

Outlook Express Configuration

1. Start Outlook Express.

Note: If this is the first time you have opened Outlook Express, a new account wizard should automatically open. If it does open, skip steps 2-3.

2. On the **Tools** menu, click **Accounts**.

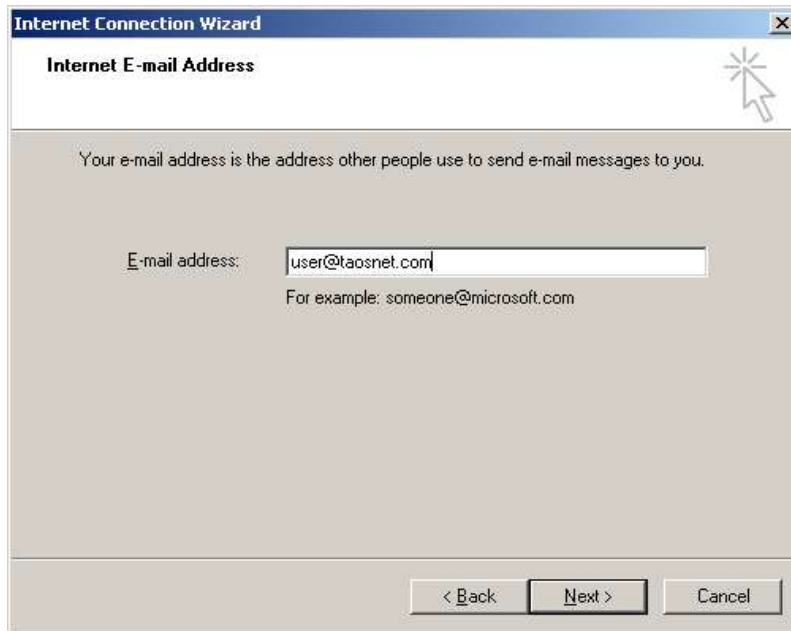
3. In the Internet Accounts dialog box, click the **Add** button, and then click the **Mail** tab.

4. In the **Display Name** field, type the name you want others to see when you send a message (normally your name as others refer to you), and then click **Next**.



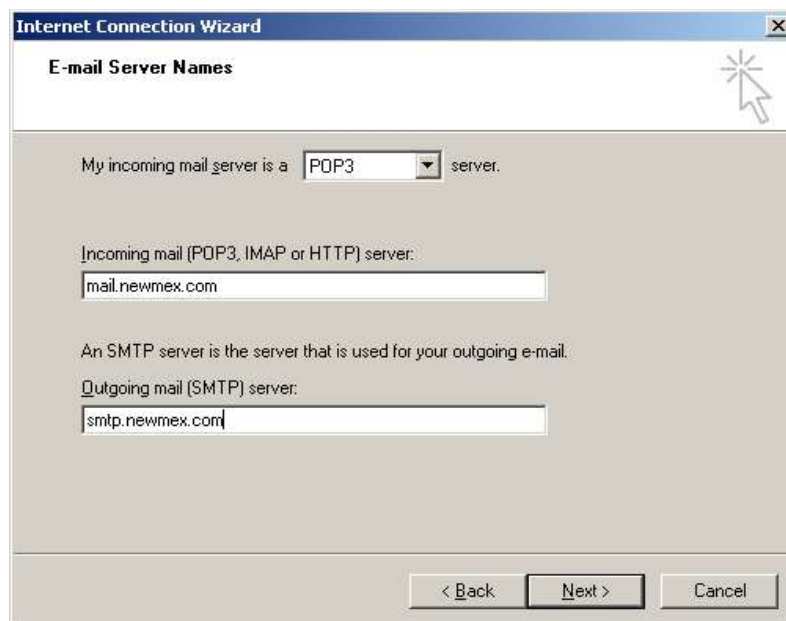
The screenshot shows a dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Your Name". Below the heading is a text area with the instruction: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this text is a text input field labeled "Display name:". Underneath the input field is the example text "For example: John Smith". At the bottom of the dialog box are three buttons: "< Back", "Next >", and "Cancel".

