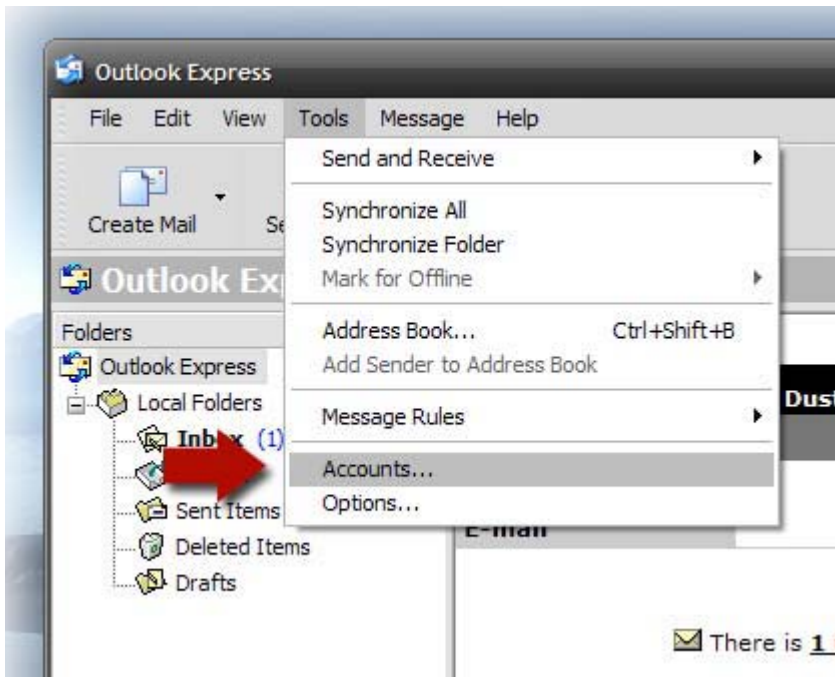


## How to add additional email accounts using Outlook Express

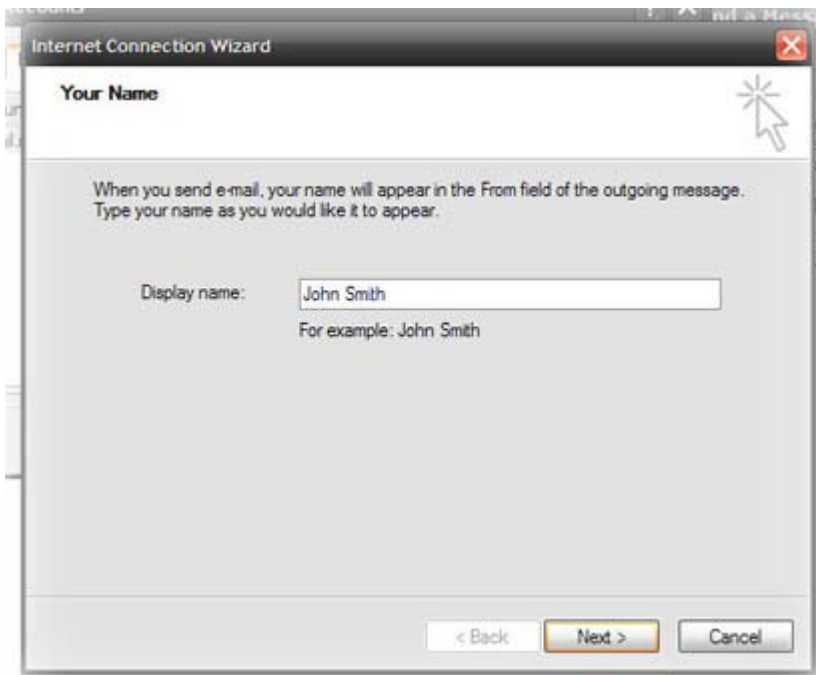
**Step 1.** Open Outlook Express and go to Tools and then Accounts.



**Step 2.** Click the Mail tab at the top then click the Add button on the right side and choose Mail.

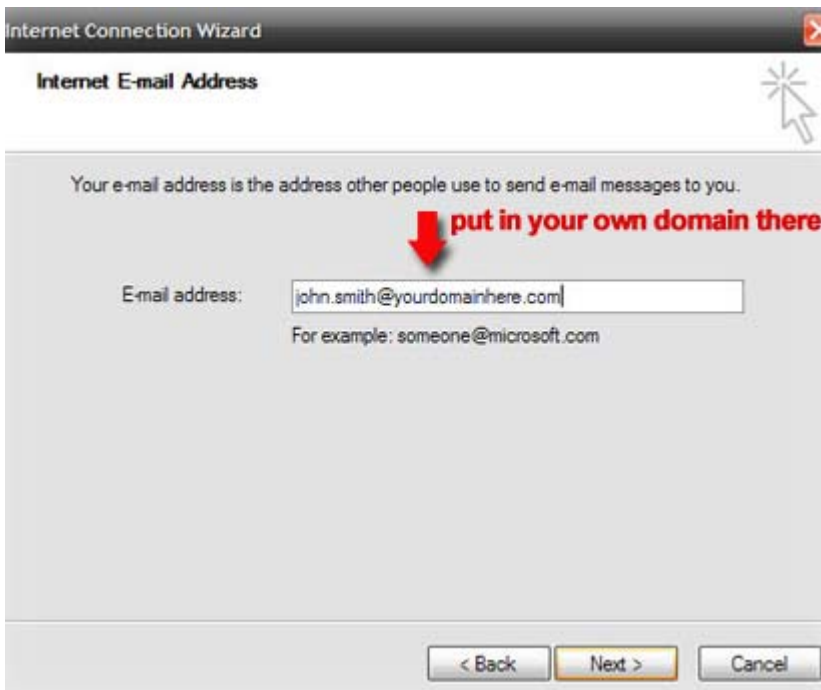


**Step 3.** Enter your Display Name (this is not your email address). Then click the Next button.



The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box with the instruction: '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, there is a label 'Display name:' followed by a text input field containing 'John Smith'. Underneath the input field, it says 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**Step 4.** Enter the email address you want to create (example: john.smith@yourdomainname.com) but make sure you put in your own domain name after the @ symbol. Then click the Next button.



