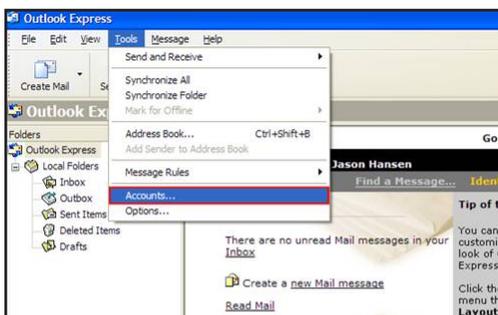


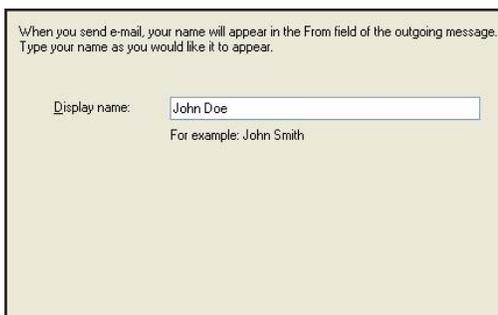
# Setting Up Your Email Outlook Express



1. Click on **Tools**.



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**.

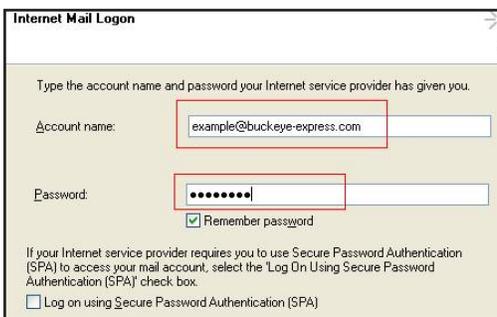


4. Fill in the your email address. Then click **Next**.



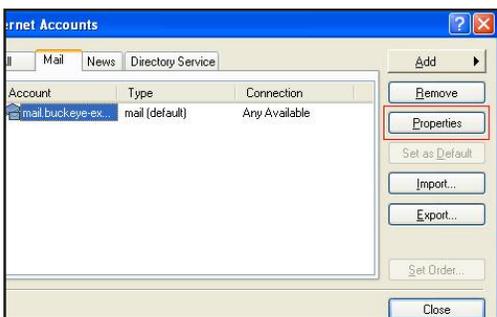
6. Change the drop-down box option to **IMAP**. Fill in the mail servers:  
**Incoming mail:** mail.bex.net or mail.buckeye-access.com  
**Outgoing mail:** mail.bex.net or mail.buckeye-access.com

Click **Next**.

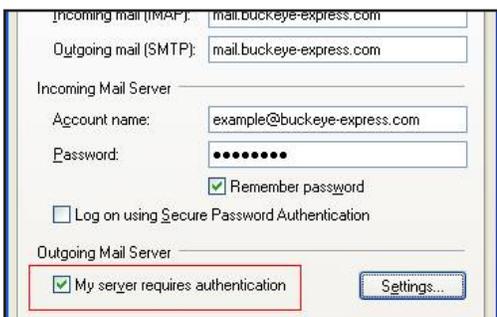


7. Change the Account Name to display the full email address. Enter the password for the email address. Then click Next.

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.