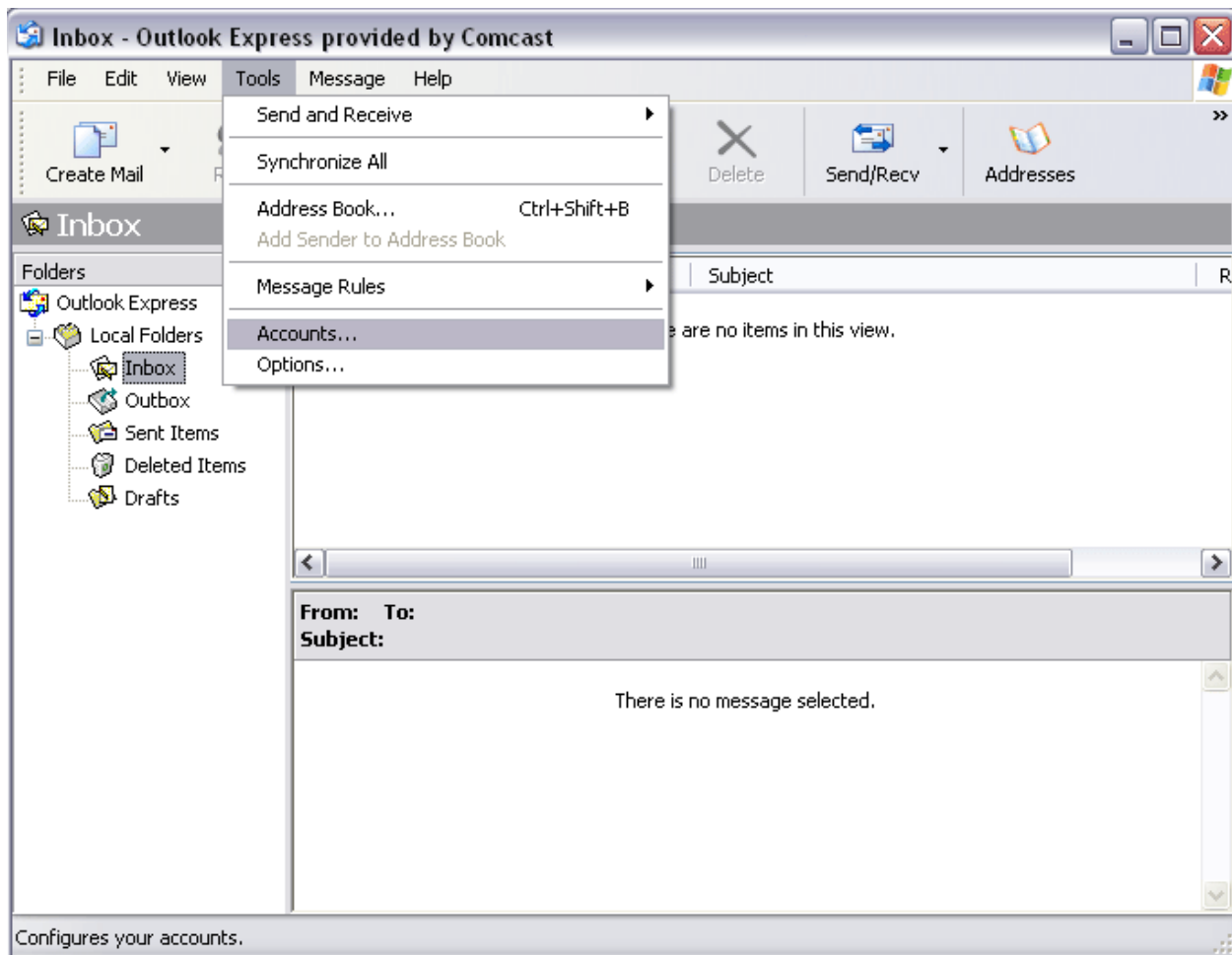


Setting up your Microsoft Outlook Express Client

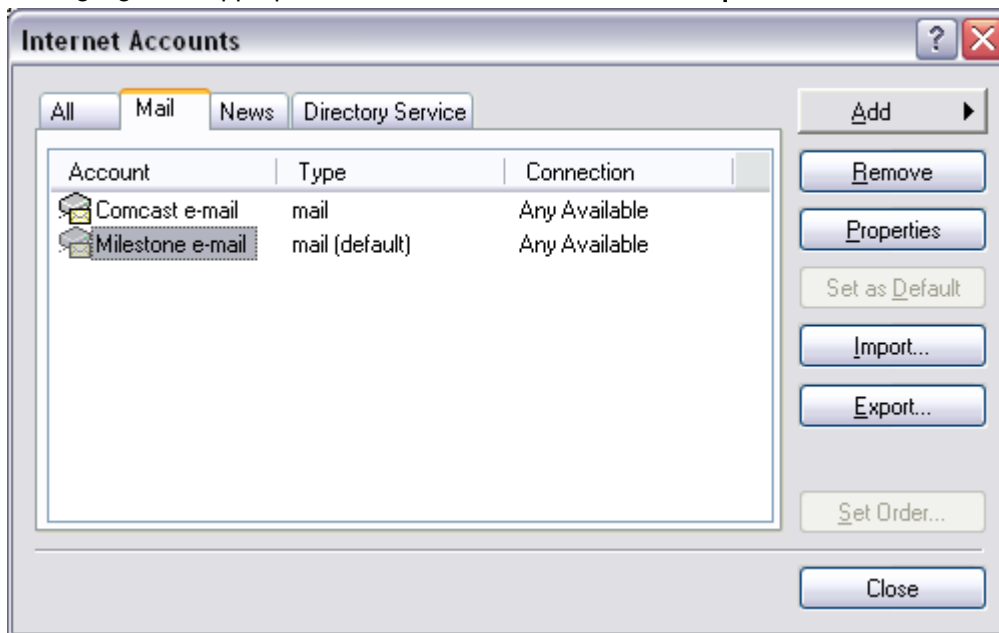
1. When opening Outlook Express, if you are prompted to set up a new e-mail account, click **"Cancel"**.
 - At the top of the Outlook Express window, choose the **Tools menu**. Under Tools, choose **Accounts**.



