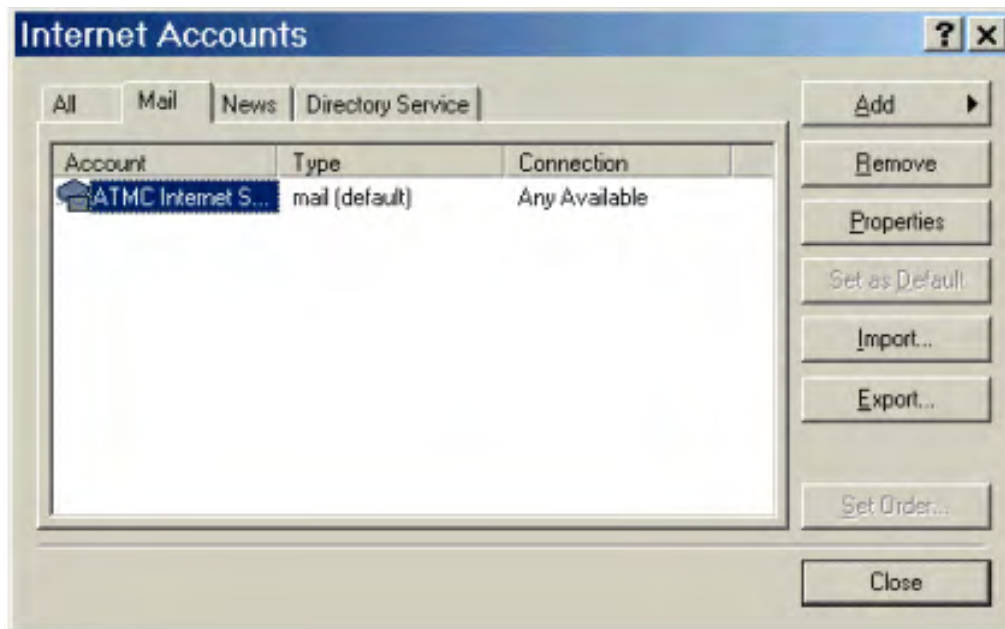
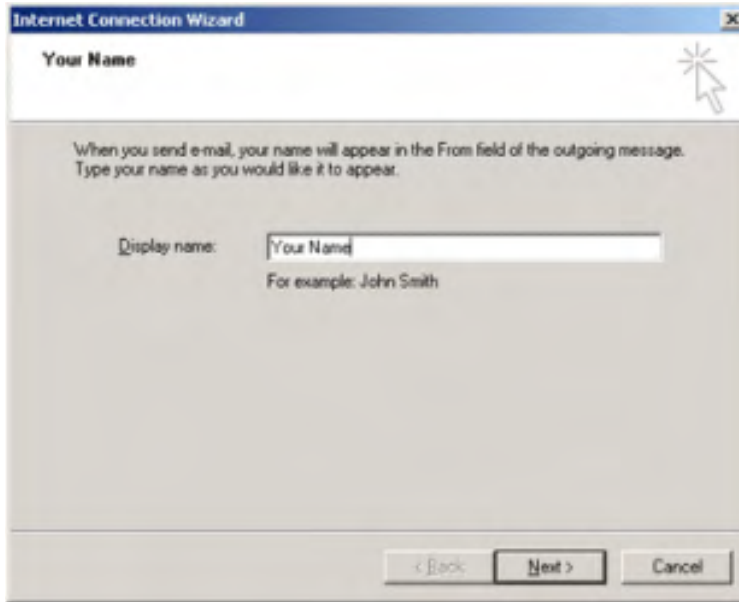


## Setting up a new email in Outlook Express

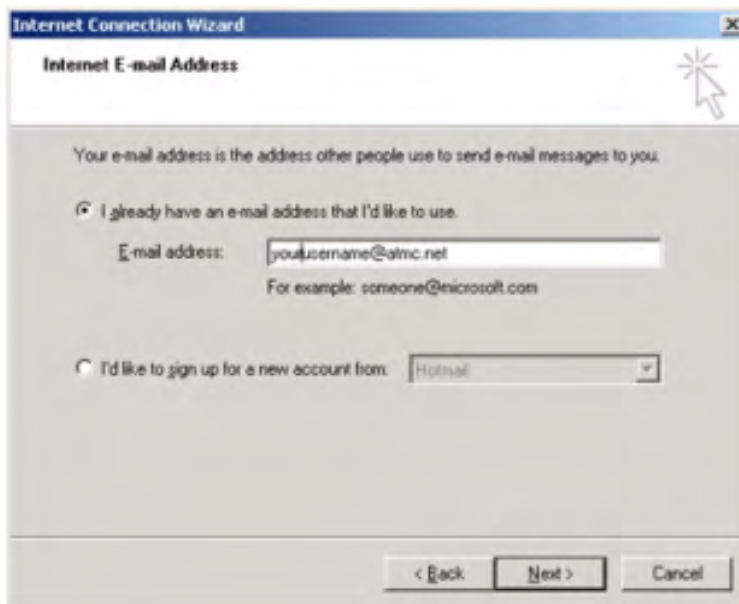
- Open Outlook Express by either double clicking on the icon or click the Start button, then choose Programs, and then choose Outlook Express.
- If you have not previously used Outlook Express on this computer, the Internet Connection Wizard will automatically start, so go to step 3. If you have previously used Outlook Express for another ISP (Internet Service Provider) or are adding additional email accounts, you will need to choose the Tools pull-down menu and choose Accounts. Choose the Mail tab at the top. To delete any old email accounts from another ISP, click the name of the account and then click the Remove button. Then click the Add button and choose Mail.



