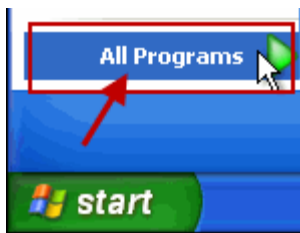
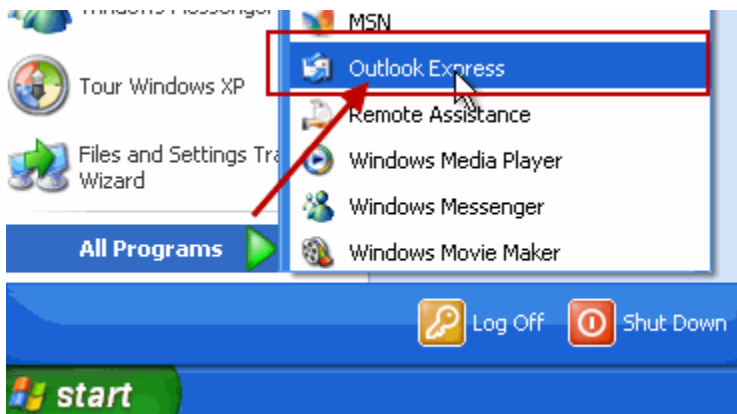


Mail Set-up Instructions for Outlook Express in Windows XP

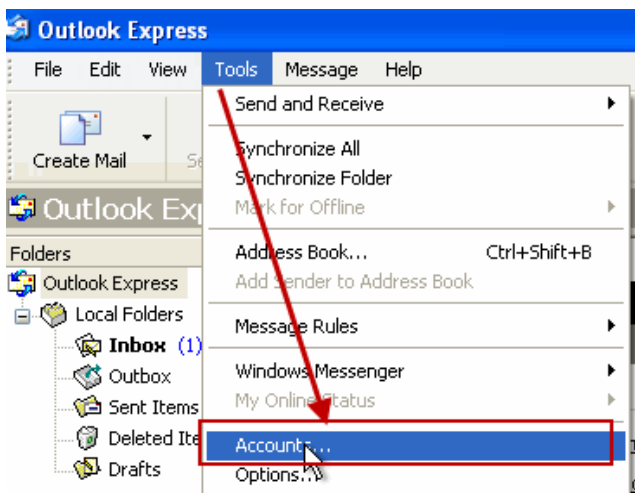
1. Click on the Start menu in the lower left corner of the screen.
2. Run your mouse pointer up to **All Programs** to select it.



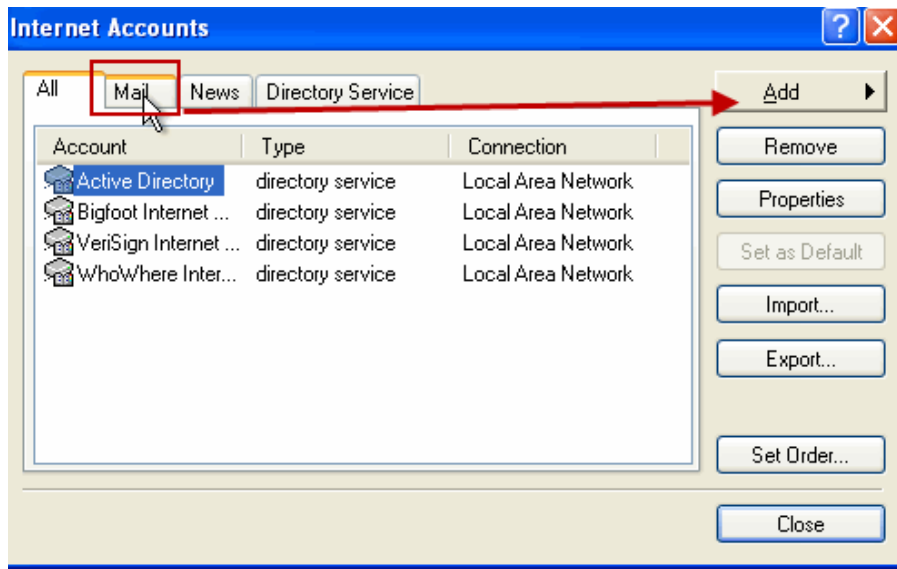
3. From the list of programs, select **Outlook Express**.



