

## Setting up Outlook Express 6

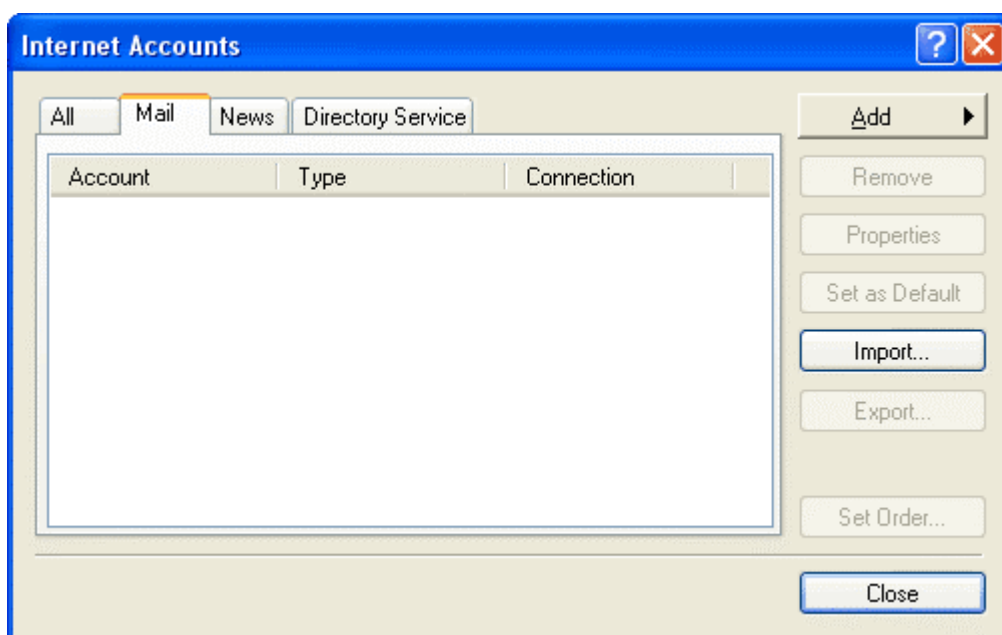
To configure email accounts in Outlook Express 6 please follow these simple 10 step by step instructions.

### Step 1

Go to the top menu 'tools' and click on the link 'accounts'.

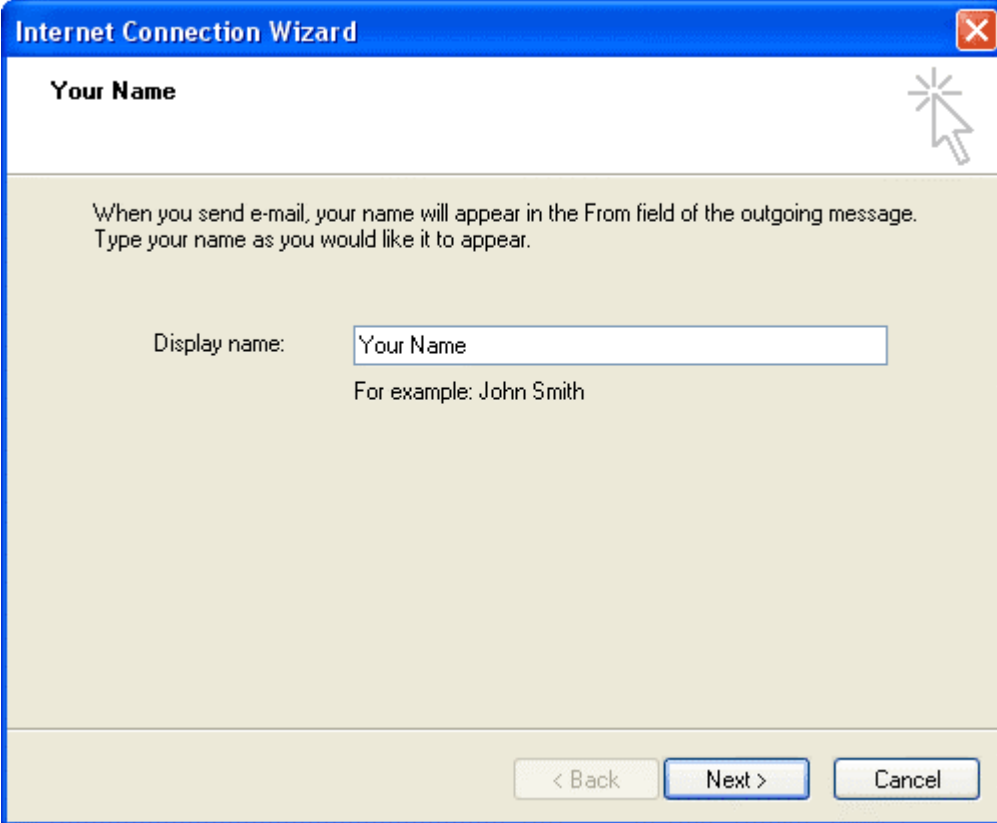
Click on the 'mail' tab at the top as shown.

