

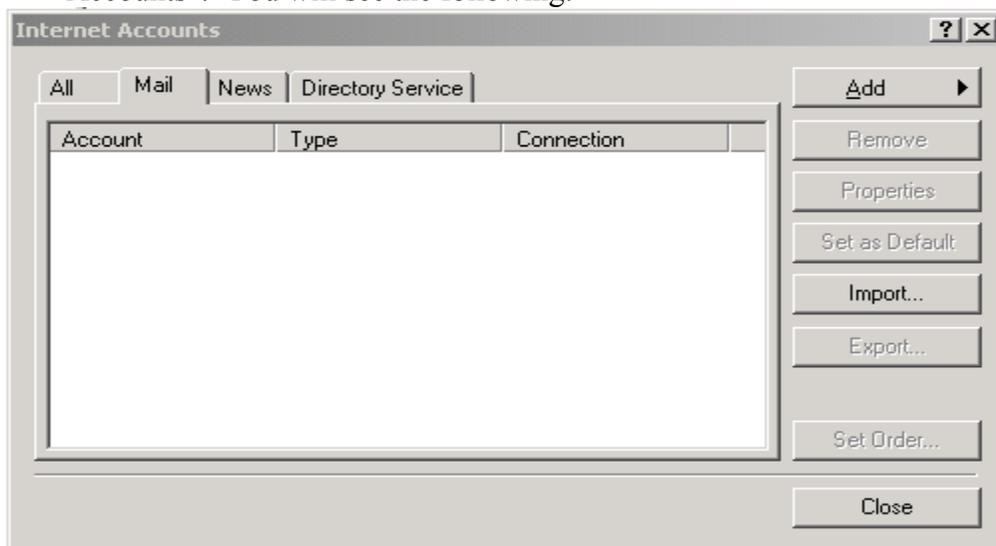
Outlook Express Configuration Instructions

Updated 09/24/2003

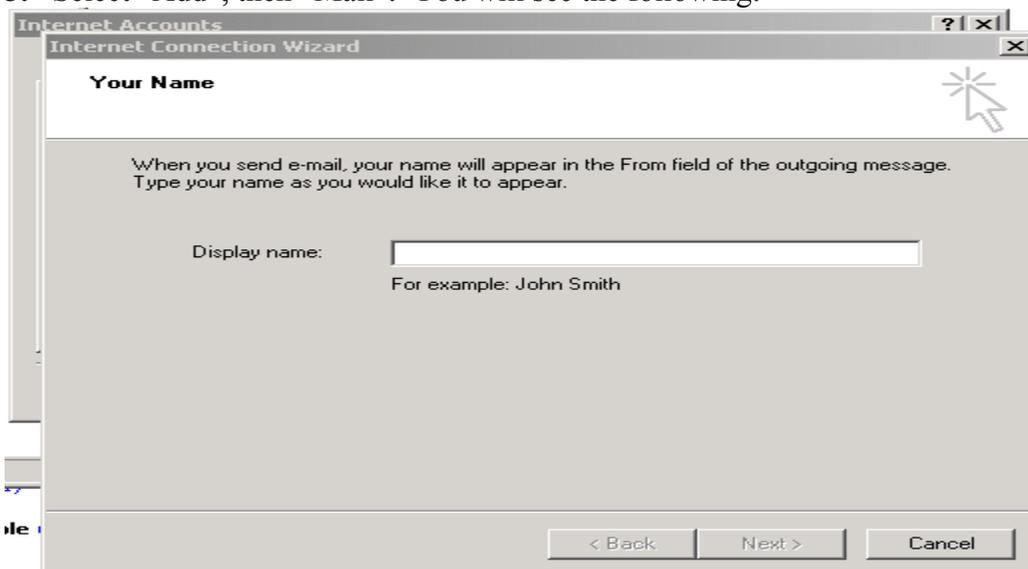
The following instructions are for configuring the Outlook Express email client to send and receive email with your new state government account. (For other help in using Outlook Express, go to the “Help” screen for more information.)

Note: If you are running Outlook Express for the first time, skip to step 4, the **Internet Connection Wizard** section.

