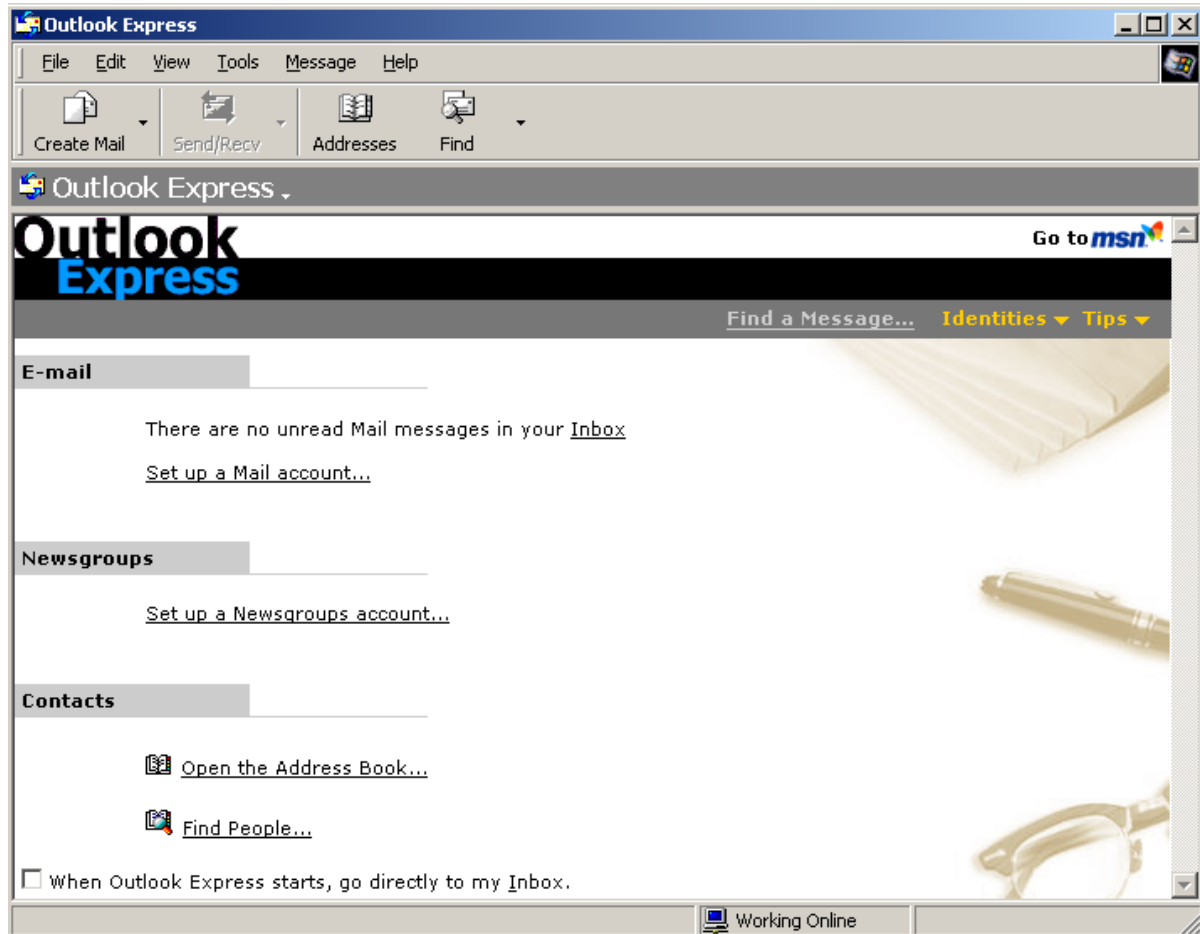


Step 1: Click on "Set up a Mail account..."

When you first run Outlook or Outlook Express, you will be invited to use the Microsoft Wizard. Click on the link called "**Set up a Mail account...**".

