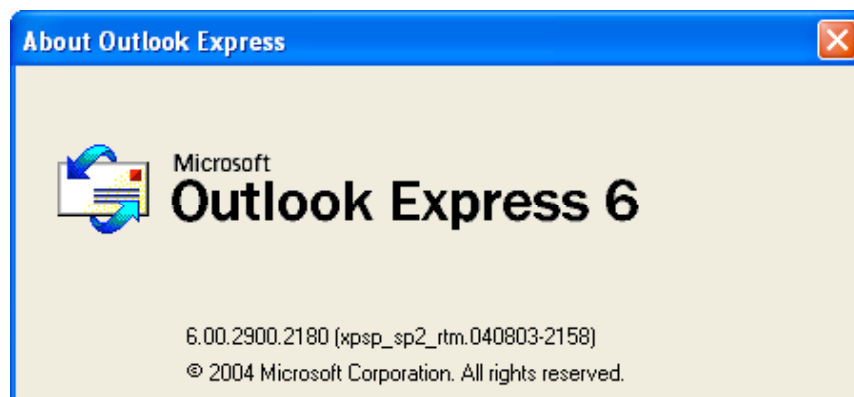
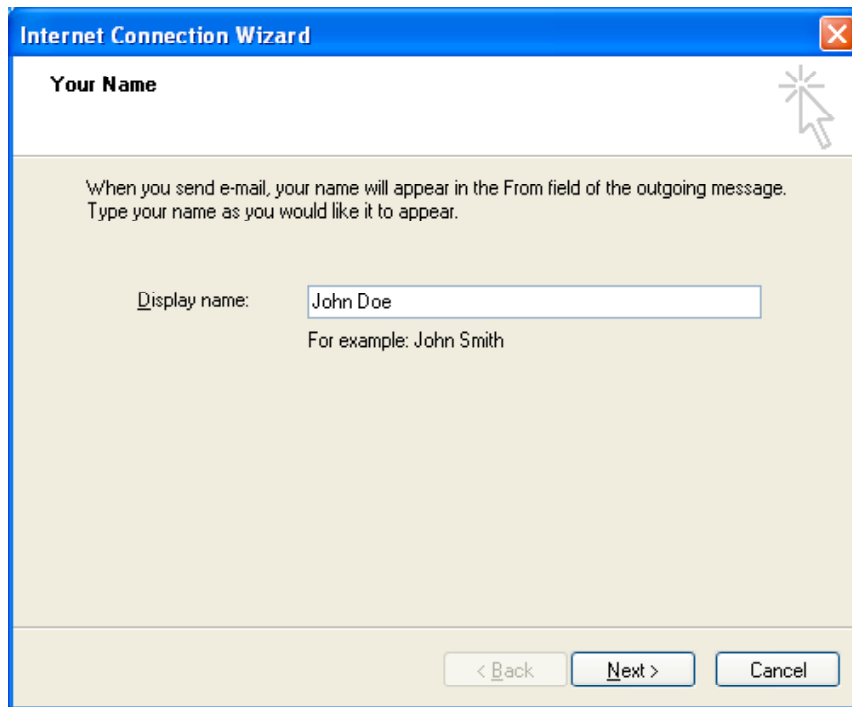


Email Setup for Outlook Express

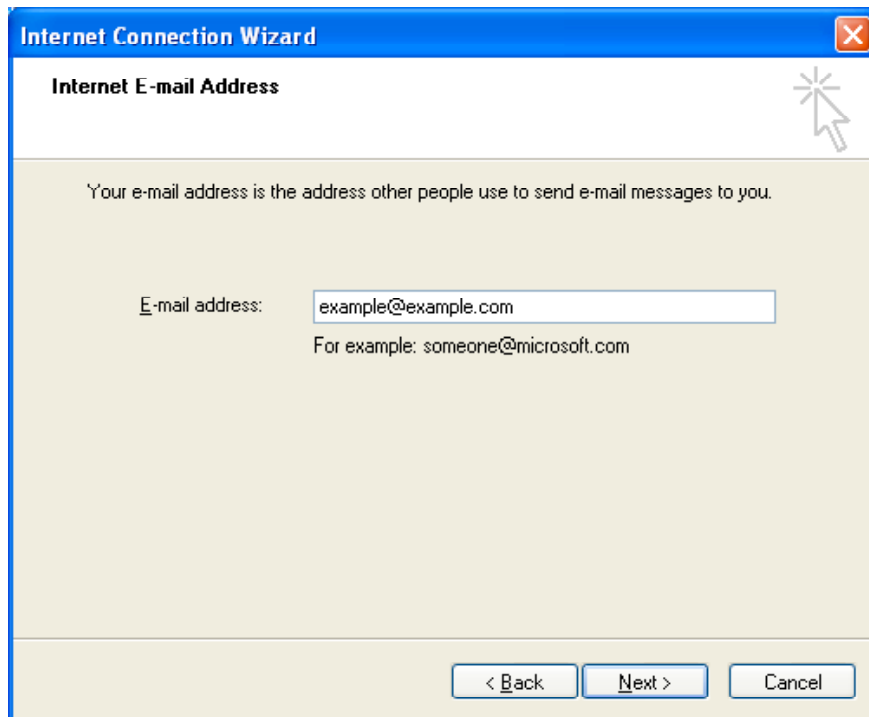


This document provides step-by-step instructions on how to set up your email account within Outlook Express.

1) If you haven't set up an email account yet with Outlook Express, it will bring up the Internet Connection Wizard screen upon opening. Otherwise go to Tools→Accounts and then click the “Add” button and choose “Mail”. Enter your full name in the box provided. Then click “Next”.



