

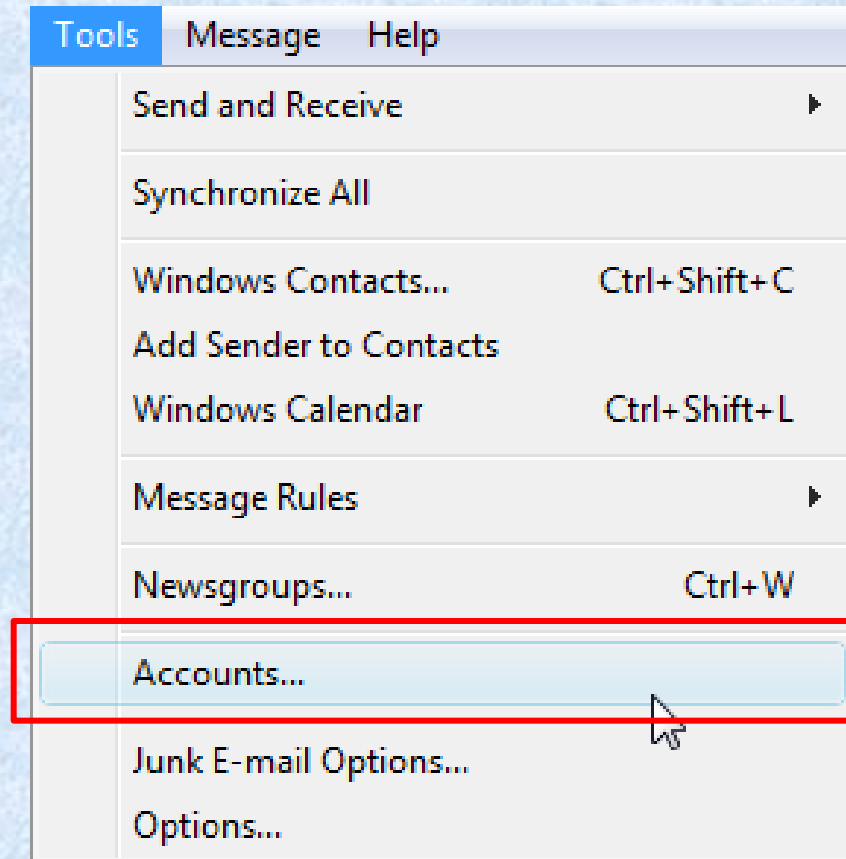


# Windows Mail & Outlook Express

## Account Setup

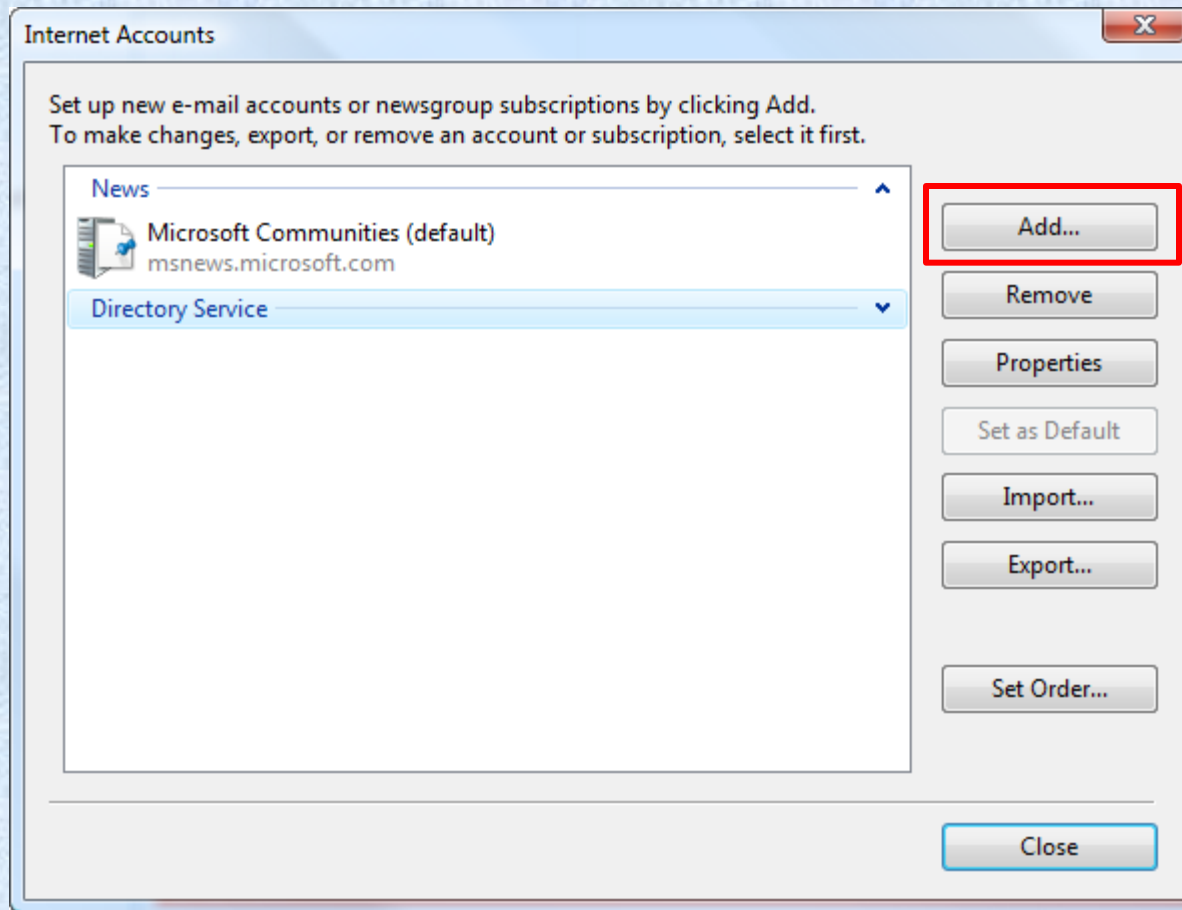


