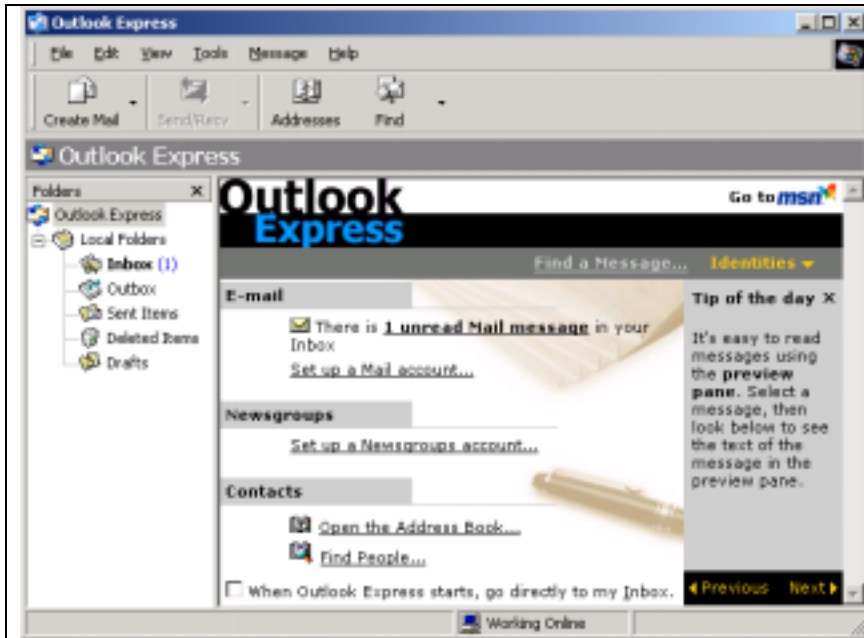


To: All Staff  
Date: December 12, 2002  
Re: Email account and client configuration changes

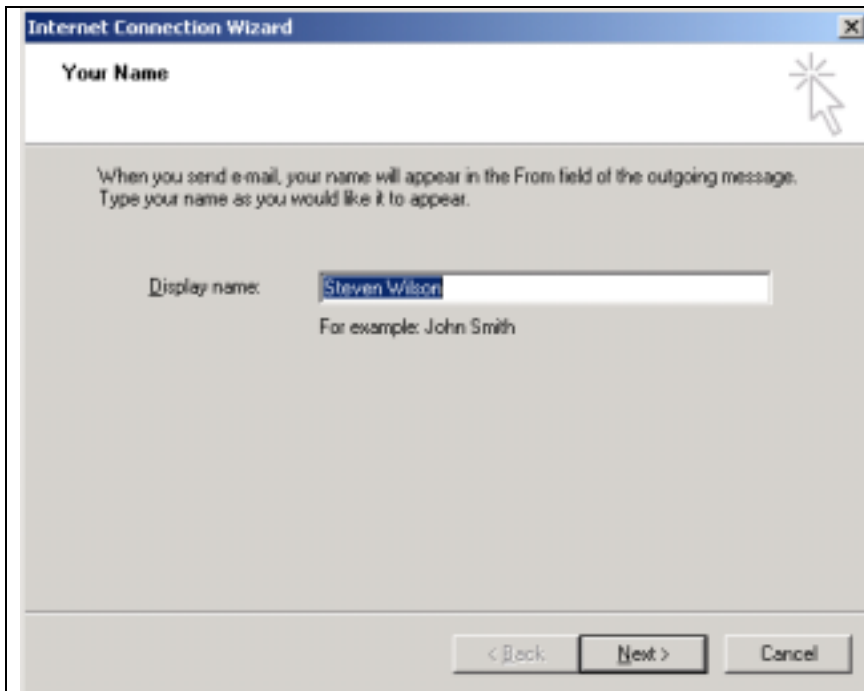
## Outlook Express mail configuration



### Step 1

Open Outlook Express  
From Start > Programs  
Or from bottom tool bar

Choose Tools >Accounts>Mail  
Add > Mail



### Step 2

Choose a name for this account  
profile

The screenshot shows the 'Internet E-mail Address' step of 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 with the instruction: '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 'wilson@harwich.edu'. Below the input field, there is a small text example: 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the top right corner of the window.

