

How to Set Up Outlook Express

Before you can use Outlook Express to send and receive email, you need to set up an account. You can have more than one account — for business, online shopping, and so on — and each person who uses your computer may have their own, completely separate account. Outlook Express gracefully handles it all.

The example domain we use in this document will be 'joesoap.co.za' but please use your own domain name when configuring your email.

Start Outlook Express

There are many ways to start Outlook Express, but here's a sure-fire way to find and start it.

1. Click the Start button.
2. Point to All Programs.
3. Click Outlook Express.



4. If asked whether you'd like to open this particular account automatically every time you start Outlook Express, click Yes (if you do) or No (if you don't).
If you don't want to be asked this question again, click to check the Always perform this check... box.
5. Check When Outlook Express starts, go directly to my Inbox.
Outlook Express directs all incoming mail to the Inbox, so it makes sense to bypass this opening page. If you don't see the list of folders and contacts on the left, click Layout on the View menu. Click Contacts and Folder List to check them, and then click OK.



Quick start. You'll notice that when you use Outlook Express regularly, Windows XP will put the Outlook Express icon on the Start menu (along with other programs you've used recently). In that case, just click the Outlook Express icon in the Start menu to open the program.

Set Up an Outlook Express E-Mail Account

The Internet Connection Wizard makes short work of setting up your online mailbox by walking you through each step for every email account you set up.

1. Before you get going, make sure you know your email address along with the following information. (You may need to contact your ISP, Internet Service Provider, to get it).

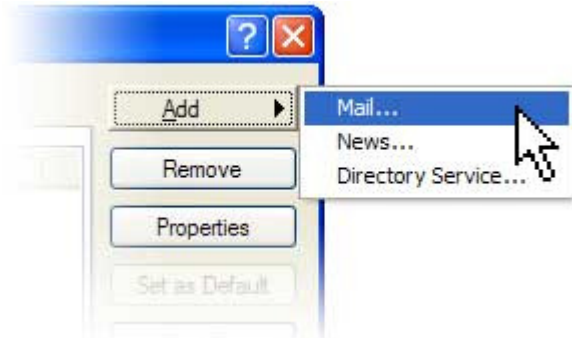
First, information about the email servers:

- The type of email server you use: POP3 (most e-mail accounts)
- The name of the incoming e-mail server will be mail.yourdomainname.co.za i.e. "mail.joesoap.co.za"
- For POP3 and IMAP servers, the name of the outgoing email server (generally SMTP) will also be mail.yourdomainname.co.za i.e. "mail.joesoap.co.za"

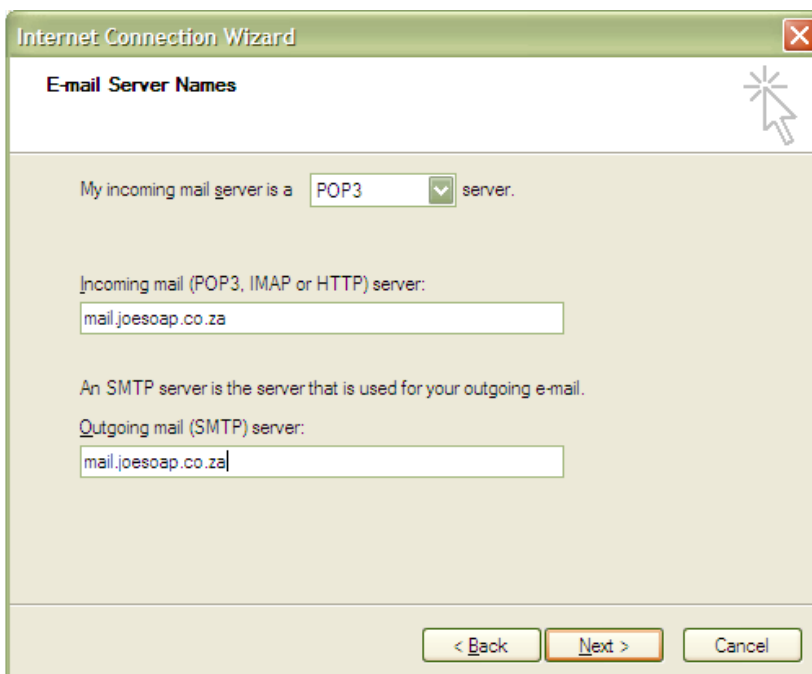
Second, information about your account:

- Your account name and password will be your username/email address and your password. Example: john@joesoap.co.za
If you do not have this information please contact us on 021 555 1167. Please not all passwords are cAsE sensitive.

2. Start Outlook Express, and on the Tools menu, click Accounts.
If the Internet Connection Wizard starts up automatically, skip ahead to step 4.
3. Click Add, and then click Mail to open the Internet Connection Wizard.

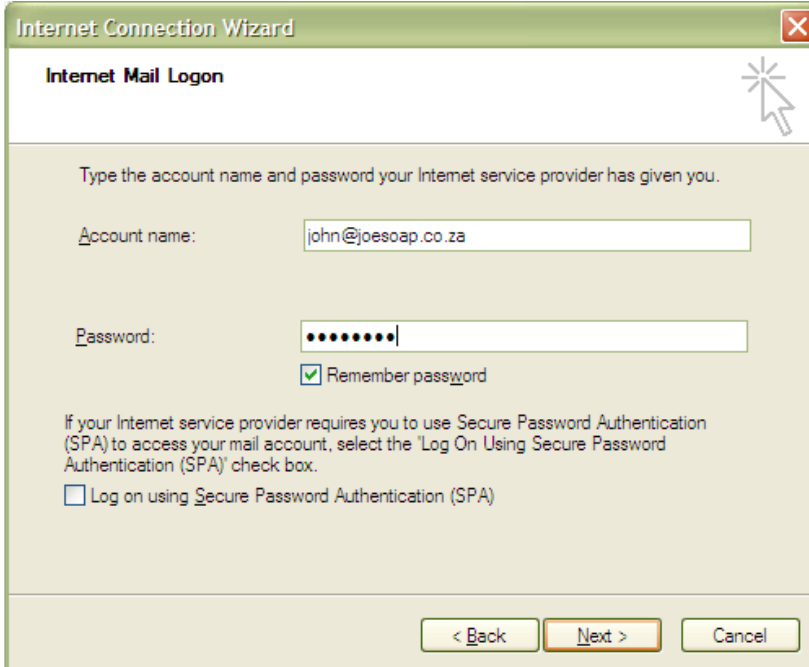


4. On the Your Name page of the wizard, type your name as you want it to appear to everyone who gets email from you, and then click Next.
Most people use their full name, but you can use any name — even a nickname — that people will recognise.
5. On the Internet Explorer Address page, type your email address, and then click Next.
6. On the E-mail Server Names page, fill in the first block of information that you gathered from your ISP in step 1, and then click Next.



Note: If you chose HTTP as your incoming email server — as for a Hotmail or MSN account — this wizard page changes slightly so you can identify your HTTP mail service provider.

7. On the Internet Mail Logon page, type your account name and password.



Note: If you're concerned about break-ins to your email, click to clear the check in the Remember Password box. You'll then be prompted for the password each time you send or retrieve mail.

8. Click Next, and then click Finish.

You're ready to send your first email!



Unsure if your new e-mail account is working? Send an email message to a friend. If they get the message, your account is ready to roll! But if you run into problems setting up your account, Outlook Express offers help. Search for troubleshooting topics from Contents and Index on the Help menu.