

# Setting up your e-mail in Outlook Express 6

You will need

These details will be provided with you by beachshore.

Email address : this is normally in the format **yourname@yourdomain.com**

Password : a series of numbers and letters

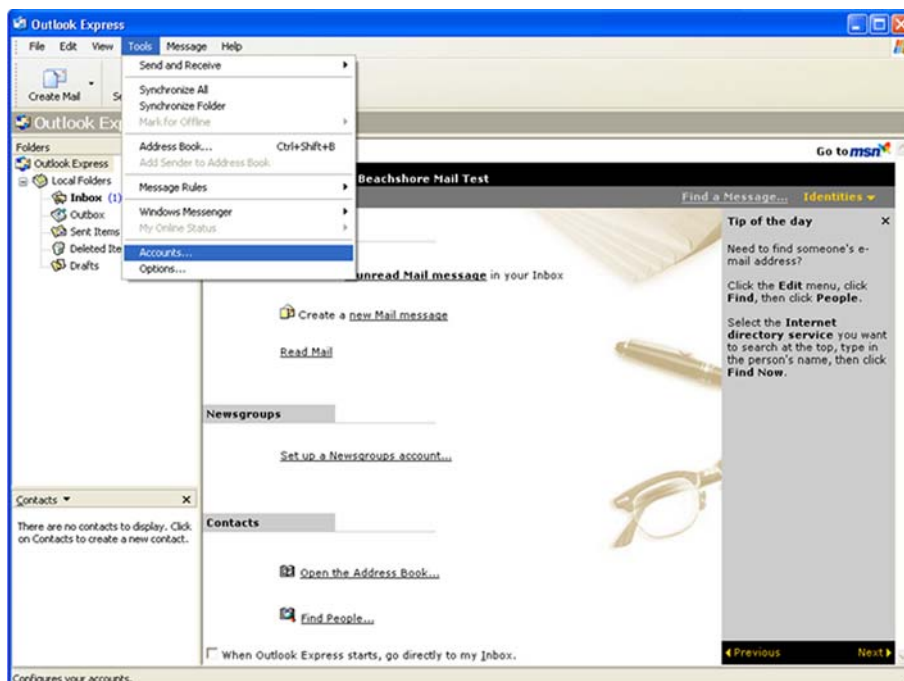
POP3 server : this is normally in the format **mail.yourdomain.com**

