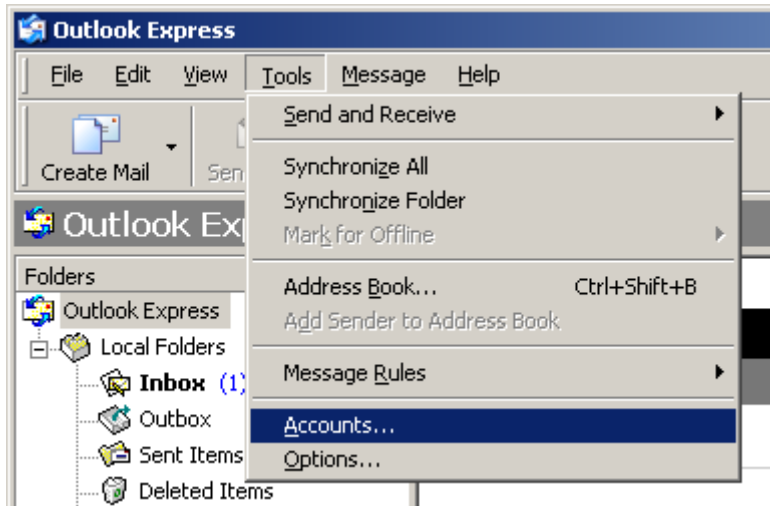


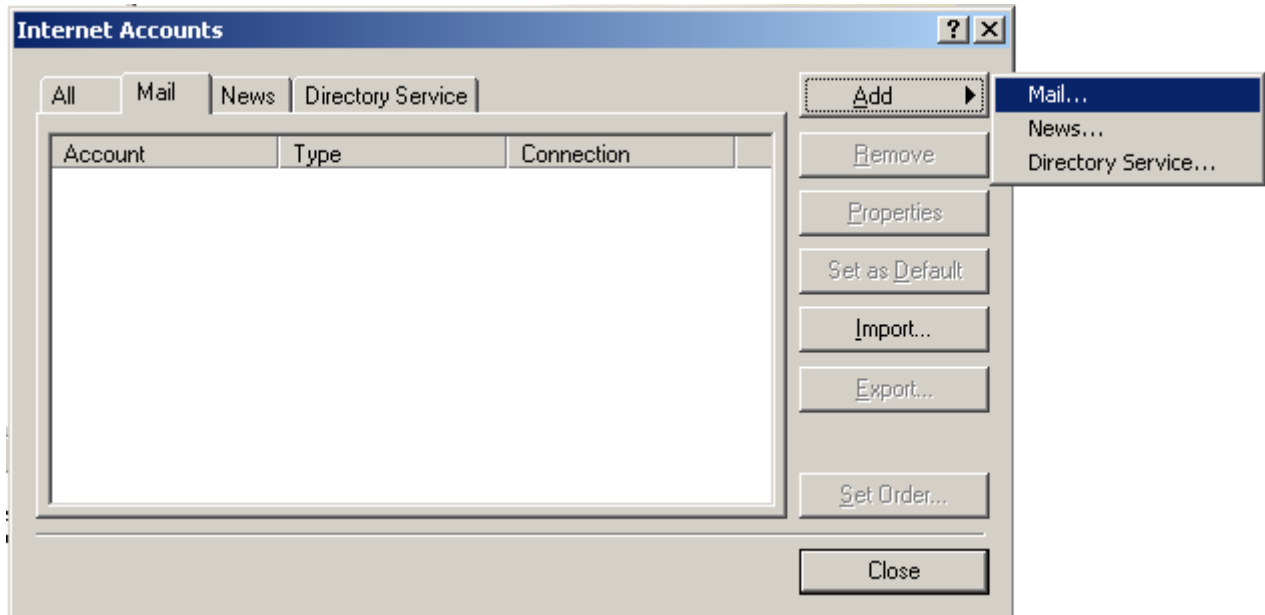
Outlook Express Setup for POP3

On the Toolbar, **click Tools** and **select Accounts** from the menu.



The Internet Accounts window opens.

Toward the top, right corner, **click Add** and **select Mail** from the menu.



