

How To Setup E-mail In Outlook Express

If you have any problems during the setup process, please feel free to contact the Helpdesk 24 hours a day 7 days a week on 278-9276

Open **Outlook Express**.

Up at the top of the screen, Click on **Tools** and then **Accounts**.
The Accounts tab should pop up.

Click on the **Mail** tab located in the Account window..

Click on **Add**, and then click on **Mail**.

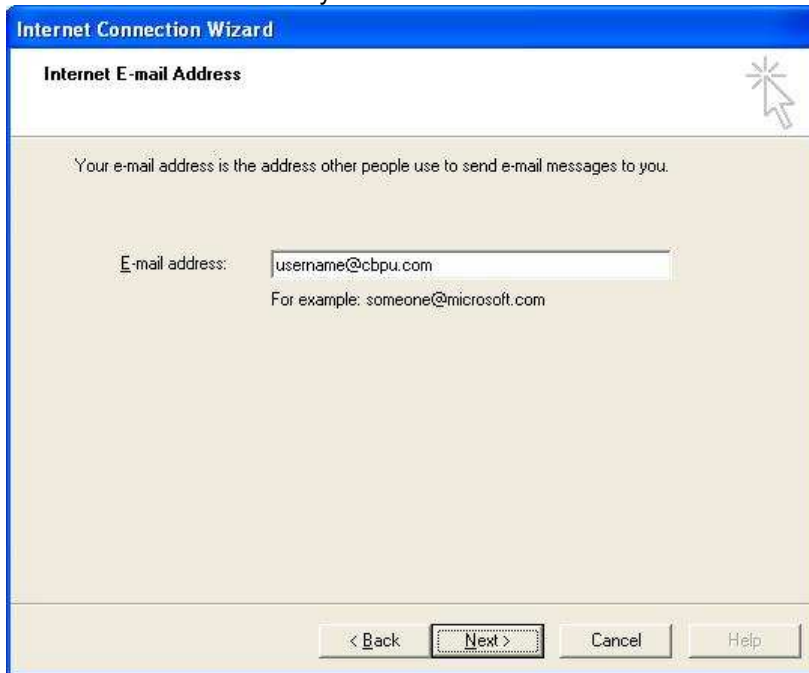
It will then ask you for a Display Name. You should see this screen below.



The screenshot shows a dialog box titled "Internet Connection Wizard" with a blue header. Below the header, the text "Your Name" is displayed. A mouse cursor is pointing at a star icon in the top right corner. The main area contains the following 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." Below this is a text input field labeled "Display name:" containing the placeholder text "Your Real Name Here". Underneath the input field, it says "For example: John Smith". At the bottom of the dialog box, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

In the Display name box you want to type your **real name** (e.g. Jane Jones). This name will be attached to any email that you send so that people receiving it will recognize who it is from. Enter your **real name** and click **Next>**

You will then be asked for your email address for CBPU. You can enter it into the screen seen below.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet E-mail Address". Below the header, there is a text box containing "username@cbpu.com". Above the text box, it says "Your e-mail address is the address other people use to send e-mail messages to you." Below the text box, it says "For example: someone@microsoft.com". At the bottom of the window, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Enter you **CBPU email address** and click **Next>**

It should have your username followed by @cbpu.com without any spaces.

You will then be asked to enter the server names. See the picture below for what you should see.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". Below the header, there is a dropdown menu set to "POP3" and the text "My incoming mail server is a [POP3] server." Below this, there is a text box containing "mail.cbpu.com" with the label "Incoming mail (POP3, IMAP or HTTP) server:". Below that, there is another text box containing "mail.cbpu.com" with the label "Outgoing mail (SMTP) server:". At the bottom of the window, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

In both the Incoming mail (POP3, IMAP or HTTP) server: and the Outgoing mail (SMTP) server: you should enter **mail.cbpu.com** and then click **Next>**

Ensure that your spelling is correct and that you enter a period between each word.

You will then be asked to enter your Password again. See below.



The screenshot shows the "Internet Mail Logon" dialog box from the "Internet Connection Wizard". The title bar reads "Internet Connection Wizard" and the window title is "Internet Mail Logon". The main text says "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" with the text "username" and "Password:" with masked characters "xxxxxxxx". Below the password field is a checked checkbox labeled "Remember password". A paragraph of text explains that if the ISP requires Secure Password Authentication (SPA), the "Log On Using Secure Password Authentication (SPA)" checkbox should be selected. This checkbox is currently unchecked. At the bottom, there are four buttons: "< Back", "Next >", "Cancel", and "Help". A mouse cursor is pointing at the top right corner of the dialog box.

Your Account name should already be entered for you. You should make sure that the "Log on using Secure Password Authentication (SPA)" checkbox is **NOT** checked.

Enter your **Password** and click **Finish**.

You can click **Close** on the Accounts tab.

Your e-mail should now be setup in **Outlook Express**.