# Account Setup



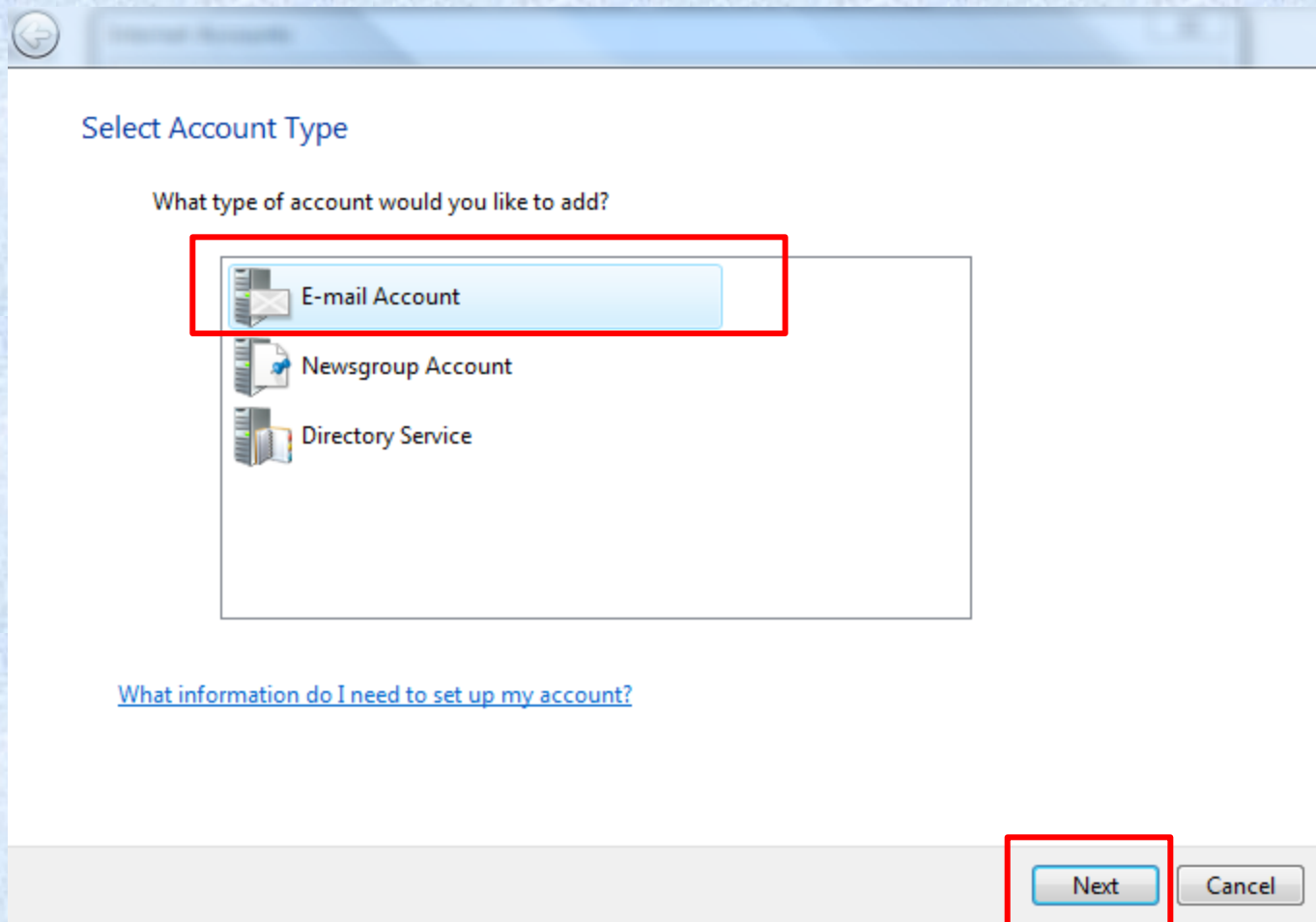
Under the “Tools” menu click “Accounts”

# Add a new account



Click "Add"

