



BizMail: Outlook Express Setting

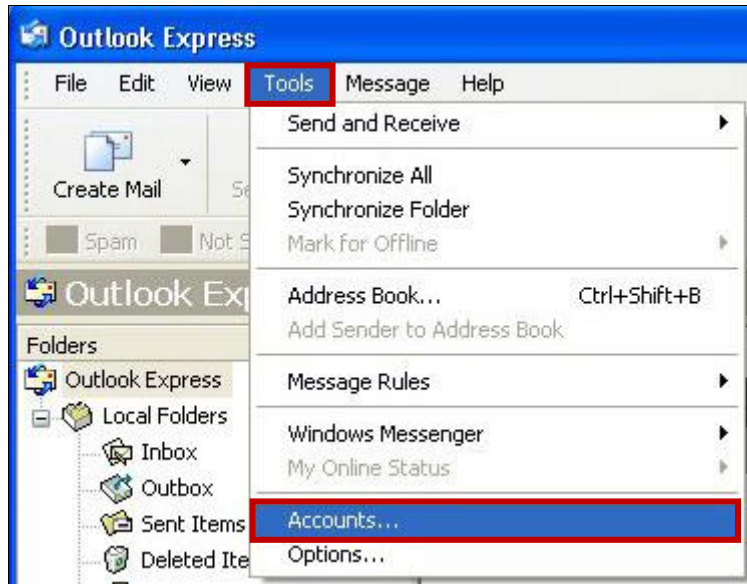
English Version 3.0

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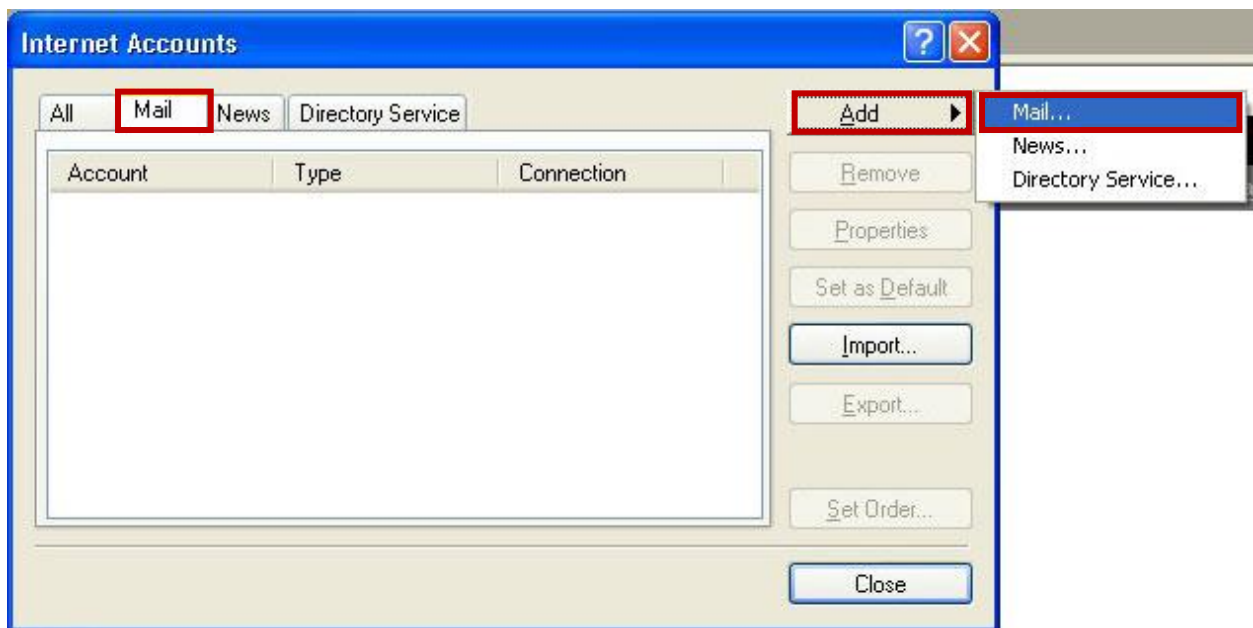
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1 OUTLOOK EXPRESS GETTING STARTED