1. Open Outlook Express.
2. Click on the “Tools” menu item at the top of the box, and then click on “Accounts”. You will see the following:



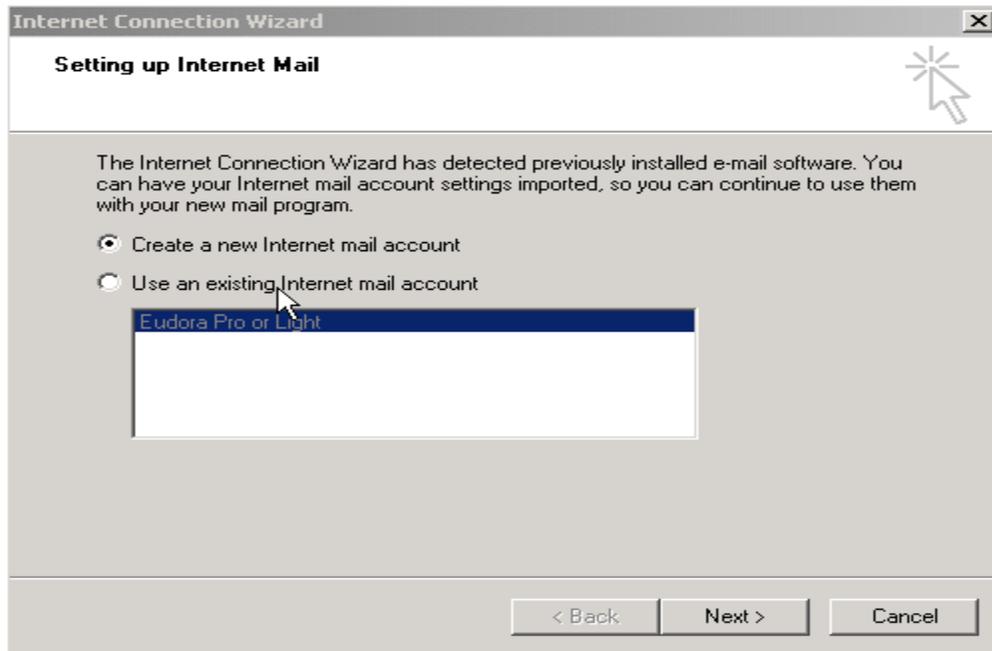
3. Select “Add”, then “Mail”. You will see the following:



This launches the “Internet Connection Wizard. Follow the instructions below.

Internet Connection Wizard

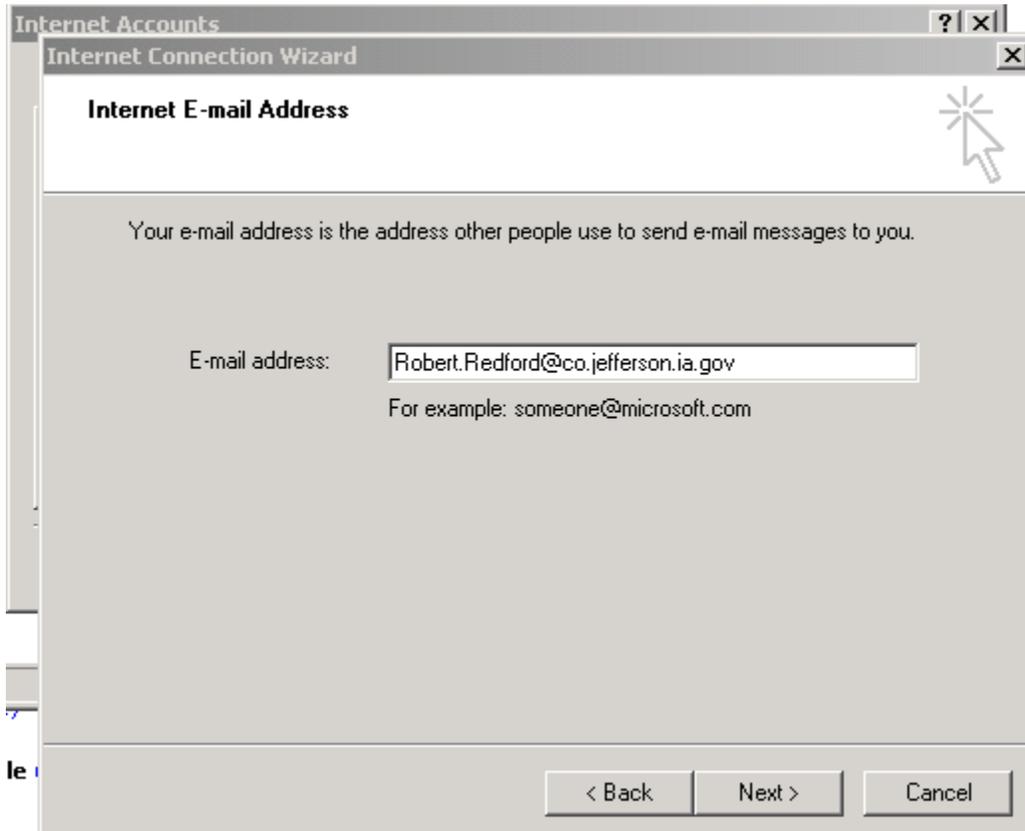
- Note: (you may not need to do this step) Click on “Create a new Internet mail account”.
- Click on “Next” when finished.



