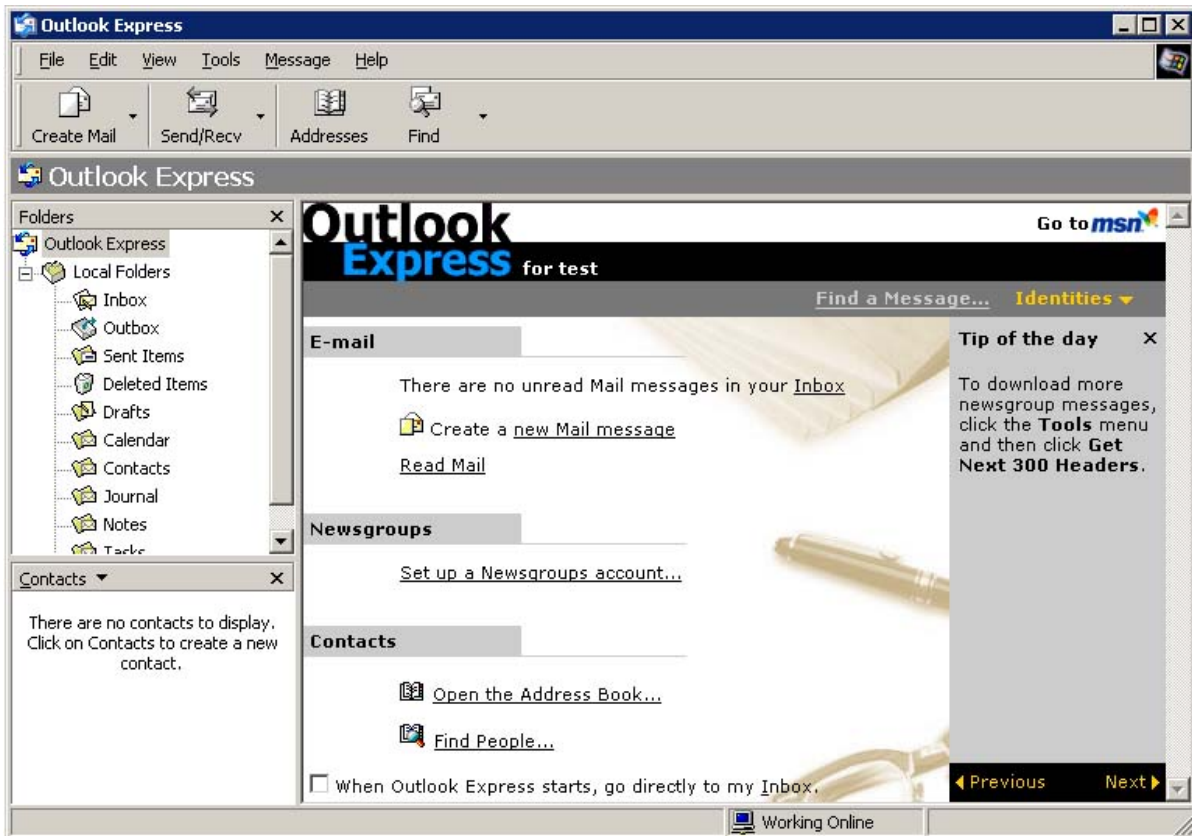


Configure Outlook Express version 6

If you already have another e-mail address setup in Outlook Express, you can follow the instructions below to change your email address, or add another.

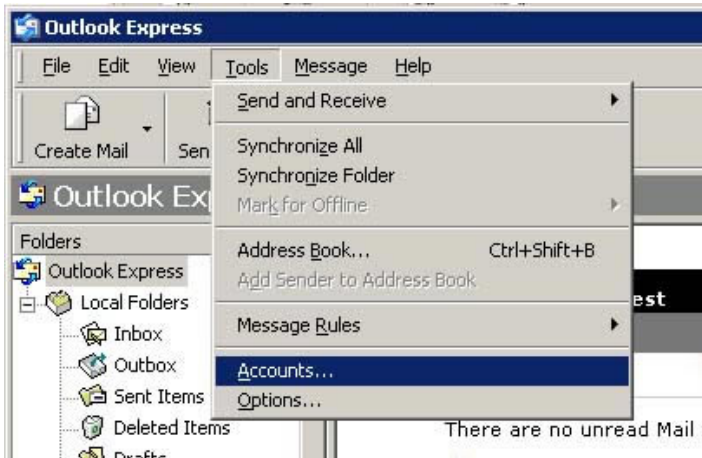
When you load Outlook Express, you will see the following:





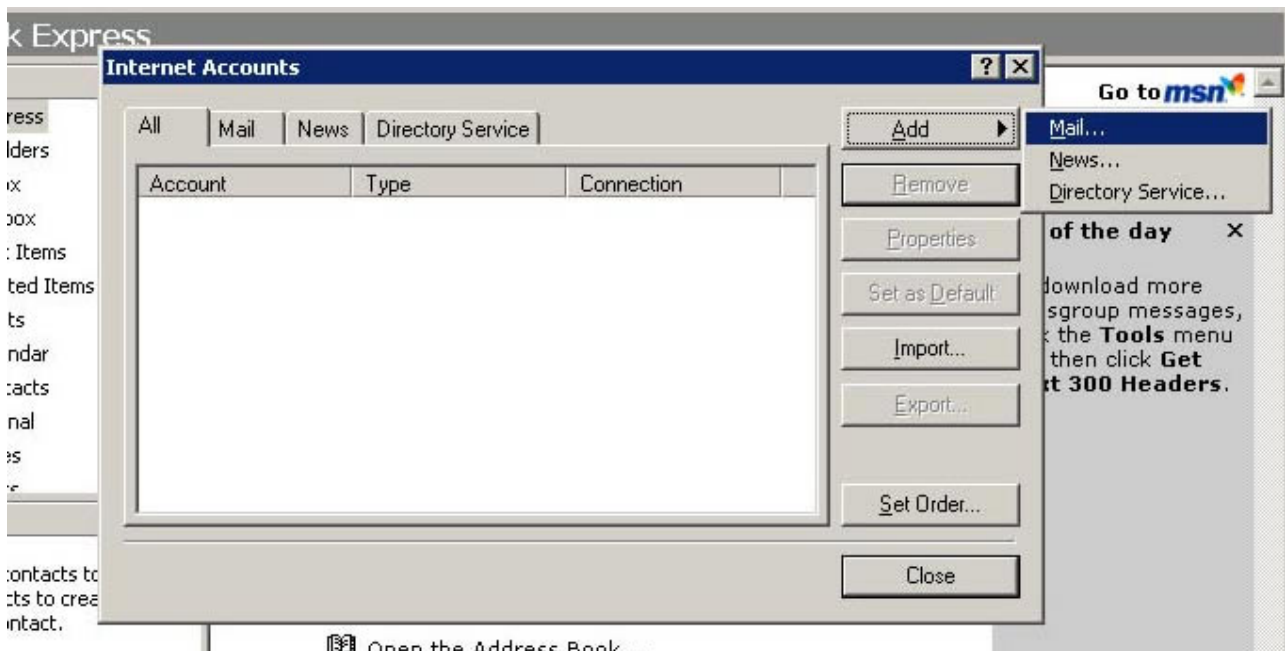
Step 2 : Open up the Accounts window

Click on "Tools" in the top menu, then "Accounts". A window called "Internet Accounts" will appear.



Step 3: Choose to administer your Mail settings

Select "Add" and then click "Mail". You will then be shown the Account Wizard





Step 4: Set up your name

Insert your name, or your business name, depending on the purpose of this e-mail account. e.g. 'John Smith', or 'ImageWorks'. Then click "Next".

This is a screenshot of the "Your Name" step in the Internet Connection Wizard. The window title is "Internet Connection Wizard". The main heading is "Your Name". Below the heading, there is a text box for the display name. The text inside the text box is empty. Below the text box, it says "For example: John Smith". At the bottom of the window, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Step 5: Define your Reply Email Address

Enter your new e-mail address in this field. Then click "Next".

This is a screenshot of the "Internet E-mail Address" step in the Internet Connection Wizard. The window title is "Internet Connection Wizard". The main heading is "Internet E-mail Address". Below the heading, there is a text box for the e-mail address. The text inside the text box is empty. Below the text box, it says "For example: someone@microsoft.com". At the bottom of the window, there are four buttons: "< Back", "Next >", "Cancel", and "Help".



Step 6: Define your mail servers

Enter the following information:

1. Your incoming mail server is a **POP3 server**
2. The incoming mail server is: **pop.imageworks.com.au**
3. The Outgoing mail (SMTP) server is defined by your ISP (Internet Service Provider).
e.g. if you are connected to the Internet with Telstra Bigpond on dial-up, the server will be: **mail.bigpond.com.**
Your ISP will be able to give you details of the outgoing mail server – check their website.

Once you have entered all the server details, click "Next".

A screenshot of the "Internet Connection Wizard" dialog box, specifically the "E-mail Server Names" step. The window title is "Internet Connection Wizard" and the subtitle is "E-mail Server Names". The main content area contains the following text and input fields:

- "My incoming mail server is a server."
- "Incoming mail (POP3 or IMAP) server:
- "An SMTP server is the server that is used for your outgoing e-mail.
Outgoing mail (SMTP) server:

At the bottom of the dialog box, there are four buttons: "< Back", "Next >", "Cancel", and "Help". A mouse cursor is visible over the "Next >" button.



Step 75: Define your email address

In the field called "Account Name" replace '*info@domain.com*' with the full e-mail address you have ordered.

The "Password" field should contain the password that you chose.

The details in these fields must match the information provided to ImageWorks when the account was requested.

Tick the "Remember password" box, otherwise you will be prompted to re-enter the password each time you check your mail.

Make sure that "Log on using Secure Password Authentication (SPA)" box is **NOT** ticked.

Once this is completed, click "Next".

A screenshot of a Windows dialog box titled "Internet Connection Wizard" with a sub-title "Internet Mail Logon". The dialog box contains the following elements: a text input field for "Account name:" with the text "info@domain.com" entered; a text input field for "Password:" which is currently empty; a checked checkbox labeled "Remember password"; and an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". Below the checkboxes is a small instructional text: "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." At the bottom of the dialog box are four buttons: "< Back", "Next >", "Cancel", and "Help".

Step 86: Setup completion. Run a test.

That is it. Simply click "Finish" on the next page.

Create an email and send yourself a test message.

You can try sending a message to check that the Outgoing mail server provided by your ISP is working correctly. If it does not, an error message will pop up, where you will be asked to check the account settings. Follow the instructions and make sure that you have not mistyped anything during the setup.

Another common problem is if you mistype the password during setup. In this case, a box will pop up with the account name and password, asking you to re-enter them. Simply re-type the password as you remember it and try again.

Any questions or problems? Call ImageWorks (03) 9568 8088 – we're here to help.