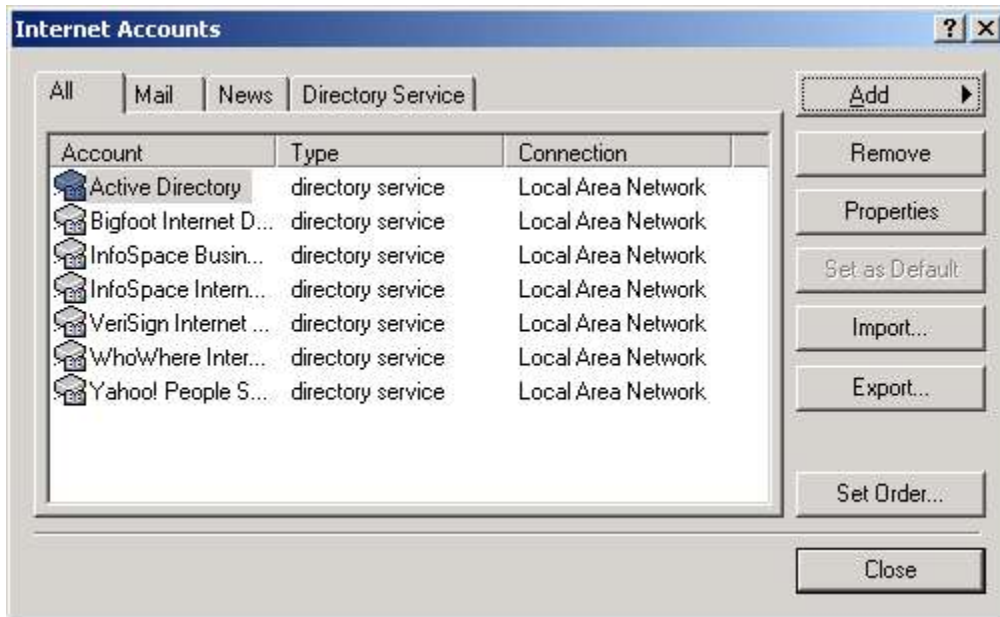


To Setup an Email Account in Outlook Express

First, start Outlook Express. If this is the first time you are using this program and you have not yet set up an account, the Internet Connection Wizard will start automatically. If it doesn't, follow these steps to begin the wizard.

Click Tools, and then click Accounts. The following box will appear.



Next, click on Add, and then click Mail. This will start the Internet Connection Wizard. The first page of the wizard asks you for your name. This is the name people will see in their inbox when they receive mail from you, and you may set it to whatever you want. (John Doe, Johnny D, etc.)

Once you have entered your name and clicked next, the second page will ask you for your email address. This is the address given to you by your Internet service provider (in this case Door County Online). Enter your email address and click next.

Now you should see the following window.

The screenshot shows the 'E-mail Server Names' dialog box in the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu set to 'POP3' with the text 'My incoming mail server is a POP3 server.' To the right of the dropdown is a mouse cursor icon. Below this, there is a text box labeled 'Incoming mail (POP3, IMAP or HTTP) server:'. Further down, there is another text box labeled 'Outgoing mail (SMTP) server:'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Make sure that the sentence at the top reads, “My incoming mail server is a POP3 server.” Then, for both the Incoming mail server and Outgoing mail server boxes, type “dcwis.com”, without the quotes. Then click Next.

Now you should see this window.

The screenshot shows the 'Internet Mail Logon' dialog box in the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a mouse cursor icon. The text reads 'Type the account name and password your Internet service provider has given you.' Below this, there is a text box labeled 'Account name:' containing the text 'test'. Below that is a text box labeled 'Password:'. Under the password box, there is a checked checkbox labeled 'Remember password'. At the bottom, there is a paragraph of 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.' Below this paragraph is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

In the Account name box, type your email address, minus the “@dcwis.com” part.

So if your email address were johndoe@dcwis.com, your account name would be johndoe. Then type your password in the lower box. This is also supplied by Online Door County. If you would prefer to not type in this password every time you check your mail, check the “Remember password” box. Then click next.

Click Finish and you’re done! To begin receiving messages, connect to the Internet and click the Send/Receive button.

Based on: Microsoft Outlook Express 6