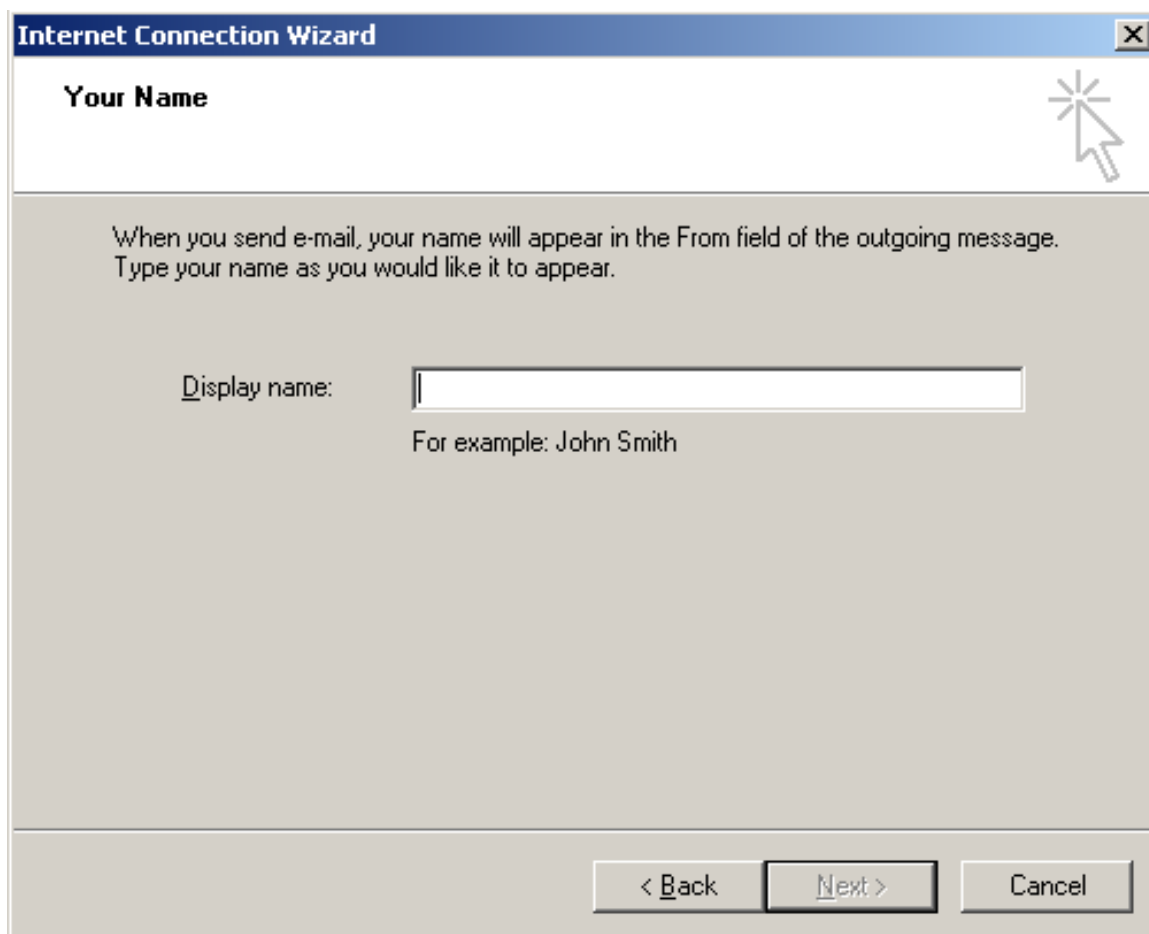
If the wizard is not available, on the toolbar, click on **Tools**, then **Accounts**. When the dialog box appears, click the **Add** button, then **Mail...**



