

OUTLOOK EXPRESS

1. Open Outlook or Outlook Express.
2. Click the **Tools** menu, and select **Accounts...**
3. Click **Add**, and then click **Mail...**
4. Enter your name in the **Display name:** field, and click **Next**.
5. Enter your full email address (username@yourdomainname.com) in the **Email address:** field, and click **Next**.
6. Enter mail.yourdomainname.com in the **Incoming mail (POP3) server:** field. Enter mail.yourdomainname.com in the **Outgoing mail (SMTP) server:** field.
7. Click **Next**.
8. Enter your full email address (including '@your_domain.com') in the **Account name:** field. Enter your email password in the **Password:** field, and click **Next**.
9. Click **Finish**.
10. Highlight **mail.yourdomainname.com** under **Account**, and click **Properties**.
11. Click the **Servers** tab, and check the box next to **My server requires authentication**.
12. Click **OK**.