SMTP server : this is normally in the format **mail.yourdomain.com**

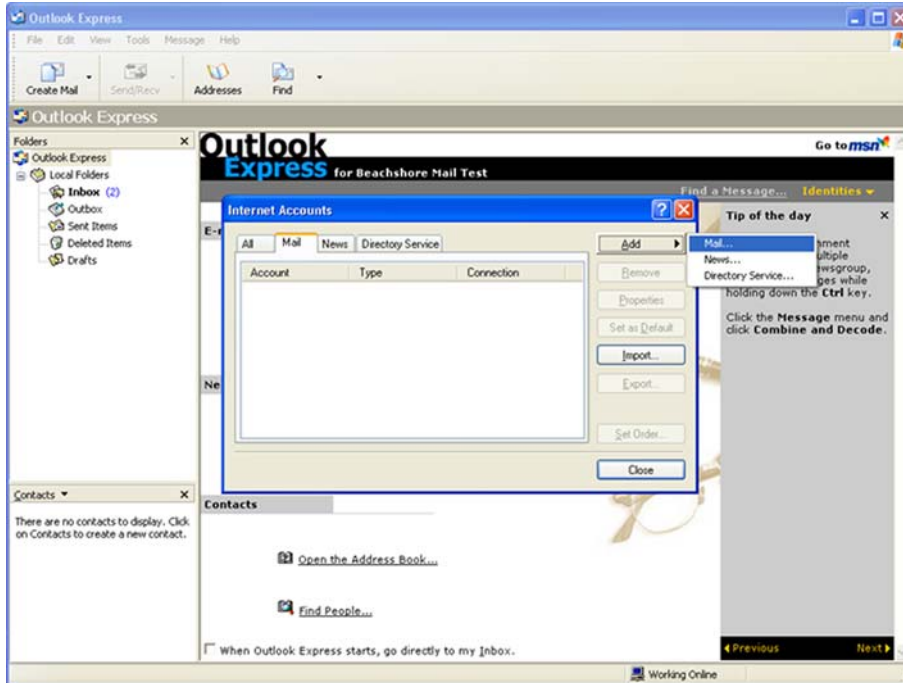
## 1. Start Outlook Express



## 2. Adding a new account

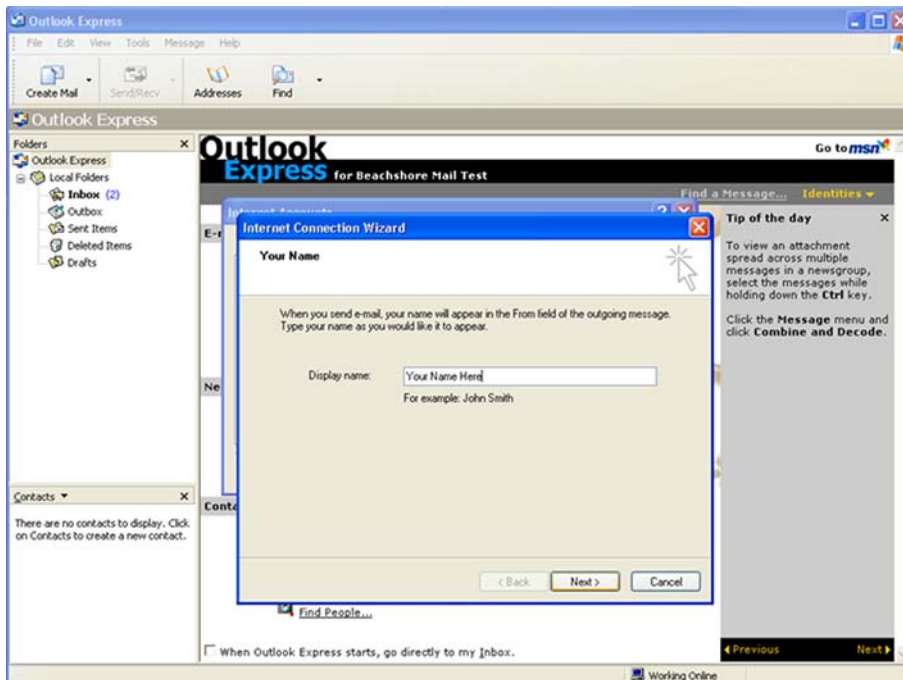


From the **Tools** menu, select **Accounts**.

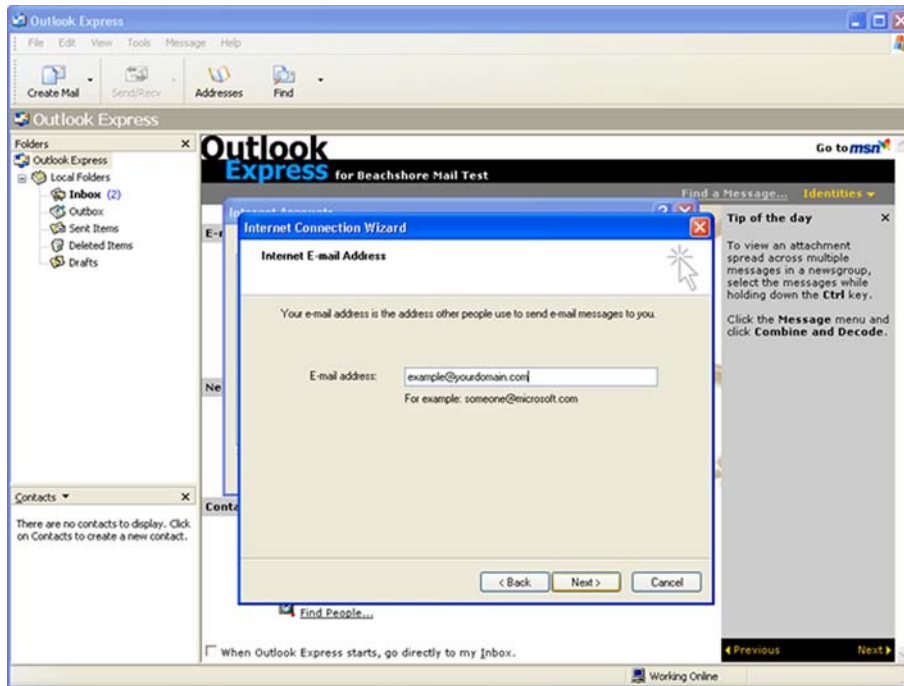


Click the **Add >** button and select **Mail**.

