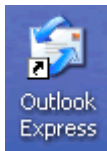
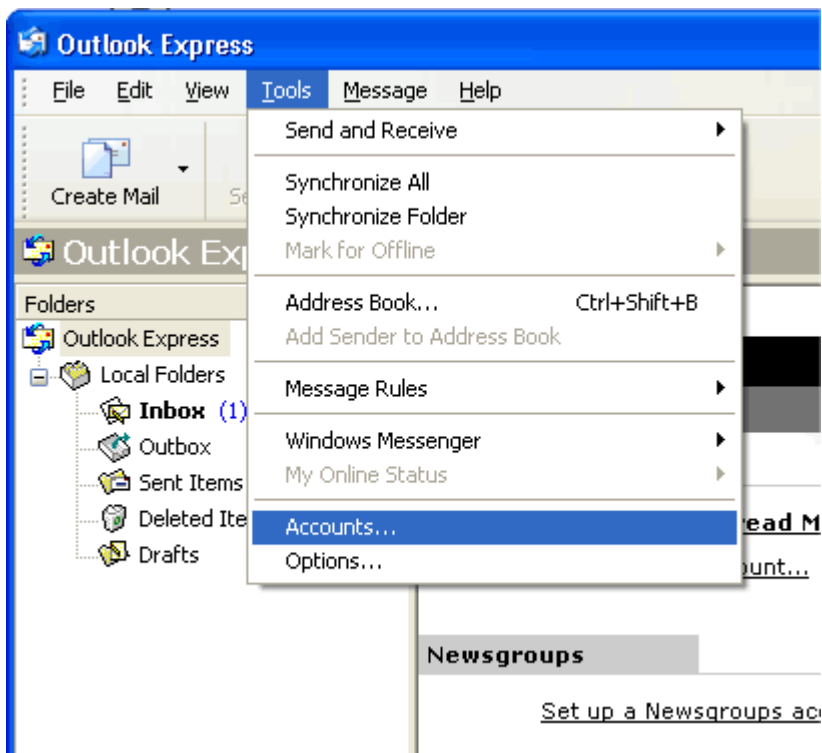


## Setup: Outlook Express

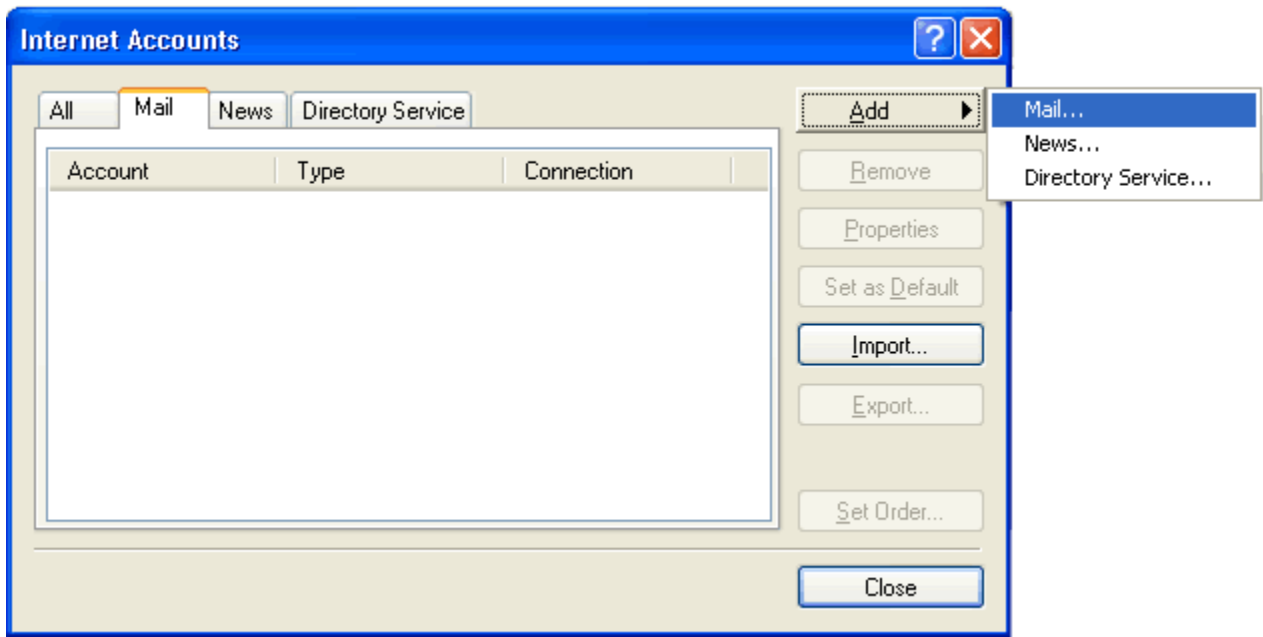
1. To set up an email account in Outlook Express, first open it by double-clicking on the Outlook Express icon. Note: If no icon exists locate Outlook Express in your "Start" menu.



