## **Setting Up Your Email** Outlook Express

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Create Mail	• •	M Addresses	Find	•
😂 Outlook Expres	s			
Folders	3		iloo pre	SS for 2
- Sent Items		E-mail		

1. Click on Tools.

Ele Edit View	Tools Message	<u>H</u> elp			
	Send and Rece	sive	•		
Create Mail Se	Synchronize Al Synchronize Fo	l older			
😂 Outlook Ex	Mark for Offin	e	•		
Folders	Address Book. Add Sender to	Ctrl+Shift+B Address Book			Go
🖃 🍏 Local Folders	Marcana Dular	6	Ja	son Hansen	
- 🕼 Inbox	Thesauge reales	8	_		
Outbox	Accounts				Tip of t
Ga Sent Items	Options				
Deleted Items Drafts	ns	There are no unread Mail messages in your of Inbox		You can customi: look of ( Express	
		Create a <u>new</u> <u>Read Mail</u>	Mail m	essage	Click the menu th Layout

<u>D</u> isplay name:	John Doe
	For example: John Smith

ess is th	e address other people use to send e-mail me
ress:	example@buckeye-express.com
	For example: someone@microsoft.com

2. Click on Accounts... and click on the Add button, and then click on Mail.

3. Fill in the display name. This will be your actual name. Then click **Next**.

4. Fill in the your email address. Then click **Next**.

My incoming mail <u>s</u> erver is	a IMAP	server.		
Incoming mail (POP3, IMA	P or HTTP) serve	c		
mail.buckeye-express.com	n			
An SMTP server is the ser Qutgoing mail (SMTP) serv	ver that is used fo ver:	r your outgoing e	∍·mail.	
mail.buckeye-express.com	n			

nternet Mail Logon		8
Type the account nam	ne and password your Internet service provider has given.	you.
Account name:	example@buckeye-express.com	
Password:		
If your Internet service p (SPA) to access your ma Authentication (SPA)' ch	rovider requires you to use Secure Password Authenticati il account, select the "Log On Using Secure Password leck box. Password Authentication (SPA)	on

rnet Accounts			? 🛛
I Mail Nev	vs Directory Service		Add ►
Account	Туре	Connection	<u>R</u> emove
🗃 mail.buckeye-ex 🛛 ma	mail (default)	Any Available	Properties
			Set as <u>D</u> efault
			Import
			Export
			Set Order
			Close

Incoming mail (IMAP):	mail.buckeye-express.com	
O <u>u</u> tgoing mail (SMTP):	mail.buckeye-express.com	
ncoming Mail Server		
A <u>c</u> count name:	example@buckeye-express.com	
Password:	•••••	
	Remember pass <u>w</u> ord	
Log on using <u>S</u> ecure	e Password Authentication	
Dutgoing Mail Server —		
Mu server requires a	uthentication	

6. Change the drop-down box option to **IMAP**. Fill in the mail servers:

Incoming mail: mail.bex.net or mail.buckeye-access.com Outgoing mail: mail.bex.net or mail.buckeye-access.com

Click Next.

7. Change the Account Name to display the full email address. Enter the password for the email address. Then click Next.

Click Finish.

8. Return to the Account by going back to **Tools**, then **Accounts...**, then go to the **Mail** tab. Locate the mail account that was just configured by the server name entered earlier and click on **Properties**.

9. Go to the Servers tab and check the box at the bottom labeled **My Server Requires Authentication**, then click **OK** 

Close out of the settings boxes to finish.