

Outlook Express

The changes that need to be made in the email programs will be the following:

Incoming mail server: **newmail.one-eleven.net**

Outgoing mail server (SMTP): **newmail.one-eleven.net**

You will also need to put **your complete e-mail address** in the User Name field and **check that the outgoing server (SMTP) requires authentication. Use the same settings as your incoming mail server**

Outlook Express

THIS PROCEDURE CAN BE USED TO CONFIGURE ALL O/S VERSIONS OF EXPRESS.

1. Open Outlook Express
and
click the **Tools** menu and select the **Accounts** option
or
click the Set up a Mail account link in the splash screen if it is available.
2. Type your name in the **Display name** field and click **Next**.



The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. Below the title bar, the text 'Your Name' is displayed. A mouse cursor is pointing at a star icon in the top right corner. The main 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.' Below this, there is a label 'Display name:' followed by an empty text input field. Underneath the input field, it says 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Note: Display name is the name that will populate the From field in your outgoing mail.

3. Type in the email address given to you by your provider in the **E-mail Address** field and click **Next**.

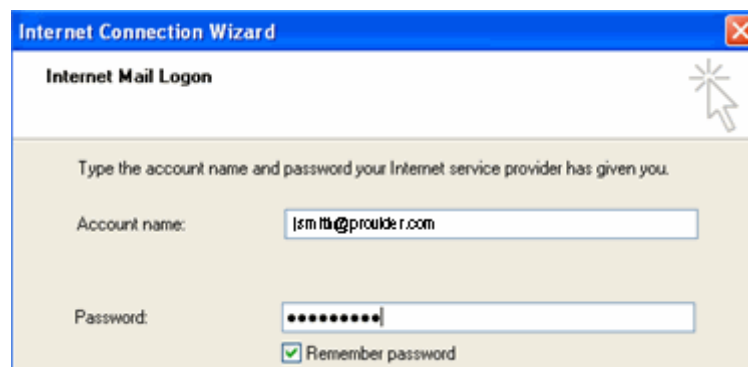


The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. Below the title bar, the text 'Internet E-mail Address' is displayed. A mouse cursor is pointing at a star icon in the top right corner. The main text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this, there is a label 'E-mail address:' followed by an empty text input field. Underneath the input field, it says 'For example: someone@microsoft.com'.

4. Select POP3 or IMAP from the **My incoming mail server is a** dropdown list.
 - a. Type the incoming server name given to you by your provider in the **Incoming mail (POP3, IMAP or HTTP) server** field. (newmail.one-eleven.net)
 - b. Type the outgoing server name given to you by your provider in the **Outgoing mail (SMTP) server** field. (newmail.one-eleven.net)
- a. Click **Next**.



5. Provide the following information:
 - a. Type your user or account name given to you by your provider in the **Account name** field. (Remember, this is your full email address.)
 - b. Type the password given to you by your provider in the **Password** field.
 - c. Ensure that the **Remember password** checkbox is selected.
 - d. Click **Next**.



6. Click **Finish**.

Now you need to ensure that SMTP authentication is turned on.
7. Click the **Tools** menu and select **Accounts**.
8. Click the **Mail** tab and highlight the account you just setup.
9. Click the **Properties** button.
10. Click the **Servers** tab.
11. Go to the **Outgoing Mail Server** section at the bottom.

12. Click the **My server requires authentication** checkbox.
13. Click the **Settings** button.
14. Make sure the **Use same settings as my incoming mail server** option is selected. If it is not, click on it.
15. Click **OK**.
16. **Click Apply**.
17. Click **OK**.
18. **Click Close**.

You should now be able to send and receive mail.

Note If an SMTP or outgoing server error is returned when you try to download your mail, contact your provider for assistance.

SMTP

Simple Mail Transfer Protocol (SMTP) is the method used to send your email. If you find you cannot send mail there are two things you can check:

- SMTP authentication
- SMTP ports

SMTP authentication

SMTP authentication simply means that your email client needs to pass your user name and password to the mail server in order to send mail. (Your username is your complete email address.)