- Enter the Name you want displayed in your email, usually your name.
- Click “Next” when finished.

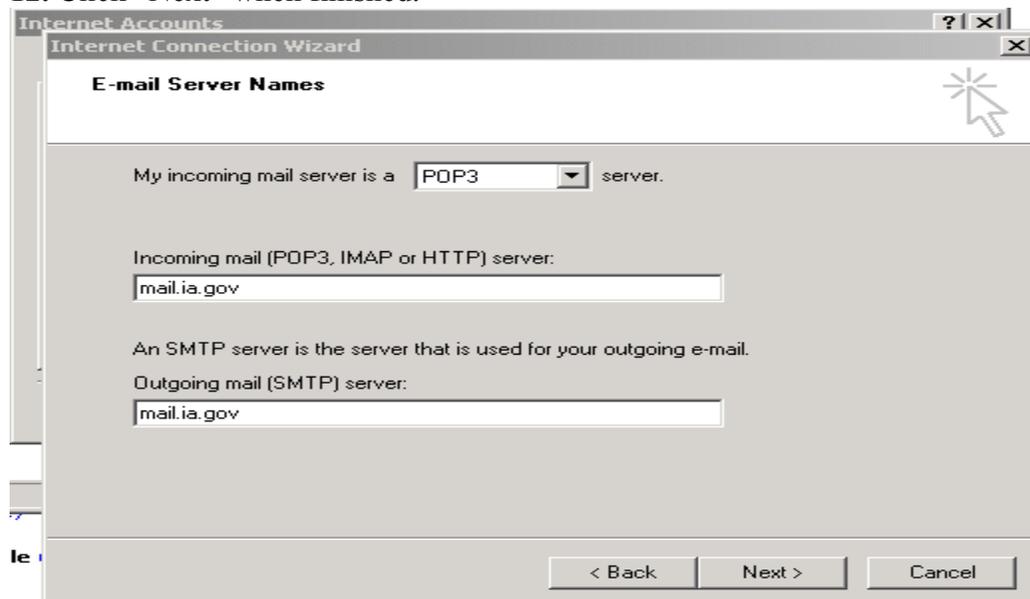


8. Enter your return email address.
9. Click “Next” when finished.



The screenshot shows a window titled "Internet Accounts" with a sub-window titled "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 "Robert.Redford@co.jefferson.ia.gov". Underneath the input field, there is a smaller text box with the example: "For example: someone@microsoft.com". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

10. Select “POP3” for the “Incoming mail is a ---- server”.
11. Enter “mail.ia.gov” for both the Incoming and Outgoing mail server names.
12. Click “Next” when finished.



