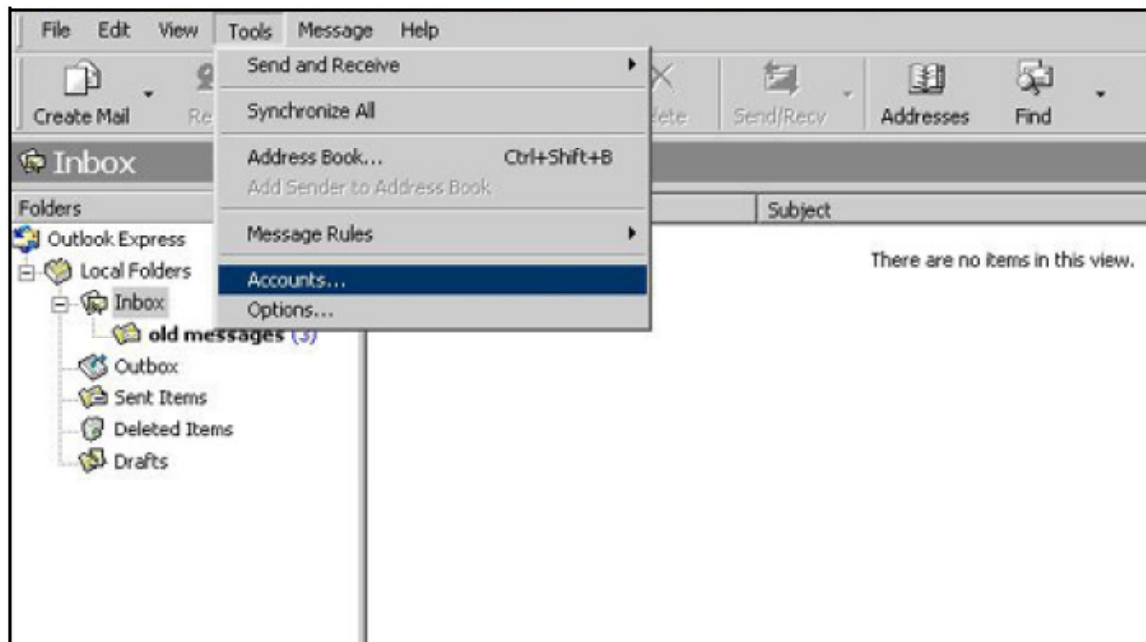


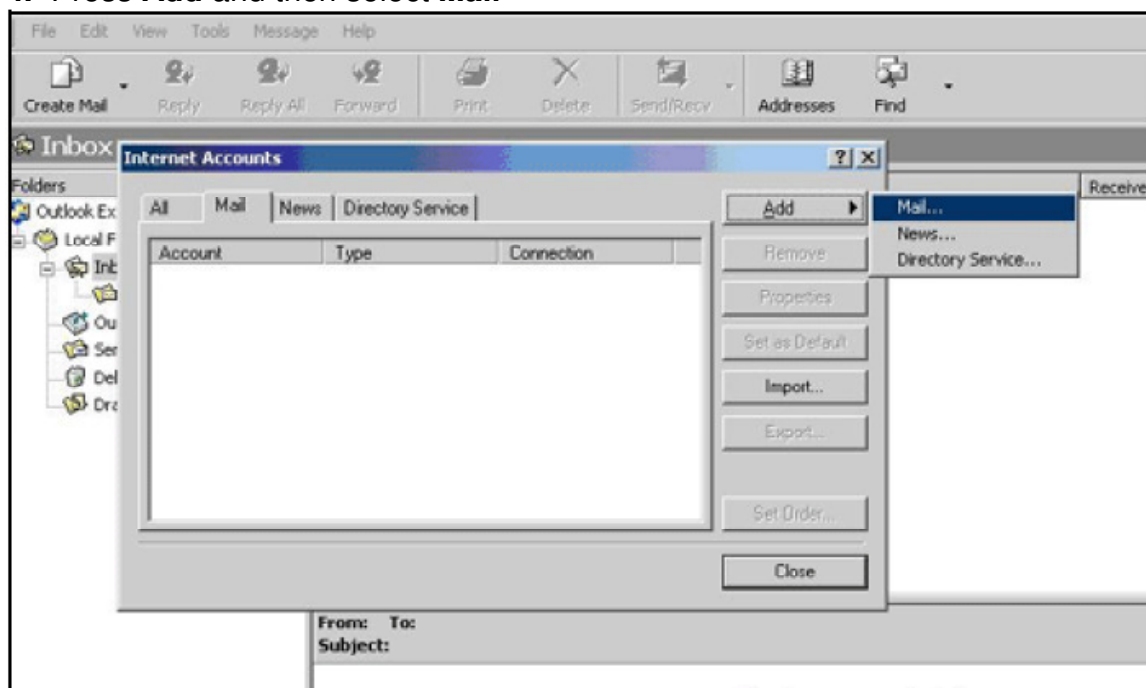
Configuring Microsoft® Outlook Express 6.0

