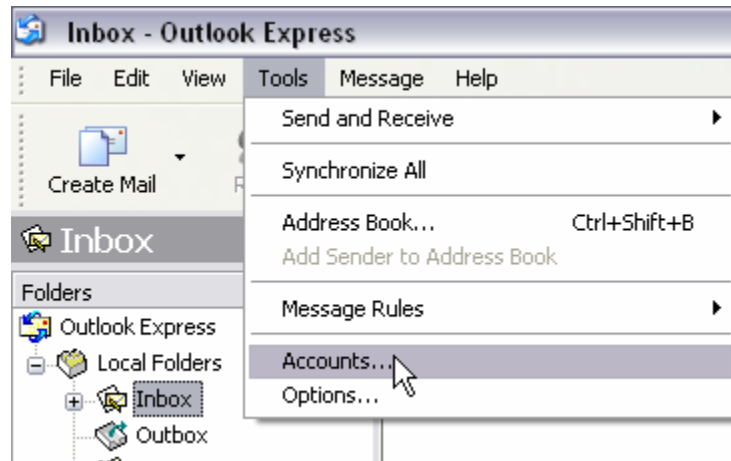


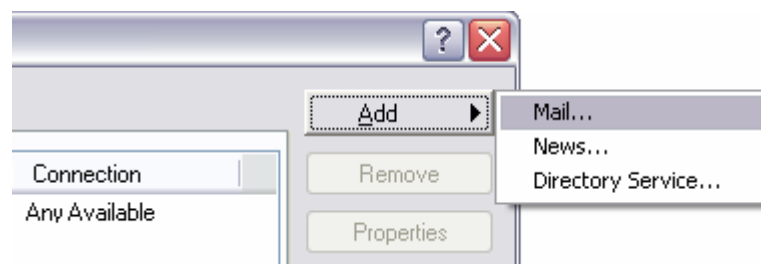
How do I configure email using Outlook Express?

To set up Outlook Express to work with your new e-mail account, please follow these instructions.

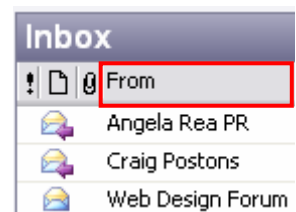
1. Start Outlook Express and select the **Tools** menu. From here select **Accounts**.



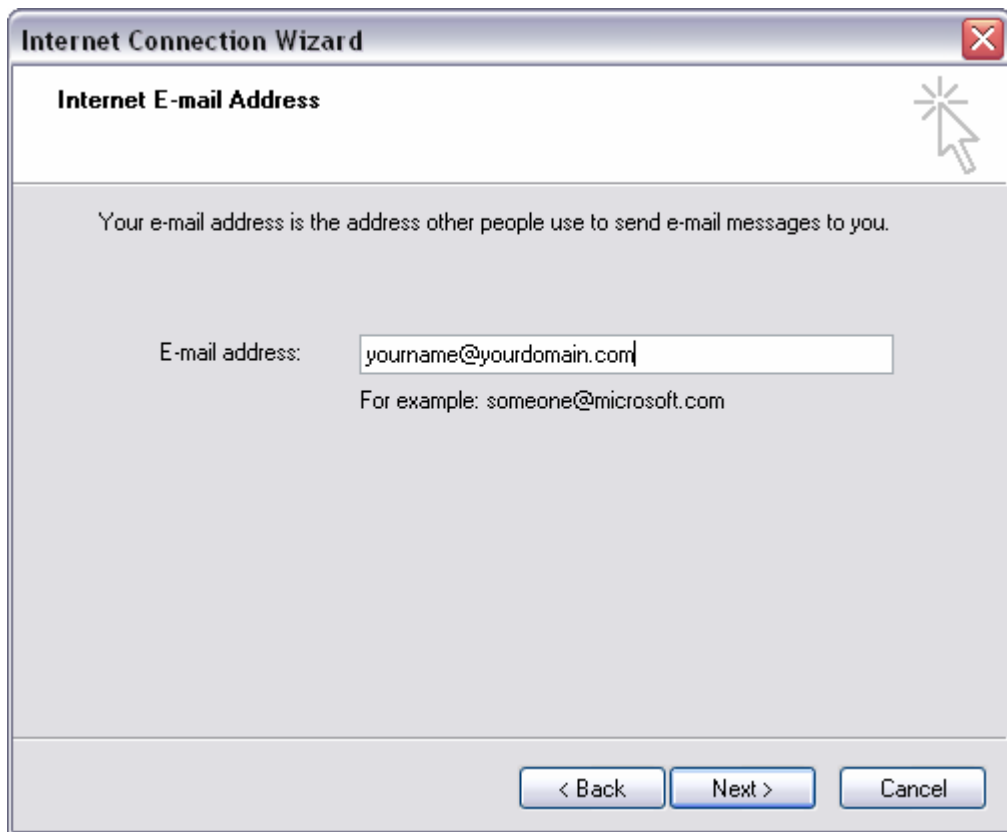
2. In the window that appears press the **Add** button on the top right and select **Mail...**



3. Enter your name as you would like it to appear to people who receive emails from you (as in the example below right). Then click **Next**.