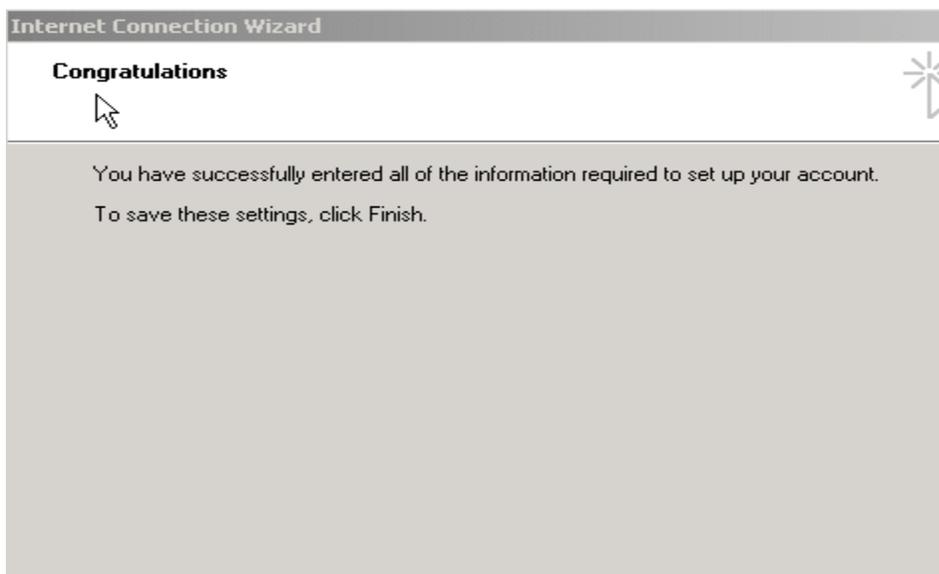
The screenshot shows a window titled "Internet Accounts" with a sub-window titled "Internet Connection Wizard". The main heading is "E-mail Server Names". Below the heading, there is a text box with the instruction: "My incoming mail server is a POP3 server." Below this, there is a label "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "mail.ia.gov". Below this, there is a label "An SMTP server is the server that is used for your outgoing e-mail." followed by a label "Outgoing mail (SMTP) server:" and a text input field containing "mail.ia.gov". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

13. Enter your email address for the Account Name.
14. Check “Remember password”.
15. Check “Logon using Secure Password Authentication (SPA)”.
16. Click on “Next” when finished.



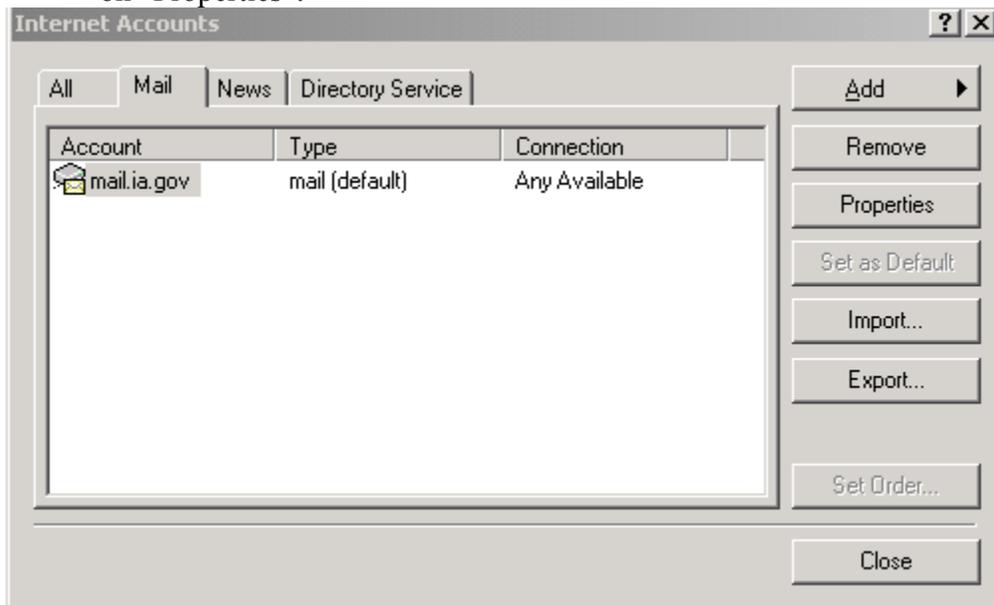
The screenshot shows a window titled "Internet Accounts" with a sub-window titled "Internet Connection Wizard". The main heading is "Internet Mail Logon". Below the heading, there is a text prompt: "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" containing "Robert.Redford@co.jefferson.ia.gov" and "Password:" containing "*****". Below the password field is a checked checkbox labeled "Remember password". Further down, there is another text prompt: "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 another checked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