Outlook Express is one of the most popular mail clients. To configure Outlook Express to access your email account:

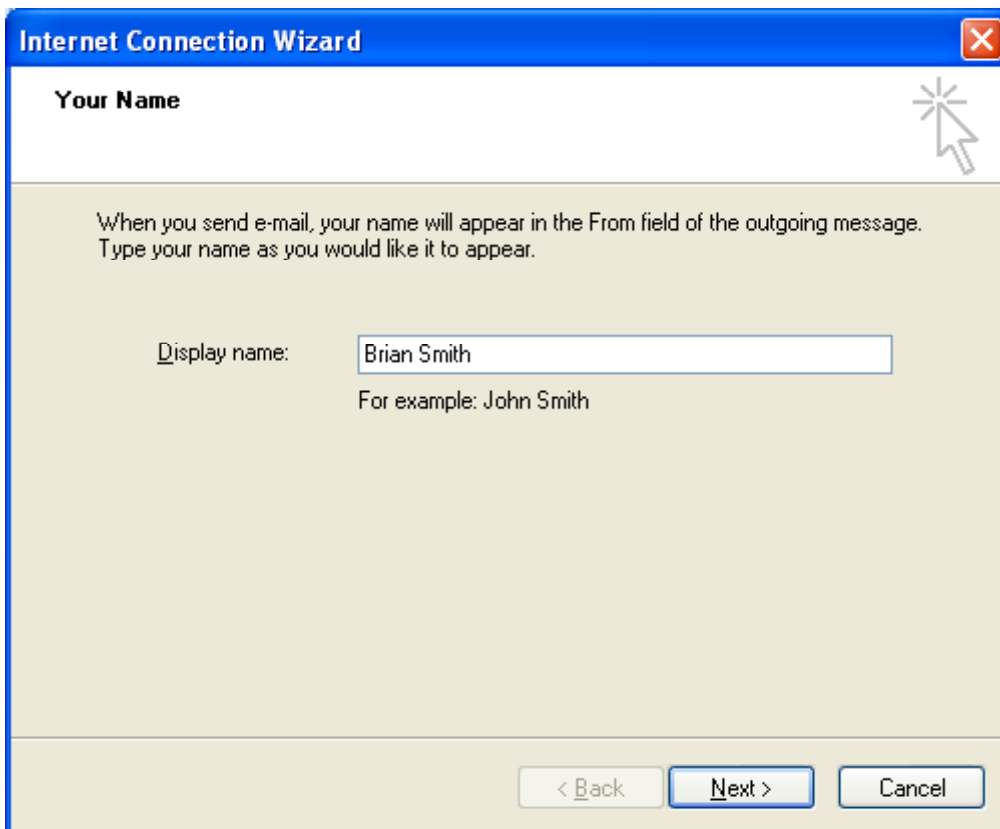
1. Open **Outlook Express** and select **Tools** from the menu.
2. Select **Accounts**.