The Internet Connection Wizard launches.

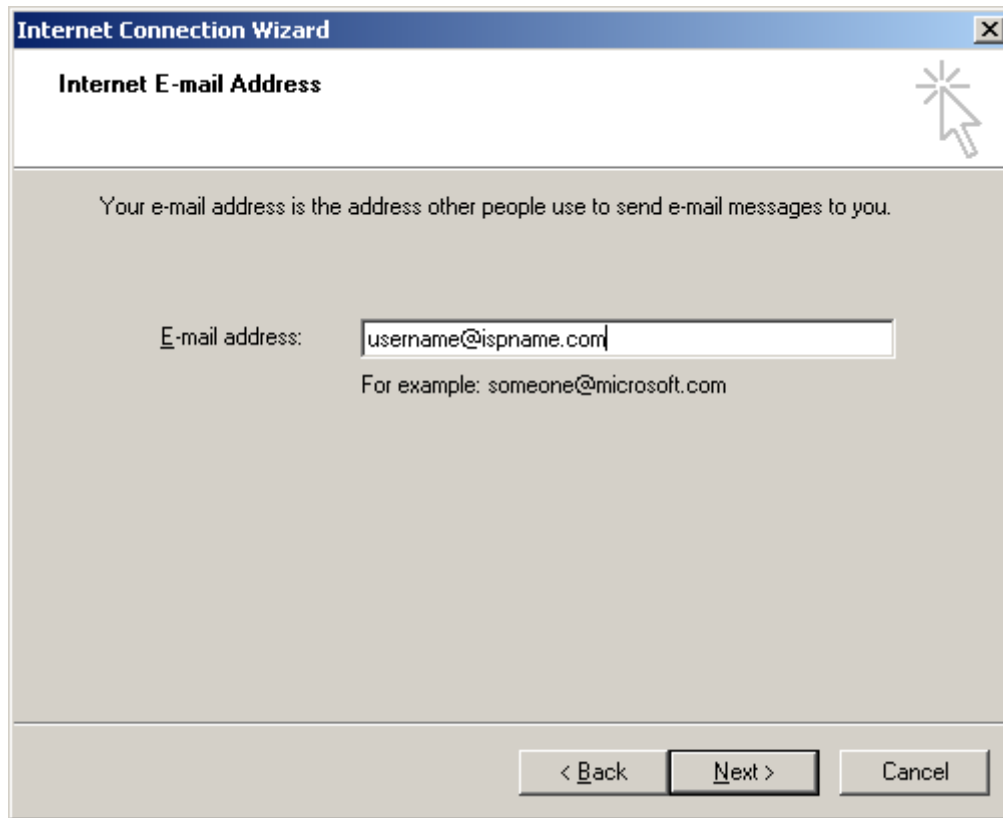
Display name = **Enter your name.**

Click Next to continue.

The image shows a screenshot of a Windows dialog box titled "Internet Connection Wizard". The dialog box has a blue title bar with a close button (X) in the top right corner. Below the title bar, the text "Your Name" is displayed in a bold font. In the top right corner of the main content area, there is a mouse cursor icon pointing at a starburst symbol. Below this, there is a paragraph of 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." Underneath the text, there is a label "Display name:" followed by a text input field containing the placeholder text "Firstname Lastname". Below the input field, there is an example: "For example: John Smith". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

E-mail address = **Enter your e-mail address.** (username@ispname.com)

Click Next to continue.