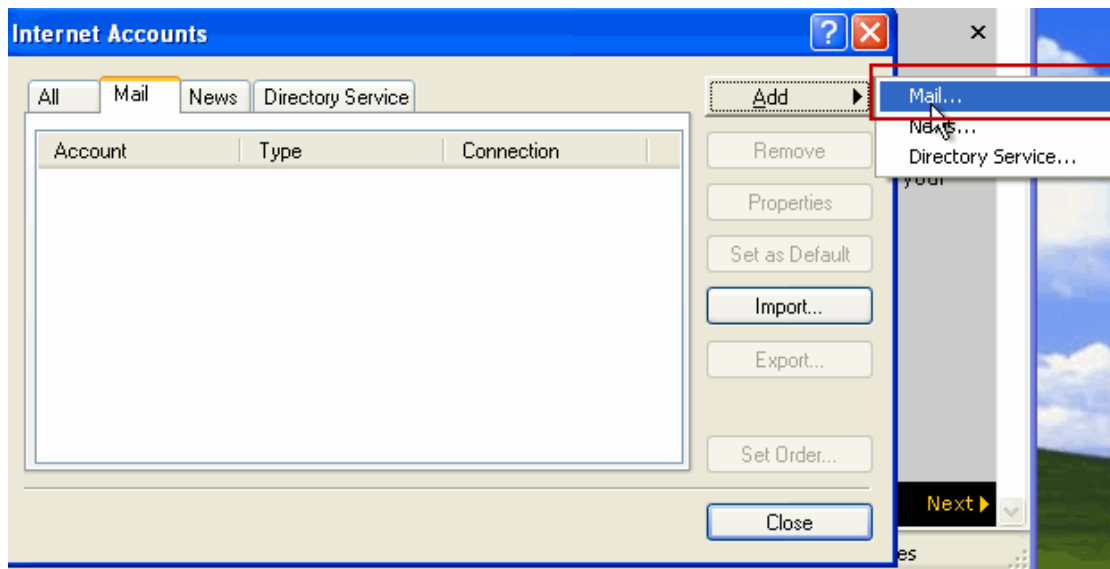
4. In the Outlook Express window, go to the **Tools** menu and move the mouse pointer down to highlight **Accounts**.



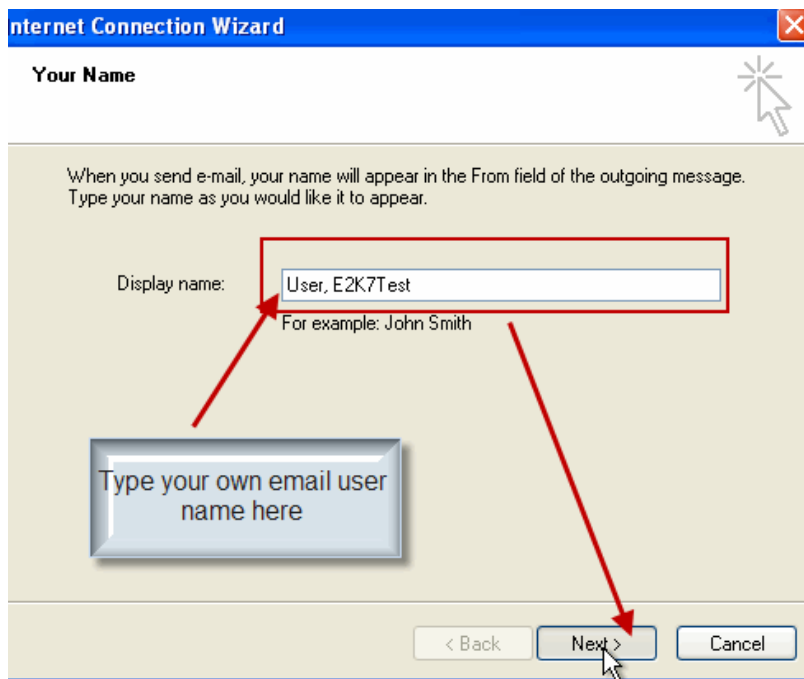
5. In the Internet Accounts window click on the **Mail** tab, then click on the **Add** button on the right side of the window.