3. The **Internet Accounts** window will open.
4. Press **Add** and then select **Mail**



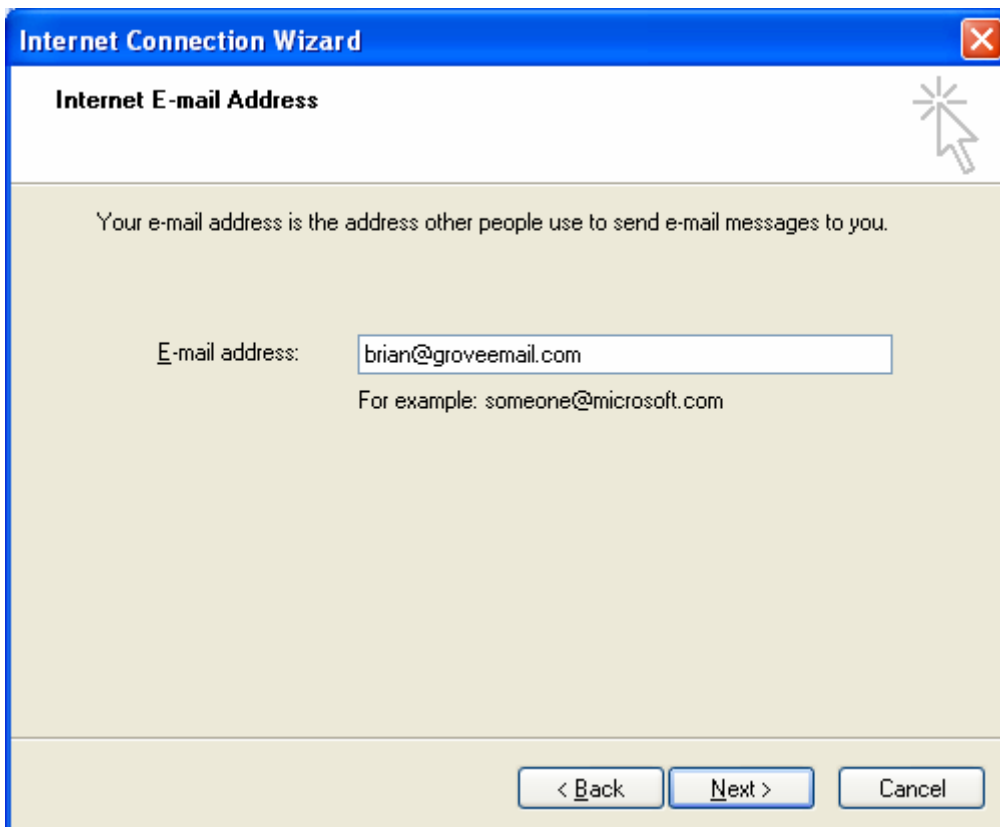
5. The **Internet Connection Wizard** opens.



The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a mouse cursor icon. The text reads: '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.' There is a text input field labeled 'Display name:' containing the text 'Brian Smith'. Below the input field, it says 'For example: John Smith'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

