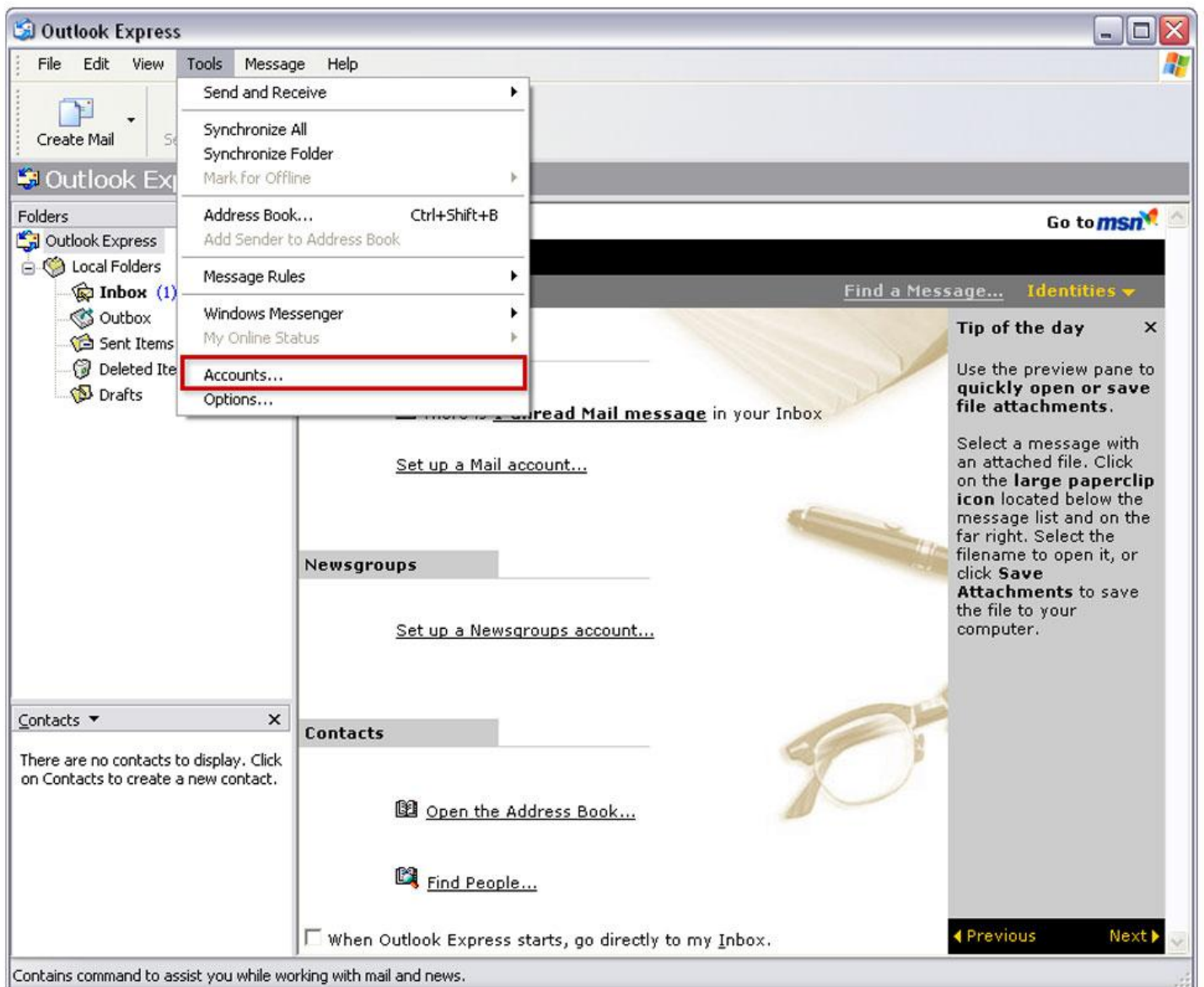


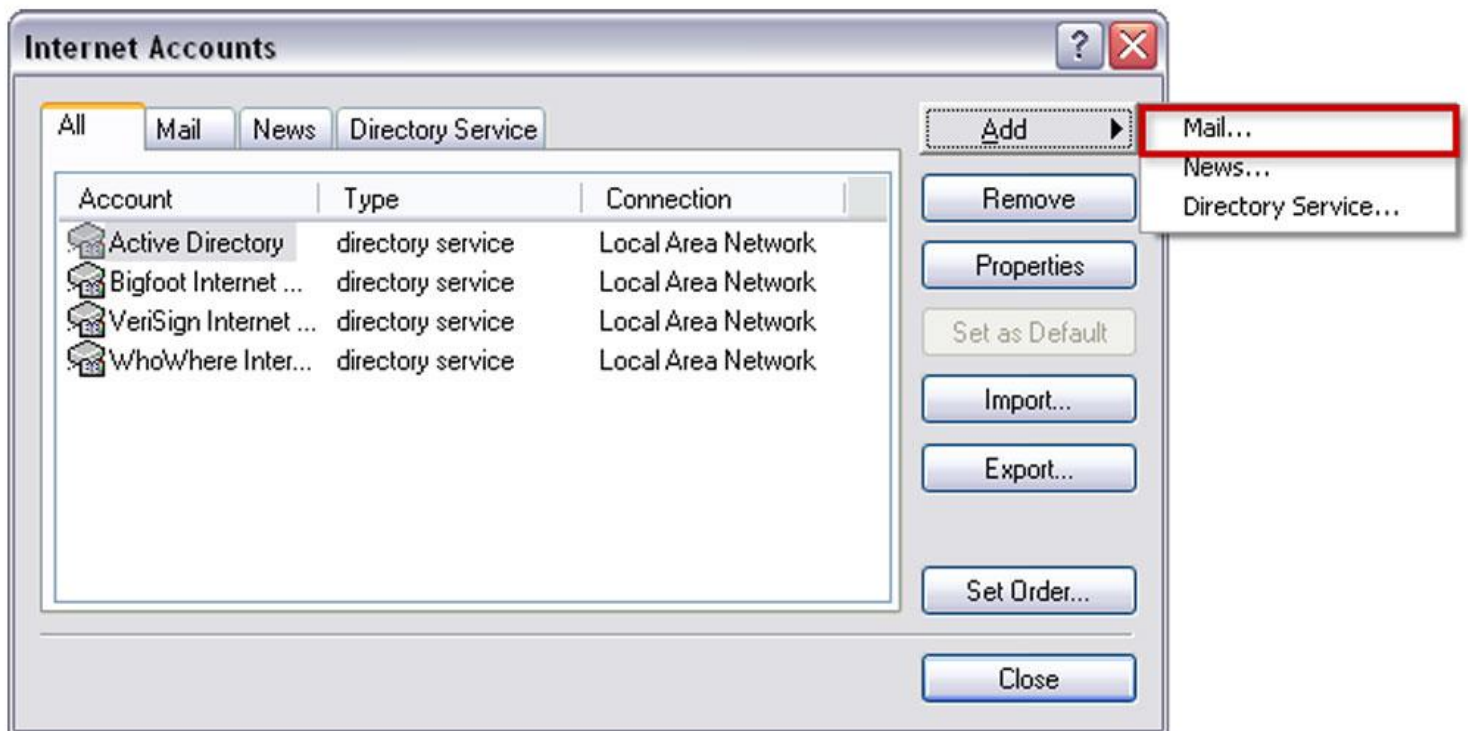
# Step 1

Launch Outlook Express from the Start menu on your computer and then select **Tools > Accounts**.