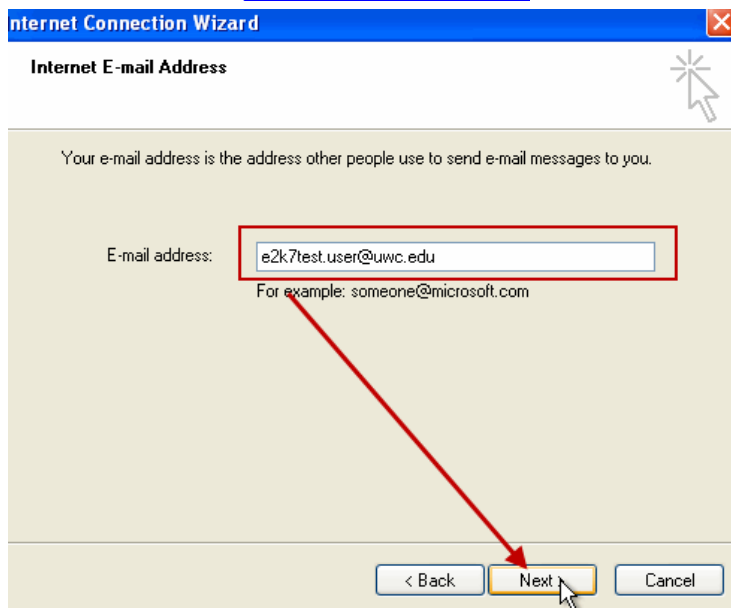
6. Slide the mouse pointer over to highlight "Mail".



7. In the Internet Connection Wizard window next to “Display Name” type in your first and last name separated by one space. Click the **Next** button to continue.



8. In the next screen next to “E-mail address” type your COMPLETE email address, including the part after the “@” mark. Ex: jsmith1509@uwc.edu



9. Click on the **Next** button to continue.

10. In the E-mail Server Names window, click the small down-pointing arrow next to the word “server” and select “IMAP”.

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a **IMAP** server.

Incoming mail (POP3, IMAP or HTTP) server:
mail.uwex.uwc.edu

An SMTP server is the server that is used for your outgoing e-mail.
Outgoing mail (SMTP) server:
smtp.uwex.uwc.edu

< Back Next Cancel

11. In the Incoming mail text entry area, type: **mail.uwex.uwc.edu**

12. In the Outgoing mail text entry area, type: **smtp.uwex.uwc.edu** then click on the **Next** button.

13. In the Internet Mail Logon window, type in your username next to Account name and then your password in the Password area. Click **Next** when done.