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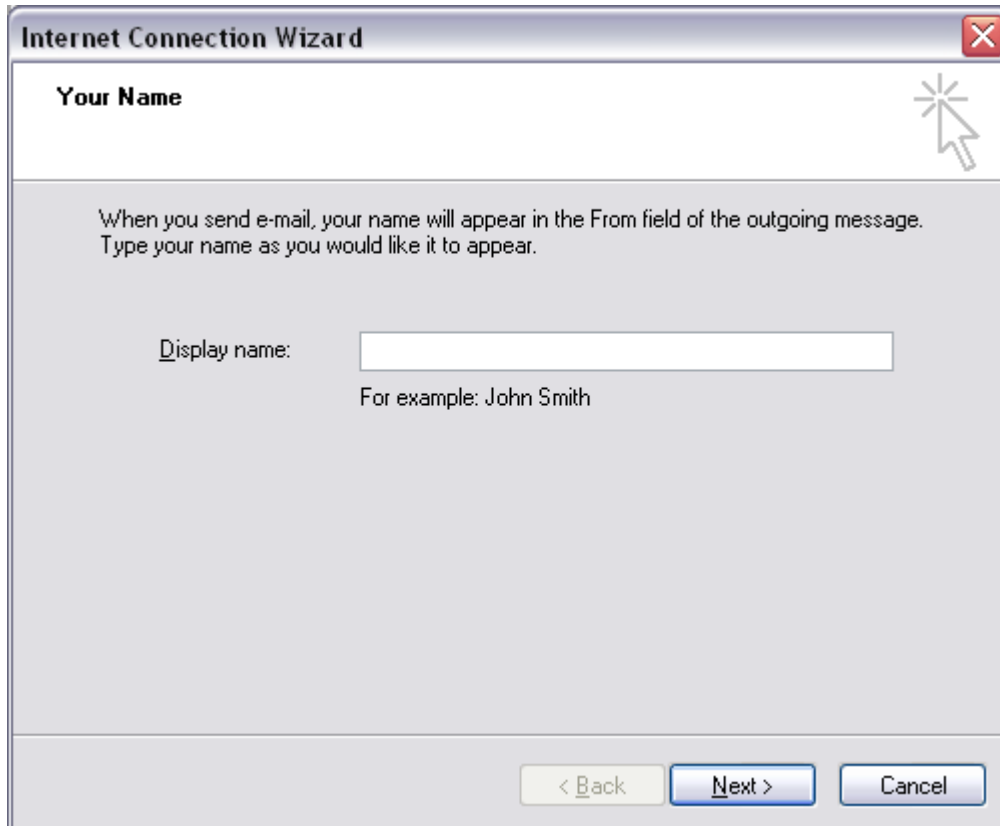
2. Click the “Add” button and then choose “Mail”.
 - If you already have an e-mail account for your web site (domain) and want to reconfigure it, highlight the appropriate account name, then Select “Properties”.