5. In the **E-mail Address** field, type your e-mail address (example: user@taosnet.com), and click **Next**.



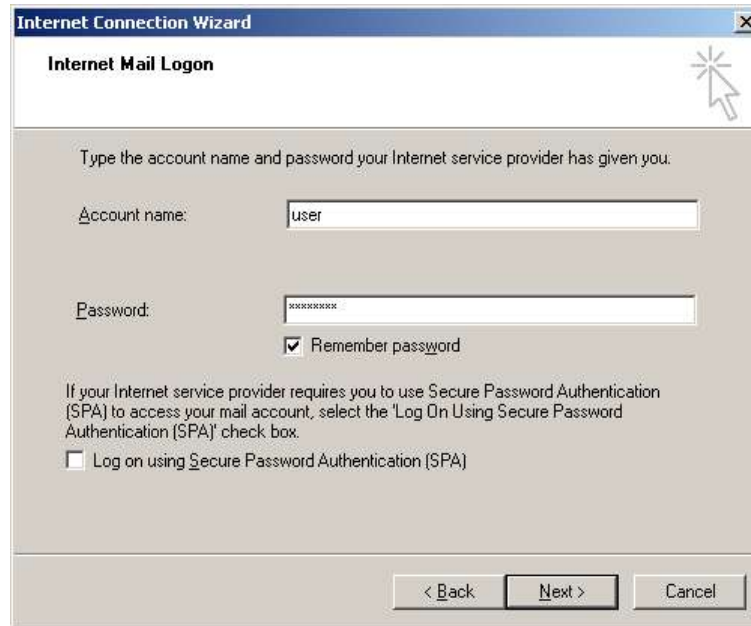
The screenshot shows the 'Internet Connection Wizard' window, specifically the 'Internet E-mail Address' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet E-mail Address'. Below the subtitle, there is a mouse cursor icon. The main text reads: 'Your e-mail address is 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 'user@taosnet.com'. Underneath the input field, it says 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Under E-mail Server Names, the incoming e-mail server type should be set to **POP3** (default setting). The incoming mail server is *mail.newmex.com*. The outgoing mail server is *smtp.newmex.com*. Click **Next**.



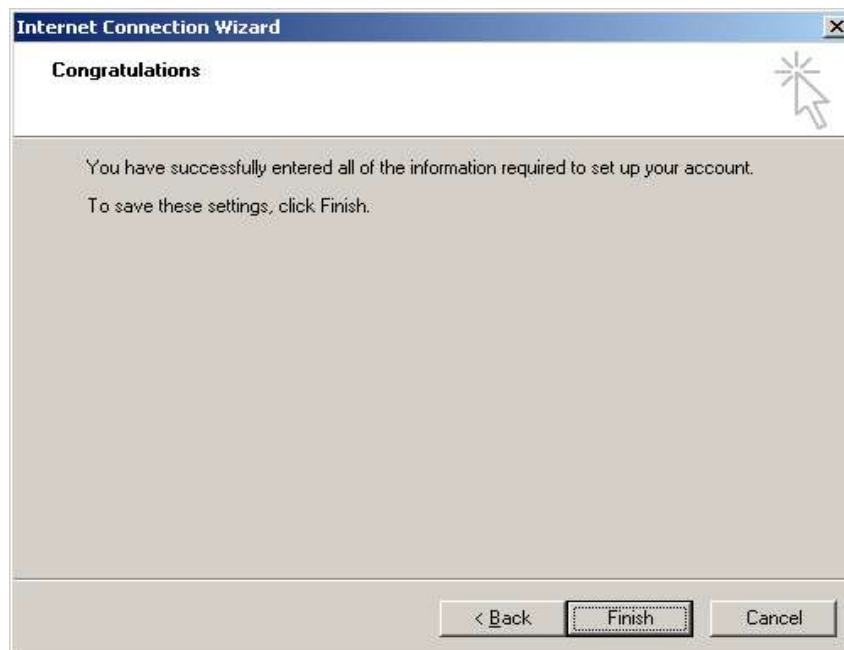
The screenshot shows the 'Internet Connection Wizard' window, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' and the subtitle is 'E-mail Server Names'. Below the subtitle, there is a mouse cursor icon. The main text reads: 'My incoming mail server is a POP3 server.' Below this, there is a label 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text input field containing 'mail.newmex.com'. Below that, 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 'smtp.newmex.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Type your user name and password in the **Account Name** and **Password** fields. Click **Next**.



The screenshot shows the 'Internet Mail Logon' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a prompt: 'Type the account name and password your Internet service provider has given you.' There are two text input fields: 'Account name:' with the text 'user' and 'Password:' with masked characters '*****'. Below the password field is a checked checkbox labeled 'Remember password'. Further down, there is a paragraph of 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.' Below this text is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

8. Click **Finish**.



The screenshot shows the 'Congratulations' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Congratulations'. Below the heading, there is a message: 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.' At the bottom of the window, there are three buttons: '< Back', 'Finish', and 'Cancel'. The 'Finish' button is highlighted with a dotted border, indicating it is the active button. A mouse cursor is pointing at the 'Finish' button.