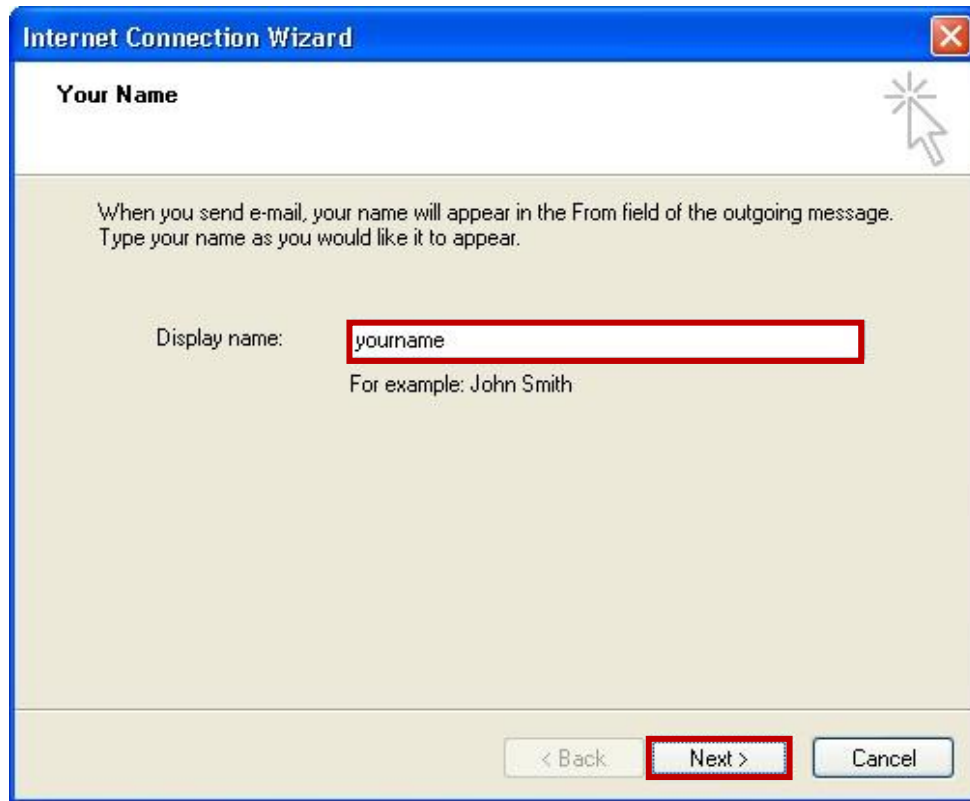
1. Open Outlook Express program, select "Tools" menu and click "Accounts" bar.