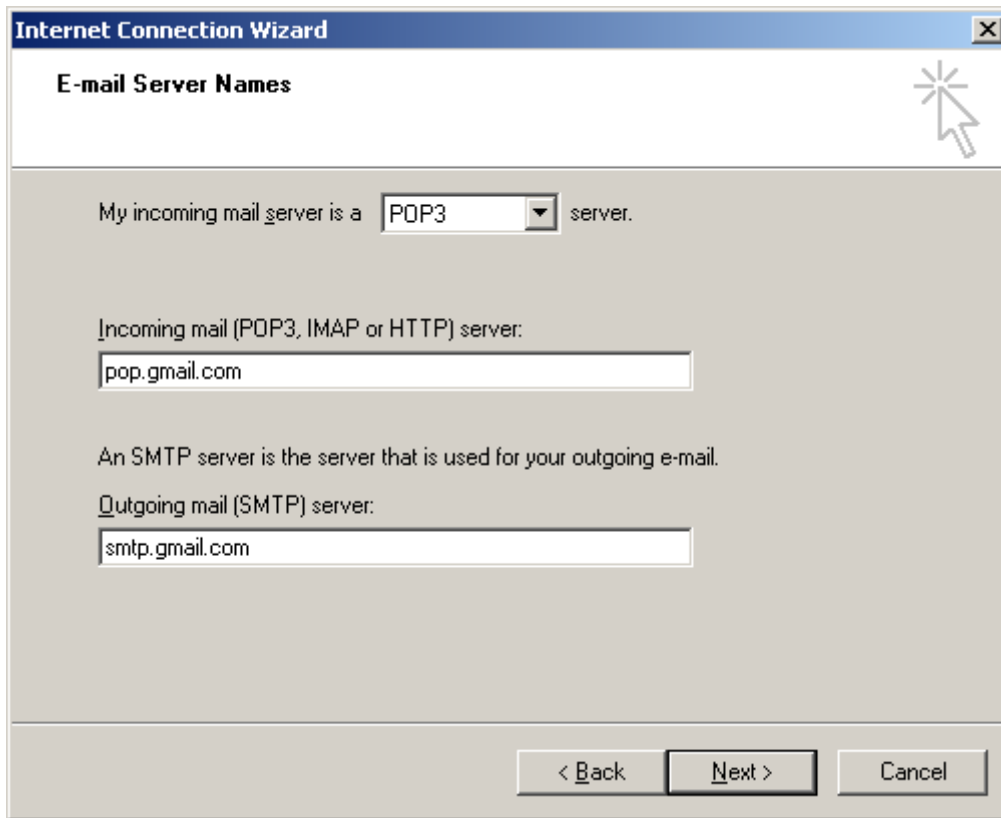


My Incoming mail server is a ? server = **This should be set to POP3.**

Incoming mail (POP3, IMAP or HTTP) server: **pop.gmail.com**

Outgoing (SMTP) server: **smtp.gmail.com**

Click Next to continue.



Account name = **Enter your full e-mail address. (username@ispname.com).**
Password = **Enter the password to your e-mail account.**

Important: Passwords are case-sensitive. Ensure your Caps Lock is disabled.

Select **Remember password**.

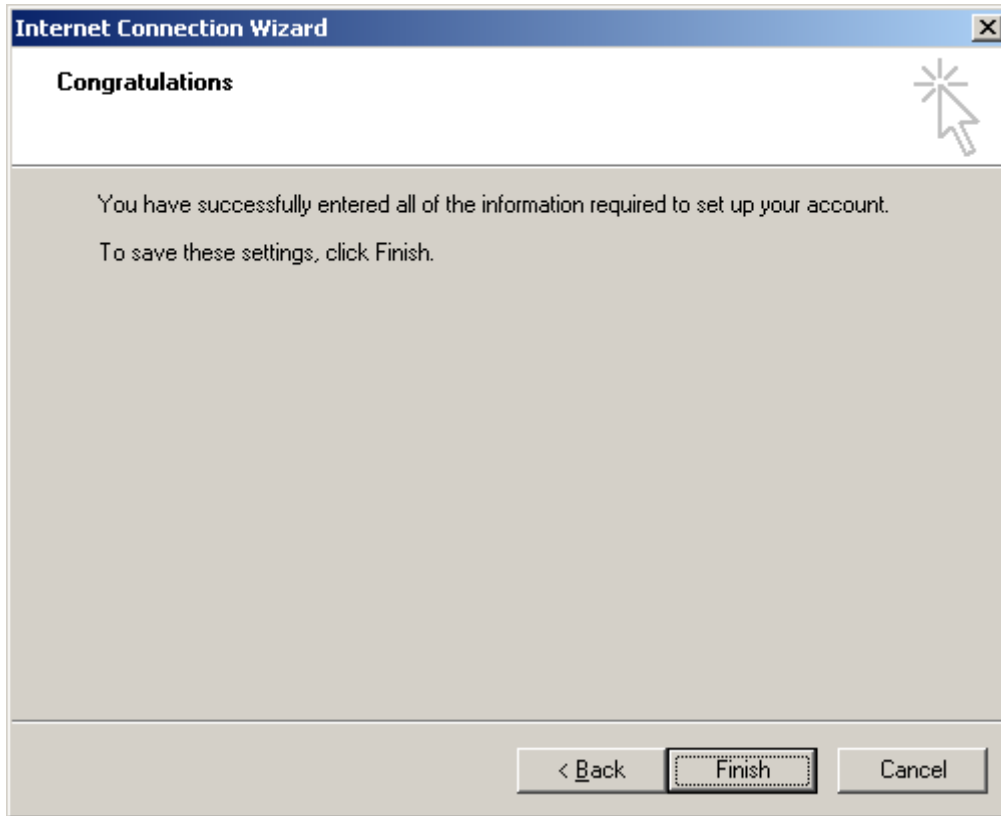
Important: Do NOT select Log on using 'Secure Password Authentication'.