Step 2: Set up your Display Name

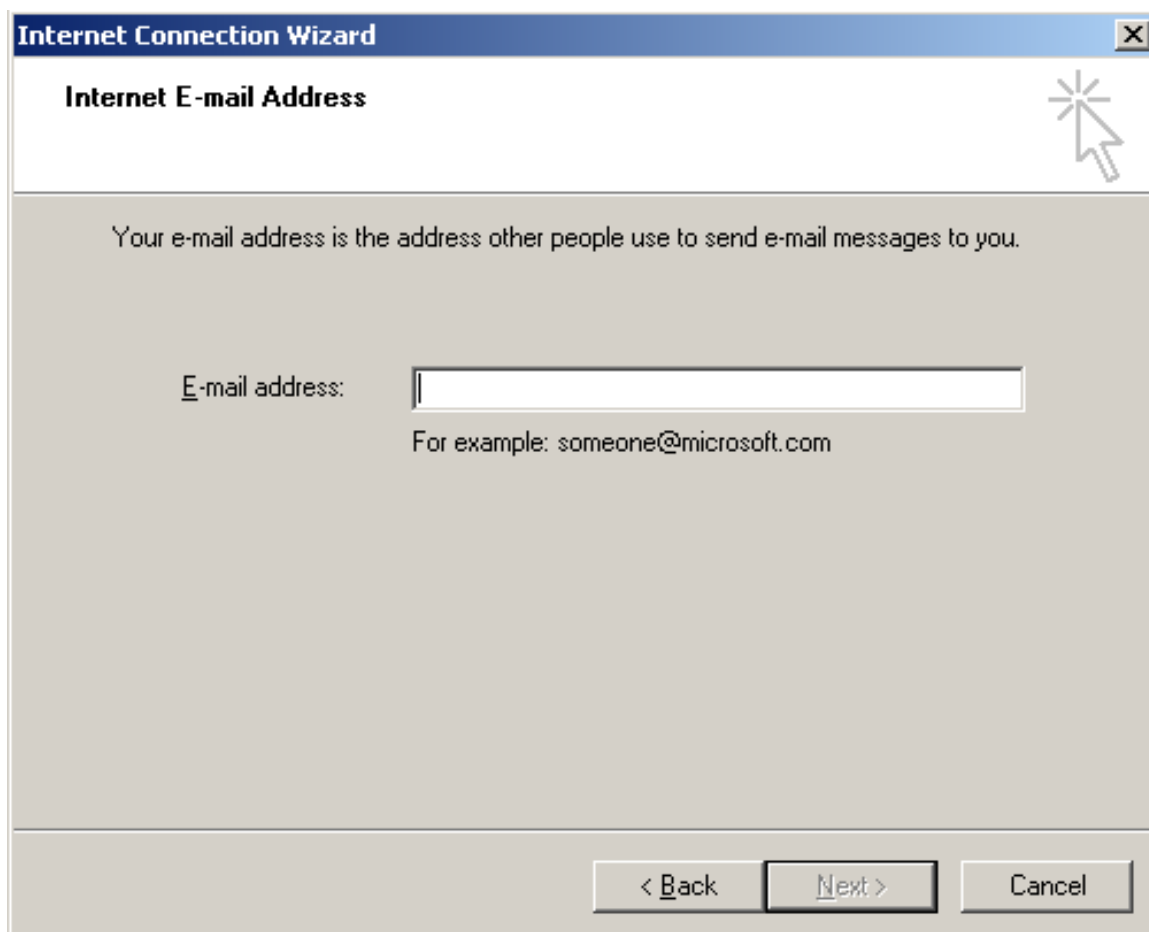
Insert your name or your business name, depending on the purpose of this e-mail account.
(ie. "Mr John Smith" or "Business Name Pty Ltd")

Once entered, click **Next**.



Step 3: Define your Reply Email Address

Enter your e-mail address in this field. Click **Next**, when done.