2. Select "Mail" tab, click "Add" and "Mail" button.



3. Fill in your **Display name**; click **"Next"** button to continue.



Internet Connection Wizard

Your Name

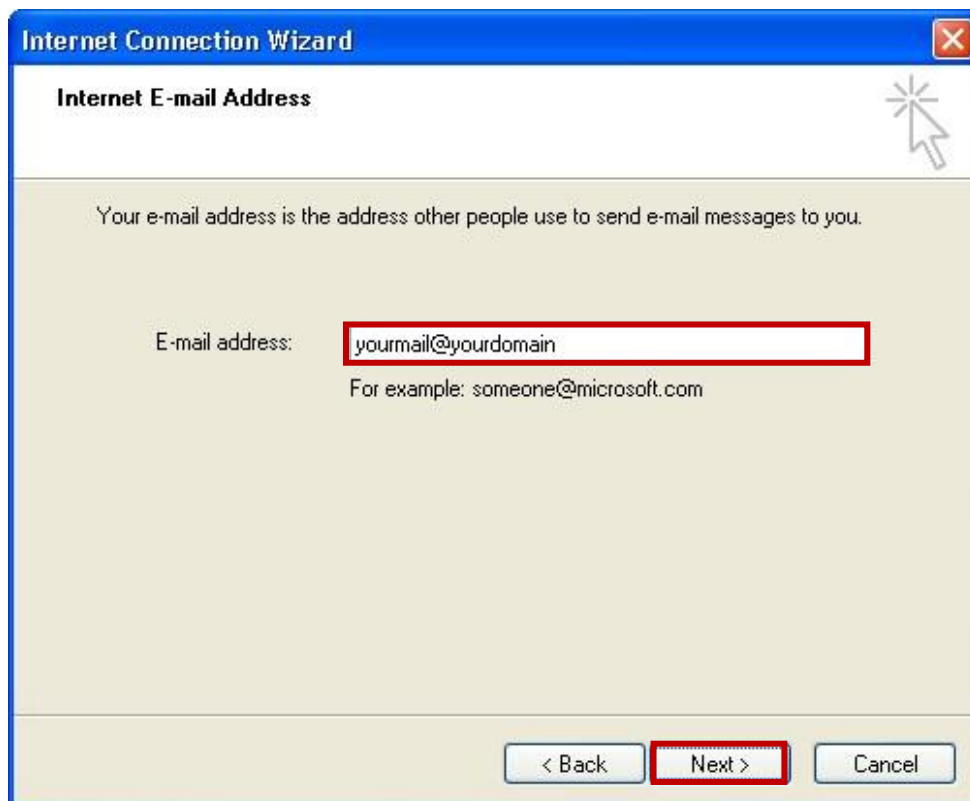
When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back **Next >** Cancel

