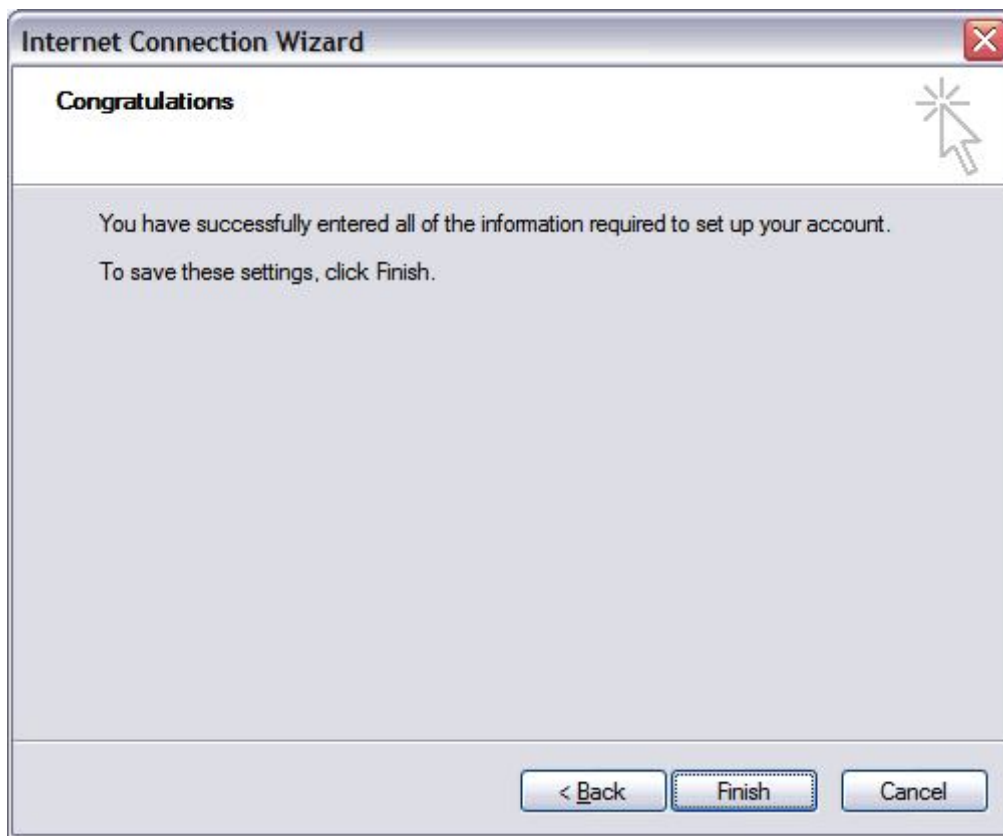
☒ Remember password

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.

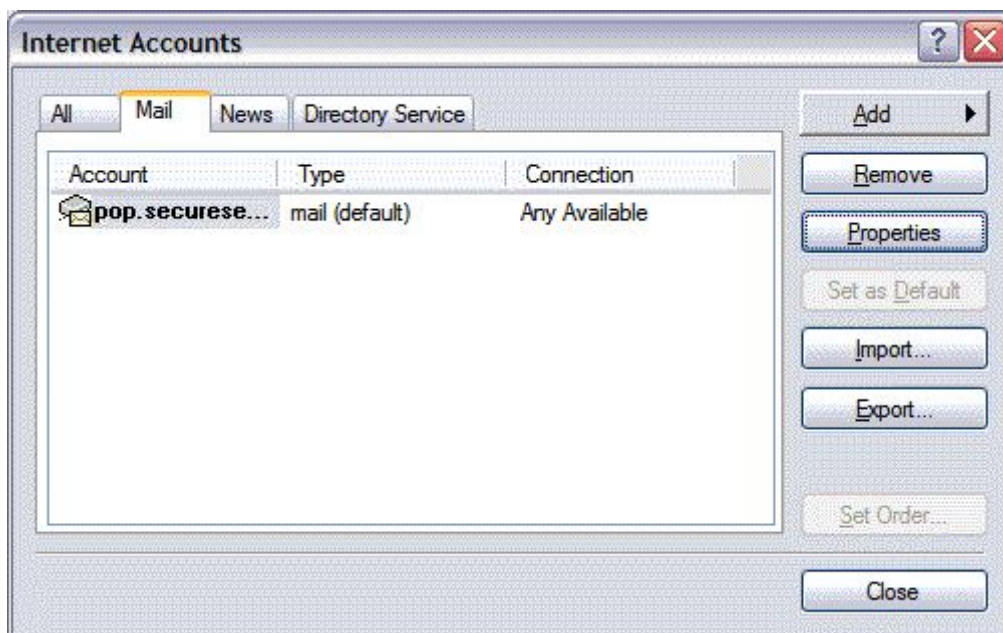
☐ Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