## Step 2

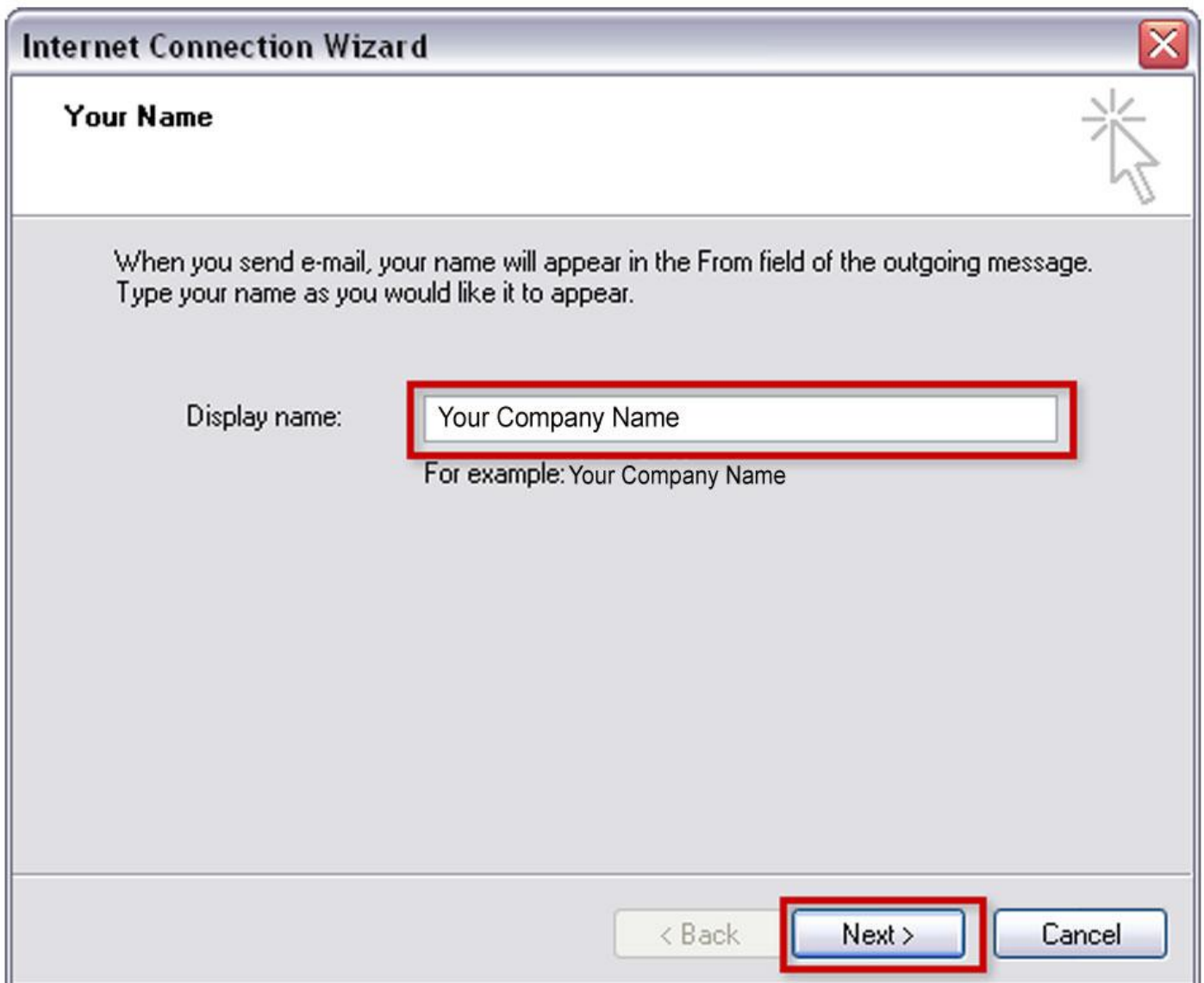
Click the **Add** button and select **Mail**.



## Step 3

Enter your **Display name**. The display name is the name that will appear when others receive mail from your account.

Click the **Next** button to continue.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a mouse cursor icon. The text reads: "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." There is a text input field labeled "Display name:" containing the text "Your Company Name". Below the input field is the text "For example: Your Company Name". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a red border.