2) Enter your email address in the box and click “Next”.



3) Select “POP3” from the drop-down list. Enter your incoming and outgoing mail servers. The value for “Incoming mail server” will be given to you by ArrowQuick Solutions. The “Outgoing mail server” is based on your Internet service provider (ISP). Please check with the company that provides your Internet service for the information to use in this field. Then click “Next”.

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a **POP3** server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

< Back Next > Cancel

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a **POP3** server.

Incoming mail (POP3, IMAP or HTTP) server:

mail.example.com

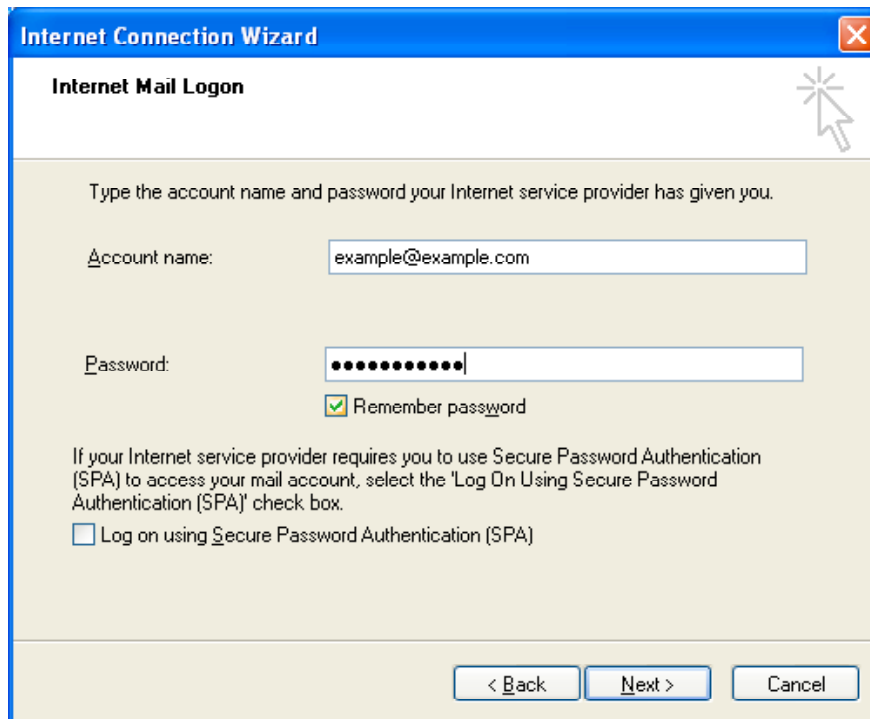
An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

mail.example.com

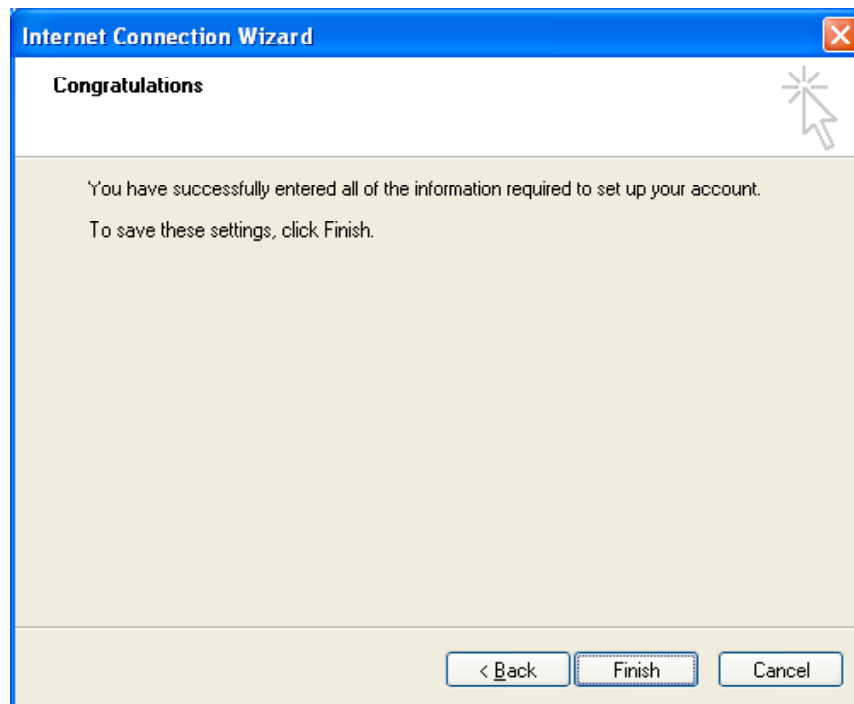
< Back Next > Cancel

4) Enter your Account name and Password in the provided boxes. *Your account name will be your entire email address.* Your password was given to you by ArrowQuick Solutions. Click “Next”.



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard' with a close button in the top right corner. The main title is 'Internet Mail Logon'. Below the title, there is a mouse cursor icon. The main text reads: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' containing 'example@example.com' and 'Password:' containing a series of dots. Below the password field is a checked checkbox labeled 'Remember password'. Further down, there is a paragraph: '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.' Below this is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5) Congratulations, you have finished setting up Outlook Express. Click “Finish” to continue.



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Congratulations' step. The window title is 'Internet Connection Wizard' with a close button in the top right corner. The main title is 'Congratulations'. Below the title, there is a mouse cursor icon. The main text reads: 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.' At the bottom of the dialog, there are three buttons: '< Back', 'Finish', and 'Cancel'.

6) To retrieve your emails, click the “Send/Recv” button.