- This will start the Internet Connection Wizard. Type in your full name. Then click Next



- At the next screen, make sure I already have an email address that I'd like to use is chosen and type in your email address, which will be yourusername@atmc.net. Remember your email address, username and password should always be entered in lowercase with no spaces. Then click Next



In the Incoming mail (POP3, IMAP, HTTP) server box, type mail.atmc.net. In the Outgoing mail (smtp) server box, type smtpauth.atmc.net. Then click Next

The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard'. Below the title bar, there is a section titled 'E-mail Server Names'. The first part of the dialog asks 'My incoming mail server is a' followed by a dropdown menu set to 'POP3' and the word 'server'. Below this, there is a text input field labeled 'Incoming mail (POP3, IMAP or HTTP) server:' containing the text 'mail.atmc.net'. The next section is labeled 'An SMTP server is the server that is used for your outgoing e-mail'. Below this, there is a text input field labeled 'Outgoing mail (SMTP) server:' containing the text 'smtpauth.atmc.net'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red arrow. Three red arrows point from the text above to the 'mail.atmc.net' field, the 'smtpauth.atmc.net' field, and the 'Next >' button.

- Type your username in the Account name box.
- If you would like the computer to remember your password, type in your password. The password will appear as dots. This is normal.
- If you would like to be prompted for your password each time you check your email, uncheck the Remember password box.

Remember your email address, username and password should always be entered in lowercase with no spaces.

**Internet Connection Wizard**

**Internet Mail Logon**

Type the account name and password your Internet service provider has given you.

Account name:

Password:

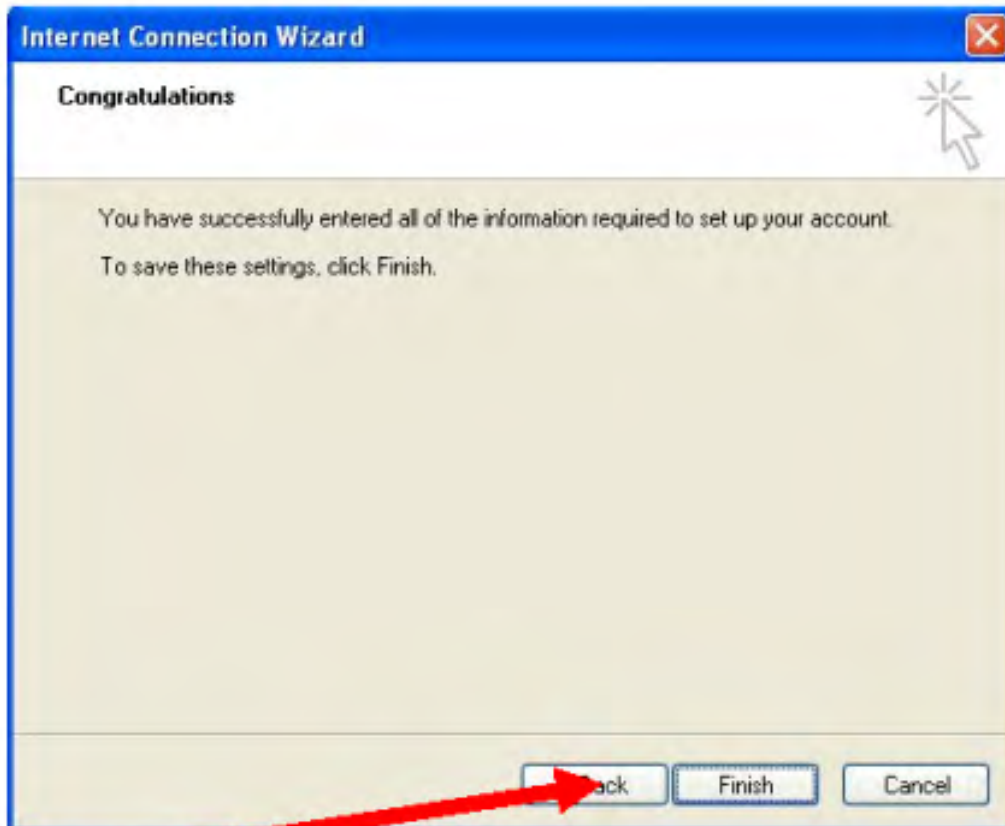
Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the Log On Using Secure Password Authentication (SPA) check box.