Enter the email address that you want to use and that you have set up in your eXtend Control Panel. Then click 'Next'.



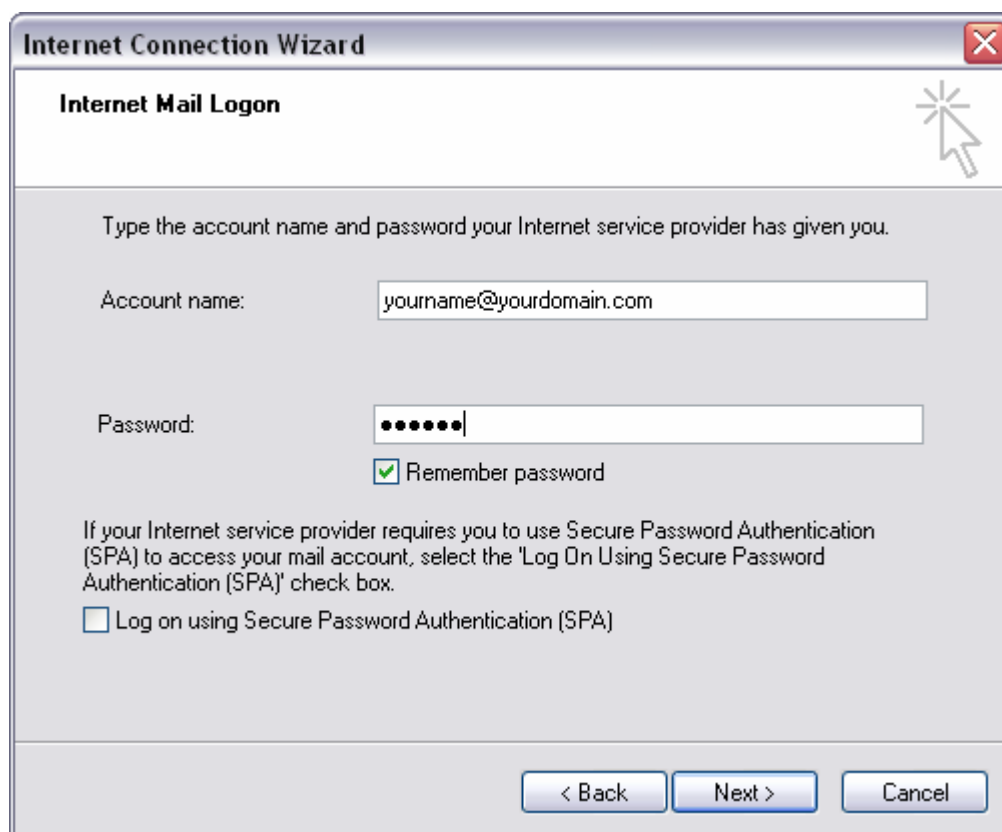
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field containing "yourname@yourdomain.com". Below the field is the text: "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

4. Now you need to enter your incoming and outgoing servers. For the incoming server you should type **mail.yourdomain.com**, substituting your own domain name for 'yourdomain.com'. For the outgoing mail server we have a server called 'outitgoes.com'. You should enter **smtp.outitgoes.com** or you can use mail.yourdomain.com as before. Then click **Next**.