4. Fill in your **E-mail address**, click **"Next"** button to continue.



Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

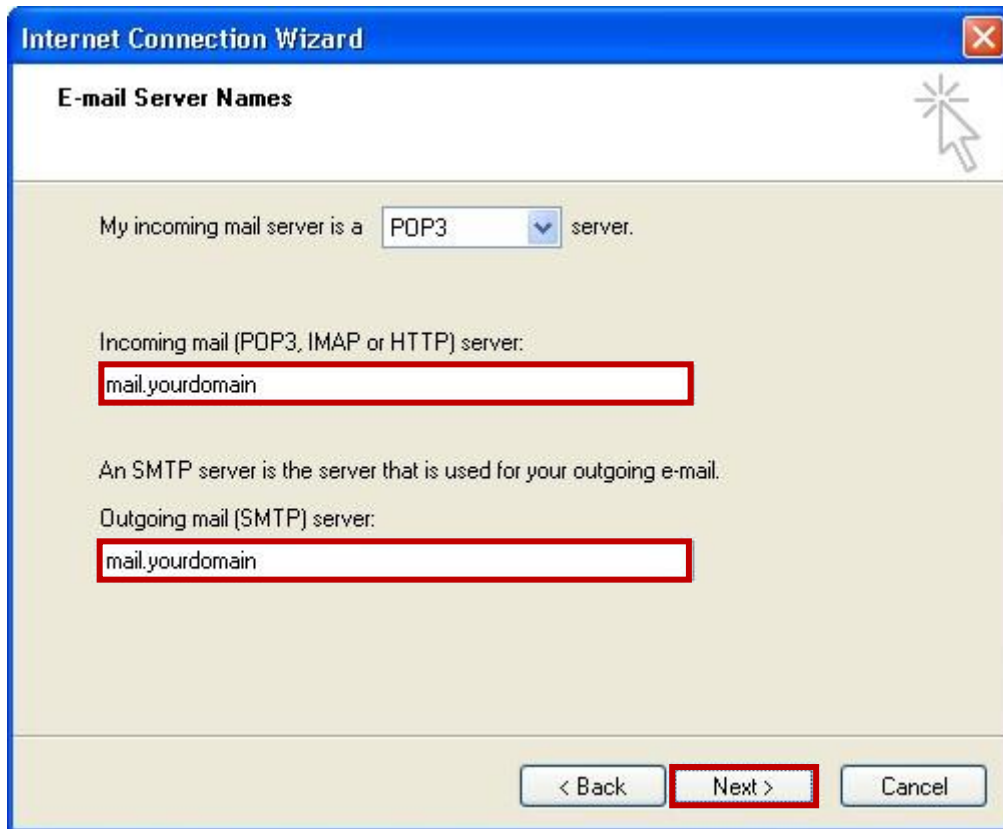
< Back **Next >** Cancel

5. Fill in the **E-mail Server Names**.

Incoming mail (POP3, IMAP or HTTP) server: [mail.yourdomain](#)

Outgoing mail (SMTP) server: [mail.yourdomain](#)

Click "**Next**" button to continue.

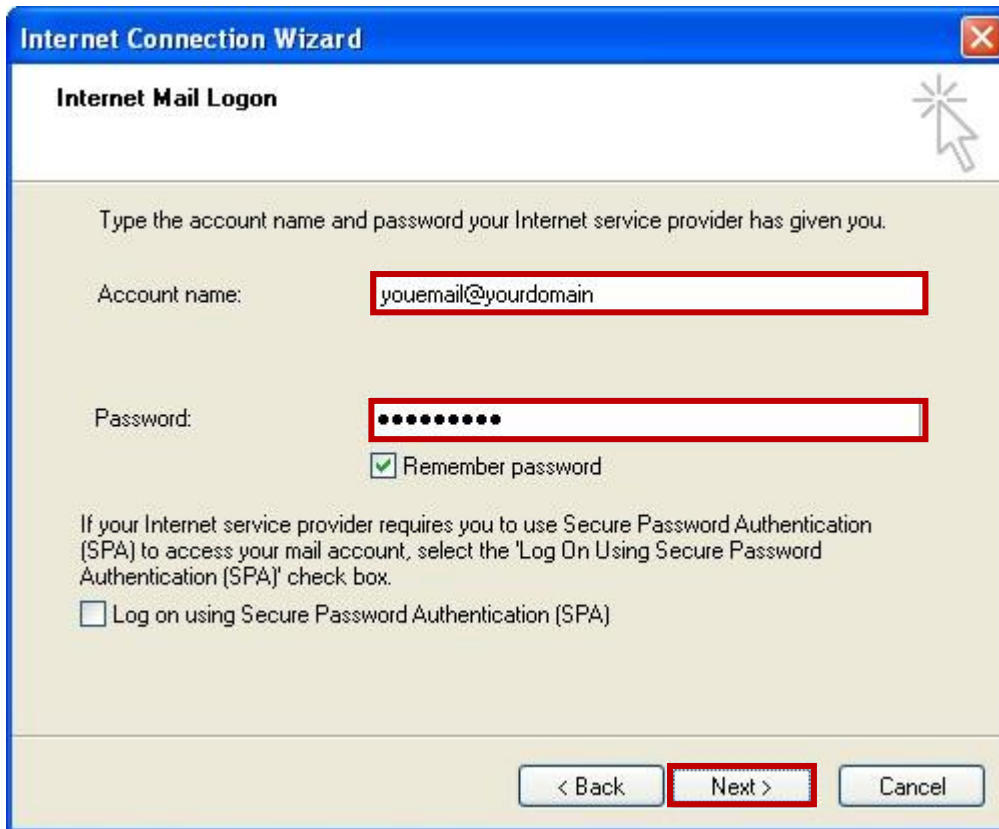


6. Fill in the **Internet Mail Logon**

Account Name: [youremail@yourdomain](#)

Password: [your password](#)

Click "**Next**" button to continue.