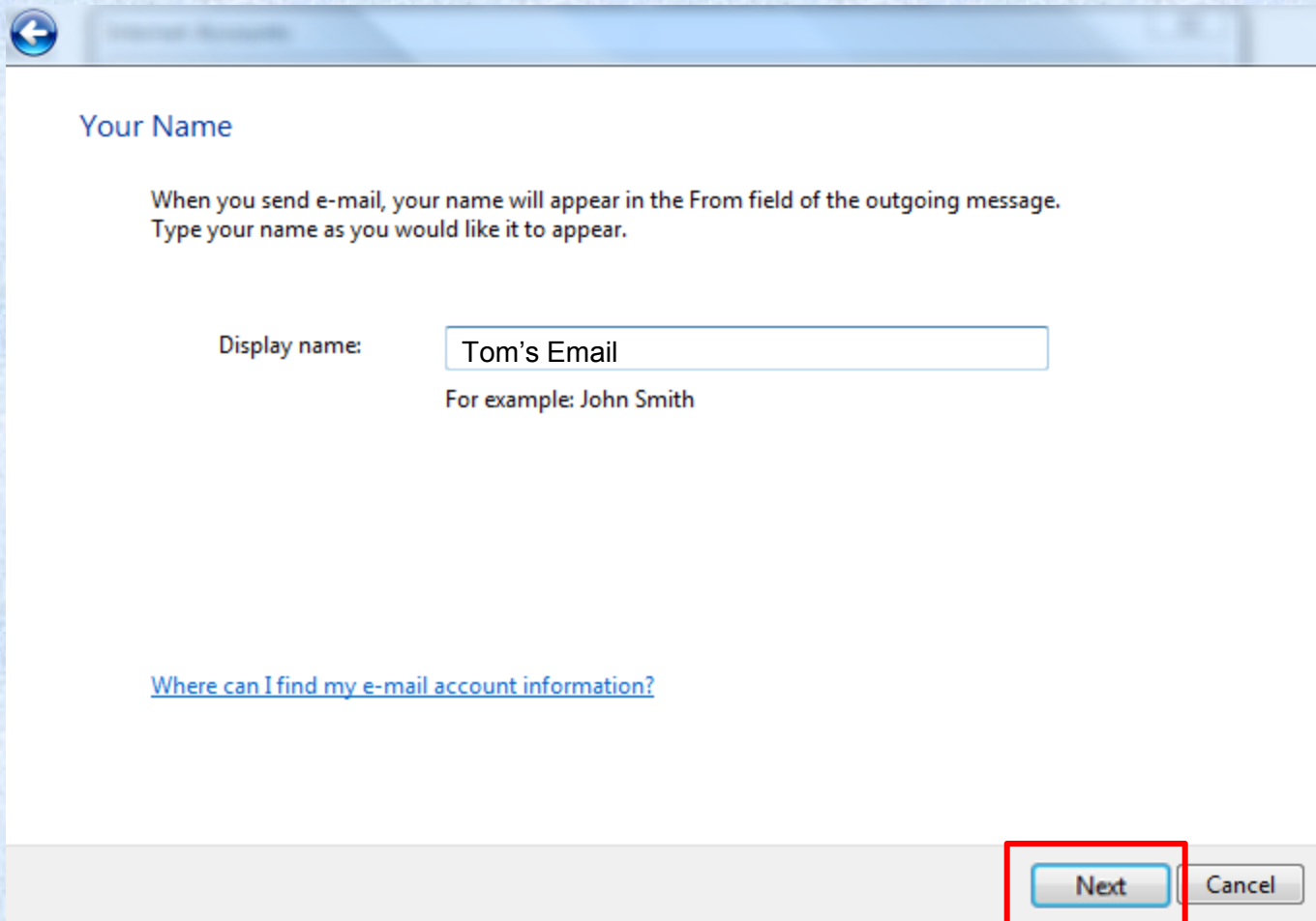
# Choose Account Type



Choose "E-mail Account", then click "Next".