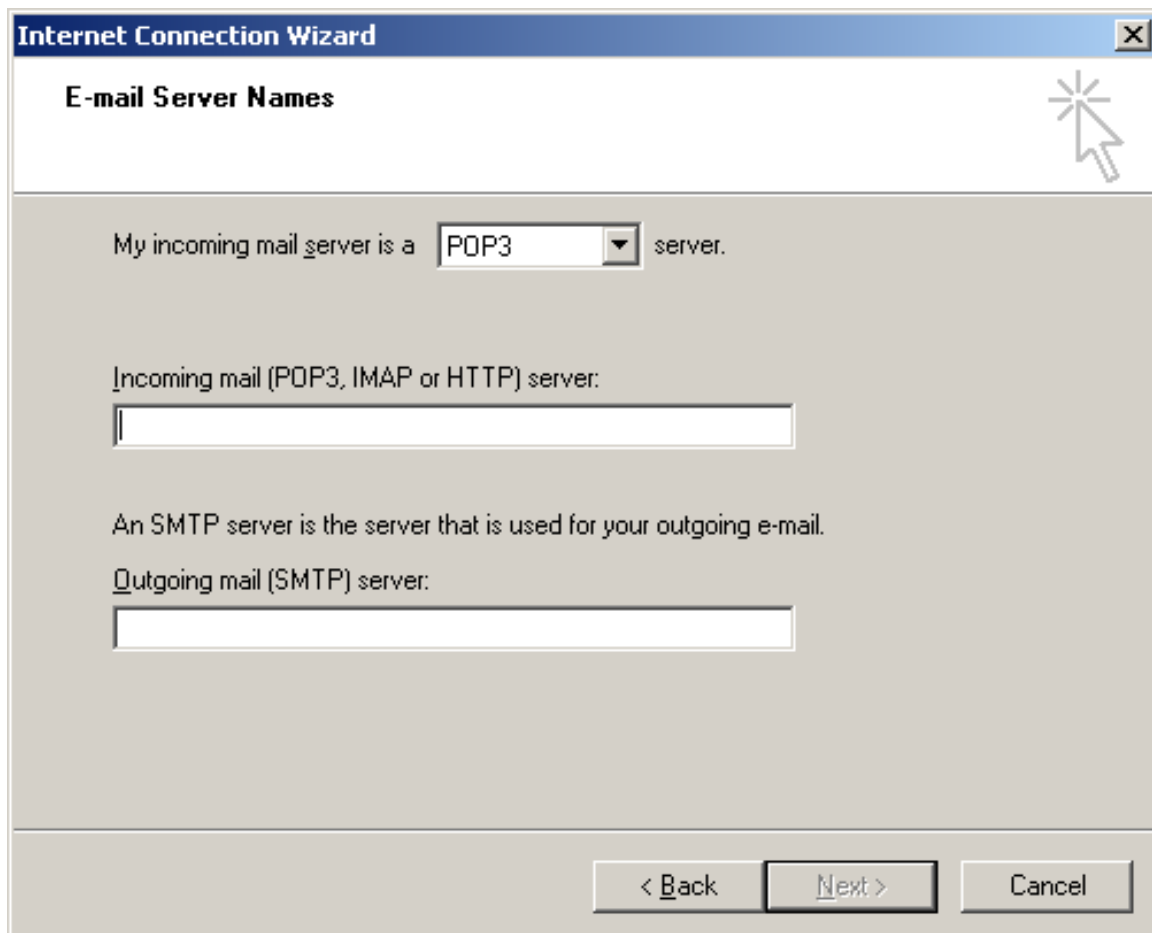
Step 4: Define your Mail Servers

Enter the following information:

The **Incoming Mail server or POP3 server** - **mail.yourdomain.com.au** (replace 'yourdomain' with your actual registered domain name)

The **Outgoing mail (SMTP) server** - is defined by your ISP (Internet Service Provider). Your ISP will be able to give you details of the outgoing mail server. This information should already have been provided to you or setup when you signed up with the ISP (eg.. if you are connected to the Internet with Telstra Bigpond, the server will be: **mail.bigpond.com**).

Once you have entered all the server details, click **Next**.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "E-mail Server Names". In the top right corner of the dialog area, there is a mouse cursor icon pointing at a starburst symbol. The main content area contains the following text and controls:

- "My incoming mail server is a server." (The dropdown menu is currently set to "POP3")
- "Incoming mail (POP3, IMAP or HTTP) server:" followed by an empty text input field.
- "An SMTP server is the server that is used for your outgoing e-mail."
- "Outgoing mail (SMTP) server:" followed by an empty text input field.

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a dark border.