Internet Connection Wizard

Internet Mail Logon

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

Account name:

Password:

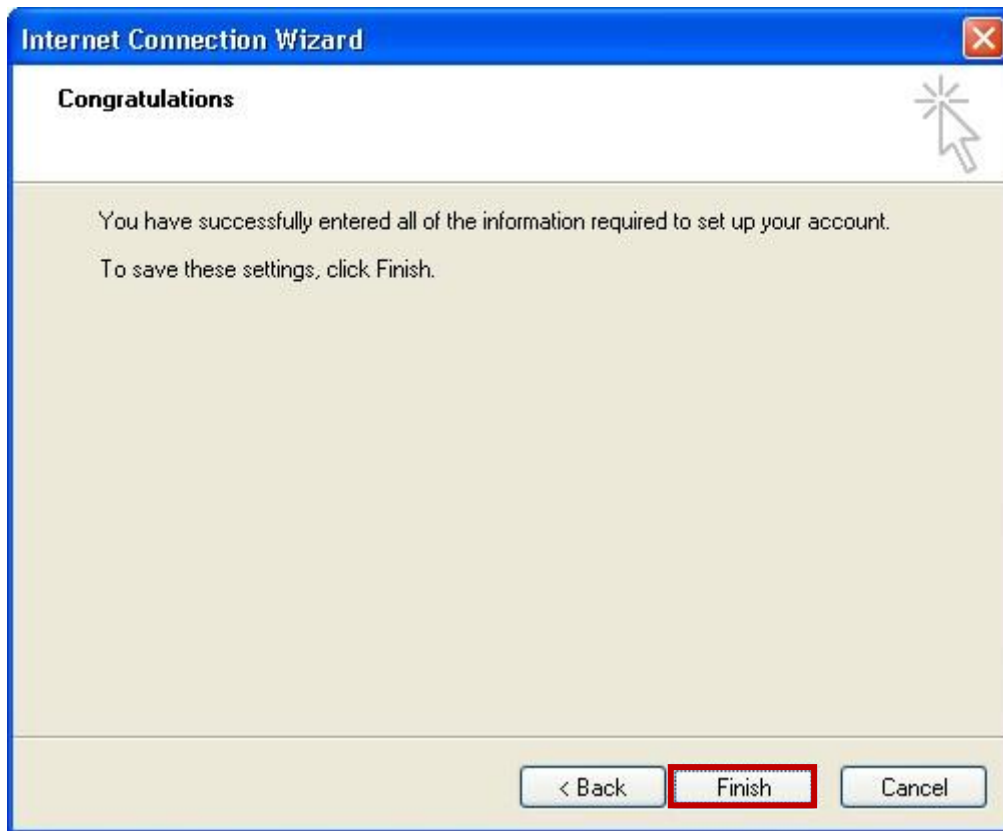
Remember password

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.

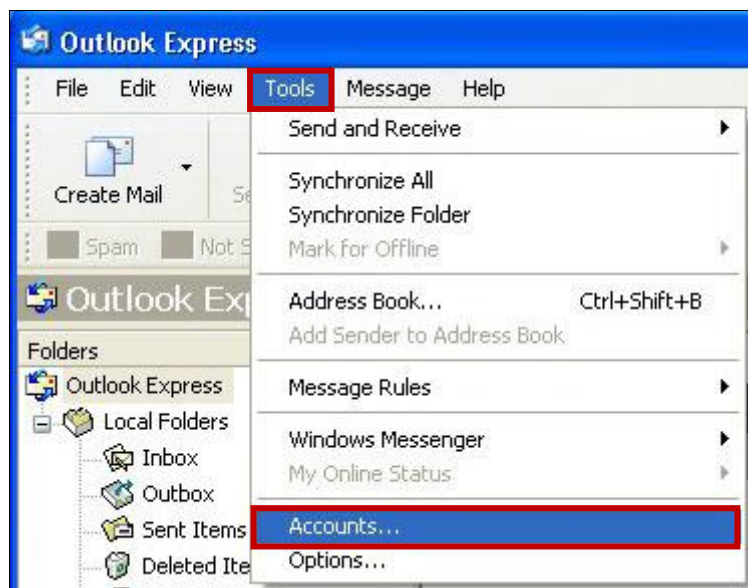
Log on using Secure Password Authentication (SPA)