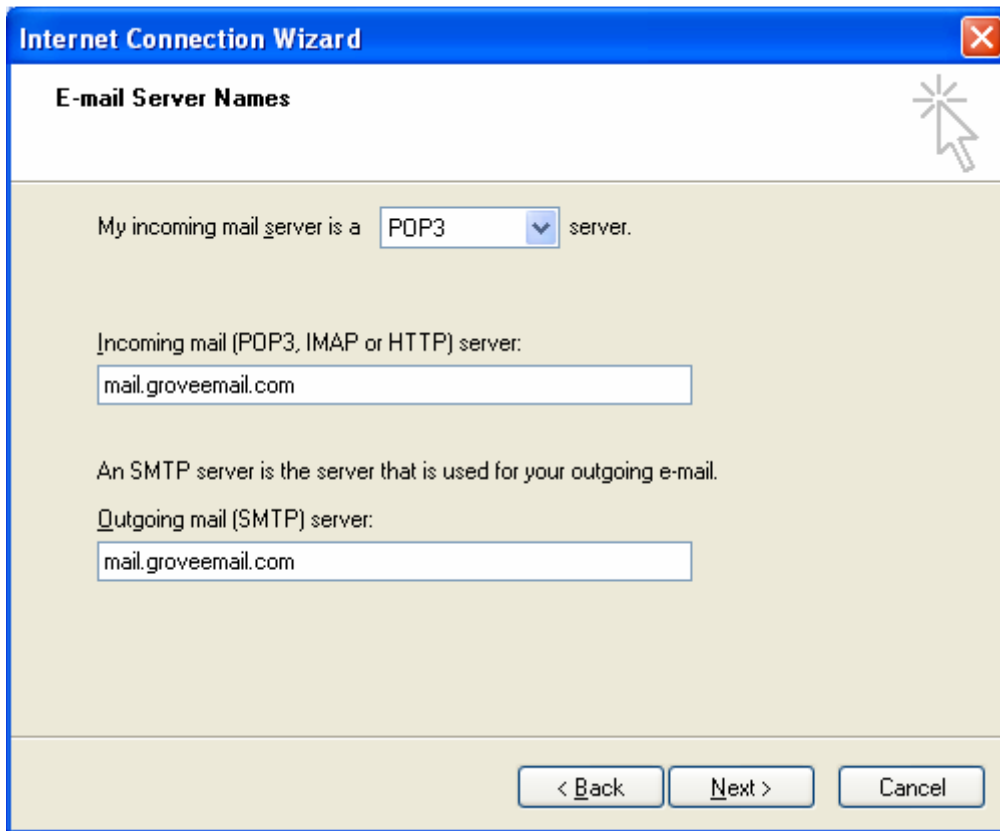
6. Enter the **Display Name** to appear in the From: field in the messages you send.

7. Enter the email address assigned to you when you account was setup.



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a mouse cursor icon. The text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' There is a text input field labeled 'E-mail address:' containing the text 'brian@groveemail.com'. Below the input field, it says 'For example: someone@microsoft.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