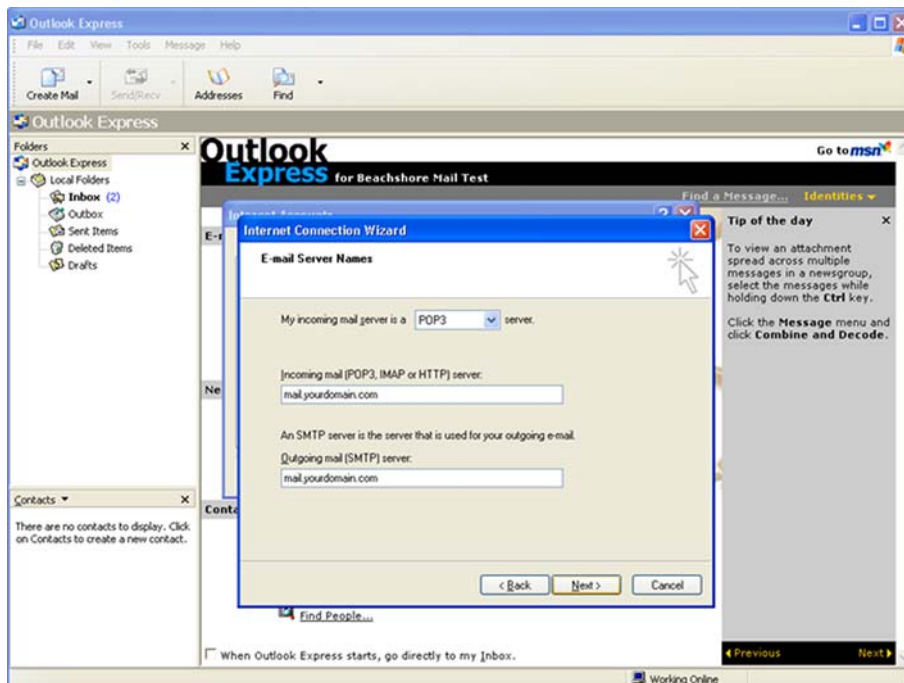
3. Add your details



Enter your name in the **Display name:** box. Click the **Next >** button.



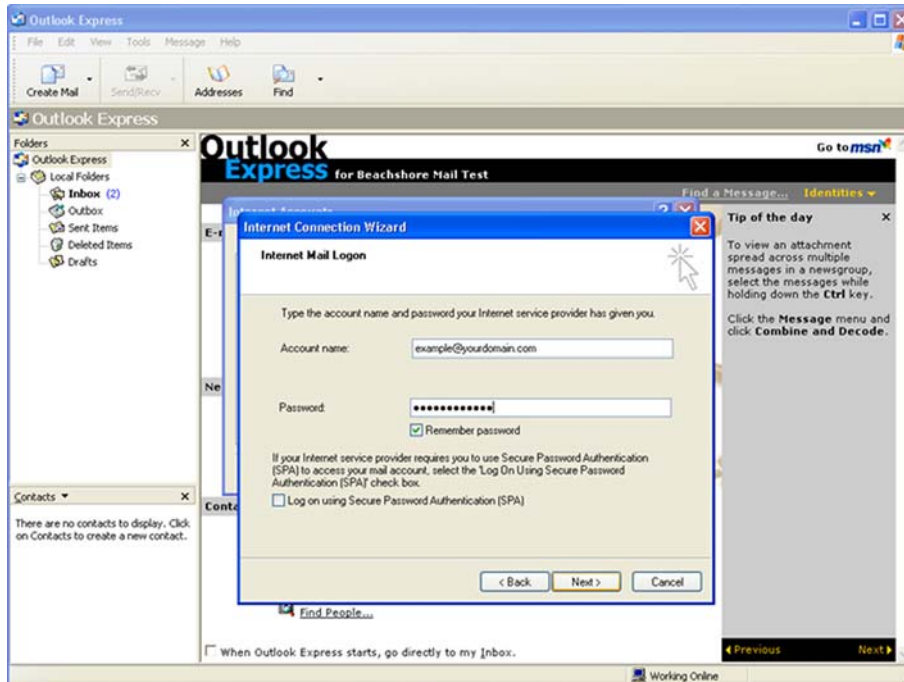
Enter your e-mail address in the **E-mail address** box. This will have been supplied by beachshore. Click the **Next >** button.