< Back **Next >** Cancel

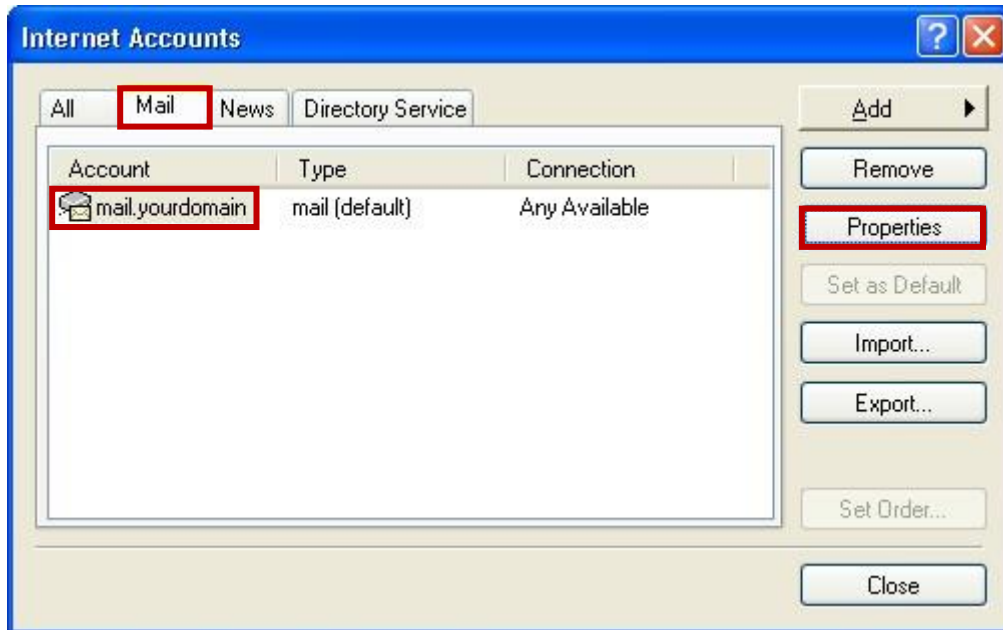
7. Click **"Finish"**



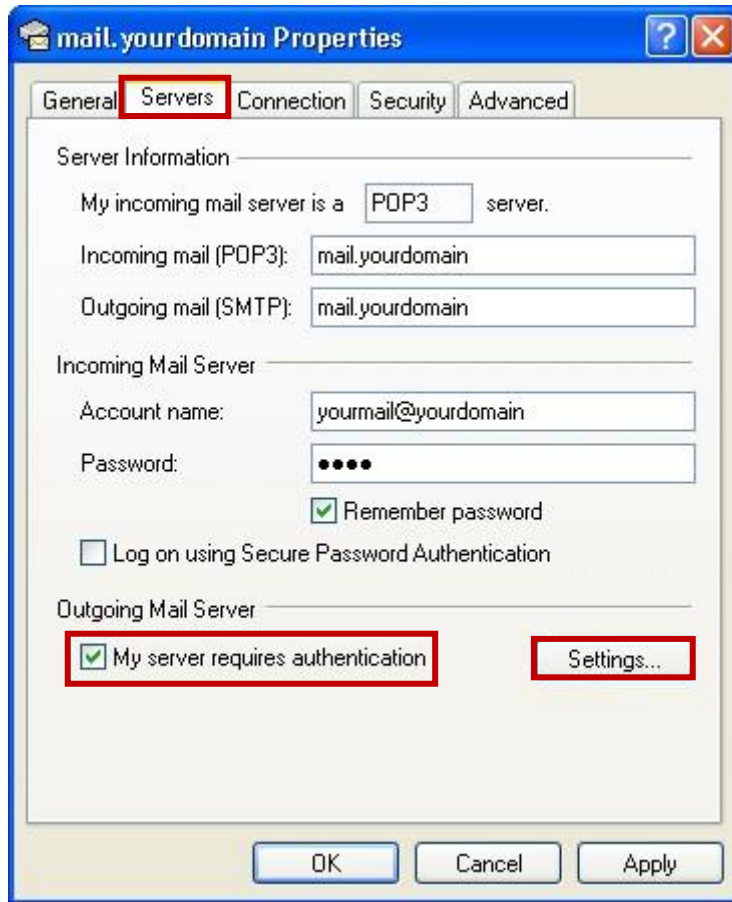
8. The system will redirect to window as shown below, select **"Tools"** menu and click **"Accounts"** bar.