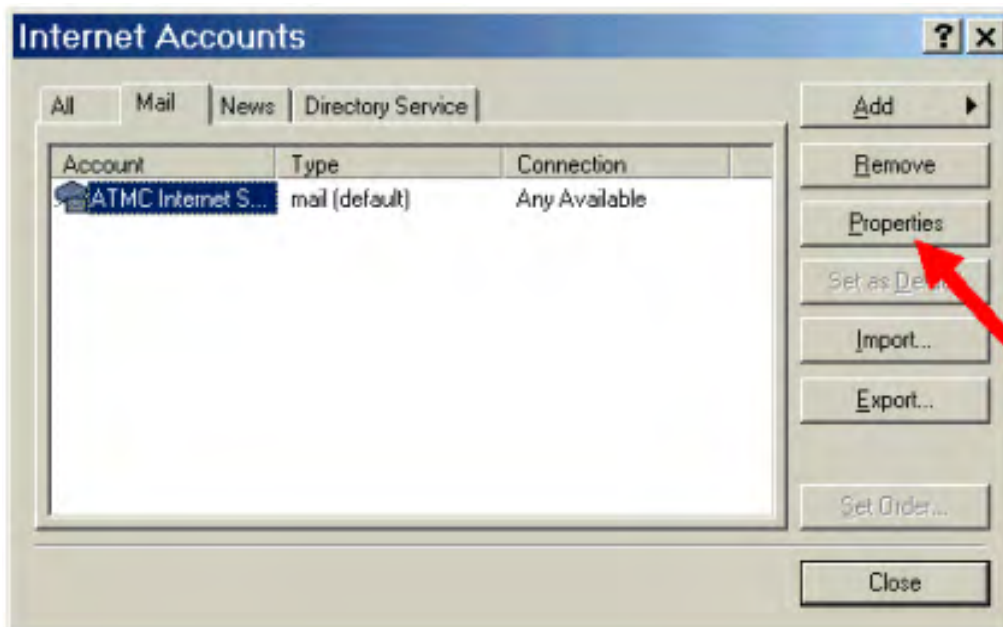
Log on using Secure Password Authentication (SPA)

< Back   Next >   Cancel

Then click Next



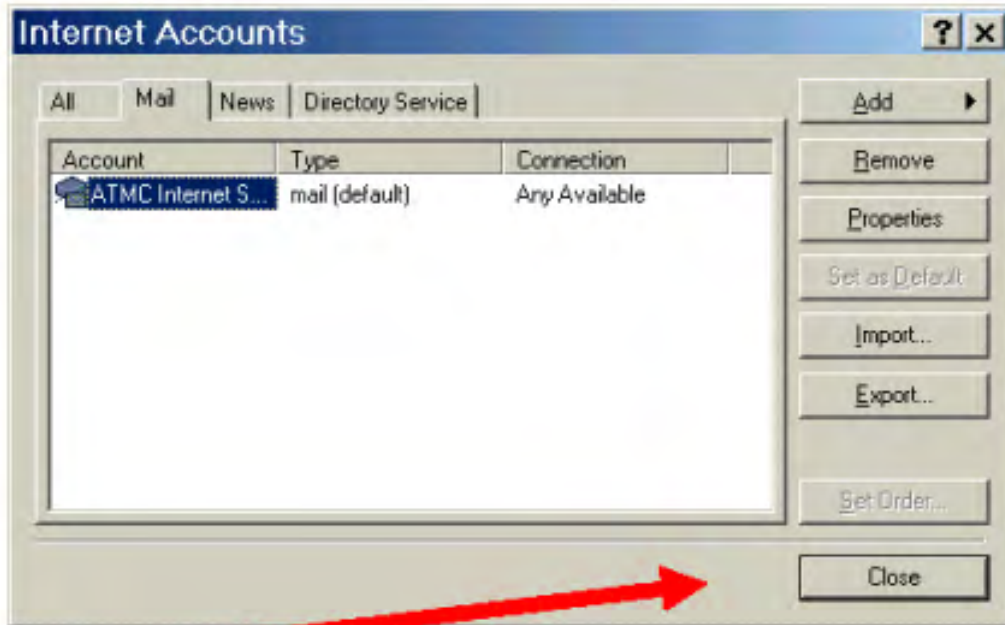
Click Finish.



- Click on properties.
- Click on the Servers tab at the top.



- Put a check where it says My server requires authentication
- Click OK



Click Close