# Enter your name

then click Next



←

## 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:

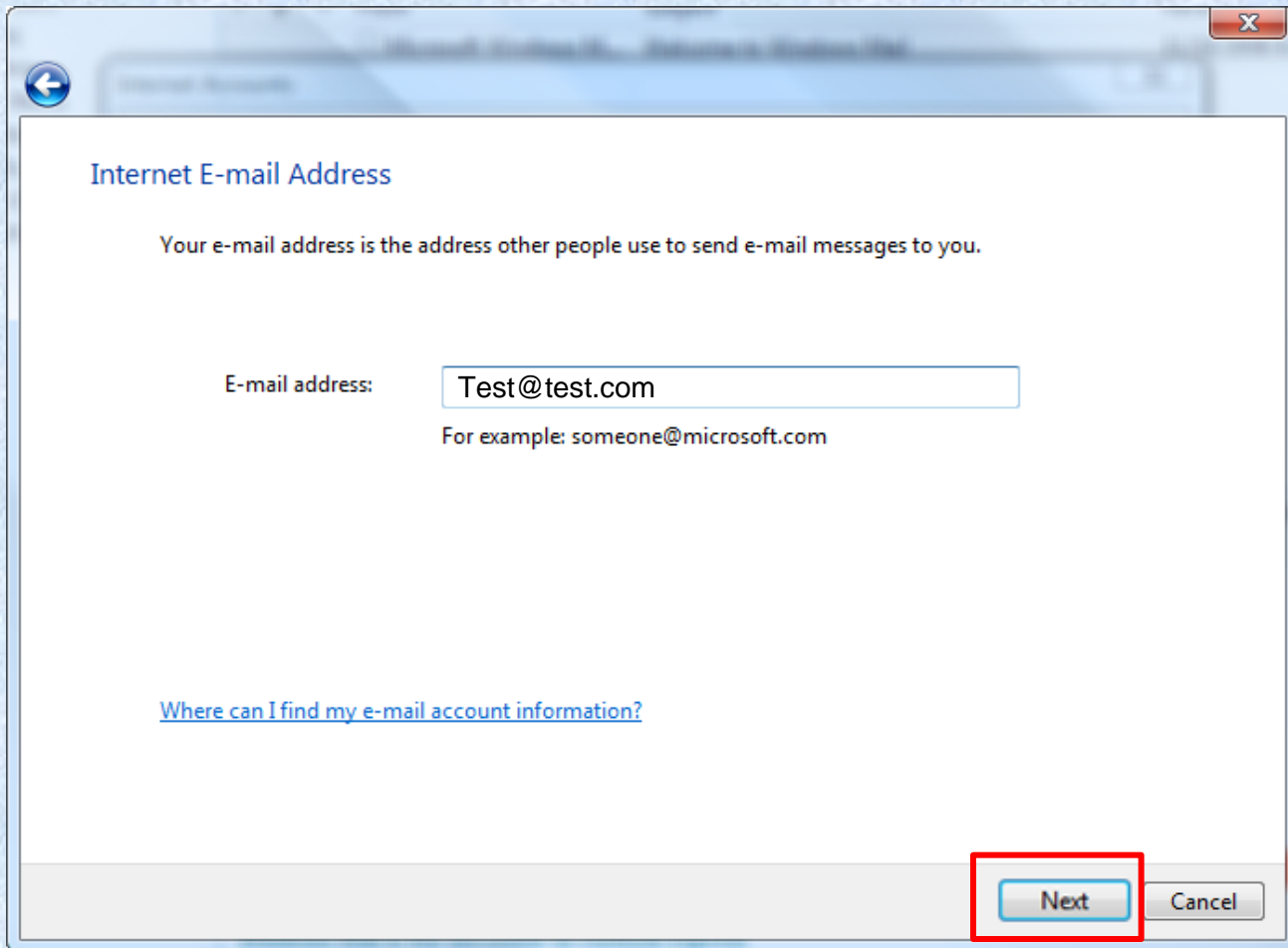
For example: John Smith

[Where can I find my e-mail account information?](#)

**Next** Cancel

# Enter your E-mail address

Then click Next



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

[Where can I find my e-mail account information?](#)

**Next** Cancel

# Choose mail settings

Set up e-mail servers

Incoming e-mail server type:  
POP3

Incoming mail (POP3 or IMAP) server:  
Mail.test.com

Outgoing e-mail server (SMTP) name:  
Mail.test.com

Outgoing server requires authentication

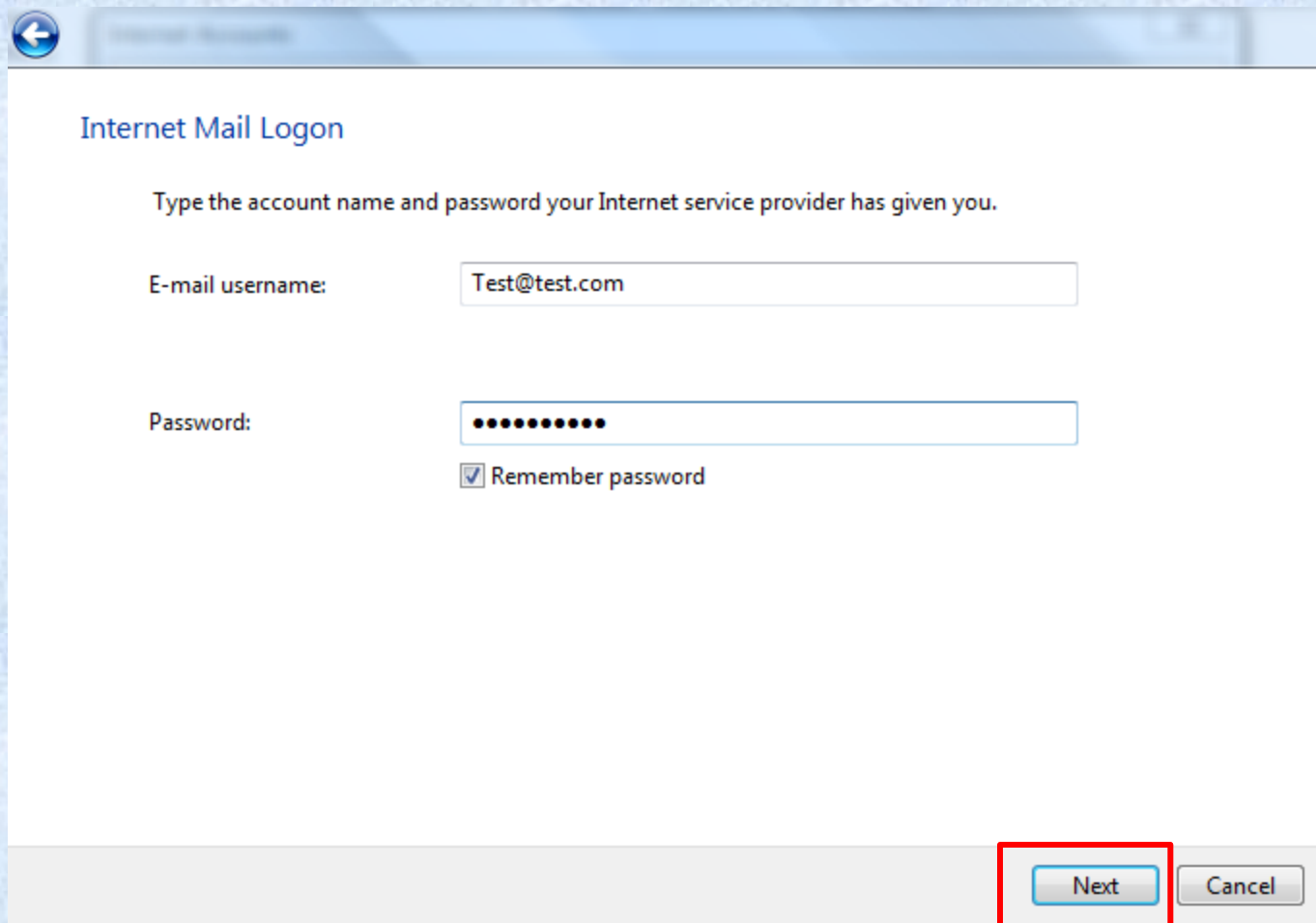
[Where can I find my e-mail server information?](#)

Next Cancel

Choose POP3, IMAP or HTTP. Enter mail server settings and authentication.