Enter your display name and click **Next**

## Step 4

Enter your 1&1 **E-mail address** in the text box and click the **Next** button



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The window has a title bar and a main content area. The title bar contains the text "Internet Connection Wizard" and a red "X" button. The main content area has a title "Internet E-mail Address" and a help icon (a starburst with a mouse cursor) in the top right corner. Below the title, there is a paragraph of text: "Your e-mail address is the address other people use to send e-mail messages to you." Below this text, there is a label "E-mail address:" followed by a text input field containing the text "info@yourdomain.com". Below the input field, there is a small example text: "For example: info@yourdomain.com". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a red border.

Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: info@yourdomain.com

< Back   Next >   Cancel

Enter your e-mail address and click **Next**

# Step 5

- ▶ Select POP3 from the drop down menu. (A)
  - ▶ Enter **host.hostspectrum.net** as the Incoming mail (POP3, IMAP or HTTP) server. (B)
  - ▶ Enter **host.hostspectrum.net** as the Outgoing mail (SMTP) server. (C)
- Click the **Next** button to continue.

The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The text reads: 'My incoming mail server is a POP3 server.' The dropdown menu is open, showing 'POP3', 'IMAP', and 'HTTP'. The 'Incoming mail (POP3, IMAP or HTTP) server:' field contains 'host.hostspectrum.net'. Below that, it says 'An SMTP server is the server that is used for your outgoing e-mail.' and 'Outgoing mail (SMTP) server:' field also contains 'host.hostspectrum.net'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A red arrow points to the 'Next >' button.

Enter the information and click **Next**

## Step 6

Enter your **full e-mail address** as the **Account name** and enter the e-mail account's Password that was setup with the account. If you do not want to enter your e-mail account's **password** every time you send or check your mail, make sure that the **Remember password** check box is selected. Click the **Next** button to proceed.



**Internet Connection Wizard**

**Internet Mail Logon**

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

Account name: info@yourdomain.com

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

Enter the information and click **Next**



## Step 7

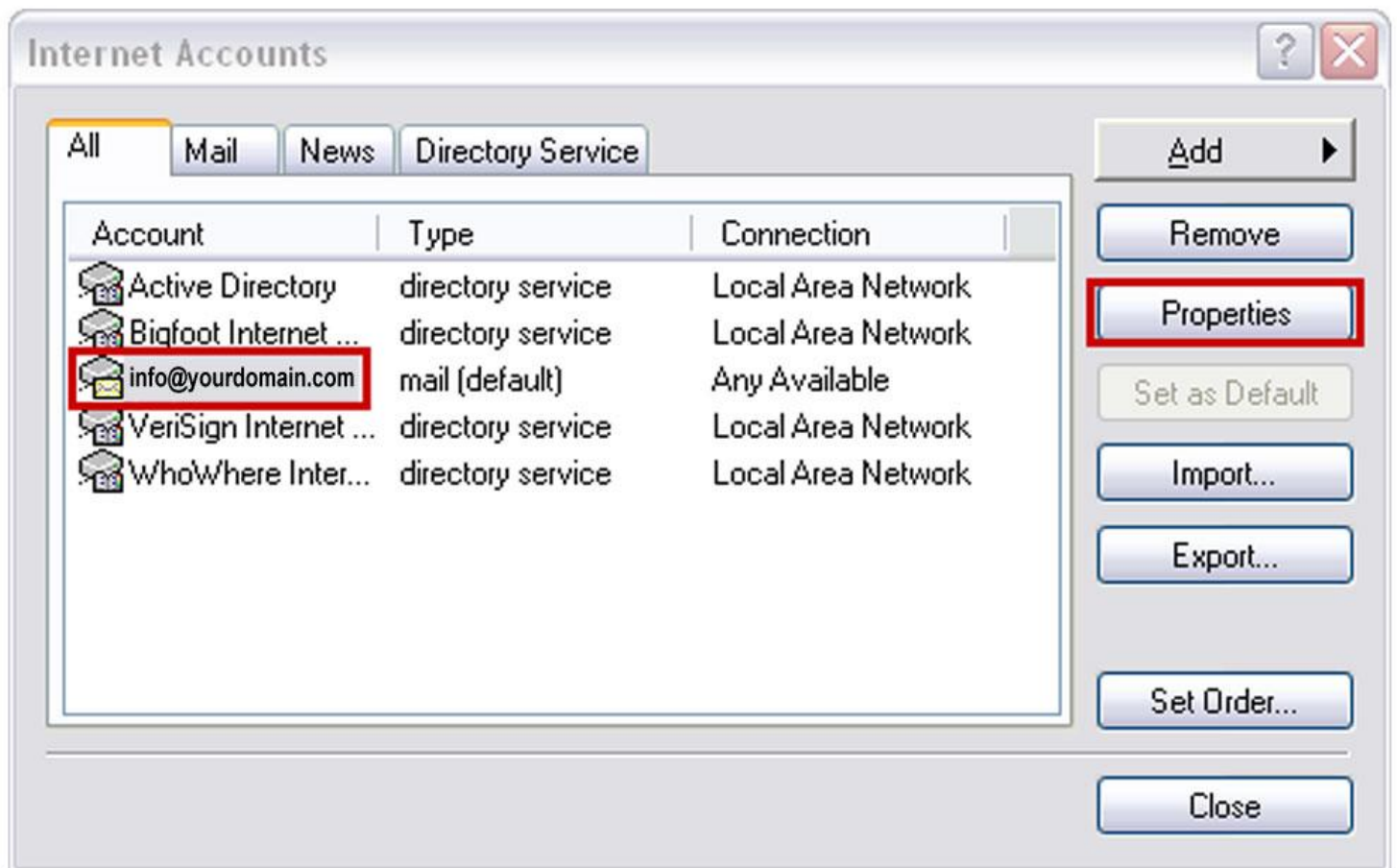
Click the **Finish** button to exit the wizard.



