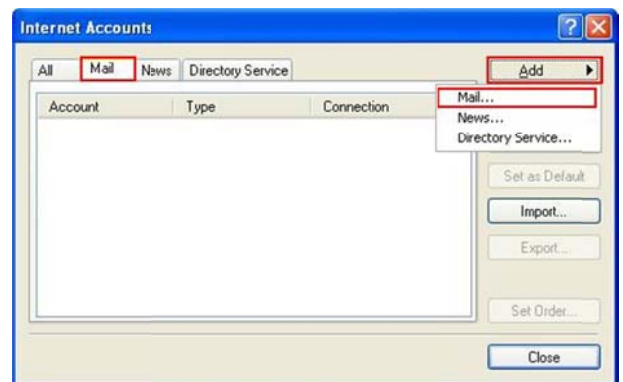


Setting up Outlook Express

Setting Up a POP3 or IMAP Email Account:

1. In Outlook Express, select **Tools / Accounts**.

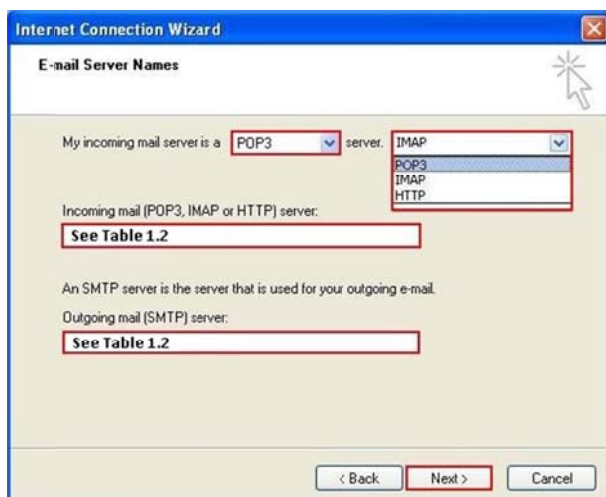


2. Click the **Mail** tab. Click the **Add** button and select **Mail** from the resulting menu.

3. Enter your name in the **Display name** box.



4. In the **E-mail address** box, enter your entire email address (e.g., **info@example.com**), using all lowercase letters..



5. Fill in the fields as follow:

- Select either **POP3** or **IMAP**, whichever you want to use (please see the details in **Table 1.1** below).
- Enter your **Incoming (POP3/IMAP) and Outgoing (SMTP) Mail Server** – Your Incoming and Outgoing Mail Server works with **mail.example.com** Click on '**Next**' when done.

6. In the **Account name** box, enter your entire email address (e.g., **info@example.com**), using all lowercase letters. In the **Password** box, enter your email **Password** to access your account and click **Remember password** to store this setting.



 If you do not choose **Remember password**, you will be prompted to manually enter the password whenever you access your mailbox via **Outlook Express**.

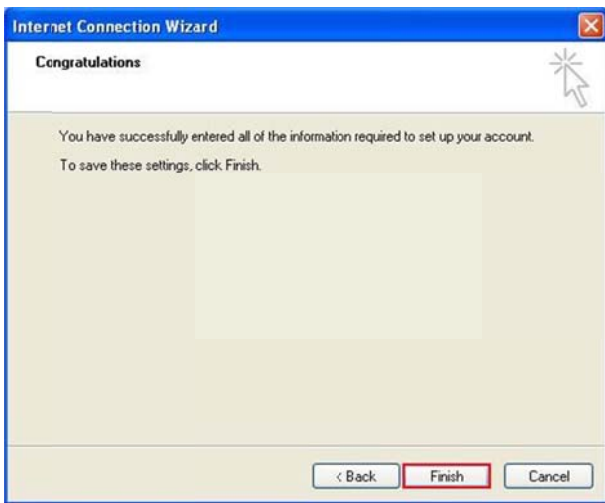
Table 1.1 : Which one to pick, **IMAP** or **POP3**?

POP3 (Post Office Protocol)	<ul style="list-style-type: none"> • POP3 always downloads new emails from the mail server to your computer. It does not leave any copies unless you specify. • POP3 is suitable if you only access your email from one computer and if you do not need to access emails while you are away from your personal computer. • If you are on a new PC or using any email client software for the first time, this protocol will download only the new emails and you will not get any previous emails unless you arrange a backup. • POP3 will erase all of your emails automatically from the server after they are downloaded. If you use POP3, you do not have to worry about email space as long as you are using the default settings.
IMAP (Internet Message Access Protocol)	<ul style="list-style-type: none"> • IMAP copies the email from mail server. This protocol does not erase/download until you specify. • IMAP is better than POP3, if you require access to your emails while you are away from your personal computer. It leaves a copy of all emails, you will receive all the emails available as long as you do not delete them manually. • If you are on a new PC or using any email client software for the first time, this protocol will copy all the emails to your new PC. Once the download is done, it simply imports the new emails and will automatically synchronise with the new mail server. • IMAP does not delete any emails from the server, so you may reach to your email space quota, if you do not delete your emails manually. Reaching your email space quota can have an effect on receiving emails

Table 1.2 :