17. Click on Finish.

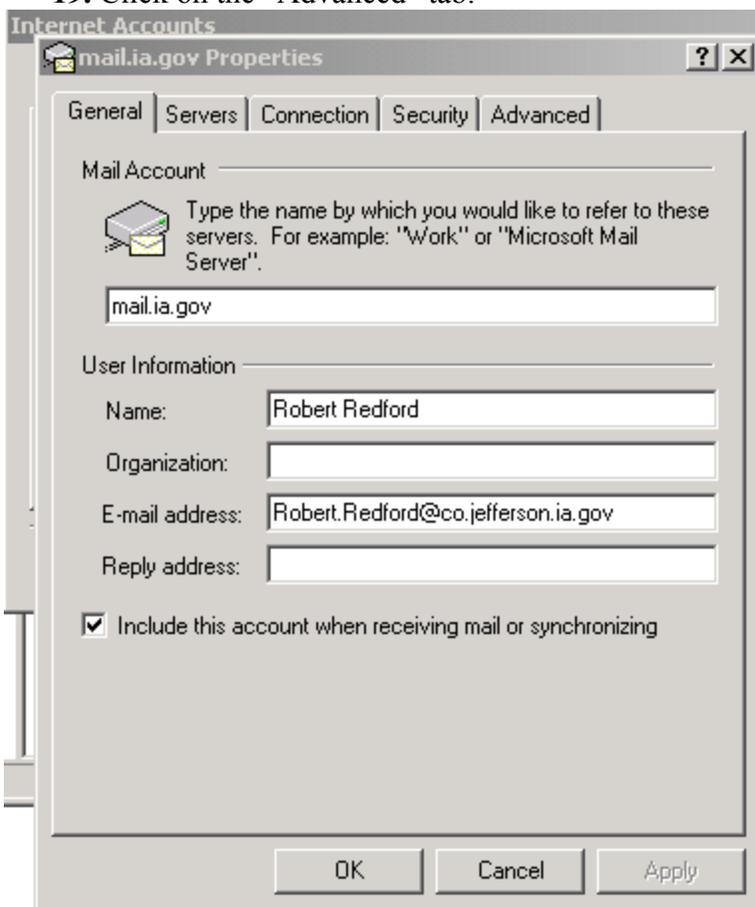


The screenshot shows a window titled "Internet Connection Wizard" with a sub-window titled "Congratulations". Below the heading, there is a text prompt: "You have successfully entered all of the information required to set up your account. To save these settings, click Finish." The window is mostly empty with a light gray background.

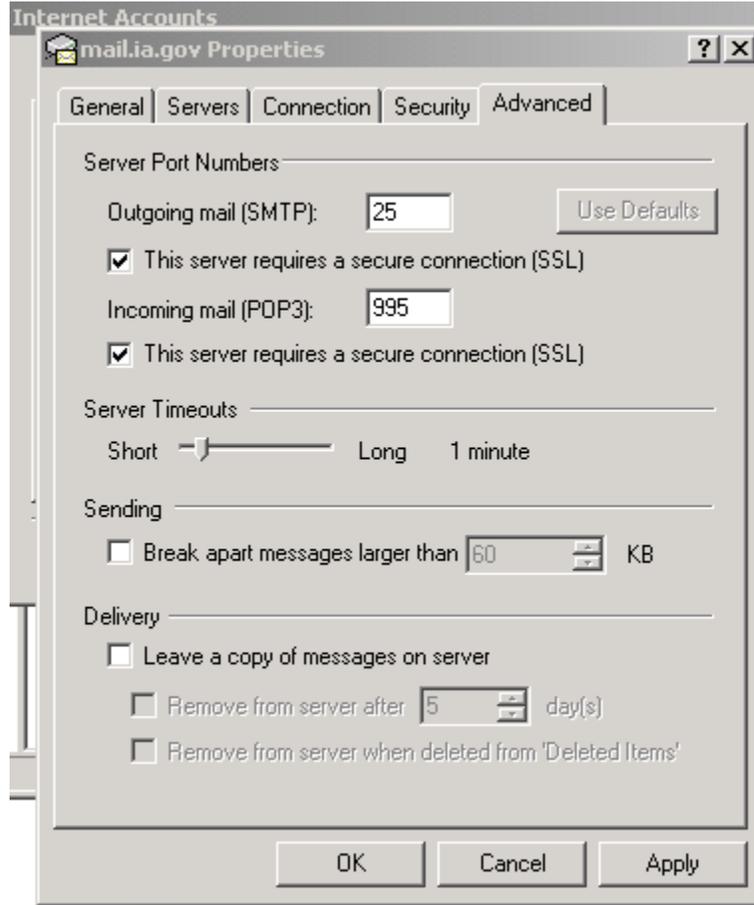
18. In the “Internet Accounts” box, highlight the account you just created, and click on “Properties”.