Internet Connection Wizard

Internet Mail Logon

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

Account name: e2k7test.user

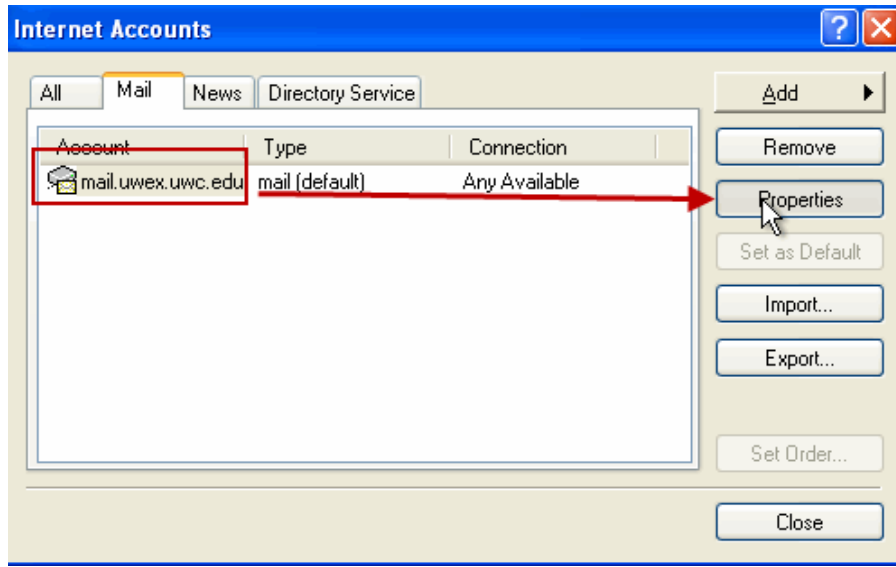
Password: [masked]
 Remember password

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

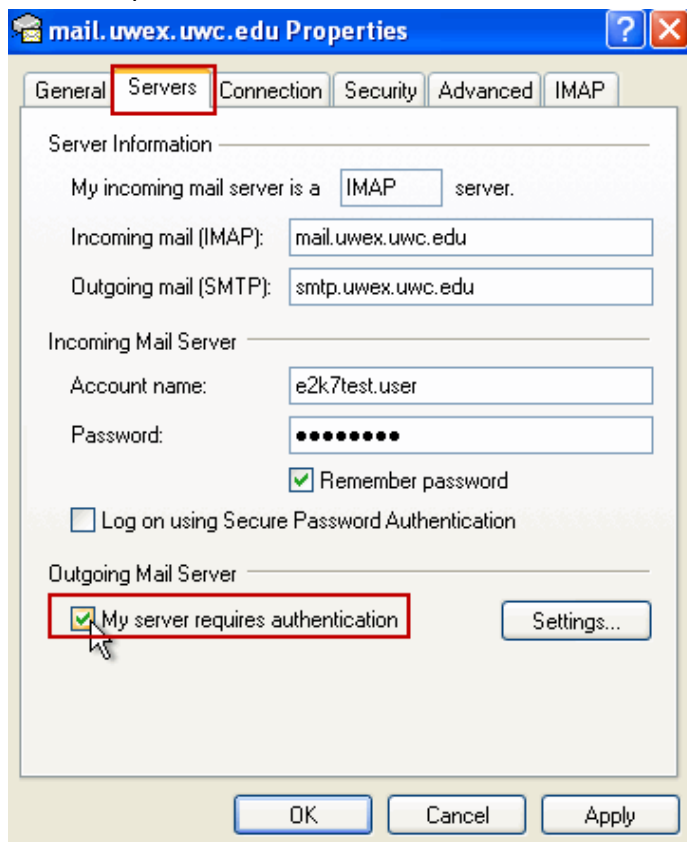
14. In the Congratulations window, click on the **Finish** button.

15. In the Internet Accounts window, click to highlight the account name (mail.uwex.uwc.edu).



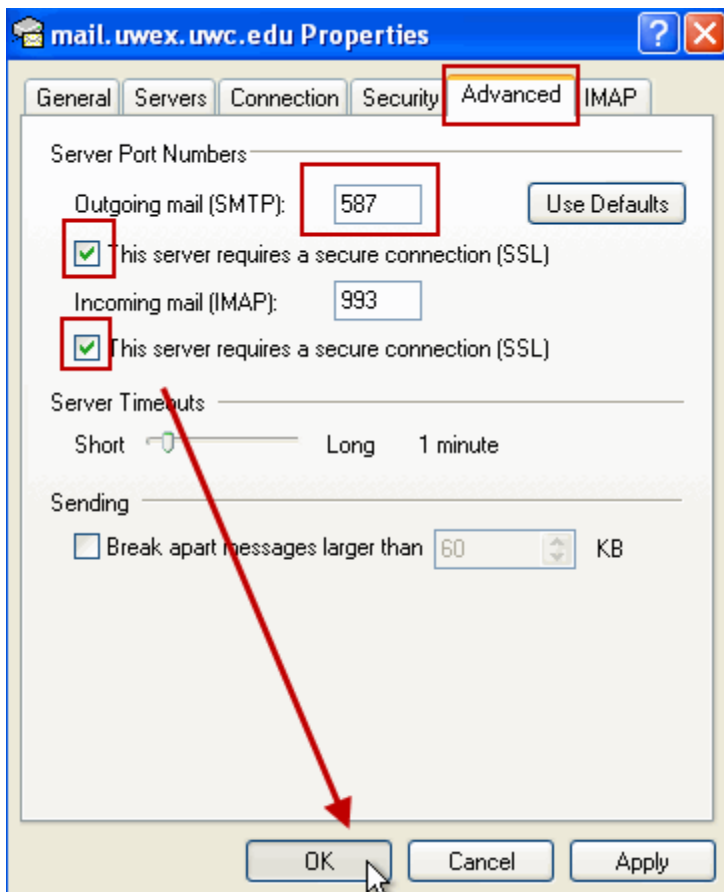
16. Next click on the **Properties** button.

