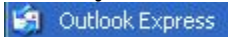
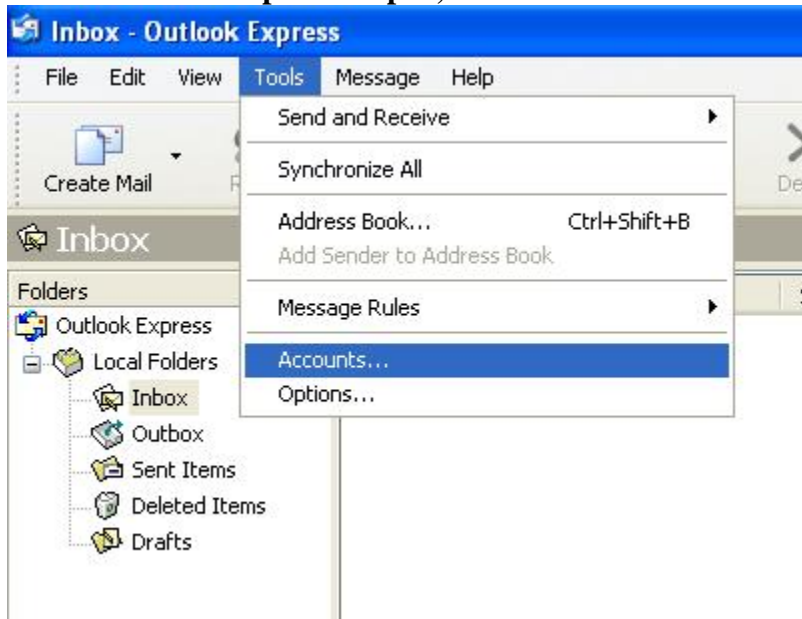


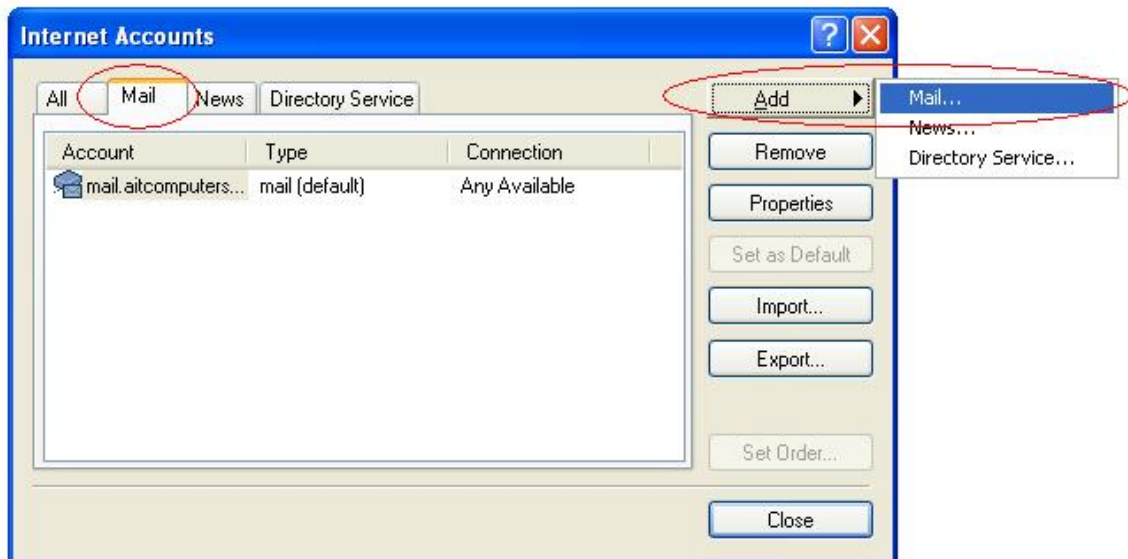
- Find your Outlook Express Icon:



- Once Outlook Express is open, click on Tools then Accounts as seen here.



- Next, make sure you are on the 'Mail' tab, then click the Add button on the right hand side and select Mail...



- Enter your name the way that you would like it displayed to those receiving your email.

