

Setting Up Outlook Express

Step 1

If you have never setup Outlook Express before, when you first run the program it should start the "New Account Wizard" automatically. If it does not, choose "Accounts" or "Services" from the tools menu. Click on "**Accounts.**"

Step 2

Select the mail tab at the top of this window. To remove any old settings, select the old setting from the list and click on "Remove." Click "Add", and select "Mail". Click on "**Mail.**"

Step 3

Display name: Type you name as you would like it to appear in the From field of your outgoing message. Click "**Next.**"

Step 4

Type in the e-mail address you received from WEB-Link Technologies. Click on "**Next.**"

Step 5

Configure this screen with the following information:

My incoming mail server is a POP3 server.

Incoming mail (POP3, IMAP, or HTTP) server: **mail.getmywebsite.net**

Outgoing mail (SMTP) server: **mail.getmywebsite.net**

Click "**Next.**"

Step 6

Type your e-mail address under account name and enter your password information. You would have received this information from WEB-Link Technologies. Check the box Remember password. Click "**Next.**"

Step 7

To complete the setup, click Finish.

Step 8

Click on properties to view your e-mail account settings.

Step 9

Very Important: Click on the Servers tab and under Outgoing Mail Server make sure that the check box in front of **My server requires authentication is checked.** Click on "**Settings.**"

Step 10

Very Important: Make sure that **Use same settings as my incoming mail server is selected.** Click **OK** and you are finished.