

# Set Up an Outlook Express E-Mail Account

<http://www.microsoft.com/windows/ie/ie6/using/howto/oe/setup.msp>

The Internet Connection Wizard makes short work of setting up your online mailbox by walking you through each step for every e-mail account you set up.

1. Before you get going, make sure you know your email address along with the following information. (You may need to contact your ISP, Internet Service Provider, to get it.)

## First, information about the e-mail servers:

- The type of e-mail server you use: POP3 (most e-mail accounts), HTTP (such as Hotmail), or IMAP
- The name of the incoming e-mail server

**Roaring Aardvark Customers:** POP3 – **mail.yourdomainname.com (or .org or .us)**

- For POP3 and IMAP servers, the name of the outgoing e-mail server (generally SMTP)

**Roaring Aardvark Customers:** SMTP – **smtp.yourispprovider (EX: smtp.earthlink.net)**

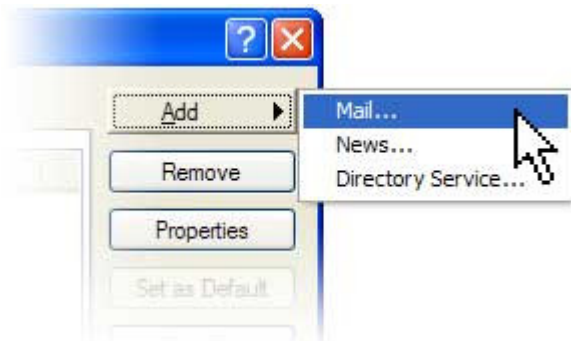
## Second, information about your account:

- Your account name and password  
(For some solid advice about making a secure password, read the [Create strong passwords](#) article.)
- Find out if your ISP requires you to use Secure Password Authentication (SPA) to access your e-mail account—yes or no is all that's required.

2. Start Outlook Express, and on the **Tools** menu, click **Accounts**.

If the Internet Connection Wizard starts up automatically, skip ahead to step 4.

3. Click **Add**, and then click **Mail** to open the Internet Connection Wizard.



Mail option from the Add button

4. On the **Your Name** page of the wizard, type your name as you want it to appear to everyone who gets e-mail from you, and then click **Next**.

Most people use their full name, but you can use any name—even a nickname—that people will recognize.

5. On the **Internet Explorer Address** page, type your e-mail address, and then click **Next**.

6. On the **E-mail Server Names** page, fill in the first block of information that you gathered from your ISP in step 1.

**POP3:** mail.yourdomainname.com/org/us. **SMTP:** smtp.yourispinfo.net or .com – (it will not be the same as the pop3) then click **Next**.



Internet Connection Wizard's E-mail Server Names

**Note:** If you chose HTTP as your incoming e-mail server—as for a Hotmail or MSN account—this wizard page changes slightly so you can identify your HTTP mail service provider.

7. On the **Internet Mail Logon** page, type your account name and password.



Internet Connection Wizard's Internet Mail Logon

**Note:** If you're concerned about break-ins to your e-mail, click to clear the check in the **Remember Password** box. You'll then be prompted for the password each time you send or retrieve mail.

8. Click **Next**, and then click **Finish**.  
You're ready to send your first e-mail!



**Unsure if your new e-mail account is working?** Send an e-mail message to a friend. If they get the message, your account is ready to roll! But if you run into problems setting up your account, Outlook Express offers help. Search for troubleshooting topics from **Contents and Index** on the **Help** menu.