Click on the 'Add' button on the right-hand side of the window and select the option 'mail'. This will take you into a wizard.



## Step 2

Enter your name. This will allow people who receive your email to identify who you are.



The image shows a screenshot of the "Internet Connection Wizard" dialog box. The title bar is blue and contains the text "Internet Connection Wizard" and a red close button. The main area has a white header with the text "Your Name" and a mouse cursor icon. Below the header, there is a light beige background with the following text: "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 text is a label "Display name:" followed by a text input field containing "Your Name". Underneath the input field is the text "For example: John Smith". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

**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.

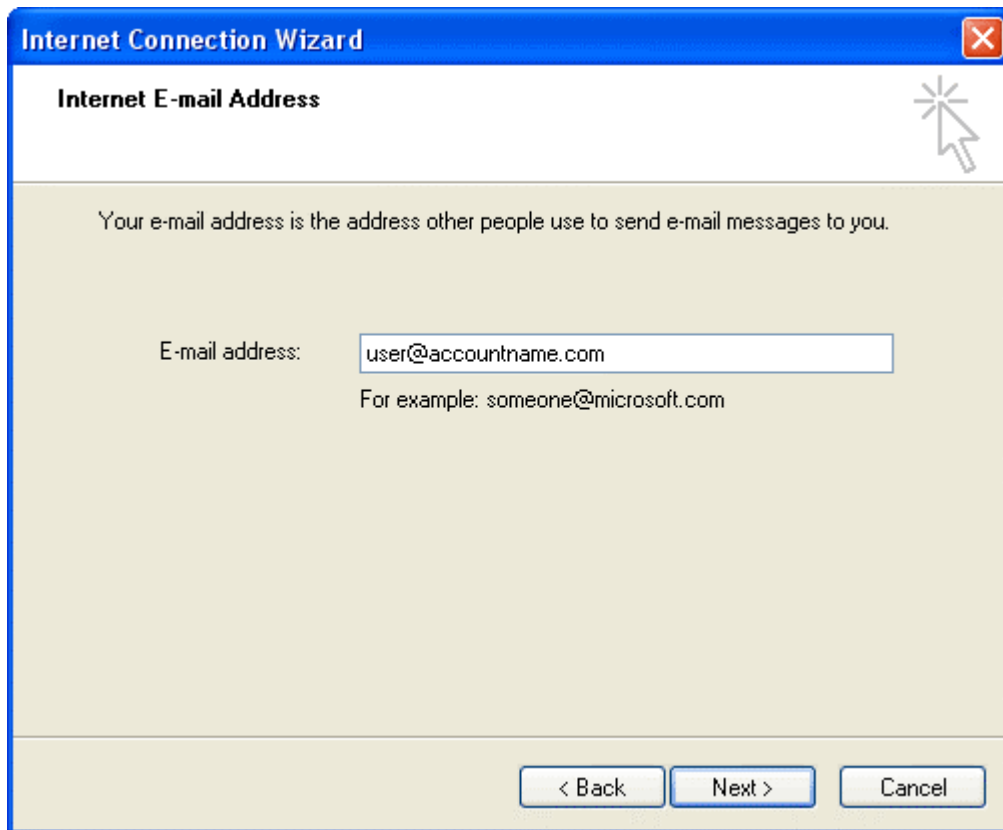
Display name:

For example: John Smith

< Back   Next >   Cancel

### Step 3

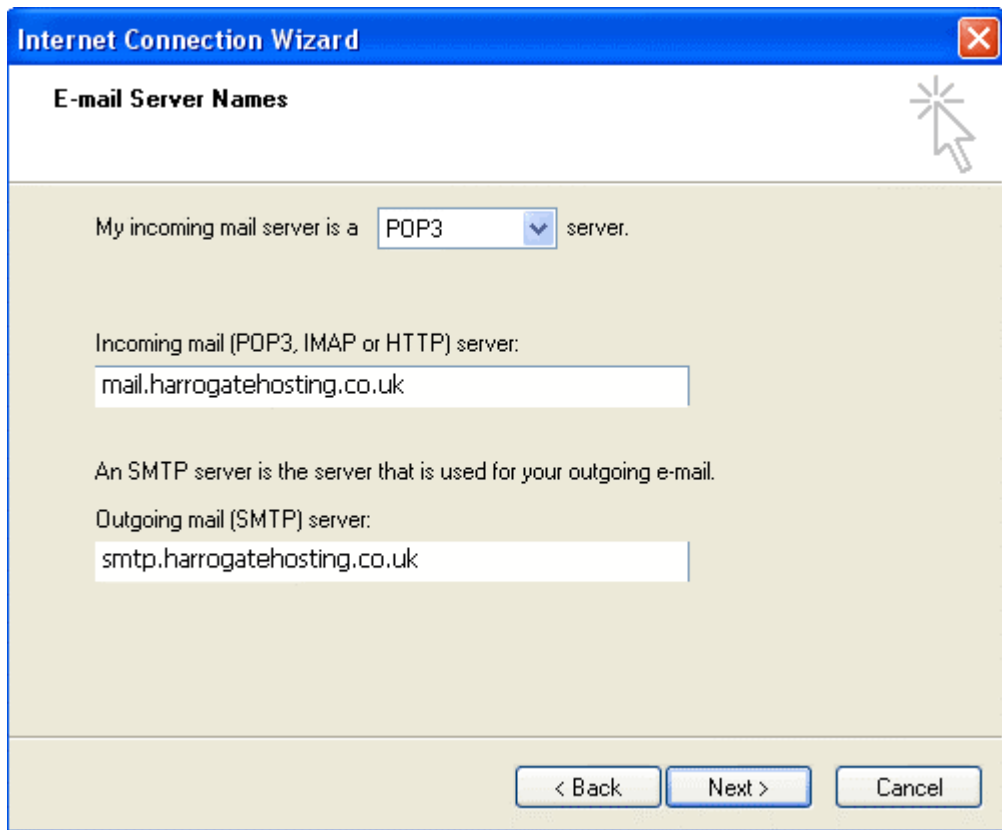
Enter your email address. Make sure you have created a mailbox prior to this point. This will collect the email sent to this address.



The image shows a screenshot of a Windows dialog box titled "Internet Connection Wizard". The window has a blue title bar with a close button (X) in the top right corner. Below the title bar, the text "Internet E-mail Address" is displayed in bold. In the top right corner of the main area, there is a mouse cursor icon pointing at a starburst symbol. The main area contains the following text: "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 a text input field containing the text "user@accountname.com". Underneath the input field, there is a smaller text label: "For example: someone@microsoft.com". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

#### Step 4

Enter your incoming and outgoing mail servers as shown. Please check your control panel for confirmation that these addresses are correct to your account.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "E-mail Server Names".