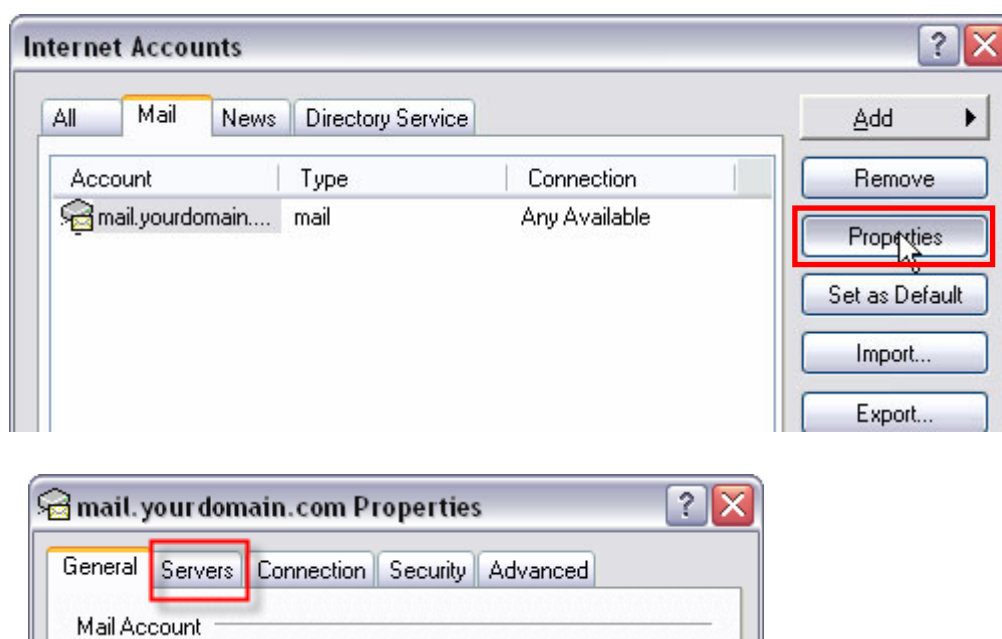
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "E-mail Server Names". Below the heading is a mouse cursor icon. The text reads: "My incoming mail server is a POP3 server." There is a dropdown menu showing "POP3". Below this is a text input field containing "mail.yourdomain.com". The text reads: "Incoming mail (POP3, IMAP or HTTP) server:". Below this is another text input field containing "smtp.outitgoes.com". The text reads: "An SMTP server is the server that is used for your outgoing e-mail." Below this is a text input field containing "smtp.outitgoes.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

- To finish you need to enter your username (which is your full email address) and password for your mail account. (You can view your username and password in eXtend.) Place a tick in the "remember password" box if you don't want to enter your password every time you check your mail.

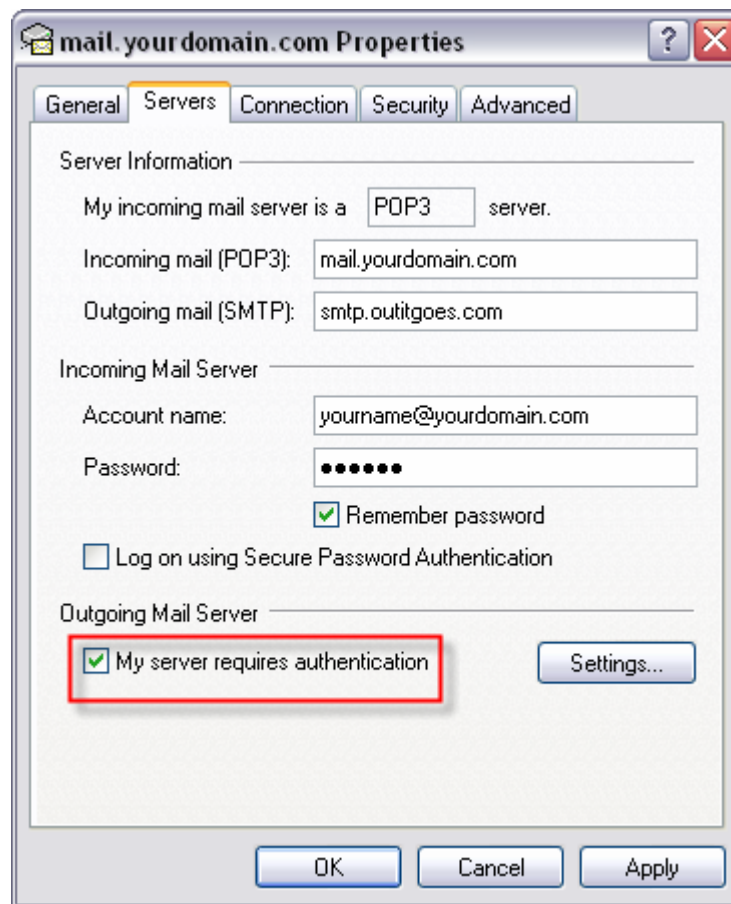


Click **Next**, and then **Finish**.

- To allow you to send mail through our mail server you now need to make a small change to the properties of the account. Select **Properties** from the Accounts window then click on the **Servers** tab:



7. You need to click the tick-box that says '**My server requires authentication**' and then click **OK** and **Close**.



8. You can now send and receive emails! Test out your new account by sending a message to yourself!