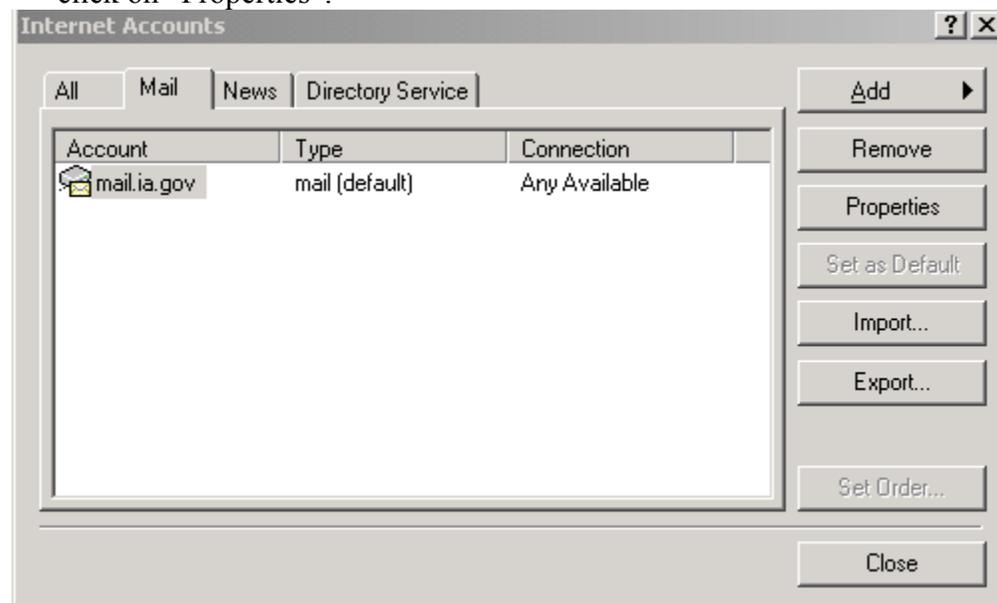
19. Click on the “Advanced” tab.



