ADVANCED COMPUTER & COMMUNICATION SYSTEMS, INC. 47 North Jackson Street Frankfort, IN 46041 Phone (765) 659-4671 Fax (765) 654-7106 Internet Support: internet@accs.net Web Site: www.accs.net

Setting up **Outlook Express 5** for e-mail

Step 1

Find the 'Outlook Express' icon on your desktop and **double-click** on it. This will open 'Outlook Express'.

The first time Outlook Express is opened it will automatically start the mail wizard. If it does not start the wizard, then **left-click** on **'Tools'** at the top, then **left-click** on **'Accounts'**.

😂 Inbox - ACCS.net:	Internet Serv	vices						×
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Configures your accounts.		5						11.

	News Directory Ser	vice	<u>Add</u>	Mail
Account	Туре	Connection	<u>B</u> emove	Directory Service
			Properties	
			Set as <u>D</u> efault	
			Import	
			Export	
			Set Order	

Step 2

Left-click on the 'Add' button and then left-click on 'Mail'. If the mail wizard automatically started up, then you can skip this step.



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Step 3

This first screen is where you type in your full name, or the name you want other people to see when they receive e-mail from you. Simply, type your name in the blank and **left-click** on the '**Next**' button to continue.

net Connection Wizard	
'our Name	米
When you send e-mail, y Type your name as you	your name will appear in the From field of the outgoing message. would like it to appear.
Display name:	Herbie Hanchcok
	For example: John Smith
	< Back Next > Cancel

Internet E-mail Address			No.
Your e-mail address is th	e address other people	e use to send e-mail m	essages to you.
I already have an e-r	nail address that I'd lik	e to use.	
<u>E</u> -mail address:	username@accs.i	net	
	For example: some	one@microsoft.com	
C I'd like to <u>s</u> ign up for	a new account from:	Hotmail	2
		Z Book Nov	the Cancel

Step 4

Now 'Outlook Express' wants to know what your e-mail address is. Your email address should be listed on your signup sheet. It will be in the format of *username@accs.net*

Once you have typed in your ACCS email address into the 'Email address' blank, **click** '**Next**' to continue.



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Step 5

This is the 'E-Mail Server Names' window. Leave the top blank set at '**POP3**'. Then type in **mail.accs.net** into the Incoming & Outgoing mail blanks. Your screen should match exactly to the one shown. Once this is complete, **click** on the '**Next**' button to continue.

man server names	
My incoming mail server is a POP3 💌 server	N.
Incoming mail (PUP3, IMAP or HTTP) server: mail.accs.net	<u> </u>
An SMTP server is the server that is used for your outgo	oing e-mail.
Outgoing mail (SMTP) server:	
mail.accs.net	

nternet Mail Logon	
Type the account nar	ne and password your Internet service provider has given you.
Account name:	username
Password:	
If your Internet service p (SPA) to access your m Authentication (SPA)' cl	Hemember password provider requires you to use Secure Password Authentication ail account, select the 'Log On Using Secure Password heck box.
Log on using <u>S</u> ecur	e Password Authentication (SPA)

<u>Step 6</u>

Now Outlook Express wants your email username and password. Your email username and password match your ACCS username and password exactly. So type in your ACCS username into the 'Account Name' blank and type in your ACCS password into the 'Password' blank. Then, check the box that reads 'Remember password'. Once this is complete, click 'Next' to continue.

* <u>Remember, type in your</u> <u>username and password in all</u> <u>small</u> letters.



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Setting up **Outlook Express 5** for e-mail

Step 7

This is the last screen, you have completed setting up your email. **Click** on the **Finish**' button to save the new email settings.

If your **Internet Accounts**' window is open simply **click** on the **'Close**' button.

ernet Connection Wizard	
Congratulations	1 A
You have successfully entered	all of the information required to set up your account.
To save these settings, click Fir	nish.
	< Back Finish Cancel

To send a New Message in Outlook Express, simply **click** on the 'New Mail' button on your Outlook Express toolbar. To check for new mail **click** on the 'Send/Recv' button on your toolbar.

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Free Internet Technical Support

Phone: (765) 659-4671Email: internet@accs.netHours: Mon-Fri 8a-5p

Remember if you have any trouble please give us a call. We have professionals on staff that have experience troubleshooting/ fixing all sorts of networking and computer hardware problems. ACCS has been building/ maintaining business networks and computers for over 20 years!