Click Next to continue.

The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" containing "username@ispname.com" and "Password:" containing a masked password of ten dots. A checked checkbox labeled "Remember password" is positioned below the password field. A paragraph of text explains: "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 text 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". A mouse cursor is visible in the top right corner of the dialog box.

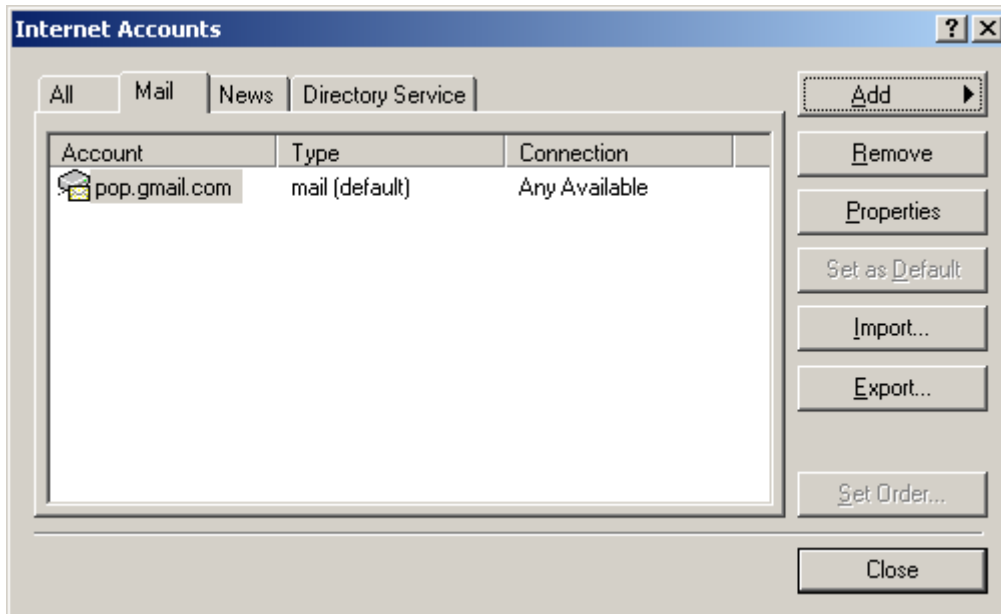
Click Finish to complete the wizard.

Important: You still need to enable SMTP authentication. You'll see how to do this in the following screenshots.



The Internet Accounts window appears.

