

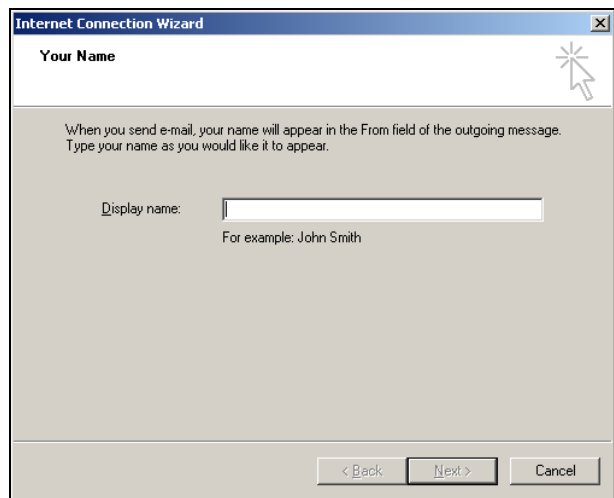
Tutorial: Outlook Express – Create an Account

Using Windows 2000

When you open Outlook Express for the first time you will be presented with a wizard to help you setup an email account

Display name

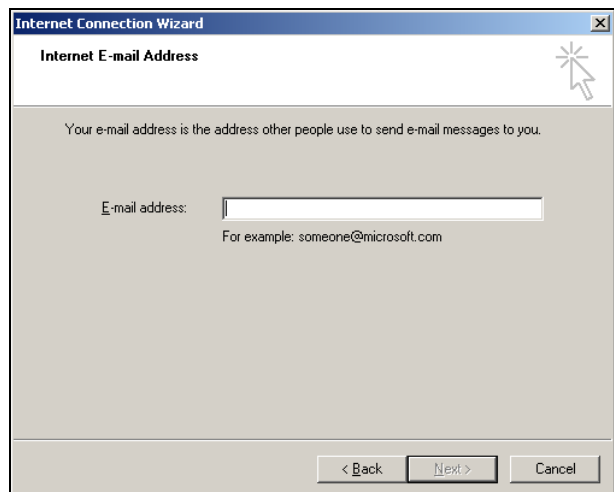
Type in here the name of your company, or if you prefer your personal name, but remember it will be shown on the head of each email you send.



The screenshot shows the 'Internet Connection Wizard' window with the title 'Your Name'. Below the title, there is a text box for entering the display name. A small asterisk icon is in the top right corner. Below the text box, it says 'For example: John Smith'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

E-mail Address

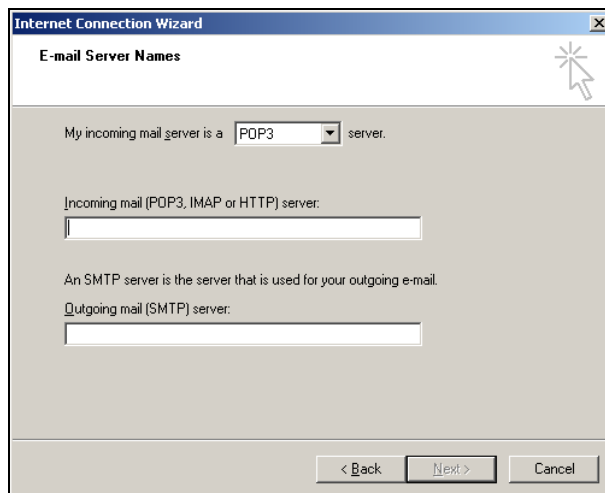
Type your full email address in here



The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet E-mail Address'. Below the title, there is a text box for entering the email address. A small asterisk icon is in the top right corner. Below the text box, it says 'For example: someone@microsoft.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

E-mail Server Names

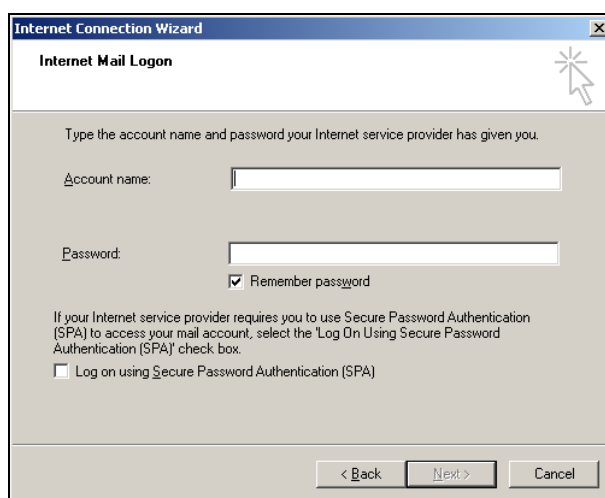
Type your POP3 and SMTP address in here



Logon

Your Account name is your full email address

If you tick the 'Remember password' box it will save you having to enter it everytime you collect your mail



You will need to perform the above steps for each email address you want to setup. For example you may have your personal email address, one for the office, and/or accounts for individual members of the company. They will all need setting up.