

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 dialog 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 **webmail.yourdomainname.com** (where yourdomainname is your actual domain name)
11. Under Outgoing Mail (SMTP) server: enter **webmail.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
18. If problems arise when attempting to send email, you may have to go into 'tools' - 'accounts' and select your email from the list, click 'properties', click the 'servers' tab, and check the box that reads 'my server requires authentication'. Click 'ok' to accept.

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