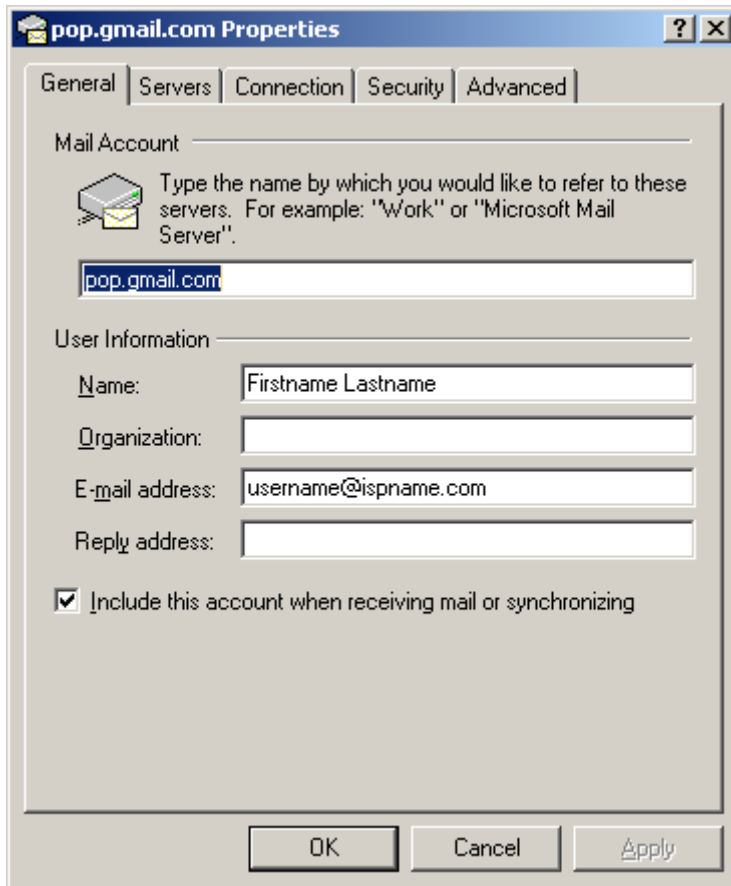
Highlight the desired account and **click Properties**.



Mail Account = You can give the name of the mail account anything you'd like.

Important: Ensure Include this account when receiving mail or synchronizing is checked.

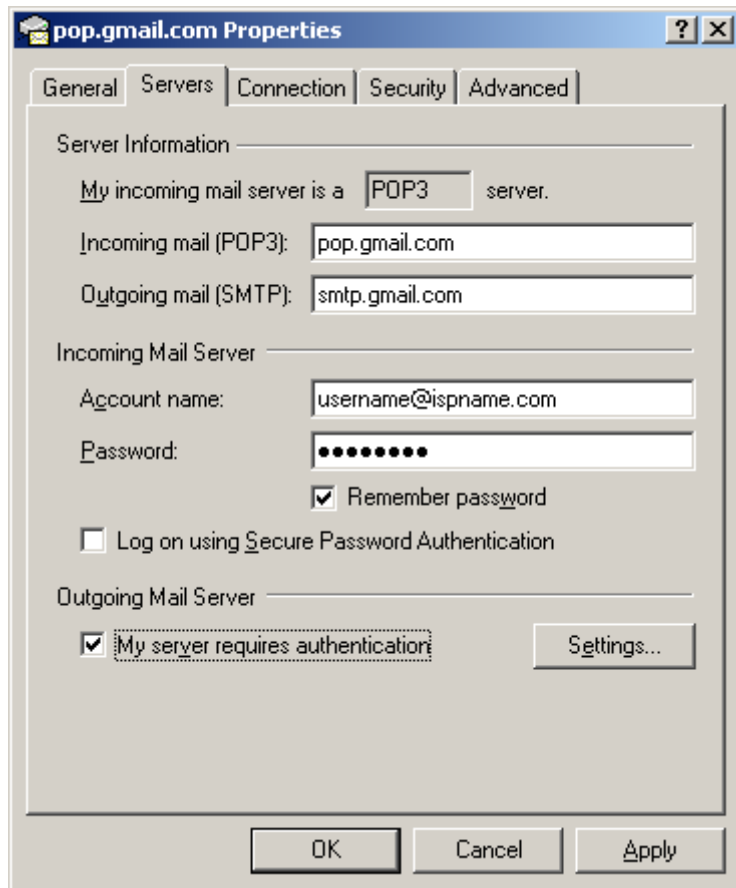
Select the **Servers tab**.