7. On the setup confirmation page, click **Finish**.



8. On the **Mail** tab, select the account you just created, and then click **Properties**.



9. Go to the **Servers** tab.



10. Select **My server requires authentication**, and then click **Apply**.

The screenshot shows the 'mail.coolexample.com Properties' dialog box with the 'Servers' tab selected. The 'Server Information' section indicates the incoming mail server is a POP3 server. The 'Incoming mail (POP3)' field is set to 'pop.secureserver.net' and the 'Outgoing mail (SMTP)' field is set to 'smtpout.secureserver.net'. The 'Incoming Mail Server' section shows the 'Account name' as 'jsmith@coolexample.com' and the 'Password' field is masked with dots. The 'Remember password' checkbox is checked, and the 'Log on using Secure Password Authentication' checkbox is unchecked. The 'Outgoing Mail Server' section has the 'My server requires authentication' checkbox checked, and a 'Settings...' button is visible next to it. At the bottom of the dialog are 'OK', 'Cancel', and 'Apply' buttons.

mail.coolexample.com Properties

General Servers Connection Security Advanced

Server Information

My incoming mail server is a POP3 server.

Incoming mail (POP3): pop.secureserver.net

Outgoing mail (SMTP): smtpout.secureserver.net

Incoming Mail Server

Account name: jsmith@coolexample.com

Password: ••••••

☒ Remember password

☐ Log on using Secure Password Authentication

Outgoing Mail Server

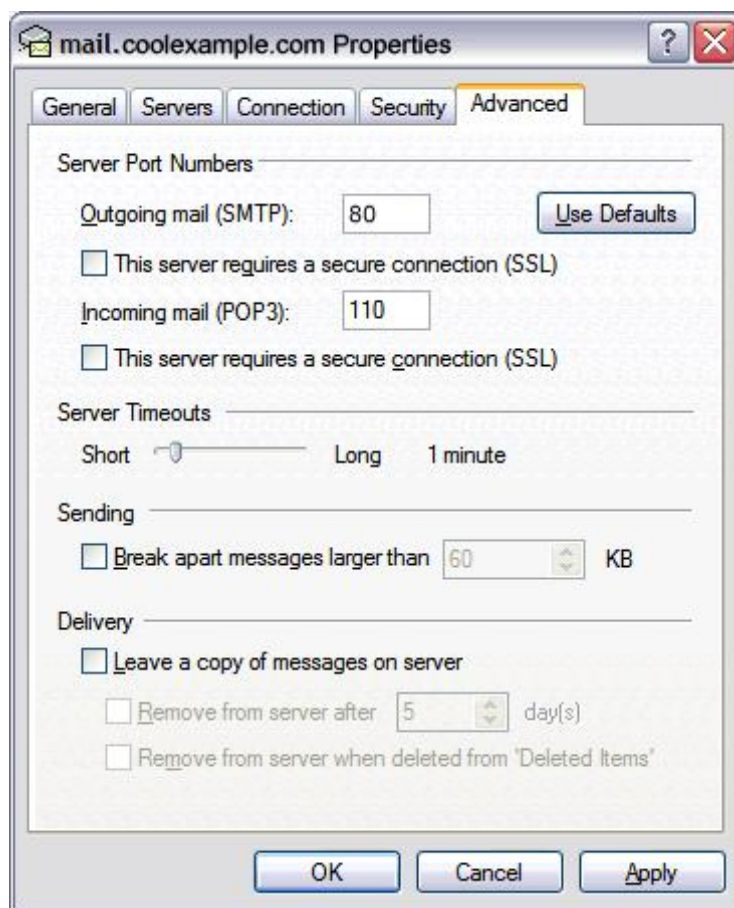
☒ My server requires authentication

Settings...

OK Cancel Apply

11. Go to the **Advanced** tab.

12. In the Server Port Numbers section, change **Outgoing mail (SMTP)** to **80**, and then click **OK**.



13. (Optional) If you want to keep a copy of email messages stored on your email provider's servers, in the **Delivery** section, select **Leave a copy of messages on server**.

Your Outlook Express account is now set up. Click **Close** to close the Internet Accounts window and return to your Outlook Express.

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