Click **Finish**

## Step 8

Make sure to select the newly added **host.hostspectrum.net** account we've just set up and click the **Properties** button.

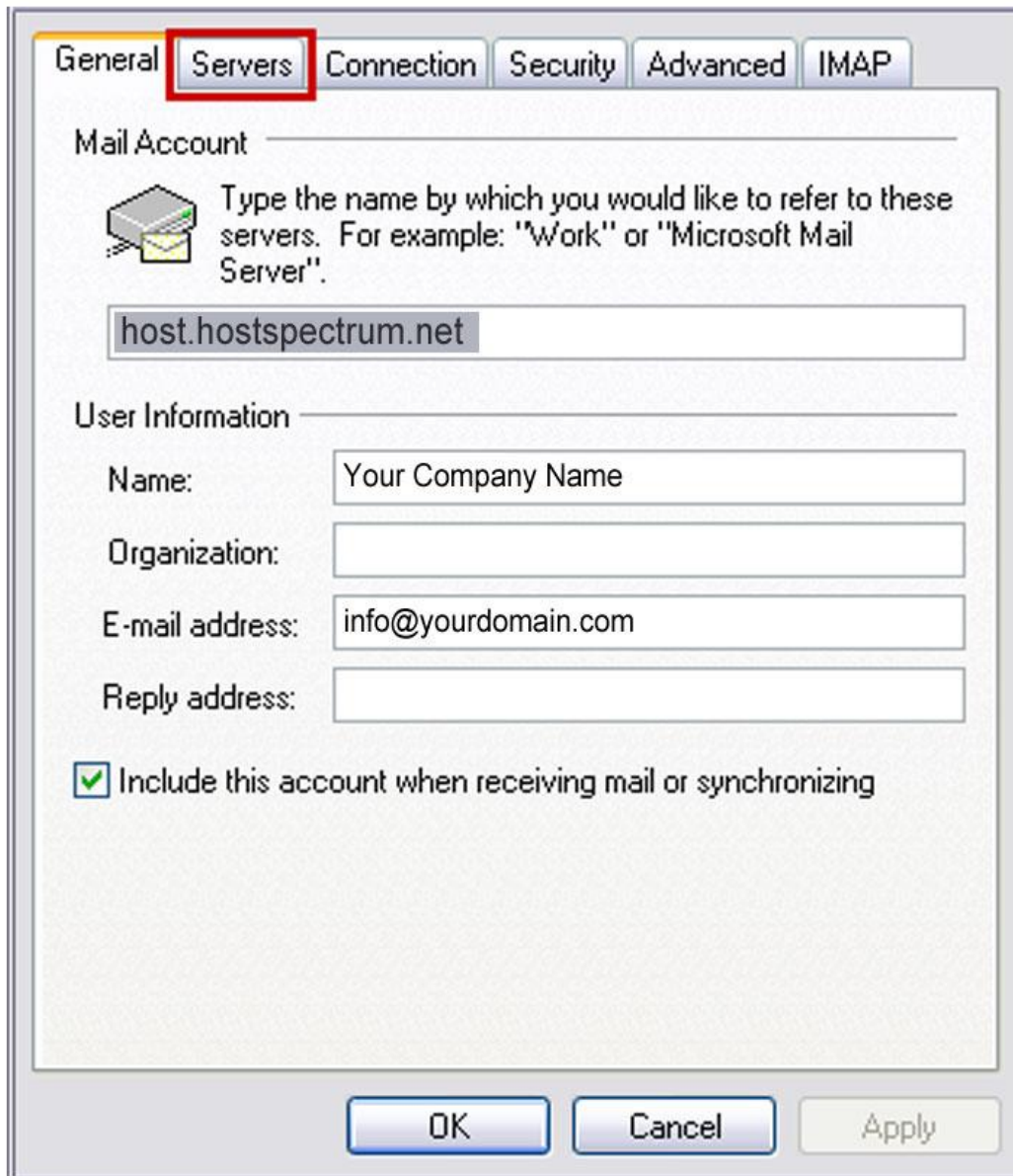


Select the appropriate account and click **Properties**



## Step 9

Click the **servers** tab at the top of the new window that opens.



The screenshot shows a configuration window with several tabs: General, Servers, Connection, Security, Advanced, and IMAP. The 'Servers' tab is selected and highlighted with a red box. Below the tabs, there is a section for 'Mail Account' with a server icon and a text box containing 'host.hostspectrum.net'. Below that is a 'User Information' section with fields for Name (Your Company Name), Organization, E-mail address (info@yourdomain.com), and Reply address. A checkbox is checked, labeled 'Include this account when receiving mail or synchronizing'. At the bottom are buttons for OK, Cancel, and Apply.

Click **servers**

## Step 10

Check the box for **My server requires authentication** and then click the **Settings** button.

General Servers Connection Security Advanced IMAP

Server Information

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

Incoming mail (IMAP): host.hostspectrum.net

Outgoing mail (SMTP): host.hostspectrum.net

Incoming Mail Server

Account name: info@yourdomain.com

Password: .....

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication

Settings...

OK Cancel Apply

Check the box and click **Settings**

## Step 11

Make sure that **Use same settings as my incoming mail server** is selected and then click the **OK** button.



Select Use same settings as my incoming mail server

## Step 12

Click the **Advanced** tab at the top.



The screenshot shows a dialog box with several tabs: General, Servers, Connection, Security, Advanced, and IMAP. The 'Advanced' tab is selected and highlighted with a red rectangle. The 'Servers' tab is also highlighted with an orange bar. The 'Advanced' tab contains the following settings:

- Server Information**
  - My incoming mail server is a  server.
  - Incoming mail (IMAP):
  - Outgoing mail (SMTP):
- Incoming Mail Server**
  - Account name:
  - Password:
  - Remember password
  - Log on using Secure Password Authentication
- Outgoing Mail Server**
  - My server requires authentication
  -

