# Outlook Express Configuration Instructions Updated 09/24/2003

The following instructions are for configuring the Outlook Express email client to send and receive email with your new state government account. (For other help in using Outlook Express, go to the "Help" screen for more information.)

Note: If you are running Outlook Express for the first time, skip to step 4, the Internet Connection Wizard section.

- **1.** Open Outlook Express.
- 2. Click on the "Tools" menu item at the top of the box, and then click on "Accounts". You will see the following:

Internet Accounts			? ×
All Mail News	Directory Service		Add ►
Account	Туре	Connection	Remove
			Properties
			Set as Default
			Import
			Export
<u> </u>			Set Order
			Close

3. Select "Add", then "Mail". You will see the following:

In	ternet Accounts				?  ×
	Internet Connection Wizard				×
	Your Name				× ×
	When you send e-mail, yo Type your name as you w	our name will appe ould like it to app	ar in the From fie ear.	ld of the outgoing m	iessage.
	Display name:	For example: Jo	ohn Smith		_
•7					
ıle ı			< Back	Next >	Cancel

This launches the "Internet Connection Wizard. Follow the instructions below.

#### **Internet Connection Wizard**

- **4.** Note: (you may not need to do this step) Click on "Create a new Internet mail account".
- 5. Click on "Next" when finished.

Internet Connection Wizard	×
Setting up Internet Mail	×
The Internet Connection Wizard has detected previously installe can have your Internet mail account settings imported, so you c with your new mail program.	ed e-mail software. You an continue to use them
Create a new Internet mail account	
C Use an existing Internet mail account Eudora Pro or Light	
< Back	Next > Cancel

- 6. Enter the Name you want displayed in your email, usually your name.
- 7. Click "Next" when finished.

Internet Connection Wizard		×
Your Name		× Z
When you send e-mail, you Type your name as you wo	ur name will appear in the From field of the outgoing message. ould like it to appear.	
Display name:	Robert Redford	
	For example: John Smith	
	< Back Next > Canc	el

- 8. Enter your return email address.
   9. Click "Next" when finished.

In	nternet Accounts Internet Connection Wizard	?  ×   
	Internet E-mail Address	×
	Your e-mail address is the address other people use to send e-mail message	is to you.
-	E-mail address: Robert.Redford@co.jefferson.ia.gov For example: someone@microsoft.com	
7		
le	< Back Next >	Cancel

- 10. Select "POP3" for the "Incoming mail is a ---- server".
  11. Enter "mail.ia.gov" for both the Incoming and Outgoing mail server names.
  12. Click "Next" when finished.

In	ternet Accounts	?  ×
	Internet Connection Wizard	×
	E-mail Server Names	×
	My incoming mail server is a POP3 💌 server.	
	Incoming mail (POP3, IMAP or HTTP) server:	
	mail.ia.gov	
	An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server:	
	mail.ia.gov	
_		
161	< Back Next > Car	icel

- 13. Enter your email address for the Account Name.
- 14. Check "Remember password".
  15. Check "Logon using Secure Password Authentication (SPA)".
  16. Click on "Next" when finished.

In	ternet Accounts		?  X
	Internet Connection Wizard		×
	Internet Mail Logon		ž
	Type the account name and	l password your Internet service provider has given you.	
	Account name:	Robert.Redford@co.jefferson.ia.gov	
	Password:	Remember password	
-	If your Internet service provide (SPA) to access your mail acc Authentication (SPA)' check b	er requires you to use Secure Password Authentication ount, select the 'Log On Using Secure Password iox.	
T	Log on using Secure Pass	word Authentication (SPA)	
		< Back Next > Ca	ncel

#### **17.** Click on Finish.

Internet Connection Wizard	
Congratulations	米
	R
You have successfully entered all of the information required to set up your account.	
To save these settings, click Finish.	

**18.** In the "Internet Accounts" box, highlight the account you just created, and click on "Properties".

Internet Accounts			<u>? ×</u>
All Mail N	ews 🛛 Directory Servic	e	<u>A</u> dd ►
Account	Type	Connection	Remove
> Indii.id.yov	maii (deradiit)	Any Available	Properties
			Set as Default
			Import
			Export
			Set Order
			Close

## **19.** Click on the "Advanced" tab.

LI LO	amail.ia.gov Prop	erties		? ×
	General Servers	Connection Sec	urity Advanced	1
	Mail Account			
	Servers. Server".	e name by which y For example: ''We	ou would like to r ork'' or ''Microsoft	efer to these t Mail
	mail.ia.gov			
	User Information —			
	Name:	Robert Redford		
	Organization:			
1	E-mail address:	Robert.Redford@	9co.jefferson.ia.g	ov
	Reply address:			
	✓ Include this acc	count when receiv	ing mail or synchr	onizing
		ОК	Cancel	Apply

**20.** Check mark both boxes that say "This server requires a secure connection (SSL)". Then click "OK".

In <u>ternet Accounts</u>
mail.ia.gov Properties
General Servers Connection Security Advanced
Server Port Numbers
Outgoing mail (SMTP): 25 Use Defaults
This server requires a secure connection (SSL)
Incoming mail (POP3): 995
This server requires a secure connection (SSL)
Server Timeouts
Short - J Long 1 minute
Sending
🗖 Break apart messages larger than 🙃 🚔 KB
Delivery
Leave a copy of messages on server
🗖 Remove from server after 🗧 🚍 day(s)
Remove from server when deleted from 'Deleted Items'
OK Cancel Apply

**21.** In the "Internet Accounts" box, highlight the account you just created again, and click on "Properties".

All Mail Ne	ws   Directory Service		<u>A</u> dd ▶
Account Rail.ia.gov	Type mail (default)	Connection Any Available	Remove Properties Set as Default Import Export
			Set Order

## 22. Click on the "Servers" tab.

In <u>ternet Accounts</u>					
- 2	mail.ia.gov Prop	erties		? ×	
	General Servers Connection Security Advanced				
	Mail Account				
	Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".				
	mail.ia.gov				
	User Information —				
	Name:	Robert Redford			
	Organization:				
	E-mail address:	Robert.Redford@co.jefferson.ia.gov			
	Reply address:				
	✓ Include this acc	count when receiv	ing mail or synchr	onizing	
		ОК	Cancel	Apply	

23. Check mark the box which says "My server requires authentication."24. Click on "OK".

Internet Accounts					
General Servers Connection Security Advanced					
Server Information					
My incoming mail server is a POP3 server. Incoming mail (POP3): mail.ia.gov Outgoing mail (SMTP): mail.ia.gov Incoming Mail Server					
					Account name: Robert.Redford@co.jefferson.ia.gov
					Password:
					Remember password
Log on using Secure Password Authentication					
Outgoing Mail Server					
✓ My server requires authentication Settings					
-					
OK Cancel Apply					

#### **25.** Close the "Internet Accounts" box.

#### Testing your address.

You can check for new mail three ways:

#### Go to "Tools", then "Send and Receive", then "Send and Receive All".

Or

#### Press these two keys, CTRL+M, at the same time.

Or

### Click on the "Send/Recv" icon at the top of the box.

For more information in using Outlook Express, check out the Help pages.