

Configuring Outlook Express to Pull Email off Web Hosting Server

1. Open **Outlook Express**
2. Under **Tools** drop down menu, click **Accounts**
3. In the **Internet Accounts** dialogue box click the **Mail** tab
4. Then click **Add** and select **Mail**
5. Enter the **display name** you would like your recipients to see in the **from field** of your outgoing message
6. Then click **Next**
7. Enter your full **Email Address** (example: steph@offthepagecreations.com)
8. Then click **Next**
9. Incoming mail server is a POP3 server. Please select **POP3***.
10. Under **Incoming Mail (POP3, IMAP or HTTP) server:**
enter **mail.yourdomainname.com** (where yourdomainname is your actual domain name)
11. Under **Outgoing Mail (SMTP) server:**
enter **mail.yourdomainname.com** (where yourdomainname is your actual domain name)
12. Click **Next**
13. Under **Account Name** type full email address (example: steph@offthepagecreations.com)
14. Enter **password** (use the password that was given to you when email set up on server)
15. Make sure **Remember Password** is checked so you don't have to enter it every time you check your email on Outlook (unless you want to)
16. Click **Next**
17. Click **Finish**

***Please check with your email provider to find out what your incoming and outgoing mail server should be set at.**