Internet Accounts

Internet Connection Wizard

**Your Name**

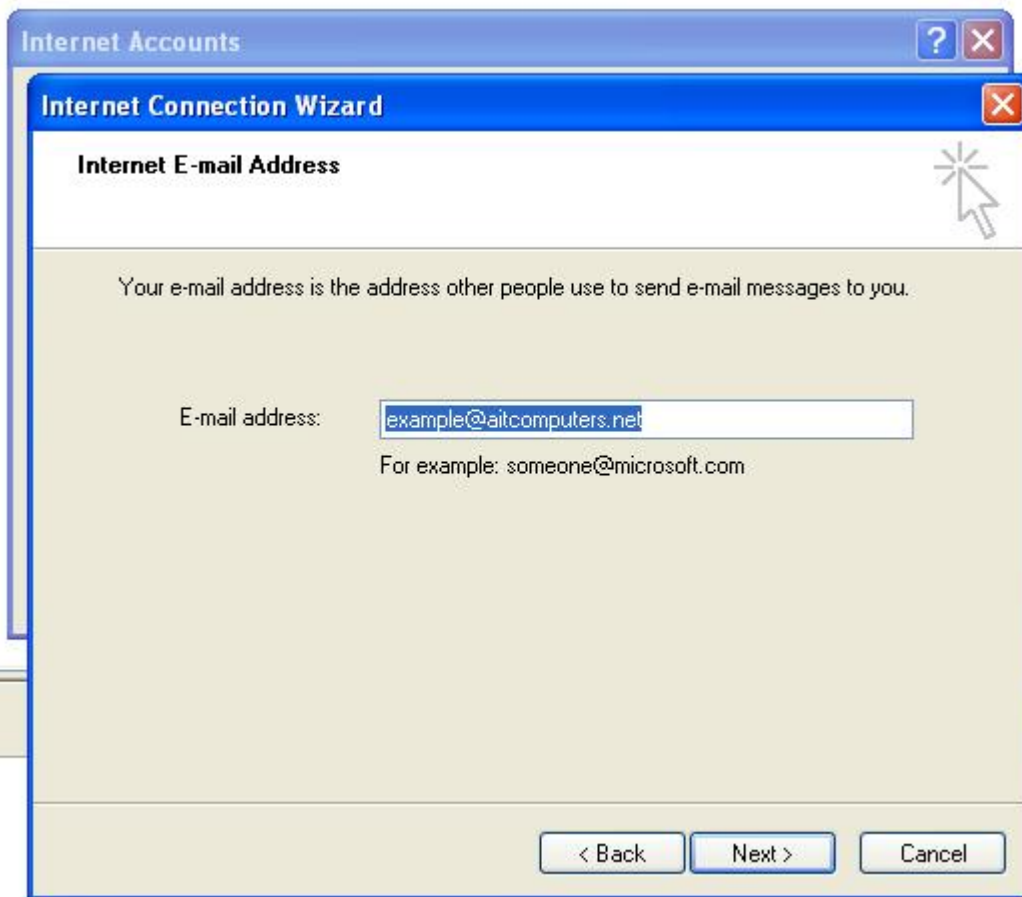
When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