17. In the Properties window, click on the tab called “**Servers**”.



18. Under “Outgoing Mail Server” click to place a checkmark next to “My server requires authentication”.

19. Next click on the **Advanced** tab.

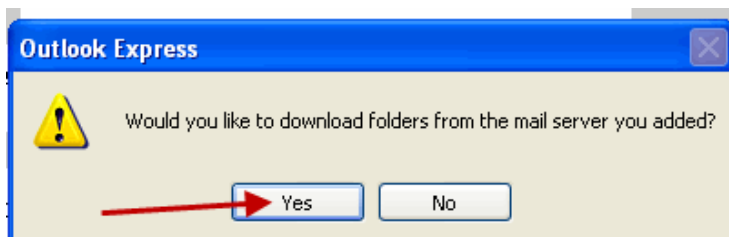


20. Next to the text “Outgoing mail (SMTP)” change the number to **587**.

21. Click to place a green checkmark in both boxes next to “This server requires a secure connection (SSL).”

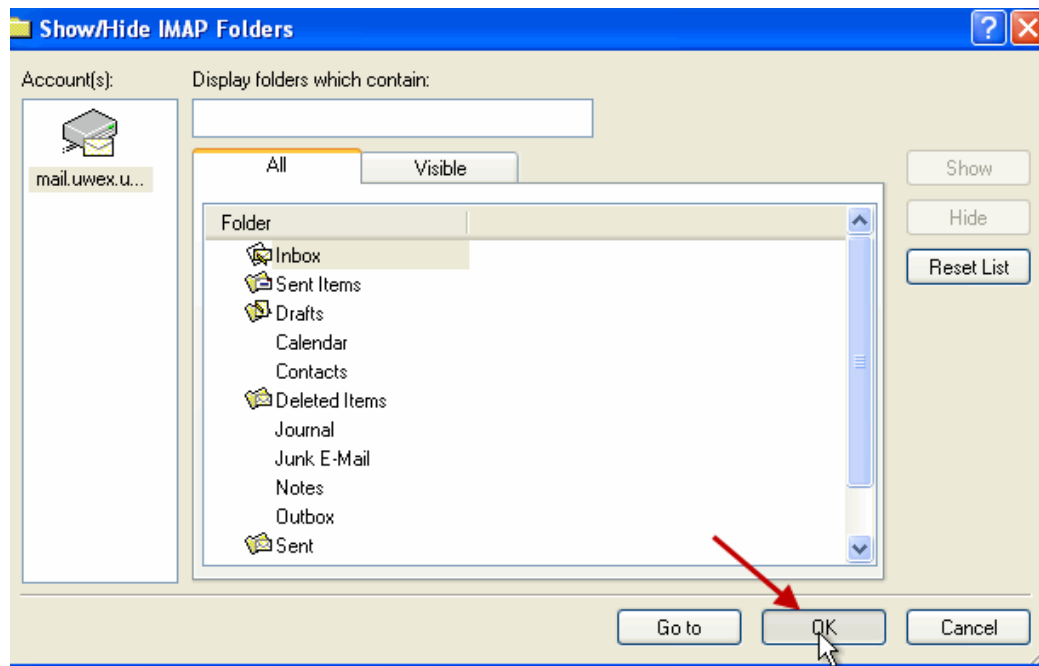
22. Click **OK**.

23. In the Internet Accounts window click on **Close**, and then click **Yes** when asked “Would you like to download folders from the mail server you added?”

