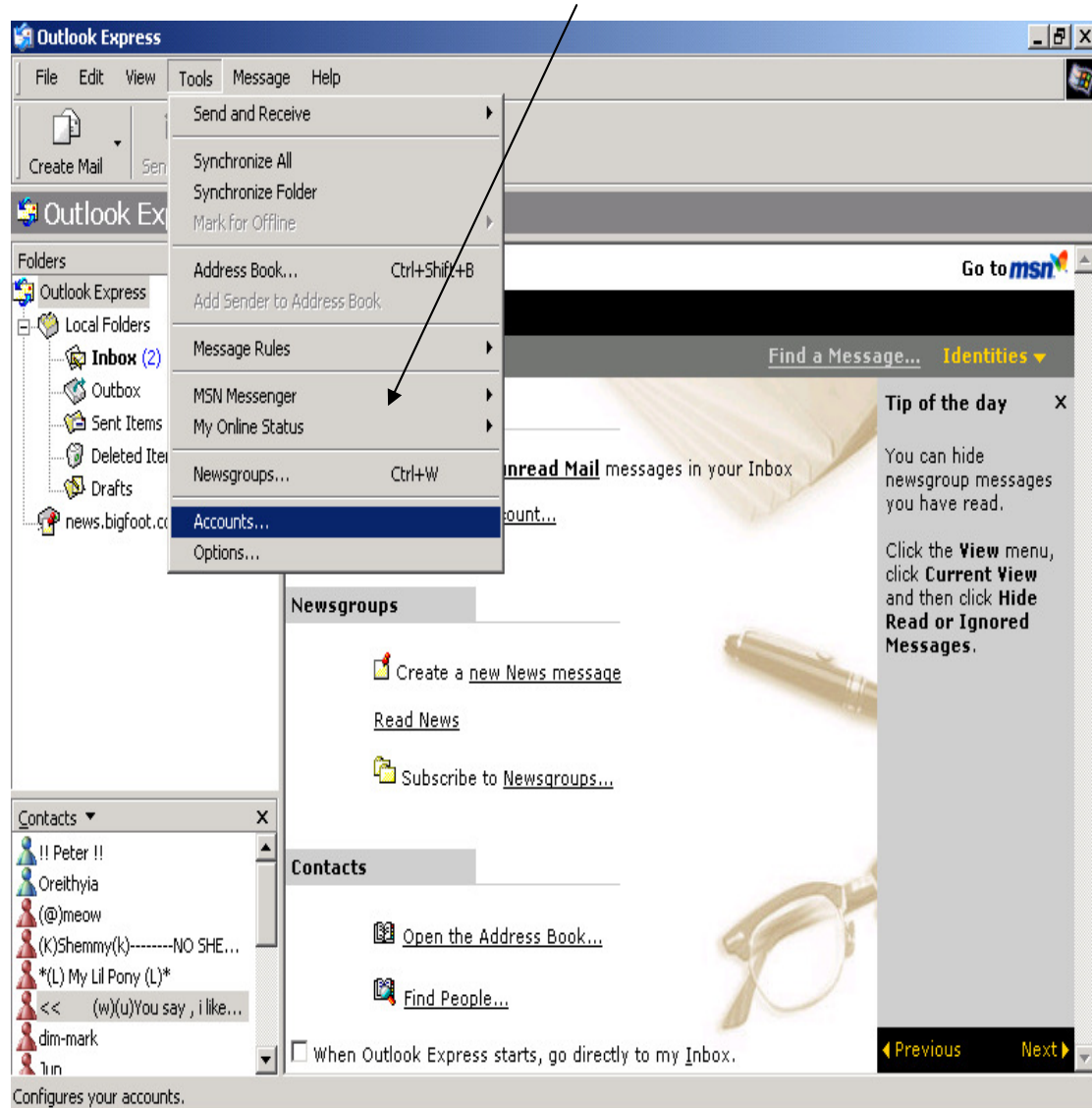
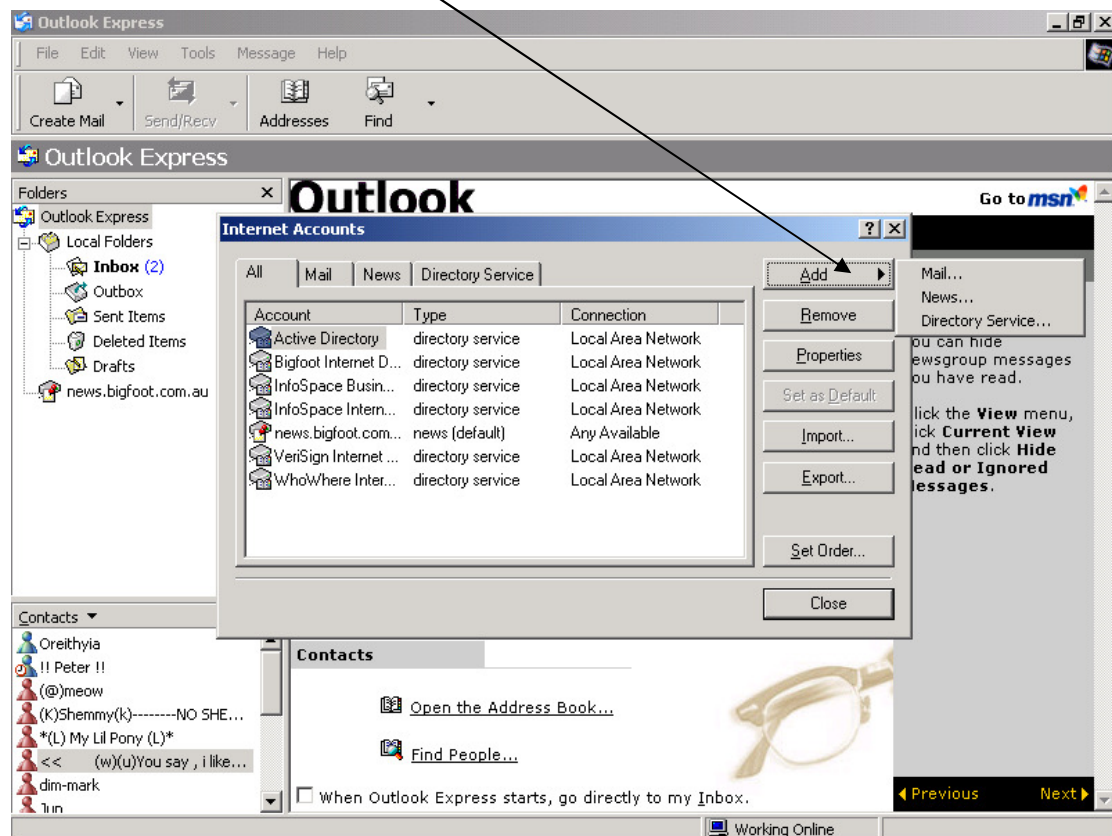