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3. Type your name as you want others to see it when they receive mail from you.

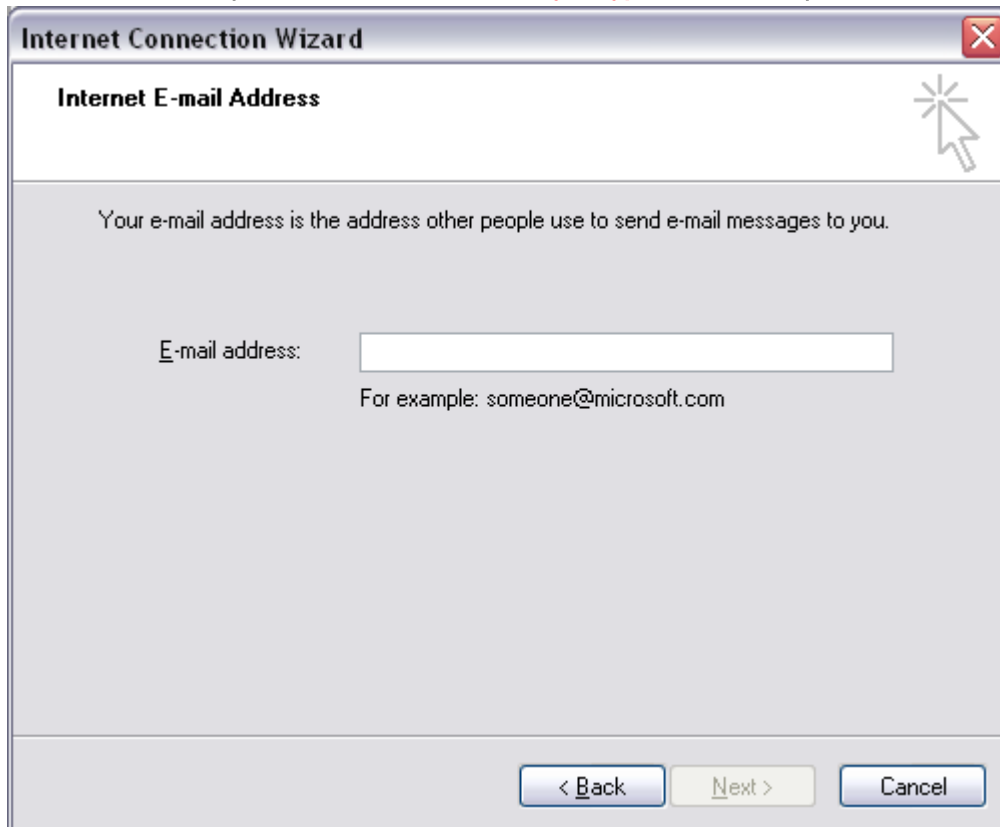


The image shows a screenshot of a Windows-style dialog box titled "Internet Connection Wizard". The dialog has a standard title bar with a close button (red X) in the top right corner. The main content area is titled "Your Name" and contains the following text: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this text is a text input field with the label "Display name:" to its left. Underneath the input field, the text "For example: John Smith" is displayed. At the bottom of the dialog, there are three buttons: "< Back" (disabled), "Next >" (active), and "Cancel". A mouse cursor is visible over the top right corner of the dialog box.

