

How to Setup Email in Outlook Express

1. Open Outlook Express, look for a icon or in the **Start** Menu
2. Once Outlook Express is open goto the **Tools** Menu
3. Select **Accounts** from the **Tools** Menu
4. Click the **Add** button and select **Mail**
5. Type in the Name that you want other people to see (Hint: this does not have to be your email address, it can be your full name or anything you want)
6. Hit the **Next** Button
7. Select "**I already have an email address**"
8. Type in your email address, example: test@keysinet.com
9. Hit the **Next** Button
10. For my **Incoming Server** type select **POP3** (top of window)
11. In the box labeled **Incoming mail** put in: **your domain name - business.com**
12. In the box labeled **Outgoing mail** put in: **your domain name - business.com**
13. Hit the **Next** Button
14. For **Account name** put in the user name. This should be the beginning part of your email address. If your email address is john@something.com, the account name is: john.
15. For **Password** put in the password given to you.
16. Check the box "**Remember password**".
17. Hit the **Next** Button.
18. Hit the **Finish** Button.
19. Now close the window called **Internet Accounts**.
20. In order to get your Email hit the **SEND/RECV** button towards the top of the Outlook Express program.
21. Remember, in order to send and receive email you must be connected to the Internet.