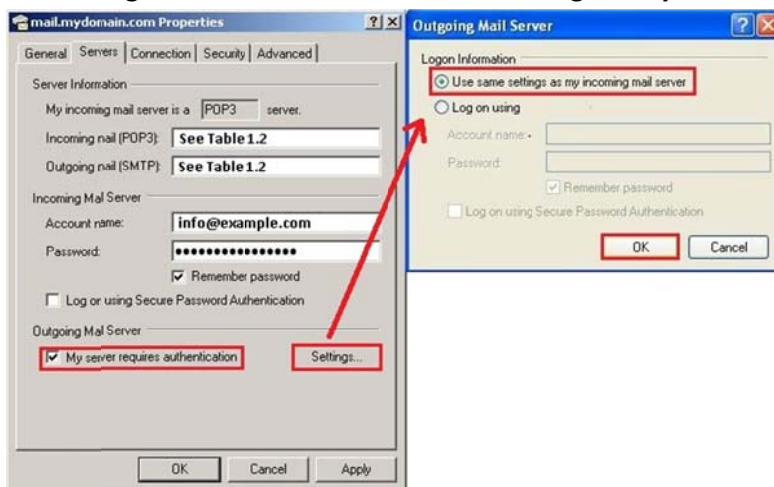
Incoming Server: POP3 or IMAP	Outgoing Server: SMTP
mail.example.com	mail.example.com
<p> Use your domain instead of 'example.com'. Eg: if your email is jsmith@abc.com.au then the server is mail.abc.com.au</p>	

7. Click the **Finish** button. You must complete the remaining steps (see the section below **Turning On Server Authentication**) to configure your account.



Turning On Server Authentication (Important!)

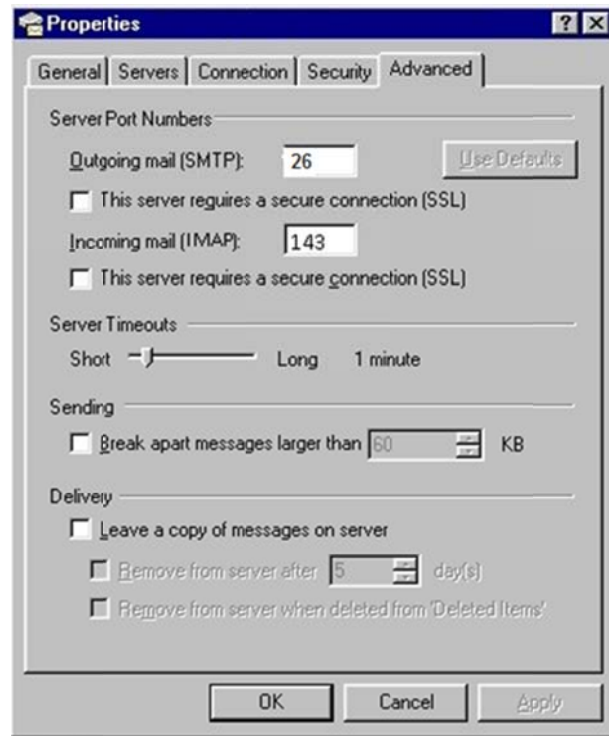
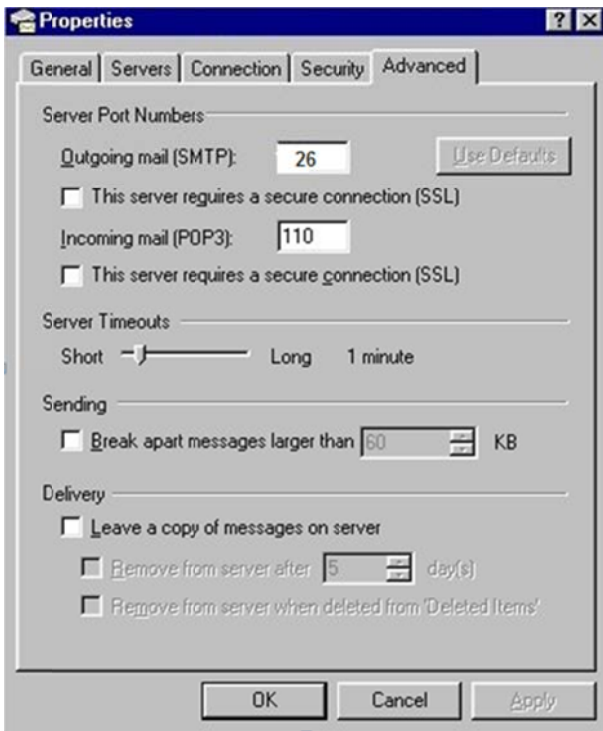
- Select **Tools / Accounts**. Click the **Mail** tab. Click once on your email account.
- Click the **Properties** button. Click the **Servers** tab. Check the **My server requires authentication** box. Click the **Settings** tab and check the **Use same settings as my incoming mail server** box. Click **OK**.



- Click the **Advanced** tab.

For 'POP3' setting: The **SMTP** port for outbound emails is **26**. Leave the default **POP3** port for inbound emails to **110**. Click **OK**.

For 'IMAP' setting: The **SMTP** port for outbound emails is **26**. Leave the default **IMAP** port for inbound emails to **143**. Click **OK**.



Leaving a Copy of Messages on the Server (POP3 Only):

- Select **Tools / Accounts**. Click the **Mail** tab. Click once on your **POP3** email account.
- Click the **Properties** button and go **Advanced** tab.
- Check the **Leave a copy messages on server** box.
- Check **Remove from server after** and enter the number of days to store messages.
- As a further protection, check **Remove from sever when deleted from 'Deleted Items'**.
- Click the **OK** button to complete the setup process.

⊘ To avoid exceeding your account's storage limits, we recommend you to leave a copy on the server for approximately 5 to 7 days. But this number will vary depending on your email usage trend.