**My incoming mail server is a:**  
**Incoming mail (POP3) server:**  
**Outgoing mail (SMTP) server:**

select POP3  
 the POP3 server name supplied by beachshore  
 the SMTP server name supplied by beachshore

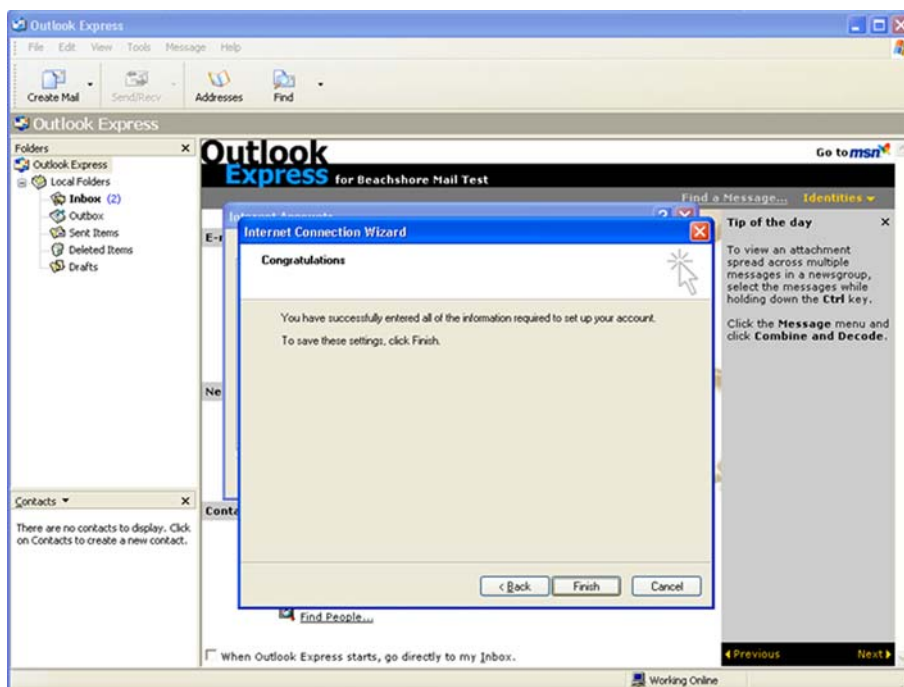
Click the **Next >** button.



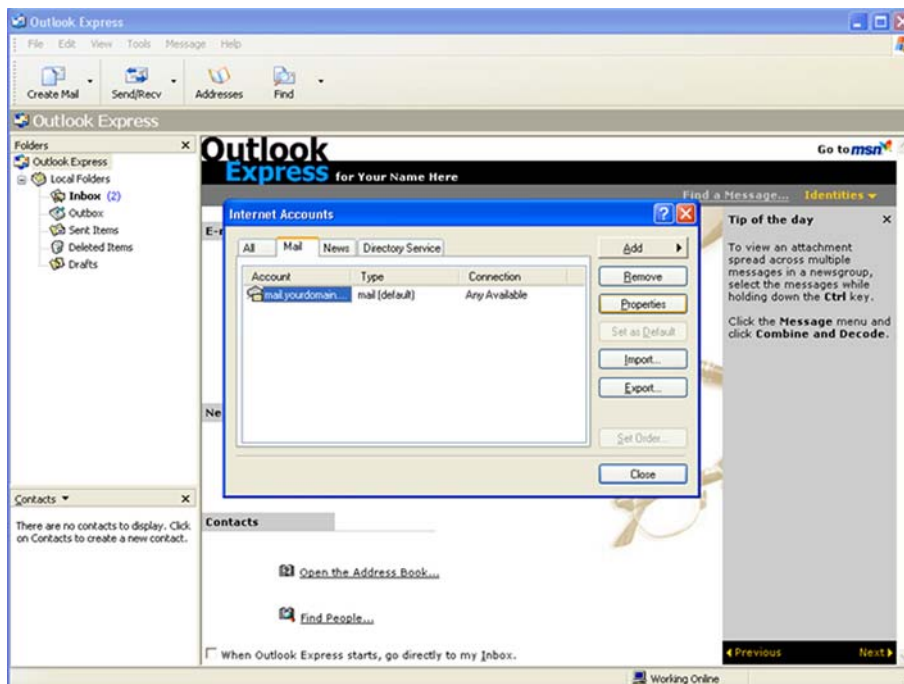
Account name: your e-mail address as supplied by beachshore  
 Password: your e-mail password as supplied by beachshore