# Enter E-mail address & Password

Then click Next



Internet Mail Logon

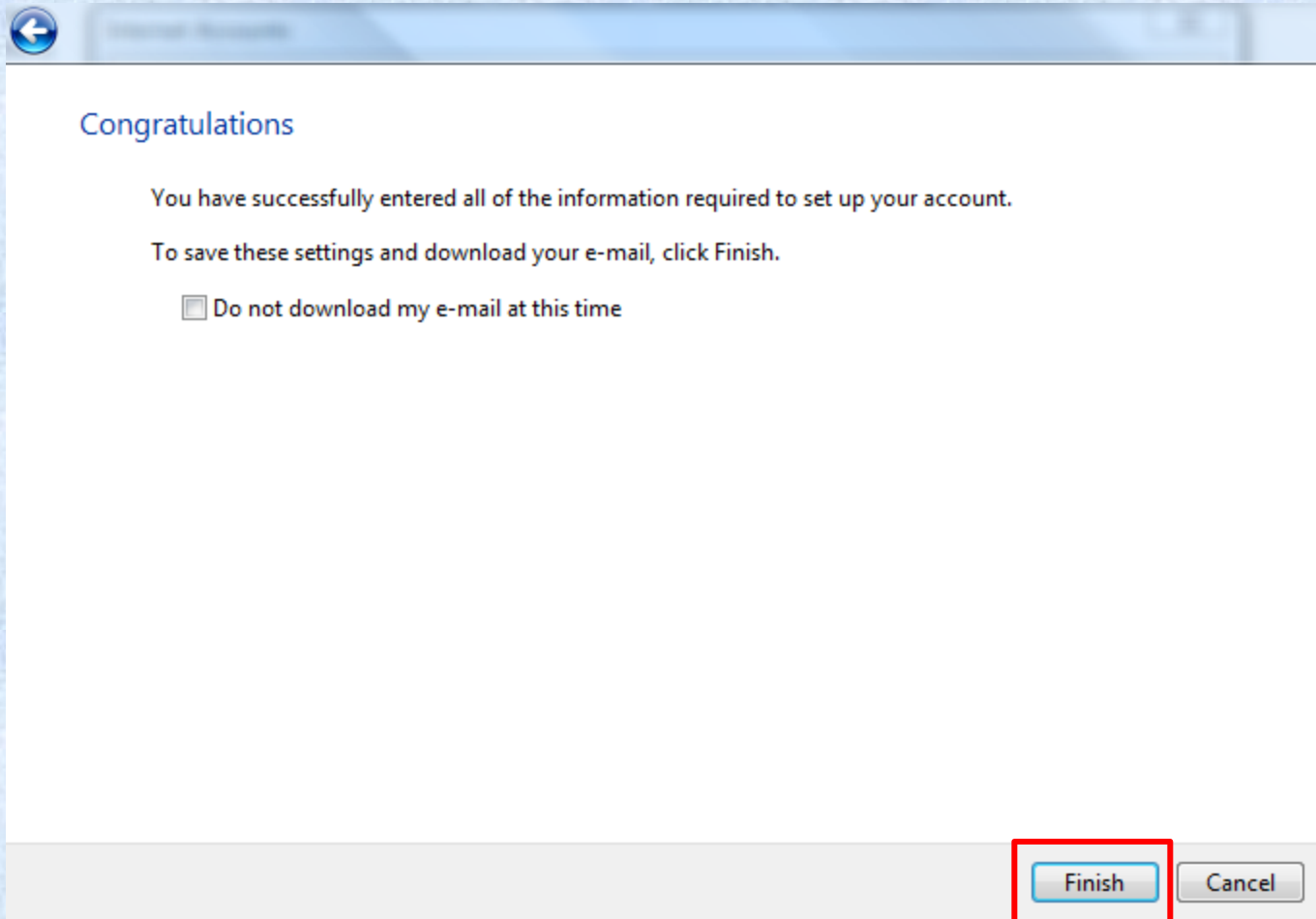
Type the account name and password your Internet service provider has given you.

E-mail username:

Password:

Remember password

# Finished



A screenshot of a software dialog box titled "Finished". The dialog box has a light blue header bar with a back arrow icon on the left. The main content area is white and contains the following text:

**Congratulations**

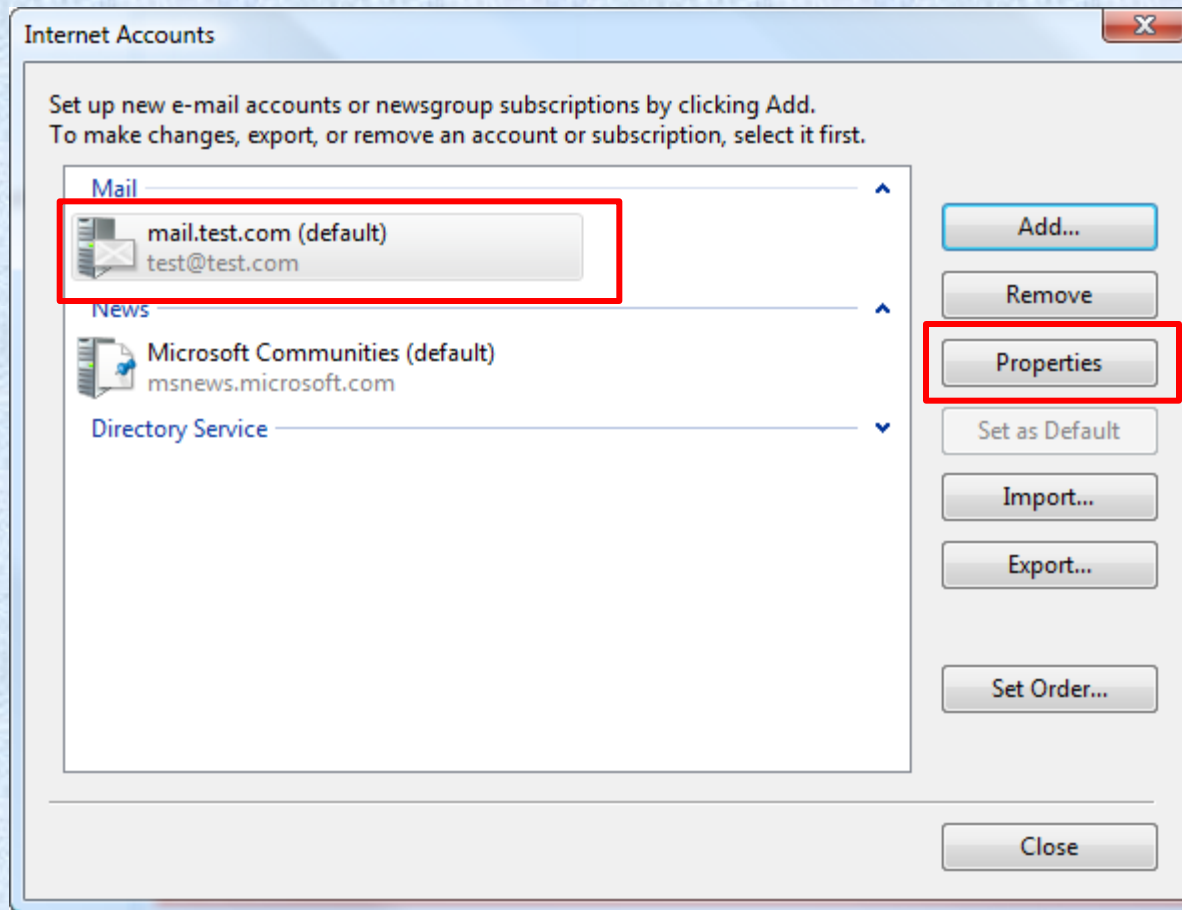
You have successfully entered all of the information required to set up your account.

To save these settings and download your e-mail, click Finish.

Do not download my e-mail at this time

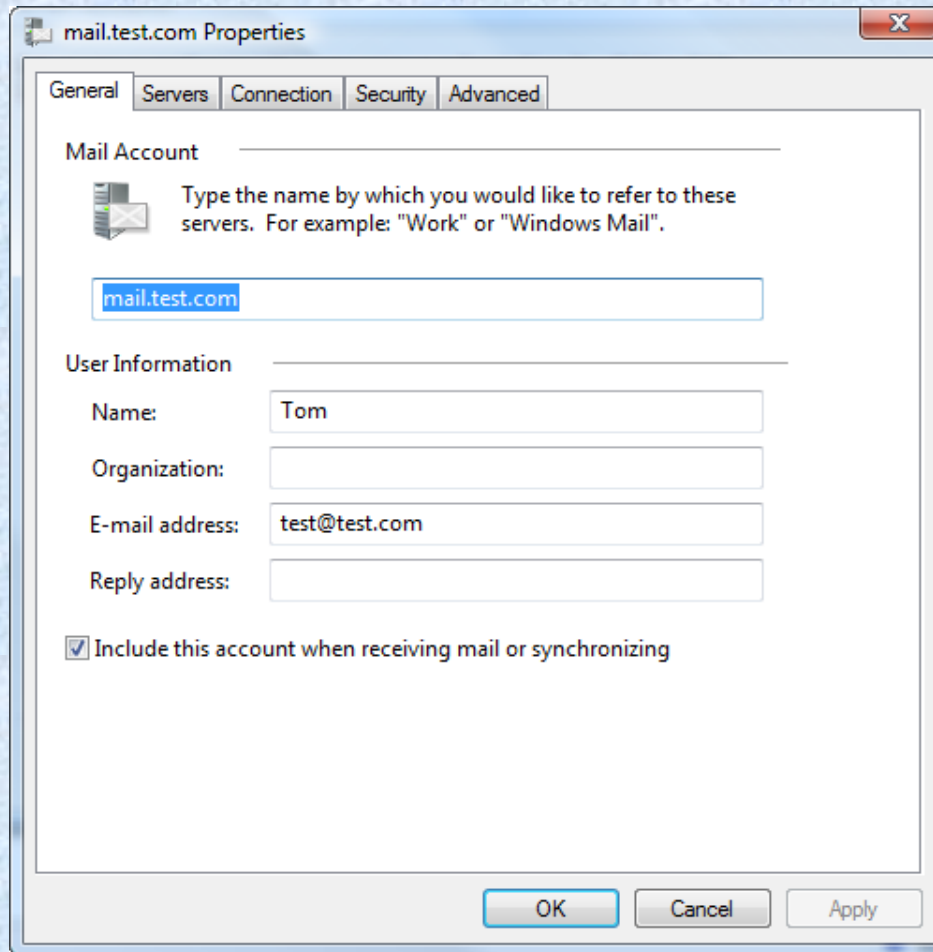
At the bottom right of the dialog box, there are two buttons: "Finish" and "Cancel". The "Finish" button is highlighted with a red rectangular border.

# New account now shows



Click the "Properties" button to change any of the settings

# Property General Settings



The image shows a Windows-style dialog box titled "mail.test.com Properties". It has a tabbed interface with "General" selected. The "General" tab contains the following fields and options:

- Mail Account:** A text field containing "mail.test.com". Above it is a small envelope icon and the instruction: "Type the name by which you would like to refer to these servers. For example: 'Work' or 'Windows Mail'."
- User Information:** A section with four text fields:
  - Name:** "Tom"
  - Organization:** (empty)
  - E-mail address:** "test@test.com"
  - Reply address:** (empty)
- Include this account when receiving mail or synchronizing:** A checked checkbox.