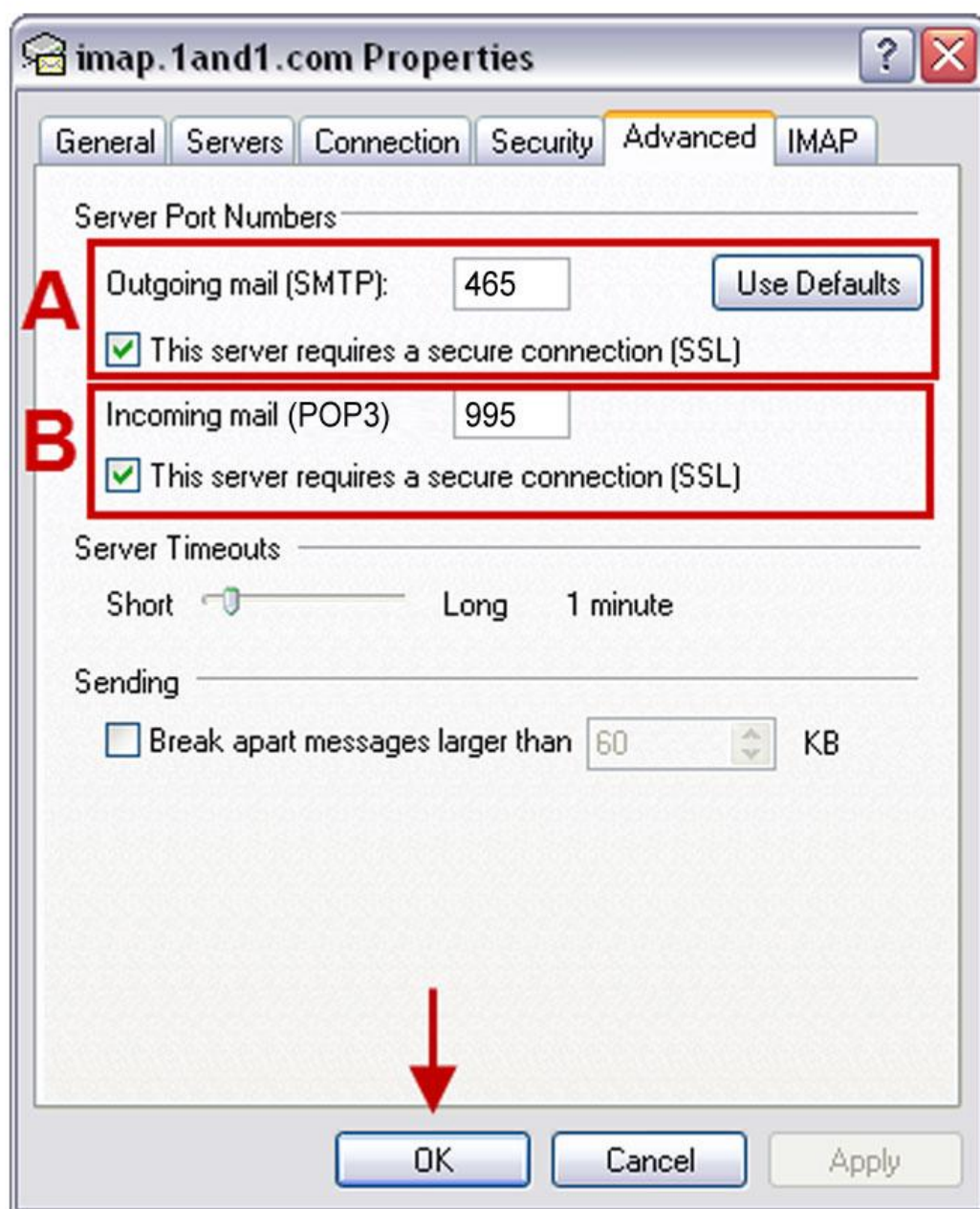
At the bottom of the dialog box are three buttons: , , and .