**Log on using Secure Password Authentication (SPA)** should not be ticked.

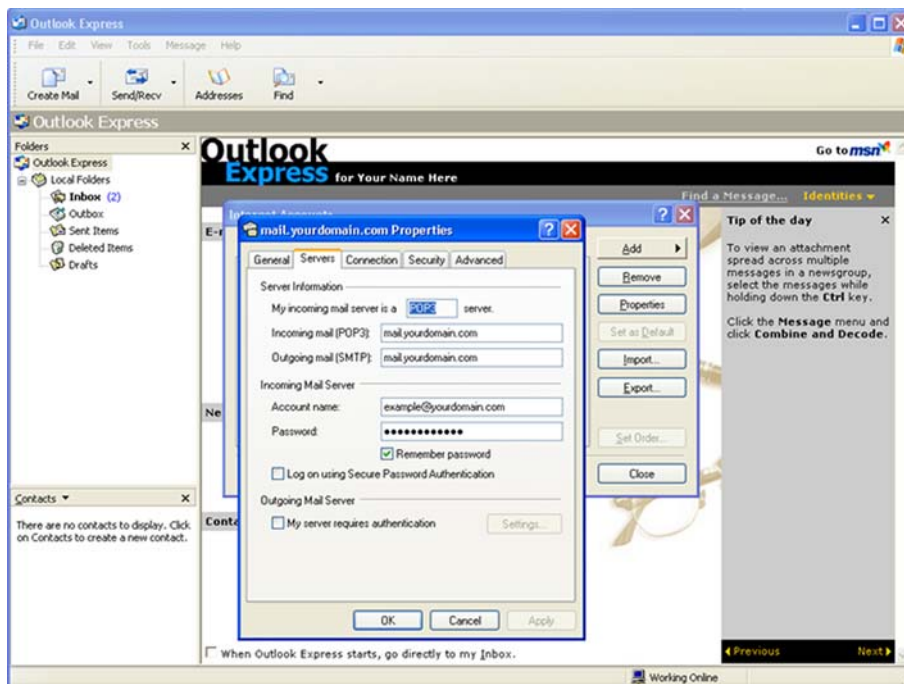
Click the **Next >** button.



You're almost finished. Click the **Finish >** button.

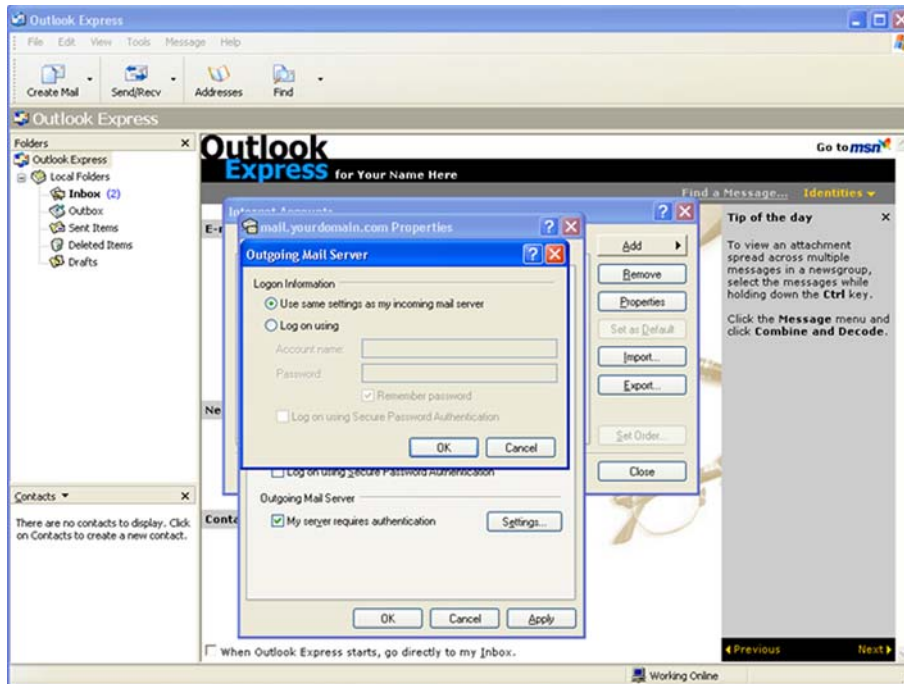


One more task. Ensuring your new e-mail **Account** is highlighted (click once on it), click the **Properties** button.