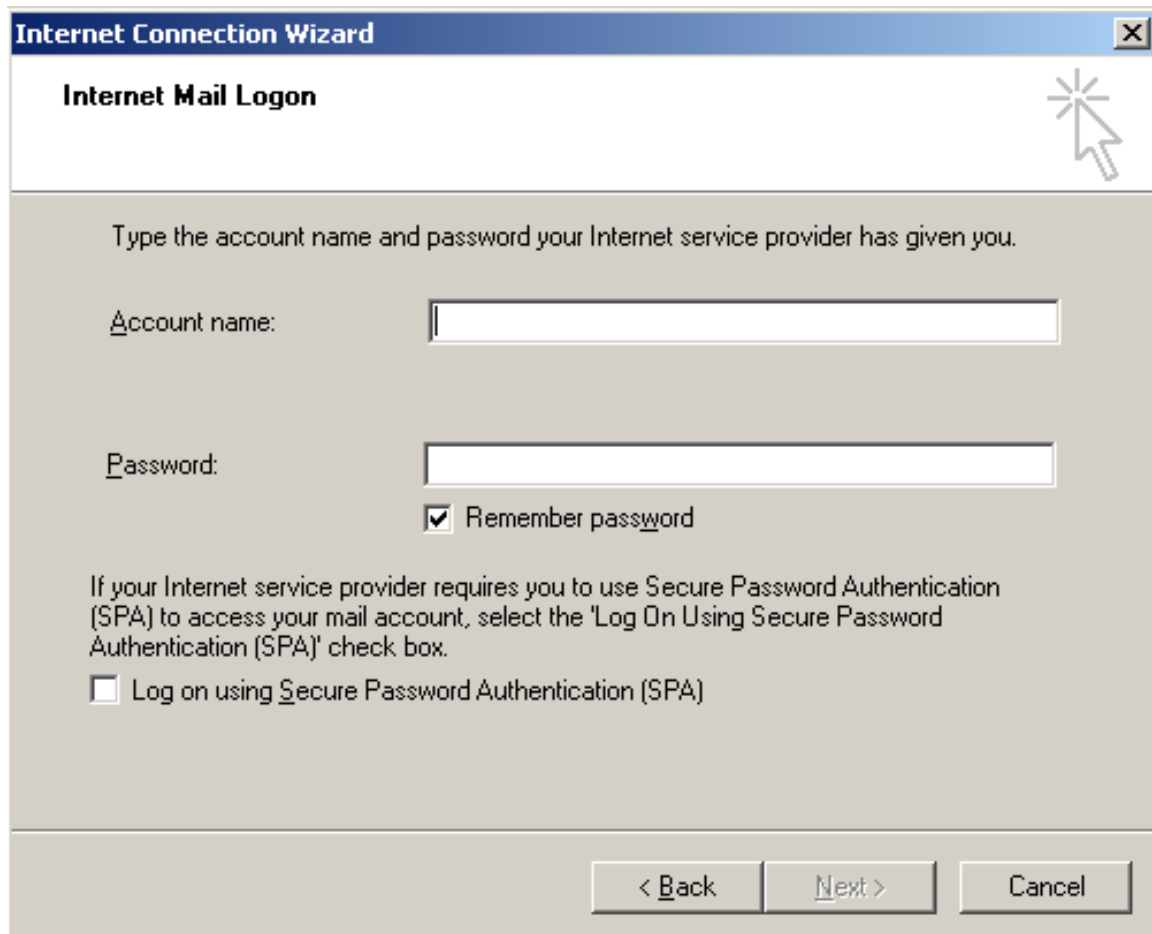
Step 5: Define your Email Account Details

Enter the following information:

1. In the field called **Account Name**, type in your account name in the following format `id@yourdomain.com.au` (replace 'id' with your actual account name, and replace 'yourdomain.com.au' with your actual registered domain name)
2. The **Password** field should contain the password you initially set up with your **Account Name**
3. Tick the **Remember Password** box if you do not wish to re-enter the password each time you check your mail.
4. Make sure that **Log on using Secure Password Authentication (SPA)** box is NOT ticked

Once this is completed, click **Next**.

Please Note: It is important that you have logged into your Hosting Control Panel and first created these Email Accounts. Otherwise, you will not have the account name or password, and this process will not work



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a sub-title "Internet Mail Logon". The dialog contains the following elements:

- A close button (X) in the top right corner.
- A help icon (a starburst with a mouse cursor) in the top right corner.
- Instructional text: "Type the account name and password your Internet service provider has given you."
- An "Account name:" label followed by a text input field.
- A "Password:" label followed by a text input field.
- A checked checkbox labeled "Remember password".
- Instructional 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."
- An unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- Navigation buttons at the bottom: "< Back", "Next >", and "Cancel".

Step 6: Success.....The Email Client Has Been Setup. Now Run a Test.

That's it. Simply click **Finish** on the next page.

Create an email and send yourself a test message.

You can try sending a message to check that the Outgoing mail server provided by your ISP is working correctly. If it does not, an error message will pop up, where you will be asked to check the account settings. Follow the instructions and make sure that you have not mistyped anything during the setup.

Another common problem is if you mistype the username or password during setup. In this case, a box will pop up with the account name and password, asking you to re-enter them. Simply re-type your information as you remember it and try again.