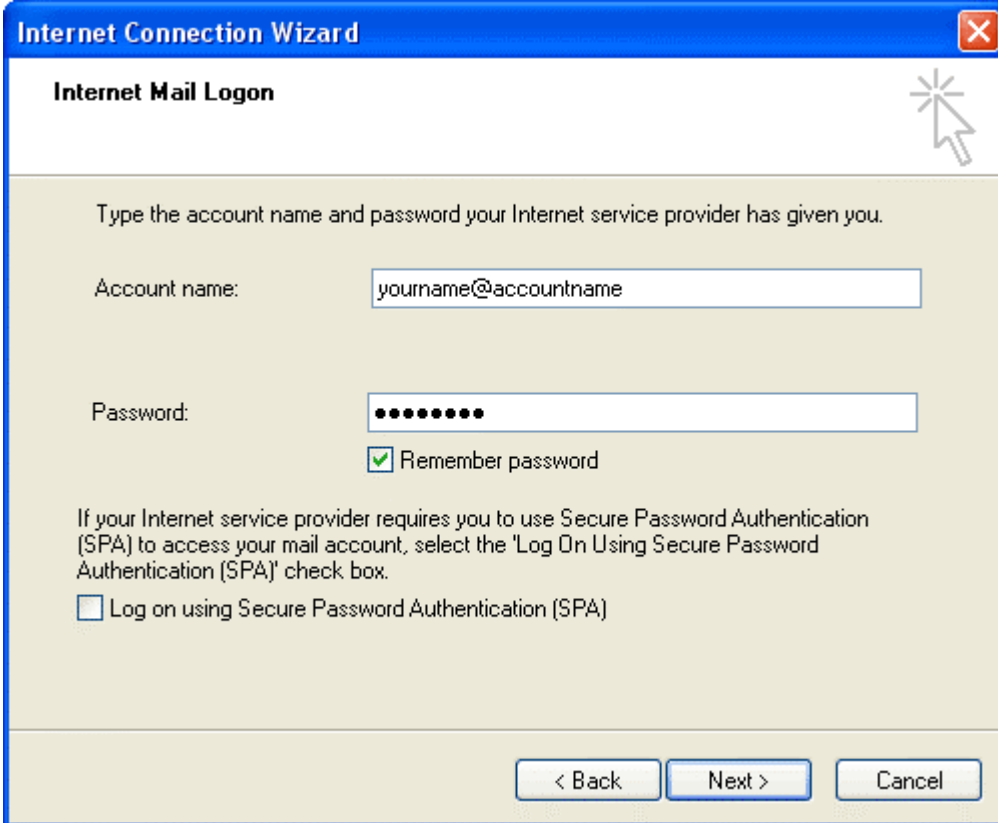
The dialog contains the following text and input fields:

- "My incoming mail server is a  server." (The dropdown menu is currently set to "POP3")
- "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "mail.harrogatehosting.co.uk"
- "An SMTP server is the server that is used for your outgoing e-mail."
- "Outgoing mail (SMTP) server:" followed by a text input field containing "smtp.harrogatehosting.co.uk"

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

## Step 5

Next step is to add your account details that connect to your mailbox. These are confirmed in your control panel and the password is the one you chose not your control panel password.

