



Email Account Setup Instructions

Microsoft Outlook Express

Microsoft Outlook Express is the basic email client that comes free on any Windows XP installation. Follow these simple steps to get your email up and running.

1. First, click on the green “Start” button at the lower left of your screen



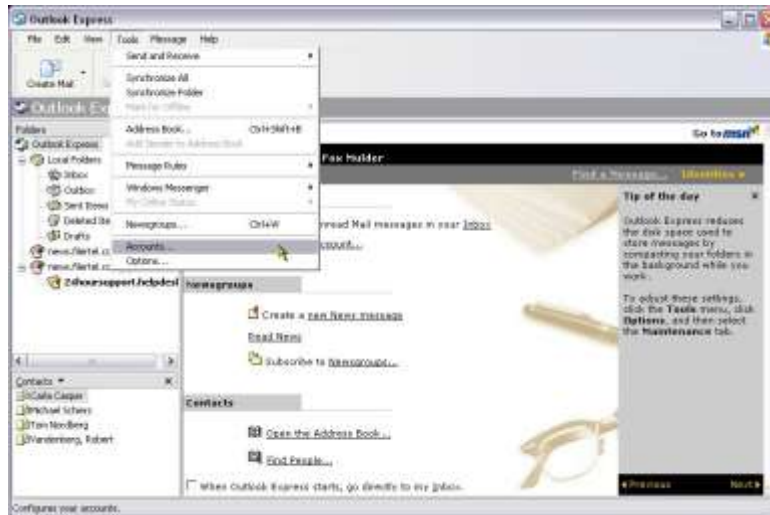
2. Next, click on the “All Programs” link at the bottom left.



3. Choose “Outlook Express” from the list of programs.



4. On the Outlook Express main window, click on the “Tools” menu option, then select “Accounts...” from the sub-menu.



5. On the “Internet Accounts” window, click the [Add >] button at the upper right.



6. Select “Mail...” from the sub-menu.



7. Enter your name as prompted then click [Next >]



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a text box containing "Fox Mulder". To the left of the text box is the label "Display name:". Below the text box is the text "For example: John Smith". At the bottom of the window are three buttons: "< Back", "Next >" (which is highlighted with a mouse cursor), and "Cancel".

8. Enter your full email address as prompted, then click [Next >]



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a text box containing "spooky@filertel.com". To the left of the text box is the label "E-mail address:". Below the text box is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >" (which is highlighted with a mouse cursor), and "Cancel".

9. Enter server information as follows, then click [Next >]

My incoming mail server is a POP3 server.

Incoming mail (POP3, IMAP or HTTP) server.

pop.filertel.com

Outgoing mail (SMTP) server.

mail.filertel.com



The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window title is 'Internet Connection Wizard'. The main area contains the following text and fields:

- 'My incoming mail server is a **POP3** server.' (The dropdown menu is set to 'POP3').
- 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text box containing 'pop.filertel.com'.
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by a text box containing 'mail.filertel.com'.

At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a mouse cursor.

10. Enter your username and password as prompted, then click [Next >]



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window title is 'Internet Connection Wizard'. The main area contains the following text and fields:

- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text box containing 'spooky'.
- 'Password:' followed by a text box containing ten dots.
- A checked checkbox labeled 'Remember password'.
- 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)'.

At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a mouse cursor.

11. Click [Finish] on the Congratulations window.



12. Back on the "Internet Accounts" window, click on your new mail account so that it is highlighted, then click the [Properties] button.



13. Select the “Servers” tab at the top then make sure the “My server requires authentication” box is checked. Click [OK]



14. Your Outlook Express is now setup and ready to send and receive email. If you have any problems with email after completing these steps, please call 326-3700 for technical support.