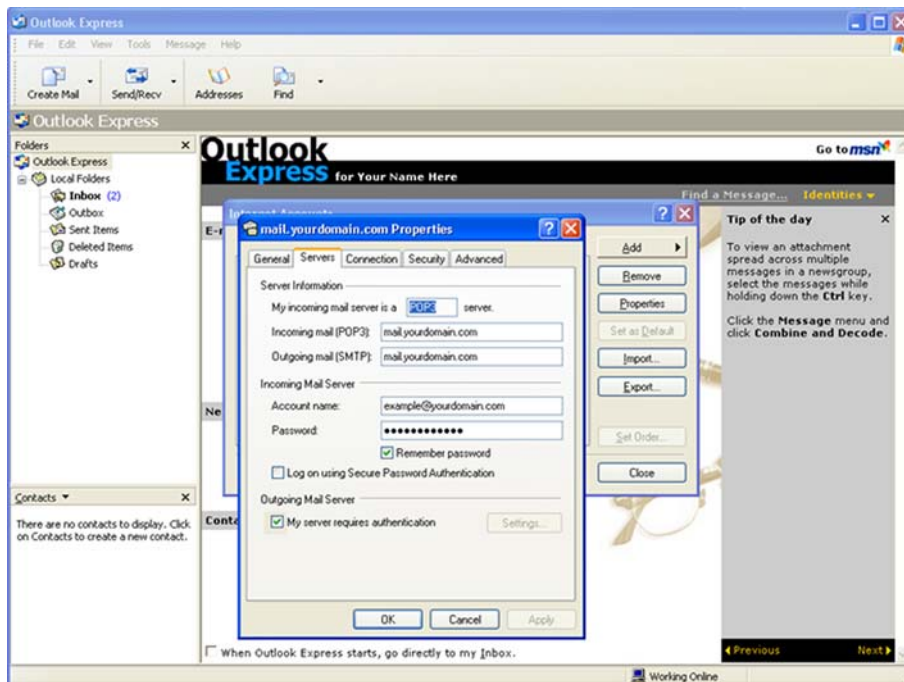
Click the **Servers** tab.  
 Under the **Outgoing Mail Server** section, put a tick next to **My server requires authentication**.  
 Click the **Settings** button.



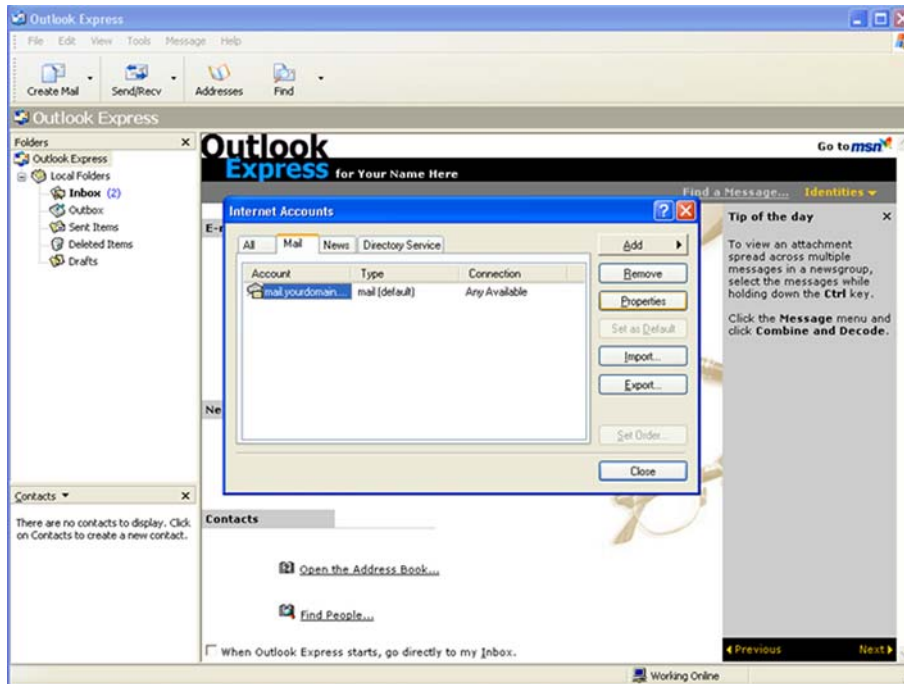


Under the **Logon Information** title, click the button next to **Use same settings as my incoming mail server**.

Click the **OK** button.



Click the **OK** button.



Click the **Close** button.

That's it! Your e-mail account has now been added to Outlook Express 6 and you can start sending and receiving your e-mail.

Please note some Internet Service Providers (ISPs) restrict your ability to send e-mail using these settings. In those situations you may need to use the SMTP settings supplied by your ISP. Contact beachshore for help in setting this up.