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

# Server Settings

The image shows a Windows-style dialog box titled "mail.test.com Properties". It has five tabs: "General", "Servers", "Connection", "Security", and "Advanced". The "Servers" tab is selected. The dialog is divided into three sections: "Server Information", "Incoming Mail Server", and "Outgoing Mail Server".

**Server Information**

My incoming mail server is a  server.

Incoming mail (POP3):

Outgoing mail (SMTP):

**Incoming Mail Server**

E-mail username:

Password:

Remember password

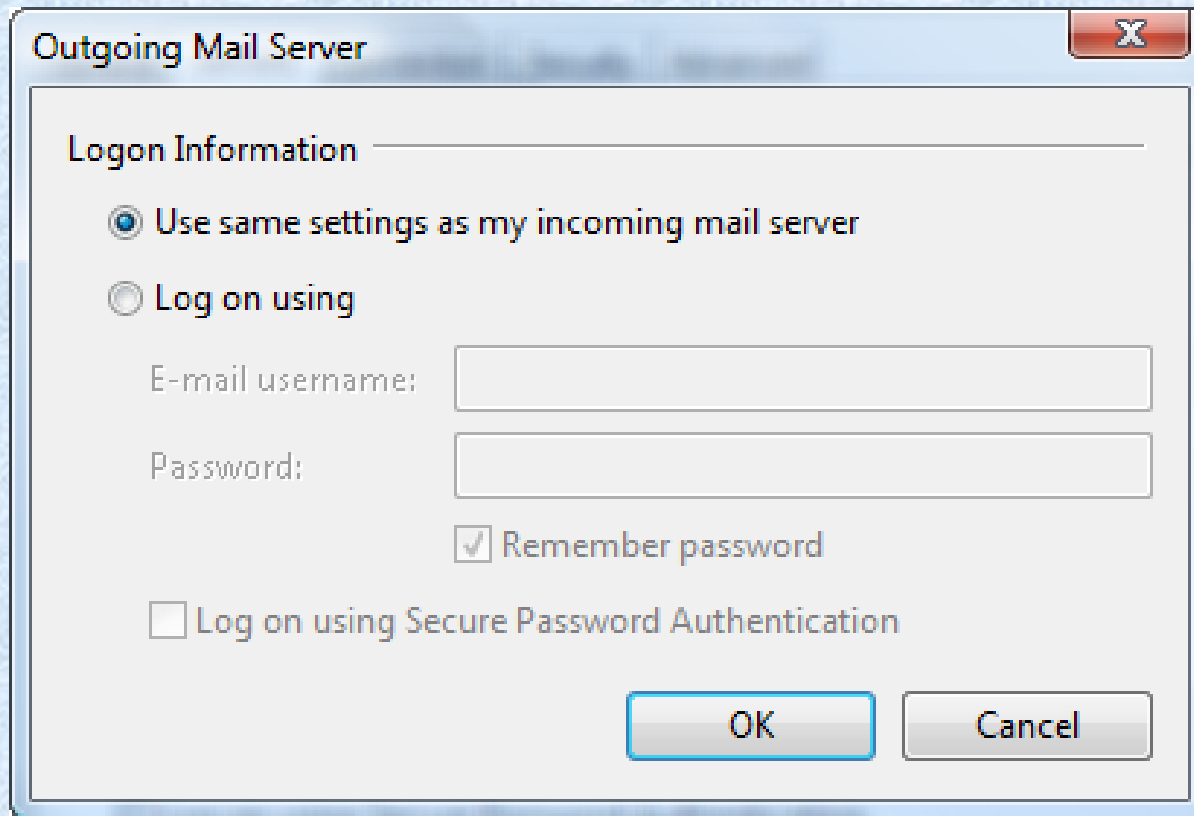
Log on using Secure Password Authentication