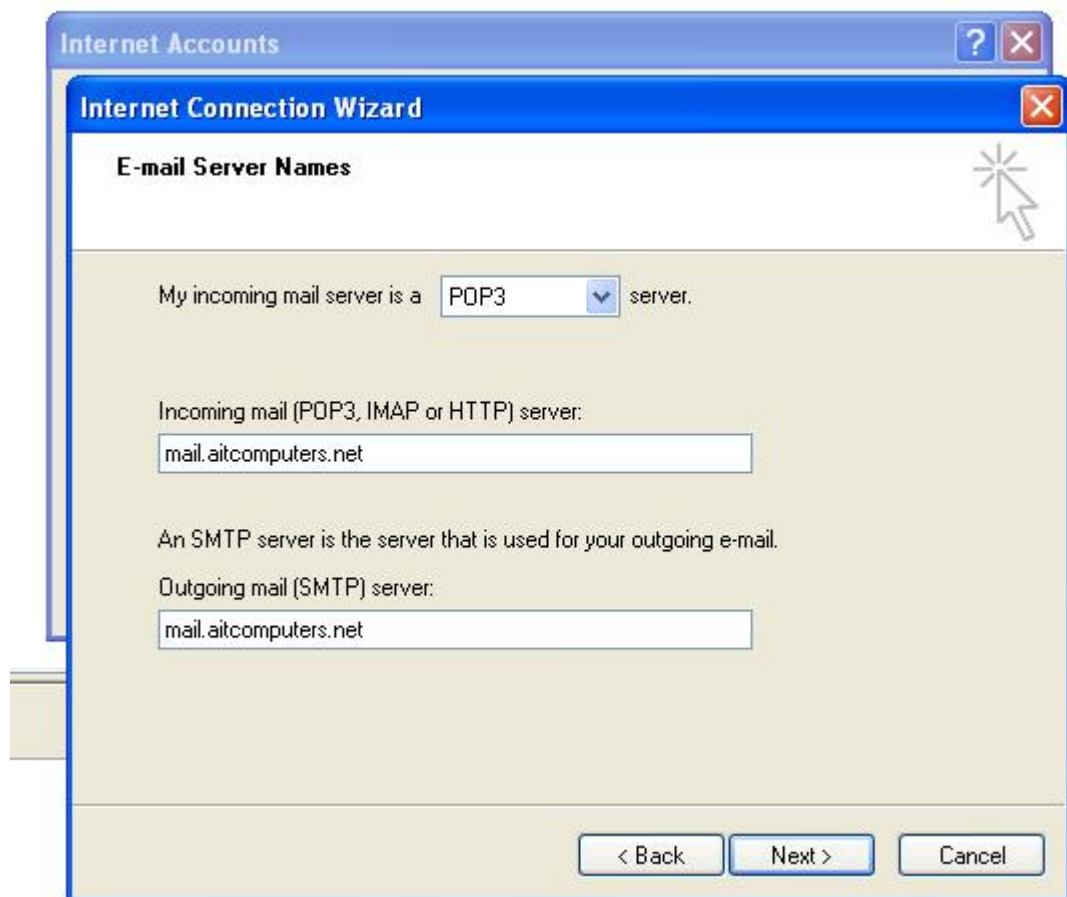
For example: John Smith

< Back   Next >   Cancel

- On the next screen enter your full email address.



- Enter the incoming and outgoing mail servers for your domain name.



The image shows a screenshot of the Windows Internet Accounts control panel window. Overlaid on this is the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The wizard has a blue title bar with a question mark icon and a close button. The main content area is light beige. At the top, it says 'E-mail Server Names' with a question mark icon and a mouse cursor pointing to it. Below this, there are three sections: 1. 'My incoming mail server is a' followed by a dropdown menu set to 'POP3' and the word 'server.'. 2. 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text input field containing 'mail.aitcomputers.net'. 3. 'An SMTP server is the server that is used for your outgoing e-mail.' followed by 'Outgoing mail (SMTP) server:' and another text input field containing 'mail.aitcomputers.net'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Internet Accounts

Internet Connection Wizard

E-mail Server Names

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:

< Back   Next >   Cancel

- Enter your full email address again for the account name and password.

Internet Accounts

Internet Connection Wizard

**Internet Mail Logon**

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

Account name:

Password:

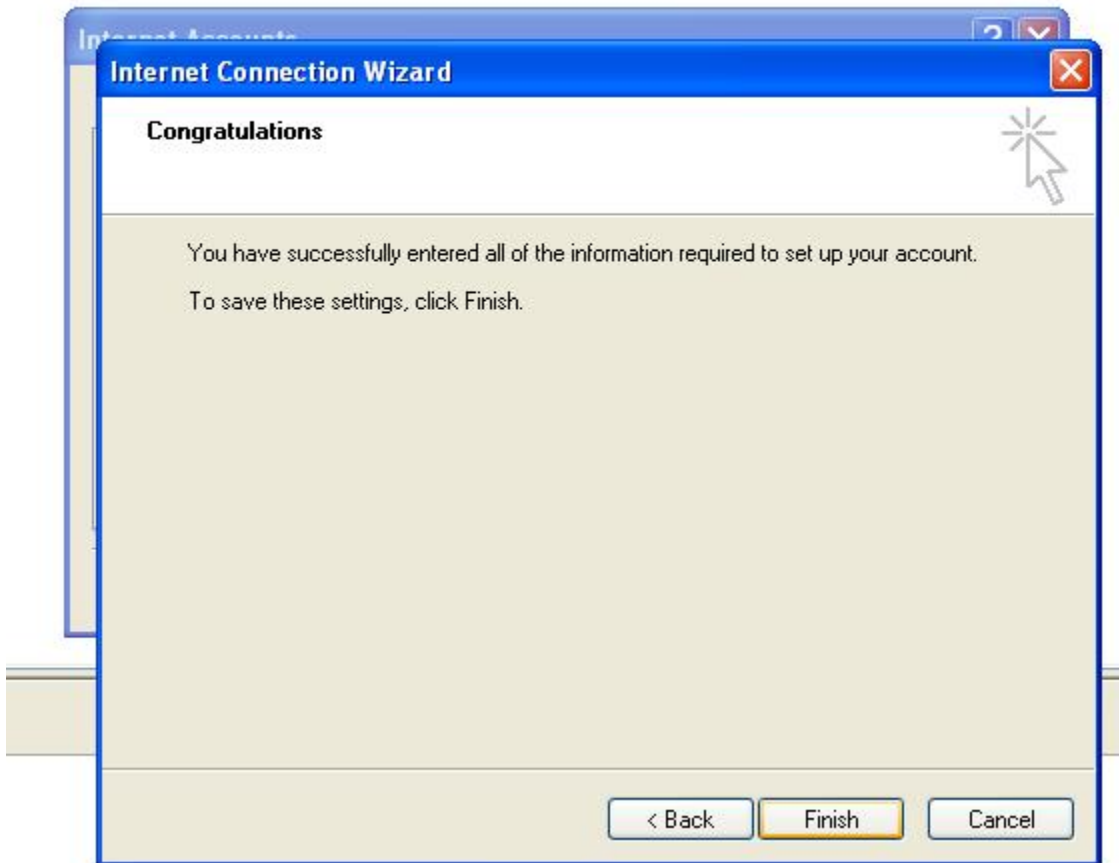
Remember password

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.

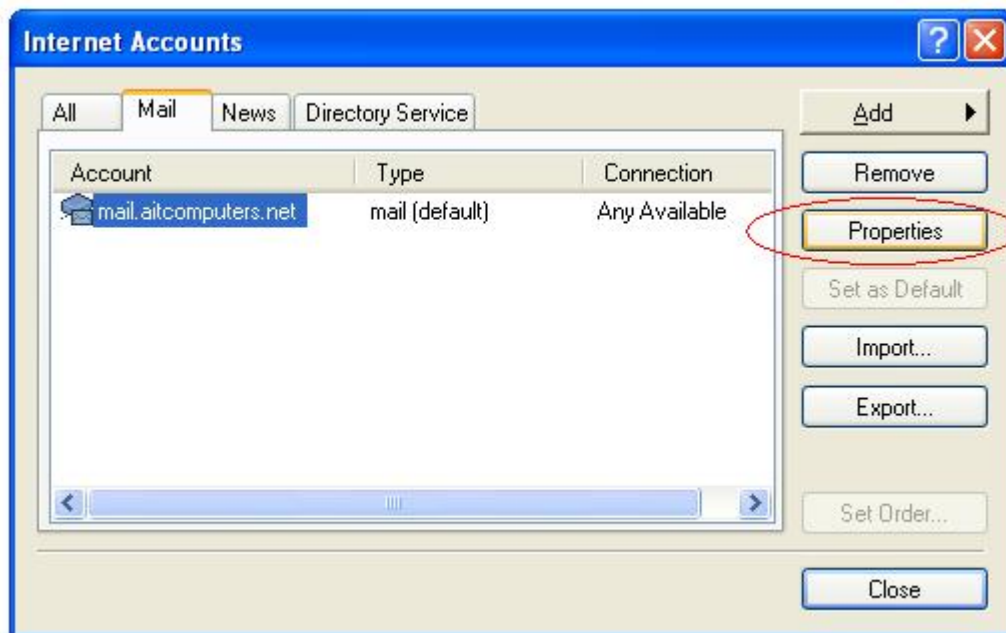
Log on using Secure Password Authentication (SPA)

< Back   Next >   Cancel

- When done click on **Finish**.



- Lastly, make sure you click Properties.



- Next, select the 'Servers' tab, and make sure that 'My server requires authentication' is checked. Click Ok, then you can close the windows and your email

is now setup.