9. The window below will be appeared. Select **Mail** tab, click **mail.yourdomain** and click **Properties** button.



10. Select **"Servers"** tab, select **"My server requires authentication"** option. Then click **"Settings"** button.



11. Select **"Use same setting as my incoming mail server"** option, then click **"OK"** button.

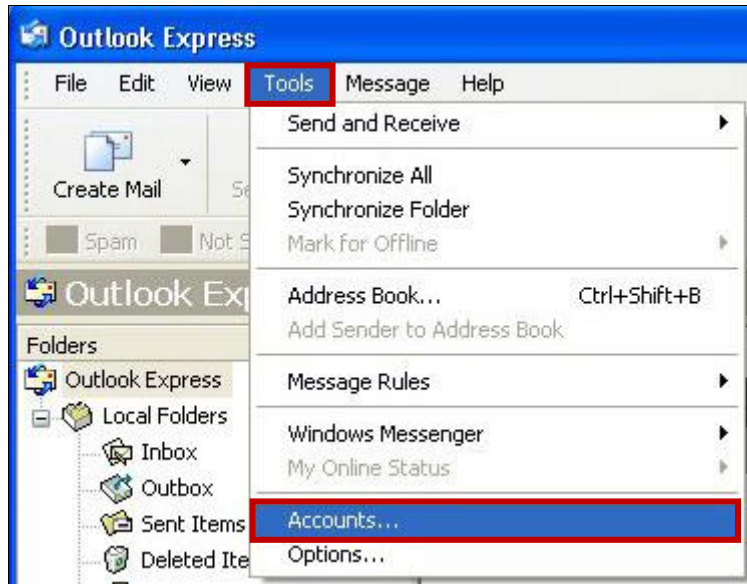


12. The system will redirect to **Internet Accounts** window, click **Close** button to finish the process. Outlook Express is ready to use now.