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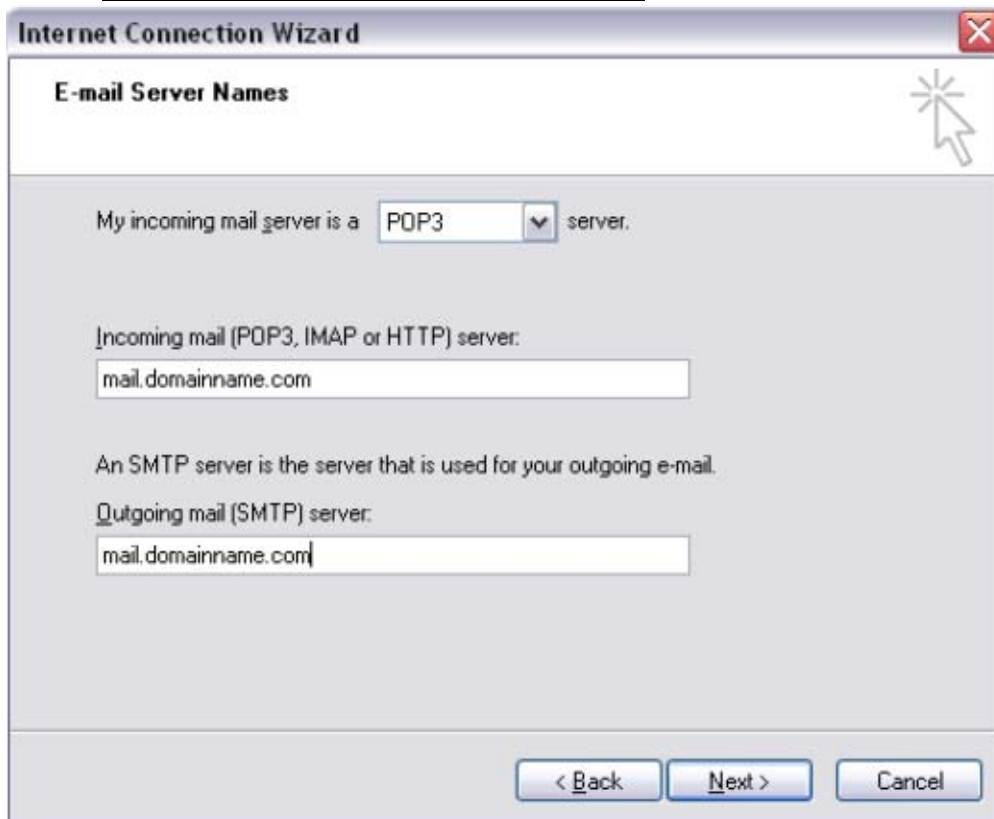
4. Type your e-mail address. This should be [yourname@domainname.com](#).
 - **domainname** refers to your website's name or the name you type in your browser to reach your web site. (**do not include www. when you type this name in**)



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 "Internet E-mail Address". Below the title, there is a mouse cursor icon. The main text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this text is a label "E-mail address:" followed by a text input field. Underneath the input field, there is an example: "For example: someone@microsoft.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

- If you do not have an e-mail, have forgotten yours or just need another one please contact:
Benu Aggarwal @ 408-244-5437 or by email @ benu@milestonemc.com
- Click "**Next**".

- The next screen allows you to select the way your e-mail is saved
 - If you Select **IMAP** your email will stay on the server until you delete it.
 - If you Select **POP3** your email will be downloaded into Outlook or Outlook Express
 - We **STRONGLY** recommend choosing **POP3**.