Click **Advanced**



## Step 13

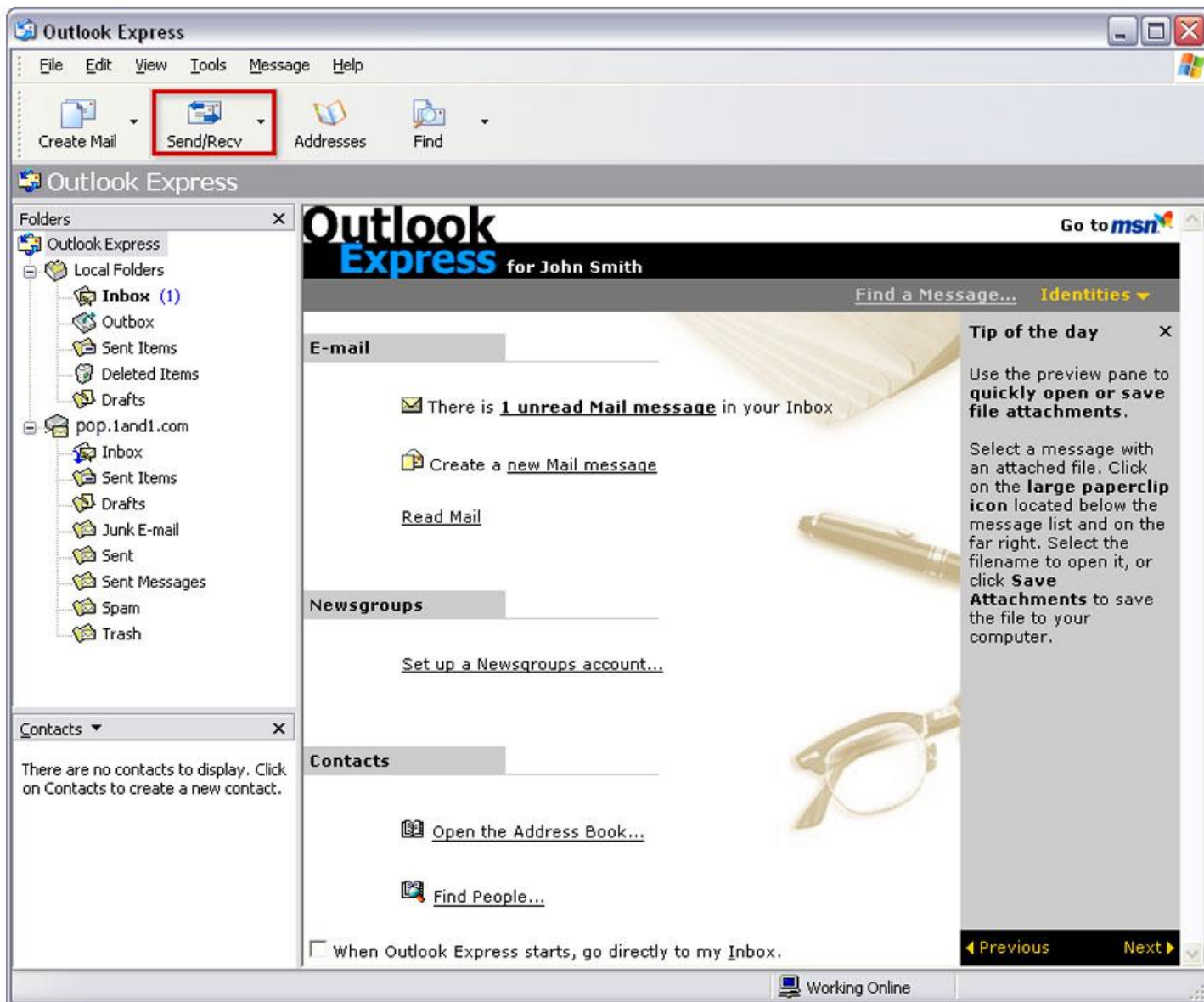
- ▶ Enter **587** as the **Outgoing mail (SMTP)** port and check the box for **This server requires a secure connection (A)**.
- ▶ Enter **995** as the **Incoming mail (POP3)** port and check the box for **This server requires a secure connection (B)**.
- ▶ Click the **OK** button when finished to save your changes.



Enter the information and click **OK**

# Step 14

Click the **Send/Recv** button toward the top of the Outlook Express window to check your mail.



Click **Send/Recv**