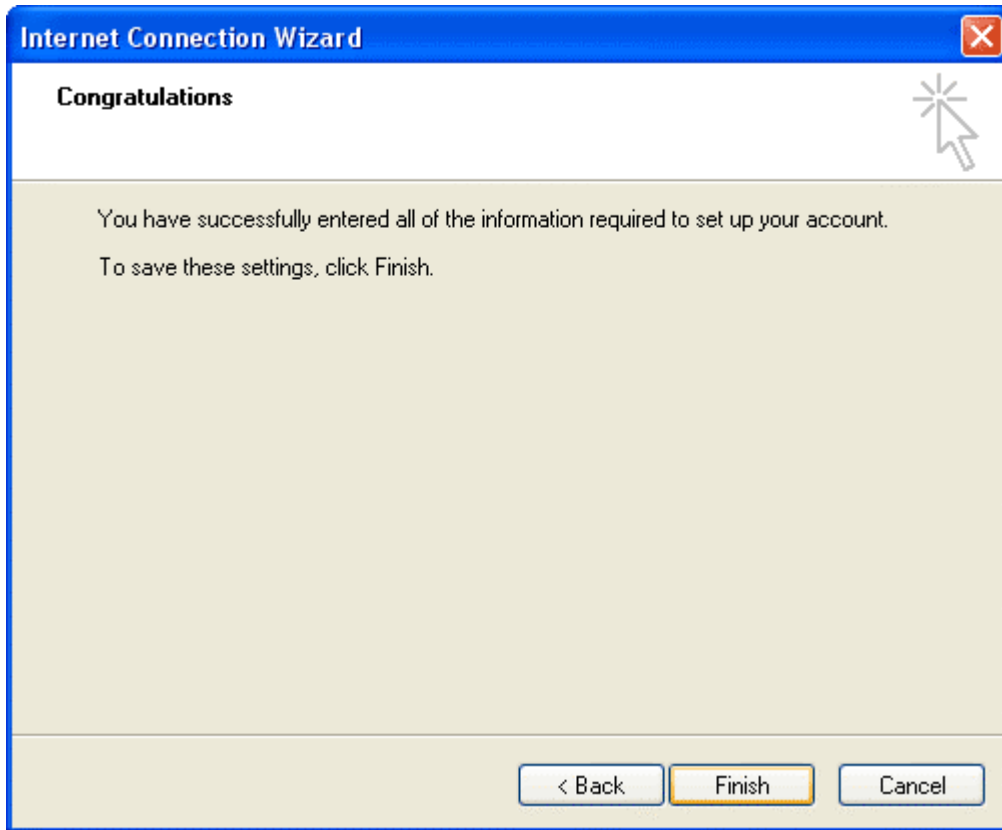


The image shows a Windows-style dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains the following elements:

- A prompt: "Type the account name and password your Internet service provider has given you."
- An "Account name:" label followed by a text input field containing "yourname@accountname".
- A "Password:" label followed by a password input field containing ten black dots.
- A checked checkbox labeled "Remember password".
- Instructional text: "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."
- An unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- At the bottom, three buttons: "< Back", "Next >", and "Cancel".

