

How to Configure Outlook Express for Internet Mail

The information in this article applies to:

- Microsoft Outlook Express 4.0, 5 for Windows 95
- Microsoft Outlook Express 4.0, 5 for Windows NT 4.0
- Microsoft Outlook Express 4.0 for Windows 3.1
- Microsoft Outlook Express 5 for Windows 98
- Microsoft Outlook Express 5, 5.01, 5.5 for Windows 98 Second Edition
- Microsoft Outlook Express 5.01, 5.5 for Windows 2000
- Microsoft Outlook Express 5.5 for Windows Millennium Edition
- Microsoft Outlook Express Version 6 for Windows 2000
- Microsoft Outlook Express Version 6 for Windows 98
- Microsoft Outlook Express Version 6 for Windows 98 Second Edition
- Microsoft Outlook Express Version 6 for Windows Millennium Edition
- Microsoft Outlook Express Version 6 for Windows NT 4.0

Summary

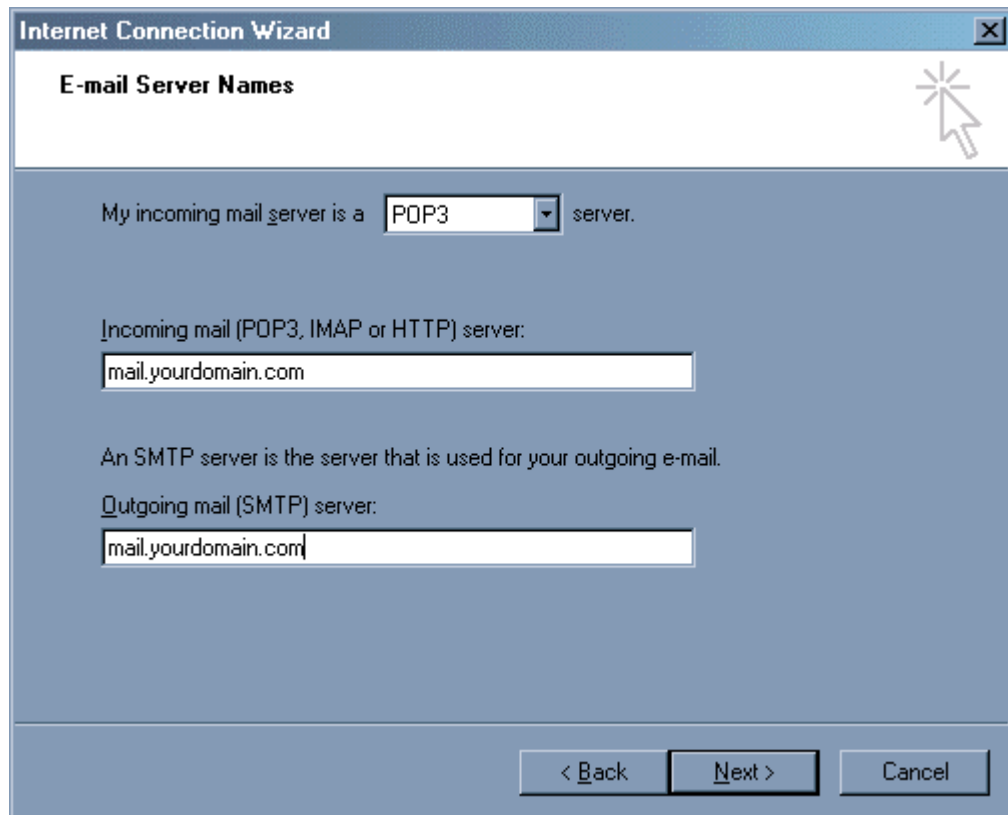
This article describes how to add a new Internet e-mail account in Outlook Express and the exceptions to this procedure.