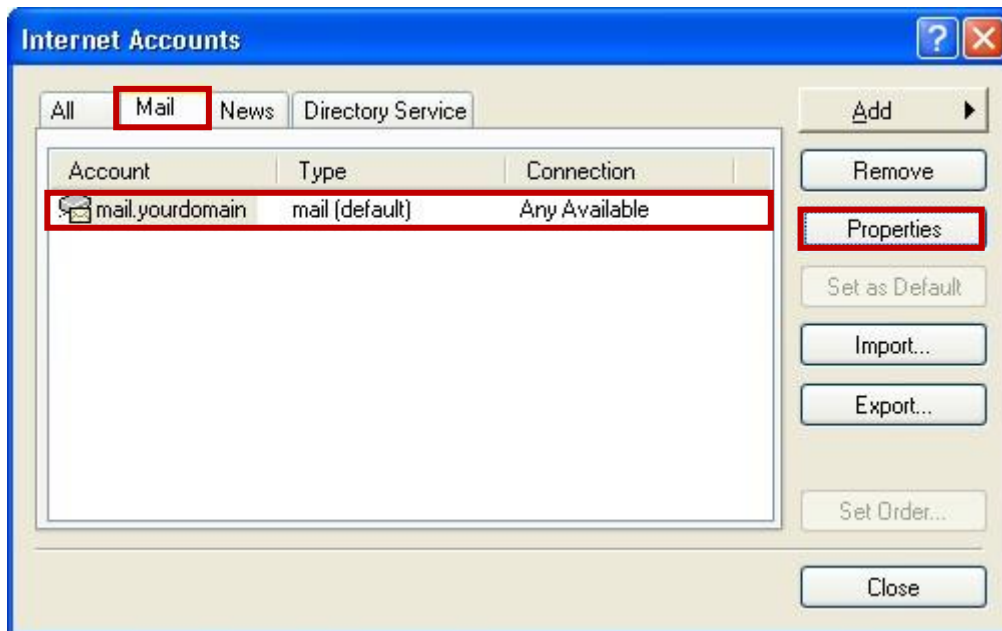


2 OUTLOOK EXPRESS SETTING

1. Open Outlook Express program, select **"Tools"** menu and click **"Accounts"** bar.



2. The window below will be appeared. Select **"Mail"** tab, click **"mail.yourdomain"** and click **"Properties"** button.



3. Select **"Servers"** tab, fill in **Server Information** and **Incoming Mail Server** details.

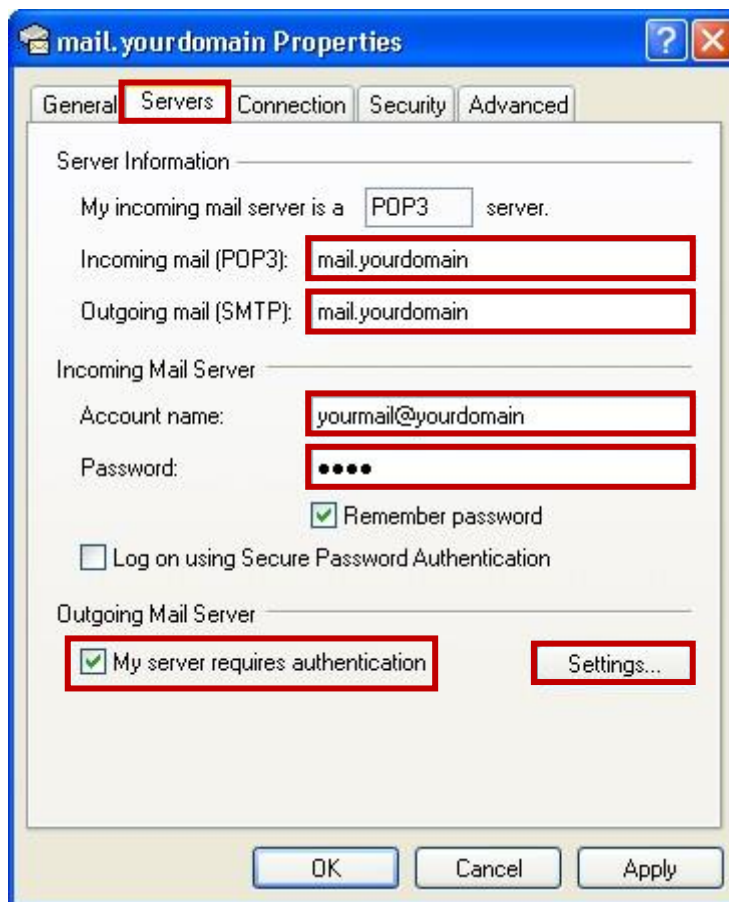
Incoming mail (POP3, IMAP or HTTP) server: [mail.yourdomain](#)

Outgoing mail (SMTP) server: [mail.yourdomain](#)

Account Name: [youremail@yourdomain](#)

Password: [your password](#)

Select **"My server requires authentication"** option. Then click **"Settings"** button.



4. Select "Use same settings as my incoming mail server" option, then click "OK" button.



5. The system will redirect to **Internet Accounts** window, click "Close" button to finish the process. Outlook Express is ready to use now.