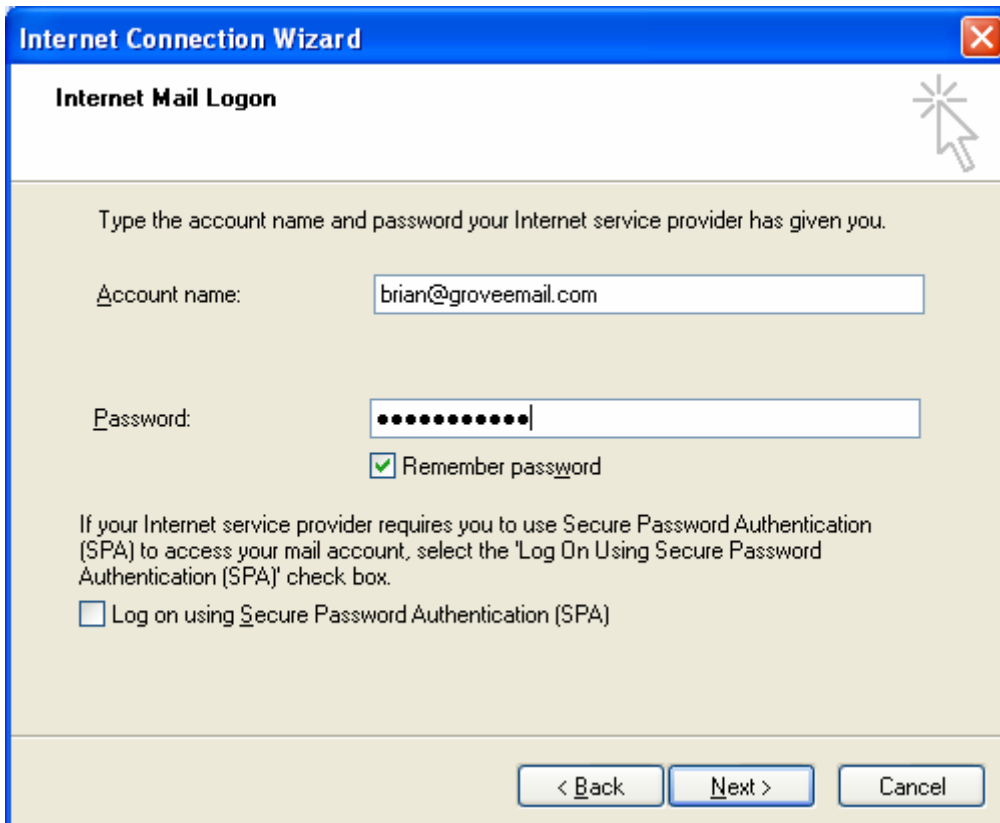
8. Enter the server information



The screenshot shows the 'E-mail Server Names' dialog box in the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard' with a close button. The main title is 'E-mail Server Names'. The dialog contains the following text and controls:

- 'My incoming mail server is a **POP3** server.' (The 'POP3' is in a dropdown menu.)
- 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text box containing 'mail.groveemail.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.groveemail.com'.
- At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

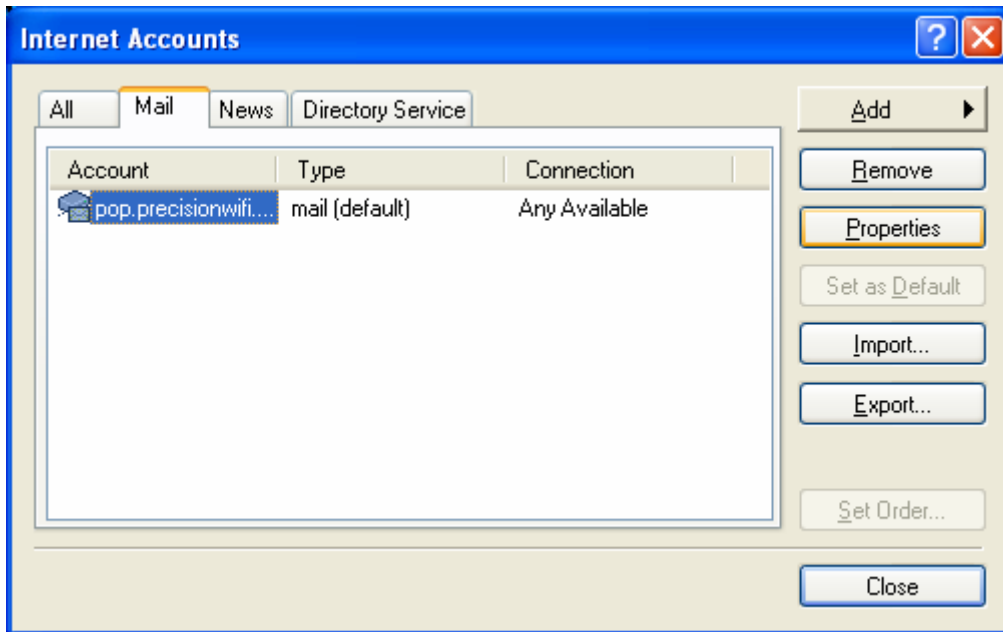
9. Enter your account name (full email address) and password supplied to you in your account setup documentation.



The screenshot shows the 'Internet Mail Logon' dialog box in the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard' with a close button. The main title is 'Internet Mail Logon'. The dialog contains the following text and controls:

- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text box containing 'brian@groveemail.com'.
- 'Password:' followed by a text box filled with 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'.

10. Select the mail account that you just created and click on **Properties**.



11. Click on the **Servers** tab and check the **My server requires authentication** check box and the bottom of the page and then hit **OK** and then press **Close**.