Steps to Add and Configure a New Internet E-mail Account

If your ISP is not AOL, MSN or Hotmail, use the following steps to add and configure a new Internet e-mail account with Outlook Express:

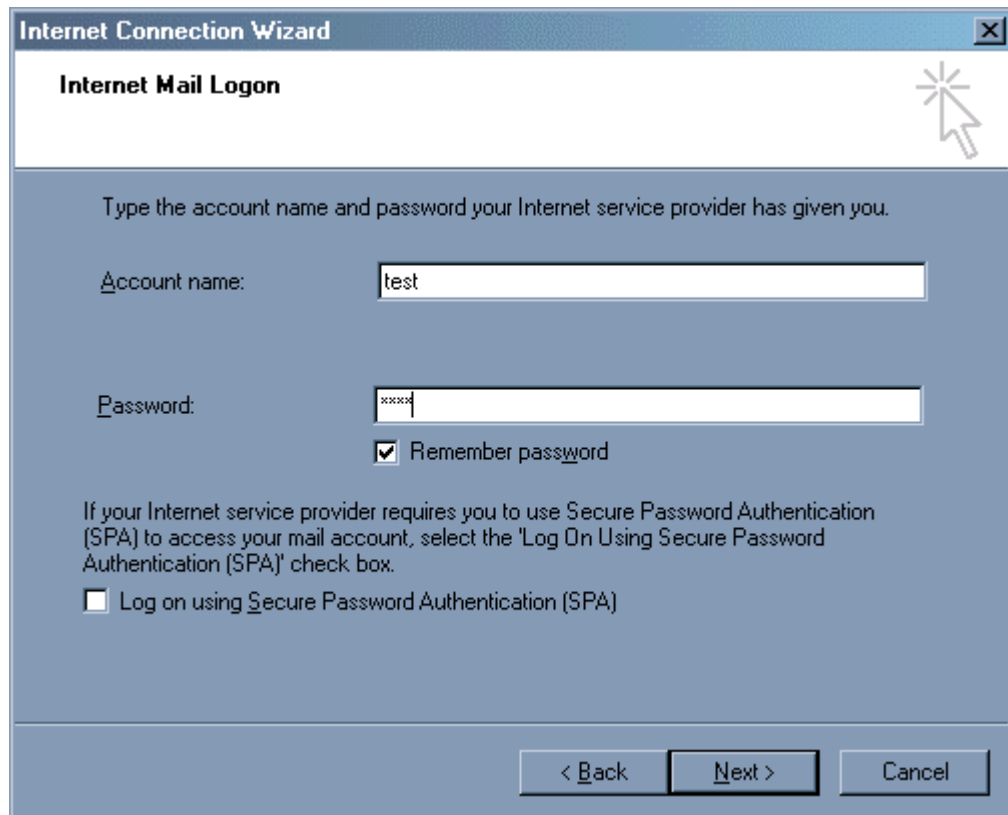
1. Start Outlook Express.
2. On the **Tools** menu, click **Accounts**.
3. In the **Internet Accounts** dialog box, click **Add**, and then click **Mail**.
4. In the **Display Name** box, type the name that you want others to see when you send a message, and then click **Next**.
5. In the **E-mail Address** box, type the e-mail address for the account that you are using (for example, "youremail@yourdomain.com"), and then click **Next**.
6. Under **E-mail Server Names**, click the appropriate incoming e-mail server type (Post Office Protocol version 3 [POP3] is the default type), and then type the names of your incoming and outgoing e-mail servers. Click **Next**.

NOTE: Your ISP provides this information. If you do not know this information, contact your ISP.



7. Depending on your logon type, either type your POP account name and password in the **POP Account Name** and **Password** boxes, or click **Log on using Secure Password Authentication (SAP)**. Click **Next**.

NOTE: Contact your ISP to determine the logon type that you should use.



8. In the **Internet Mail Account Name** box; type a name to identify the mail account that you are configuring. This is known as the "friendly" name for the account. Click **Next**.
9. Click the connection type that you use to connect to the Internet, and then click **Next**.

NOTE: This step does not apply to Outlook Express 5.

If you click **Use my phone line to connect**, you are prompted to either create a new Dial-Up Networking connection or use an existing one. If Dial-Up Networking has been configured for your ISP, click **Use an existing dial-up connection**, click the name for your Dial-Up Networking connection in the list, and then click **Next**.

If you click **Connect using my local area network (LAN)** or **I will establish my Internet connection manually**, you are not prompted for any additional settings.

10. Click **Finish**.