TO SETUP EMAIL ACCOUNT USING MICROSOFT OUTLOOK EXPRESS

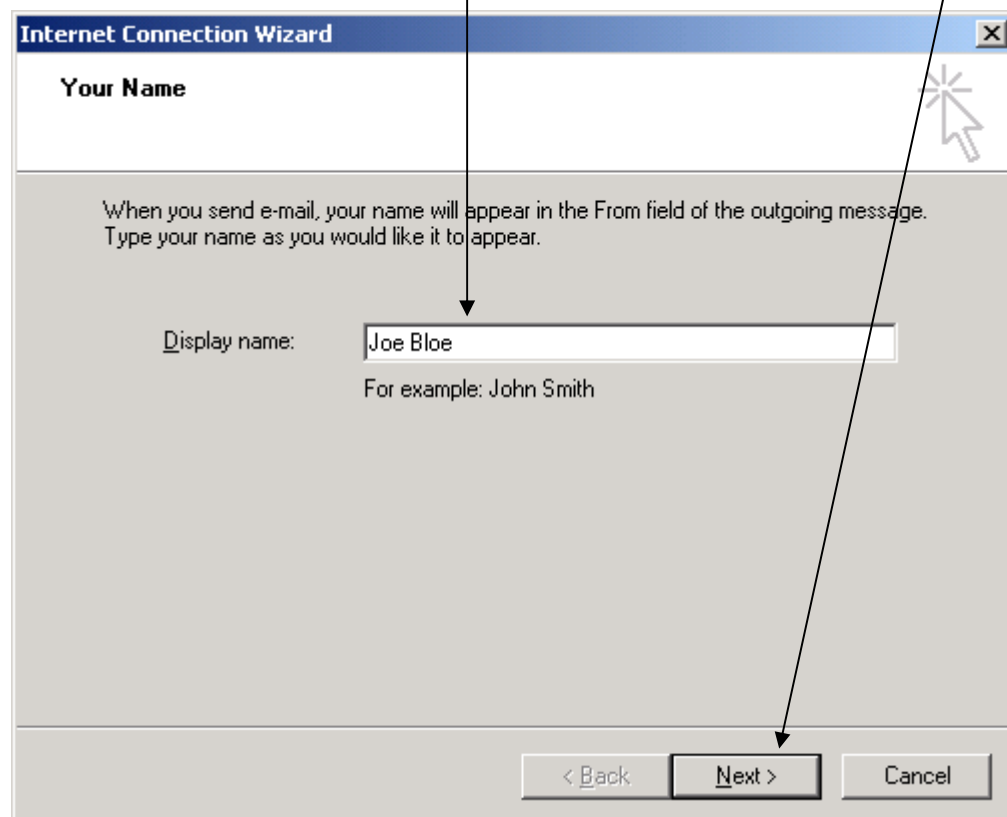
1. Open Outlook Express and select Tools - Accounts



2. Click on Add and select Mail



3. Insert the name you want to appear when you send emails and click Next



4. Enter your email address (you must substitute yourdomainname.com.au with whatever your actual domain name is eg. If your domain name was www.jobloggs.com.au your email would be joe@jobloggs.com.au) and hit Next.

Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

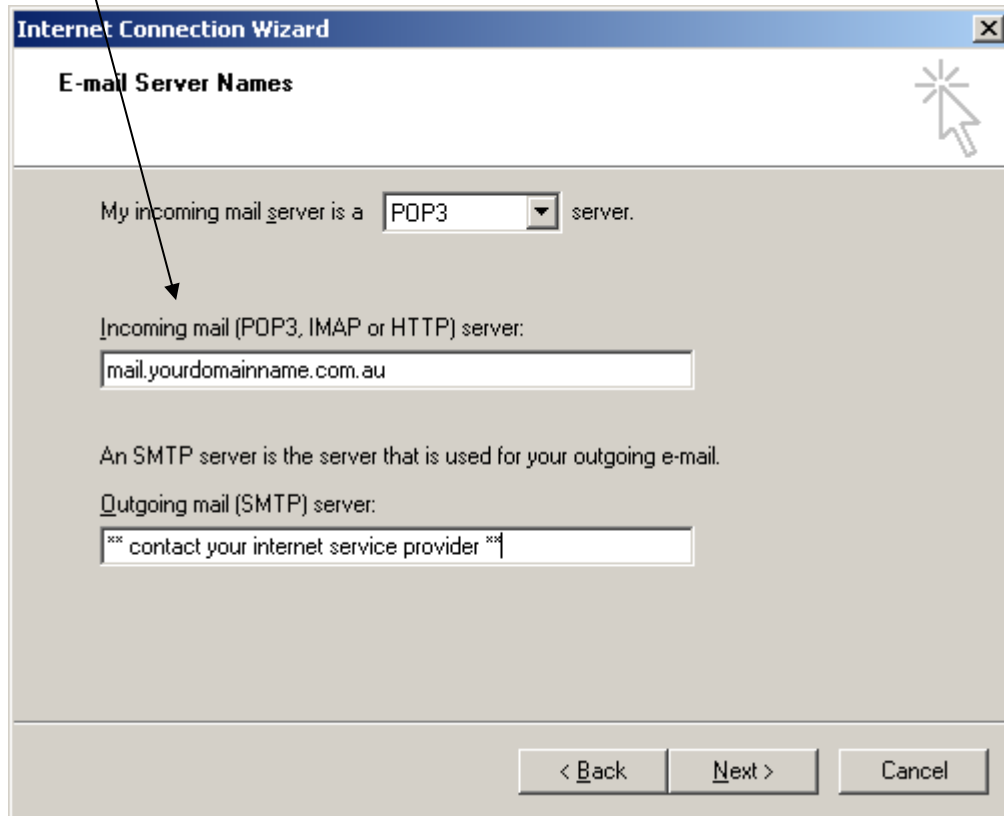
E-mail address:

For example: someone@microsoft.com

< Back **Next >** Cancel

5. Make sure Incoming mail server is set as POP3

In the Incoming and Outgoing mail section type mail.yourdomainname.com.au (you must substitute yourdomainname.com.au with your actual domain name. Eg If your domain name was www.joebloggs.com.au you would enter mail.joebloggs.com.au)



Your Internet Service provider will be able to provide you with the correct Outgoing SMTP mail server settings. Common SMTP settings are below ;

Adam	mail.adam.com.au
Bigpond	mail.bigpond.com
Chariot	mail.chariot.net.au
iiNet	mail.iinet.net.au
Internode	mail.internode.on.net
Optus	mail.optusnet.com.au
TPG	mail.tpg.com.au
Westnet	mail.westnet.com.au

If your Internet Service provider isn't listed you will need to call them to obtain the correct Outgoing SMTP mail server settings.

6. Enter your account name and password as follows (you must substitute yourdomainname.com.au with whatever your domain name is eg. If your domain name is www.jobloggs.com.au substitute yourdomainname.com.au with jobloggs.com.au). The hit Next.

Internet Connection Wizard

Internet Mail Logon

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

Account name:

Password:

Remember password

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.

Log on using Secure Password Authentication (SPA)

< Back **Next >** Cancel

7. Hit Finish