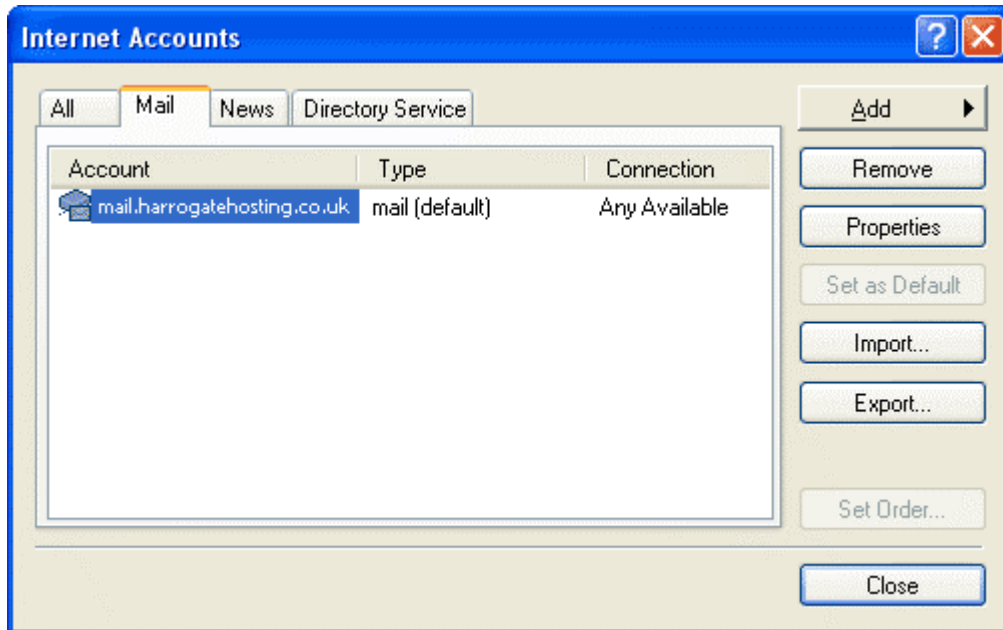
**Step 6**

You have now completed the wizard. Please follow the next set of steps to make some final tweaks.



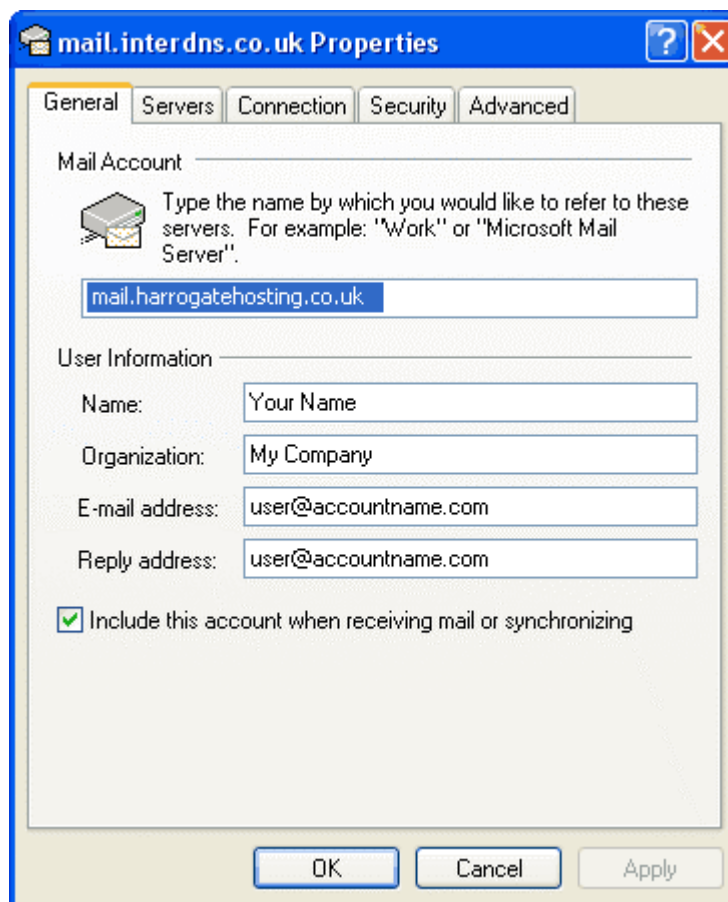
### Step 7

Go back to the menu 'tools' and click on 'accounts' as in Step 1. This time you should see your new mail account listed. Select the new account by clicking on it once and then click on the 'Properties' button on the right hand side.



## Step 9

This screen should now confirm the details you entered in the Wizard. You may like to fill in some of the other details such as 'Organization' and the 'Reply Address'. The 'Reply Address' is normally the same as your email address.



The screenshot shows a Windows-style dialog box titled "mail.interdns.co.uk Properties". It has a blue title bar with a question mark icon and a close button. Below the title bar are five tabs: "General" (selected), "Servers", "Connection", "Security", and "Advanced".