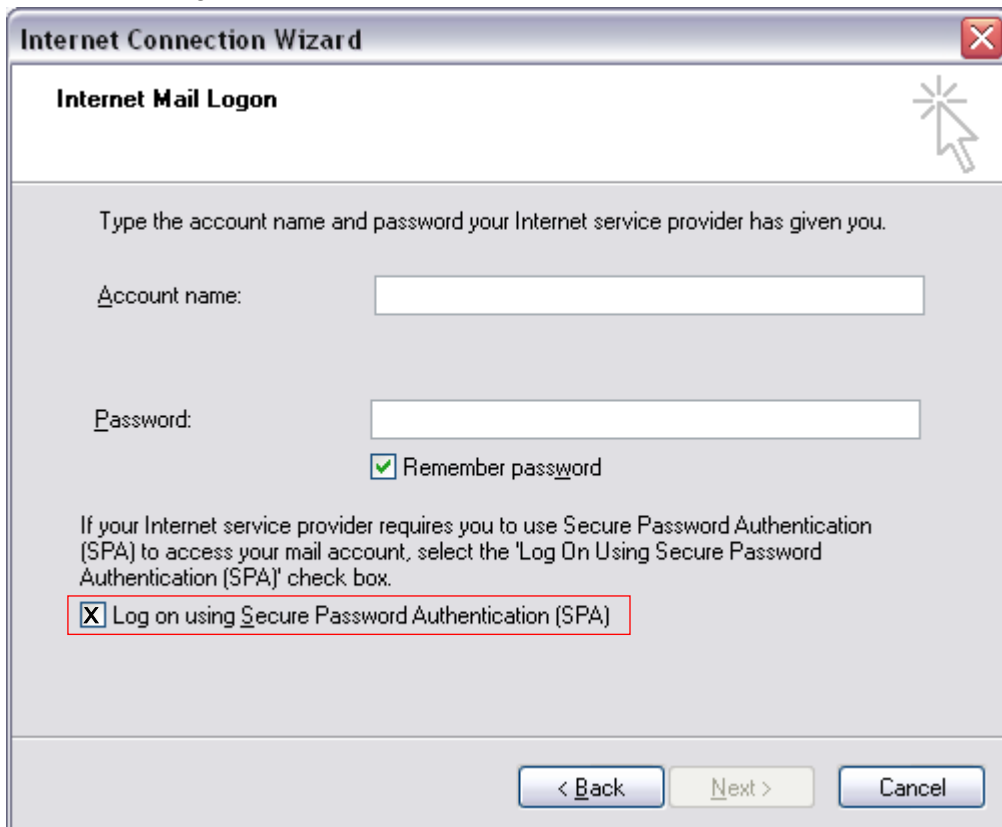
The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "E-mail Server Names". Below this, there is a section for incoming mail: "My incoming mail server is a server." followed by a dropdown arrow. Below that is a label "Incoming mail (POP3, IMAP or HTTP) server:" and a text input field containing "mail.domainname.com". A similar section follows for outgoing mail: "An SMTP server is the server that is used for your outgoing e-mail." followed by a label "Outgoing mail (SMTP) server:" and a text input field containing "mail.domainname.com". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

- domainname** refers to your website's name or the name you type in your browser to reach your web site. (**do not include www. when you type this name in**)

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6. In Account name Enter **your email name** (without domainname.com).
 - The associated password goes here as well.
 - Check the Log on using Secure Password and follow that with use the same settings as my incoming mail server.



The screenshot shows a dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog contains the following elements:

- A close button (X) in the top right corner.
- A help icon (a starburst with a mouse cursor) in the top right corner.
- Instructional text: "Type the account name and password your Internet service provider has given you."
- An "Account name:" label followed by a text input field.
- A "Password:" label followed by a text input field.
- 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."
- A checked checkbox labeled "Log on using Secure Password Authentication (SPA)", which is highlighted with a red rectangular box.
- Navigation buttons at the bottom: "< Back", "Next >", and "Cancel".

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7. Click the **Finish** button on the next window. Close the Accounts window.