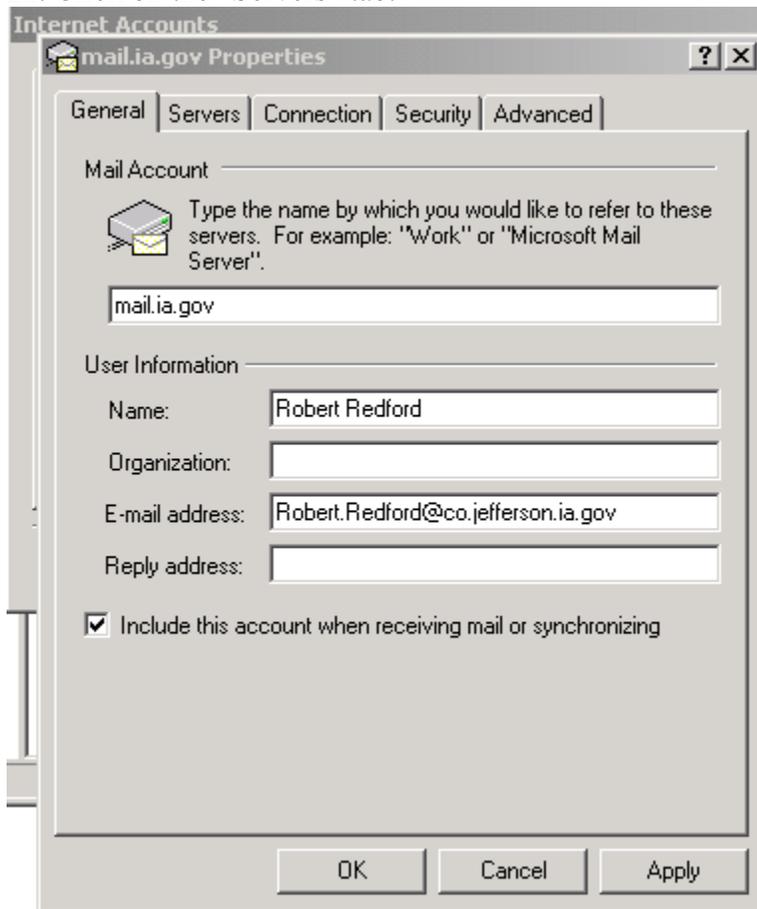
20. Check mark both boxes that say “This server requires a secure connection (SSL)”. Then click “OK”.



21. In the “Internet Accounts” box, highlight the account you just created again, and click on “Properties”.

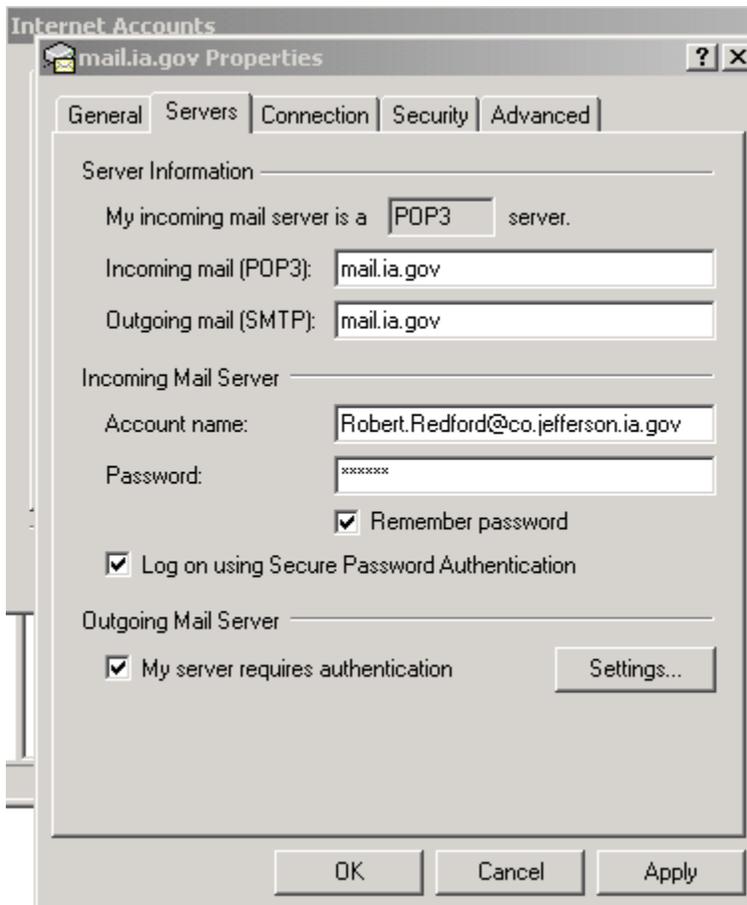


22. Click on the “Servers” tab.



23. Check mark the box which says “My server requires authentication.”

24. Click on “OK”.



25. Close the “Internet Accounts” box.

Testing your address.

You can check for new mail three ways:

Go to “Tools”, then “Send and Receive”, then “Send and Receive All”.

Or

Press these two keys, CTRL+M, at the same time.

Or

Click on the “Send/Recv” icon at the top of the box.

For more information in using Outlook Express, check out the Help pages.