The "General" tab contains the following fields and options:

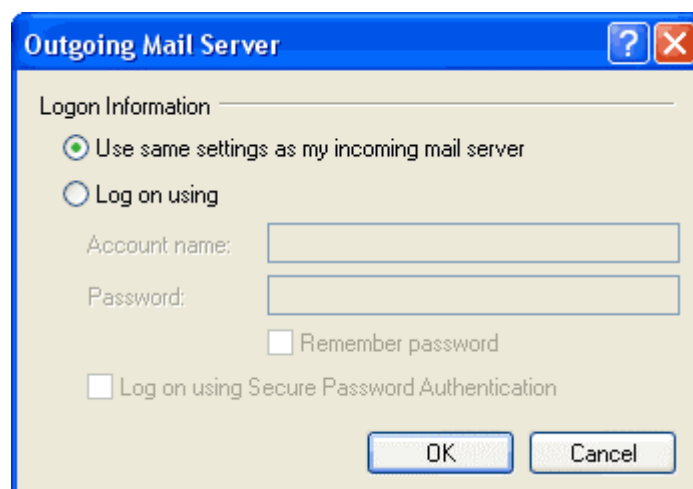
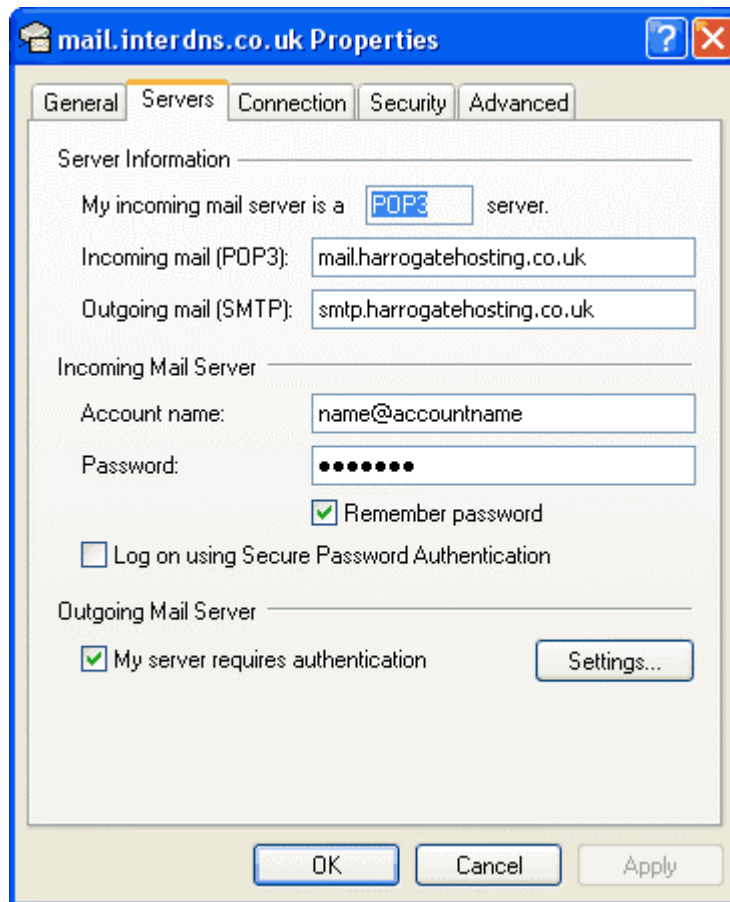
- Mail Account:** A text box containing "mail.harrogatehosting.co.uk". Above it is a small icon of a mail server and a text instruction: "Type the name by which you would like to refer to these servers. For example: 'Work' or 'Microsoft Mail Server'".
- User Information:** A section with four text boxes:
  - Name:** "Your Name"
  - Organization:** "My Company"
  - E-mail address:** "user@accountname.com"
  - Reply address:** "user@accountname.com"
- Include this account when receiving mail or synchronizing:** A checked checkbox.

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

## Step 10

In order to send via our SMTP servers you are required to authenticate your username and password to prevent unauthorised usage. To do this you need to ensure that the tick box that is labelled 'My server requires authentication' is checked.

The picture at the bottom shows the screen for the 'settings' button beside the tick box. Ensure that Outlook Express is logging in the same as the incoming server to prevent you entering your username and password again.



## Finish

Your setup is now complete.