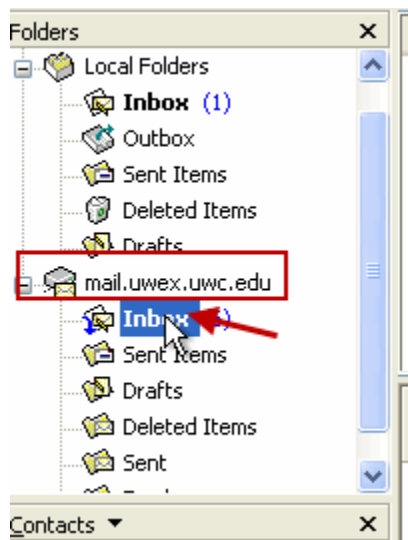


24. Your email files will now download.

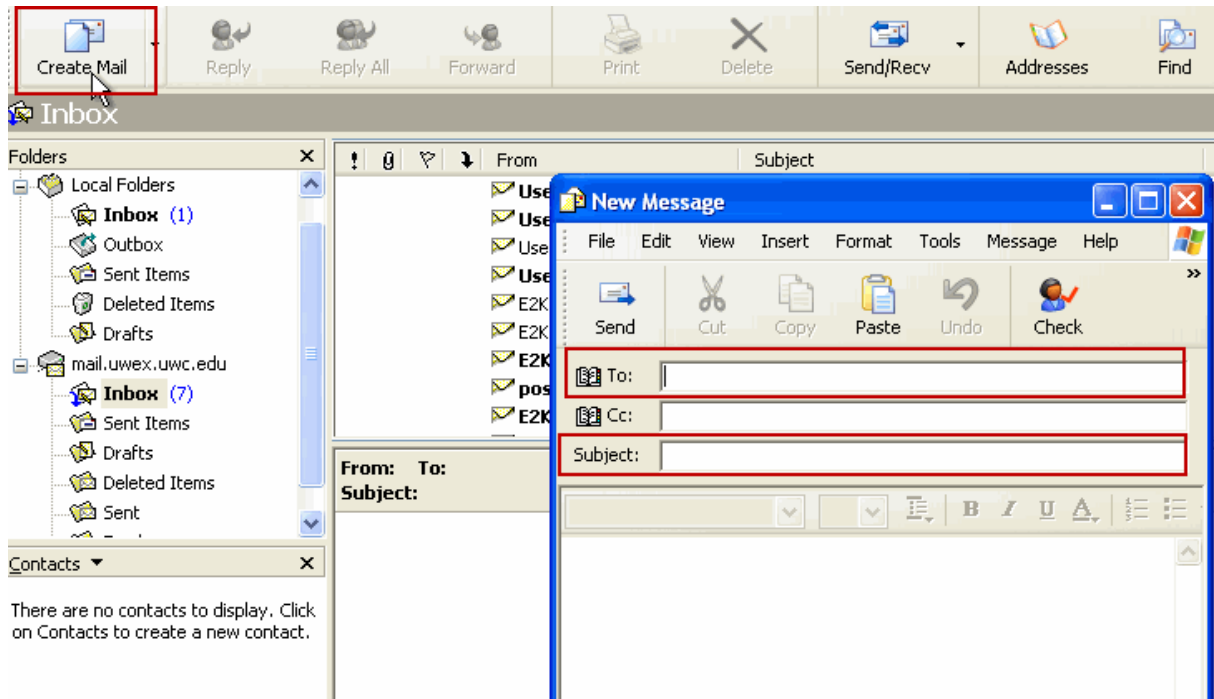
25. Click on the **OK** button in the Show/Hide IMAP Folders window.



26. To test your account and display your inbox, click on the "Inbox" text on the left side of your Outlook Express window under the words "mail.uwex.uwc.edu".



27. Next click on the **Create Mail** button (upper left part of window) to create a new email message.



28. Address the new email message to your COMPLETE email address. Ex: jsmit2353@uwex.uwc.edu and type "Test" as the subject of your email.

29. Click the **Send** button when done. Your new email message appears in your inbox to show that your account setup is successful.