**Outgoing Mail Server**

My server requires authentication

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

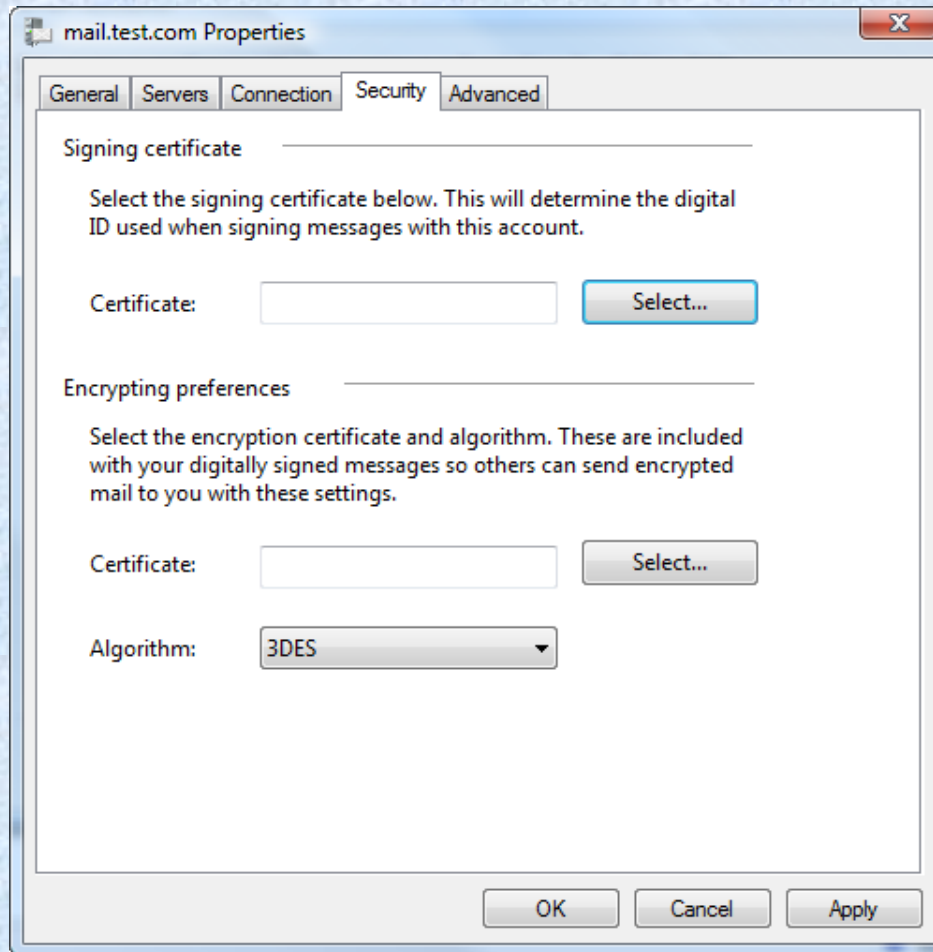
# Authentication Settings



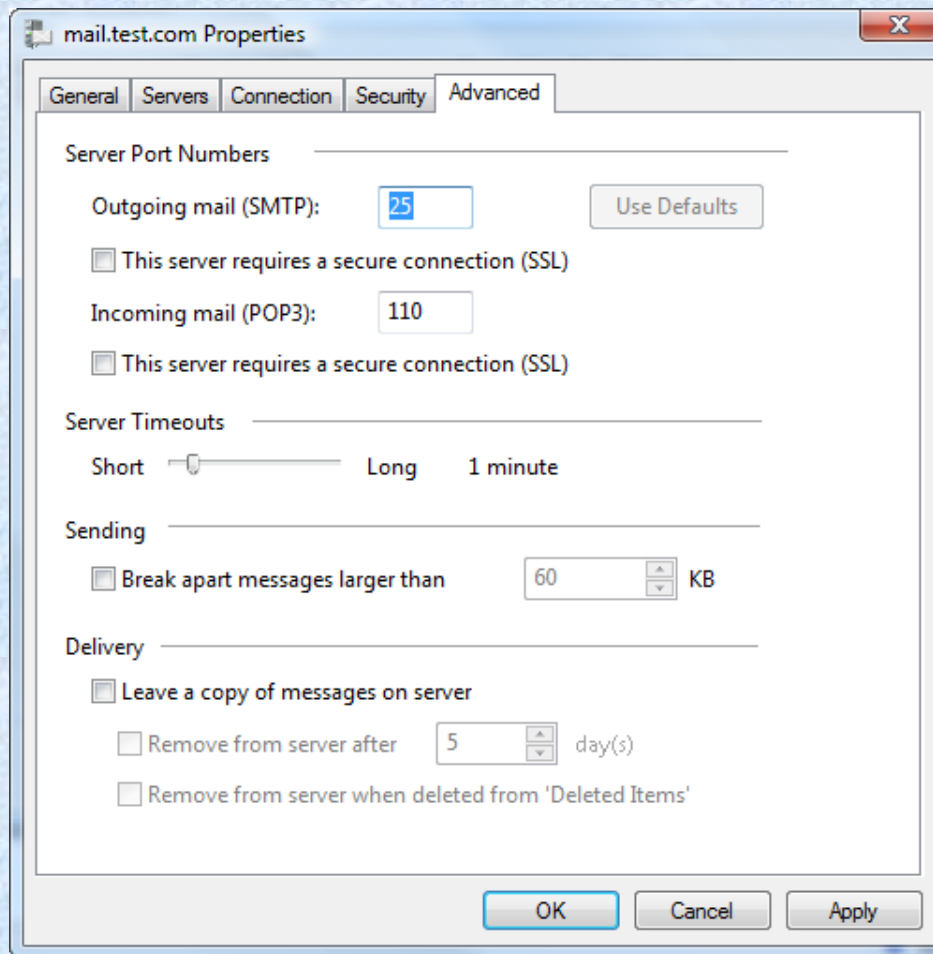
The image shows a standard Windows-style dialog box titled "Outgoing Mail Server". The dialog has a title bar with a close button (X) in the top right corner. The main content area is titled "Logon Information" and contains the following elements:

- Two radio buttons for authentication options:
  - The first option is "Use same settings as my incoming mail server", which is selected (indicated by a blue dot).
  - The second option is "Log on using", which is unselected.
- Two text input fields:
  - The first field is labeled "E-mail username:" and is currently empty.
  - The second field is labeled "Password:" and is also empty.
- A checked checkbox labeled "Remember password".
- An unchecked checkbox labeled "Log on using Secure Password Authentication".
- At the bottom right, there are two buttons: "OK" and "Cancel".

# Security Settings



# Advanced Settings



Here you can change the ports, choose to use SSL and choose to leave messages on the server.

# Windows Mail & Outlook Express

- Both mail clients:
  - Can check mail from multiple mail accounts.
  - Have a contact list.
  - Allow you to create additional folders.
  - Allow you to send, receive & manage email and attachments.
  - Do Not have a built in calendar feature with appointment reminders.
  - Do Not allow you to check Microsoft Exchange Mail.

# Keeping Mail Completely Separate

- Outlook Express allows for multiple identities which can keep mail completely separate.
- Windows mail does not support identities. Instead you will need to create a separate windows logon account in order to keep email accounts separate.