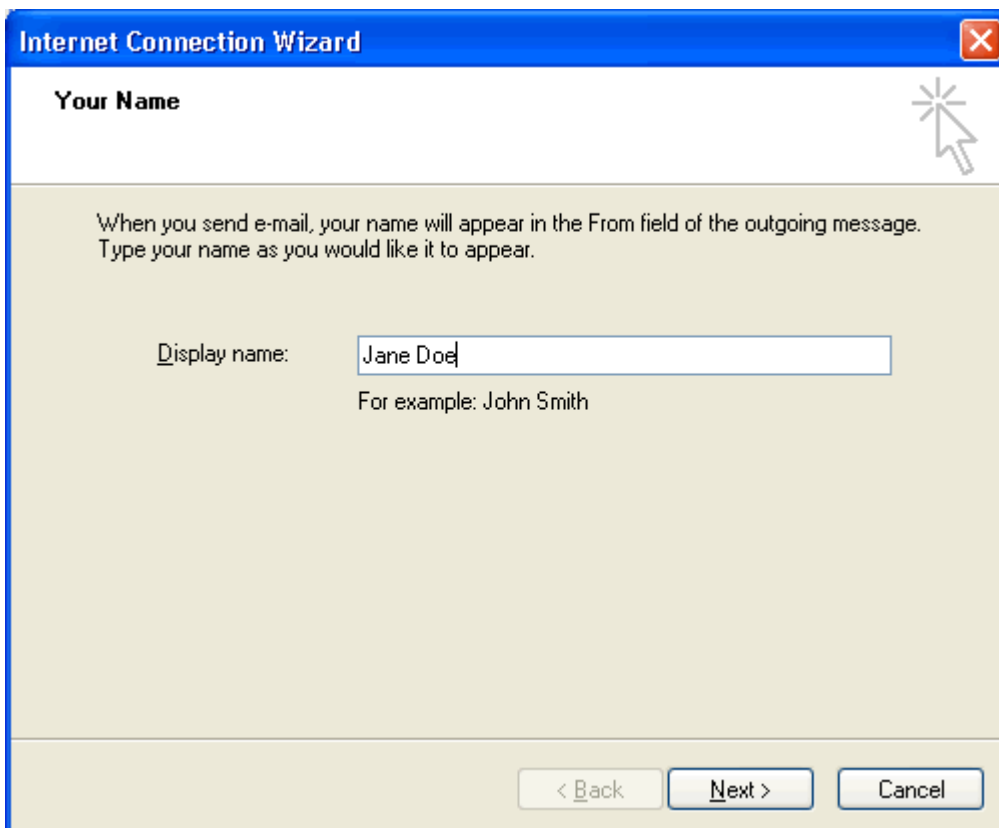
2. A window asking for 'Your Name' may pop-up. If so, jump to step #4. Otherwise, choose **Tools > Accounts** and go to step #3.



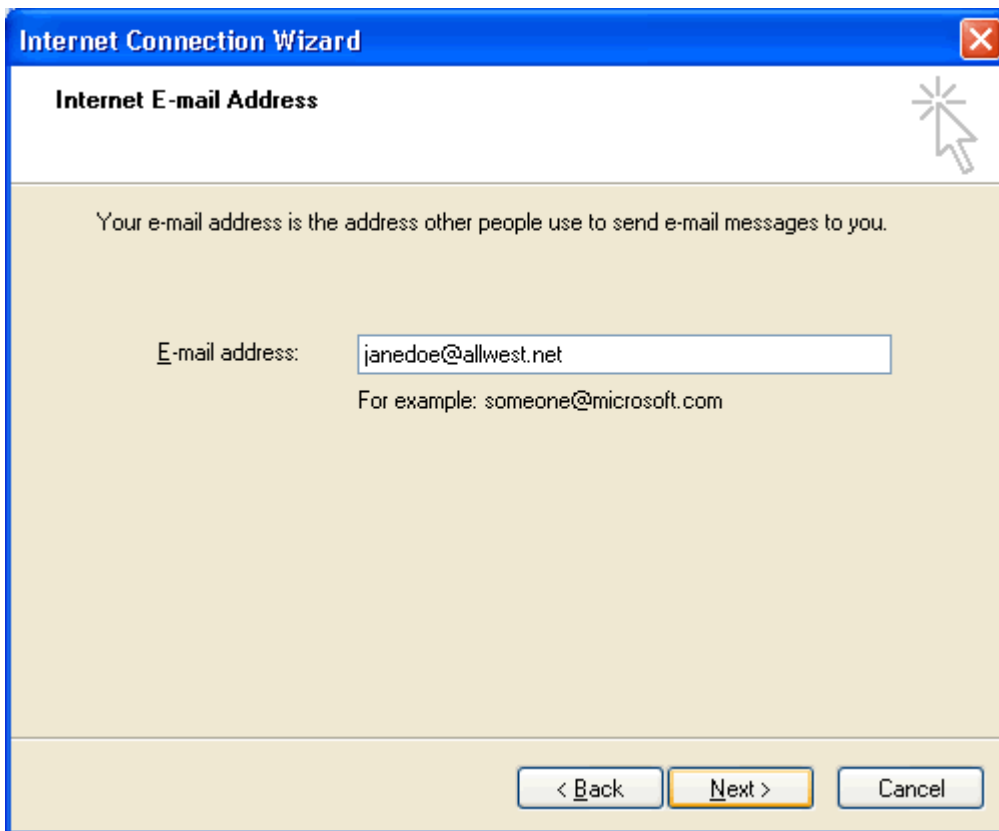
3. Click on the **Mail** tab, then click the **Add** button and choose **Mail....**



4. Enter the name you wish to be displayed on email you send. Then click **Next**.



5. Enter your email address. Then click **Next**.



6. Enter 'mail.allwest.net' for both of the Server Names as shown below. Then click **Next**.

**Internet Connection Wizard**

**E-mail Server Names**

My incoming mail server is a  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

7. Enter your username (it may already be there) and your password in the appropriate fields. Then click **Next**.

**Internet Connection Wizard** [Close]

**Internet Mail Logon** [Help]

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

8. You are finished. Click **Finish**.

**Internet Connection Wizard** [Close]

**Congratulations** [Help]

You have successfully entered all of the information required to set up your account.

To save these settings, click Finish.

< Back   Finish   Cancel

9. You may now check your mail by clicking on the **Send/Receive** button in the main Outlook Express window.