Enabling SMTP Authentication:

Towards the bottom, left corner there is a box: My server requires authentication. **Check it.**

To the right, **click the Settings button.**



Select **Log on using**.

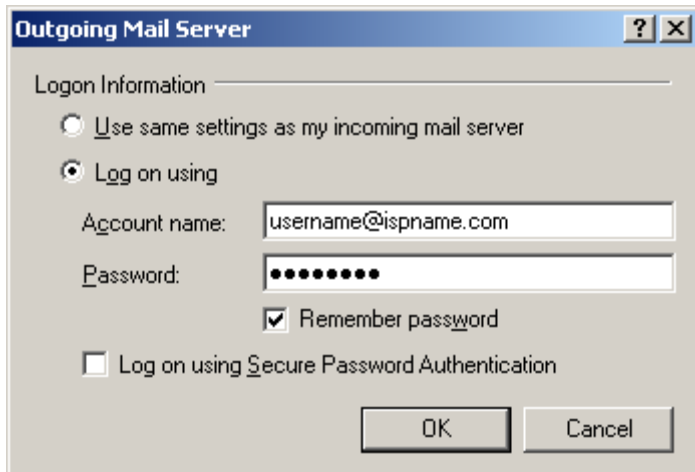
Account name = **Enter your full e-mail address.** (username@ispname.com)
Password = **Enter the password to your e-mail account.**

Important: Passwords are case-sensitive. Ensure your Caps Lock is disabled.

Select Remember password.

Important: Do NOT select Log on using 'Secure Password Authentication'.

Click OK.



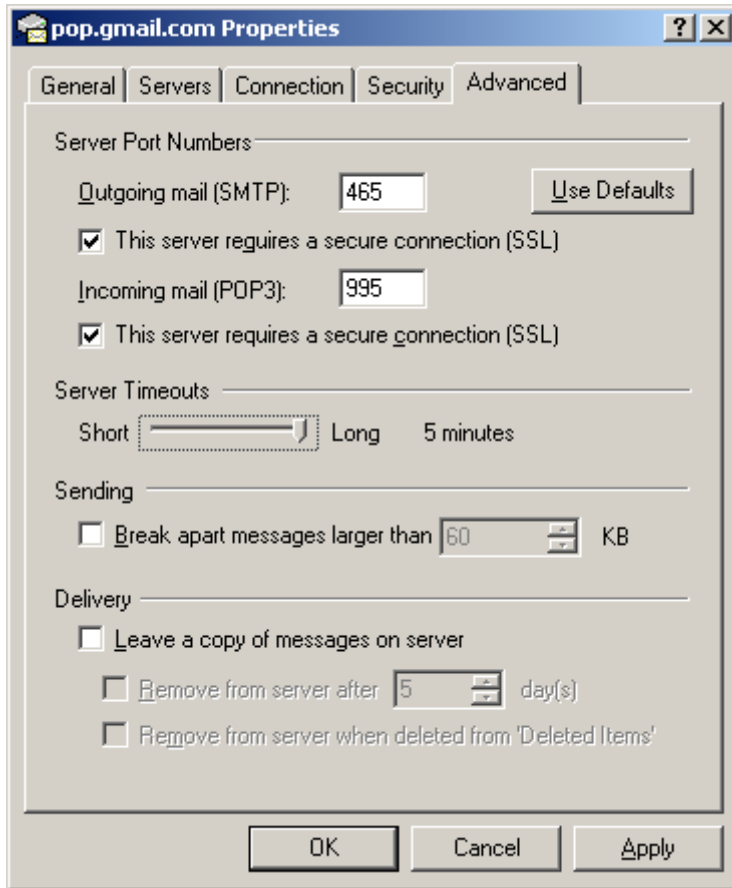
Select the Advanced tab.

Outgoing mail (SMTP): **make sure it is set to 465 and SSL is checked**

Incomming mail (POP3): **make sure it is set to 995 and SSL is checked**

Server Timeouts: **Set all the way to long (5 minutes)**

Click OK.



Close all of the configuration screens and attempt to send and receive email.