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box with the instruction: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this, there is a label 'E-mail address:' followed by a text input field containing 'john.smith@yourdomainhere.com'. A red arrow points to the '@yourdomainhere.com' part of the email address, with the text 'put in your own domain there' written in red above it. Underneath the input field, it says 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**Step 5.** For both Incoming mail server and Outgoing mail server put in the following: mail.securitylabs.com then click the Next button.



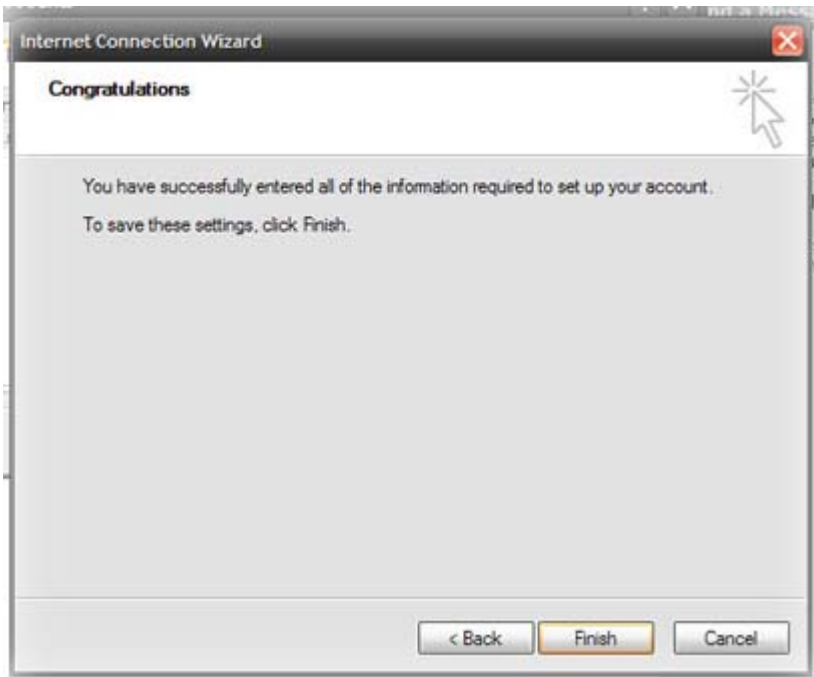
The screenshot shows the 'E-mail Server Names' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu set to 'POP3' with the text 'My incoming mail server is a POP3 server.' Below this, there is a text input field for the 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'mail.securitylabs.com'. Another text input field for the 'Outgoing mail (SMTP) server:' also contains 'mail.securitylabs.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**Step 6.** Make the account name the same as the email address you choose. Enter in the password for the email, you will use the account name and password to log in. Then click the Next button.

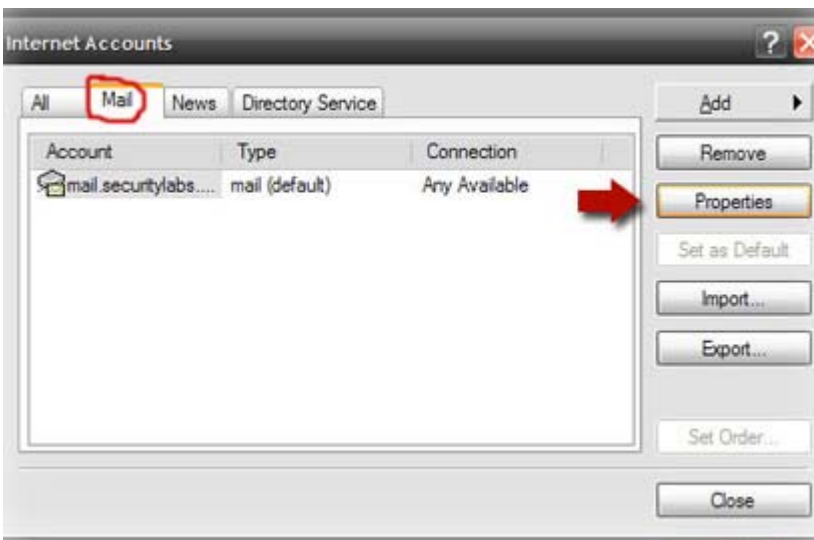


The screenshot shows the 'Internet Mail Logon' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text input field for 'Account name:' containing 'john.smith@yourdomainhere.com'. Below that is a password input field with 'Password:' and a masked password '.....'. There is a checked checkbox for 'Remember password'. At the bottom, there is an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**Step 7.** Click the Finish button. We have one more setting to change before completely finished though.



**Step 8.** Still under the Mail tab, click the Properties button on the right.



**Step 9.** Click the Servers tab and then you will have to check the last checkbox "My server requires authentication". Click OK to finish.