## Step 3

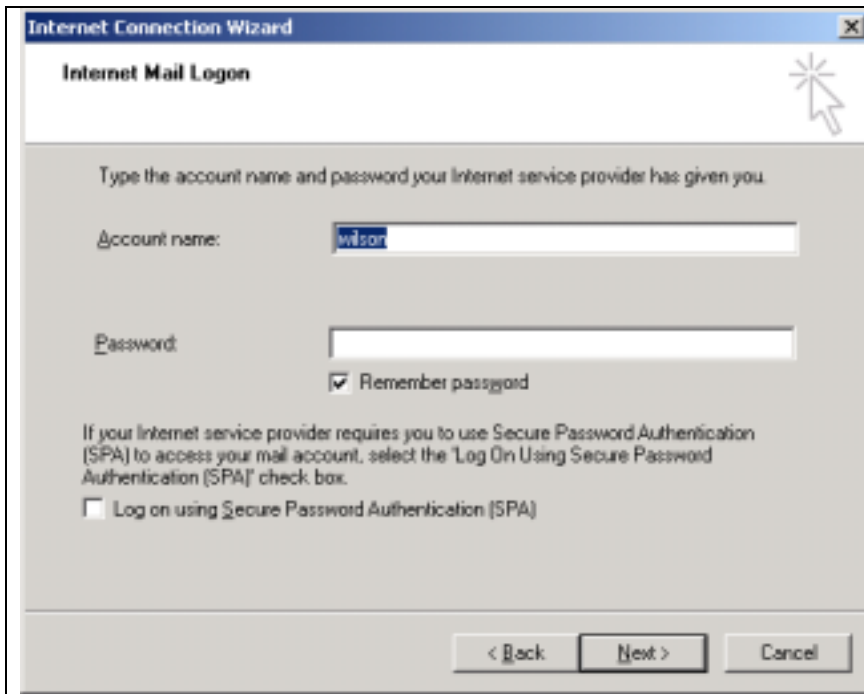
Fill in your email address

The screenshot shows the 'E-mail Server Names' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a text box with the instruction: '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 'hmail.harwich.edu'. Below this, 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 'hmail.harwich.edu'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the top right corner of the window.

## Step 4

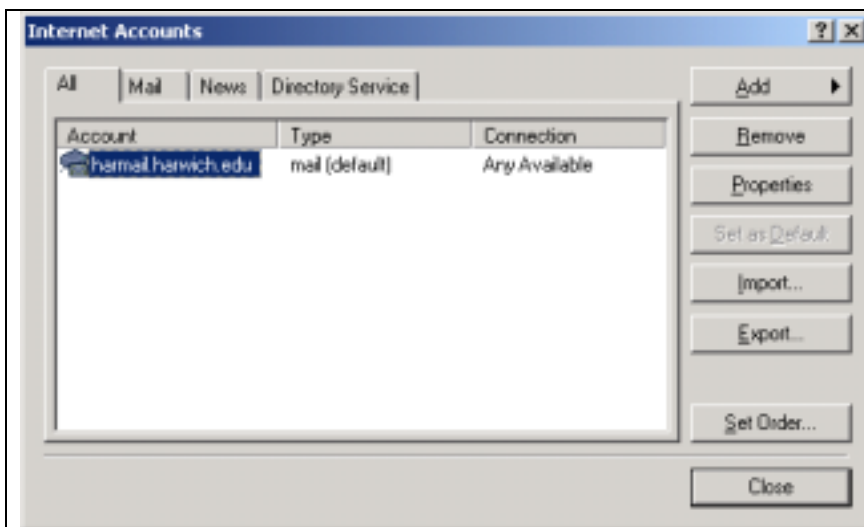
Fill in the name of both the incoming and outgoing mail server

Harmail.Harwich.edu



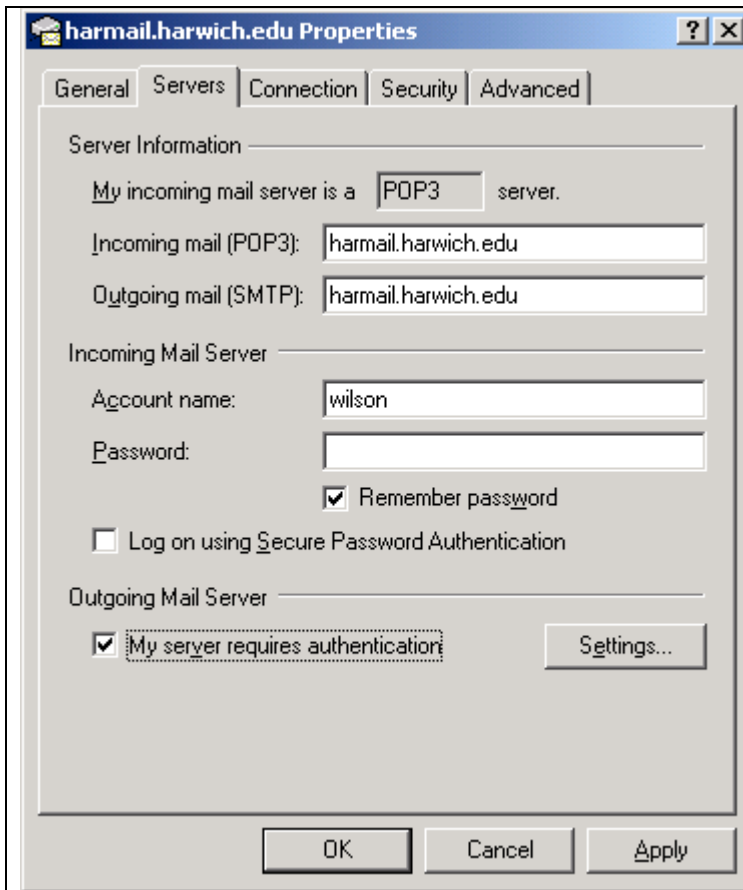
## Step 5

Complete your username and password



## Step 6

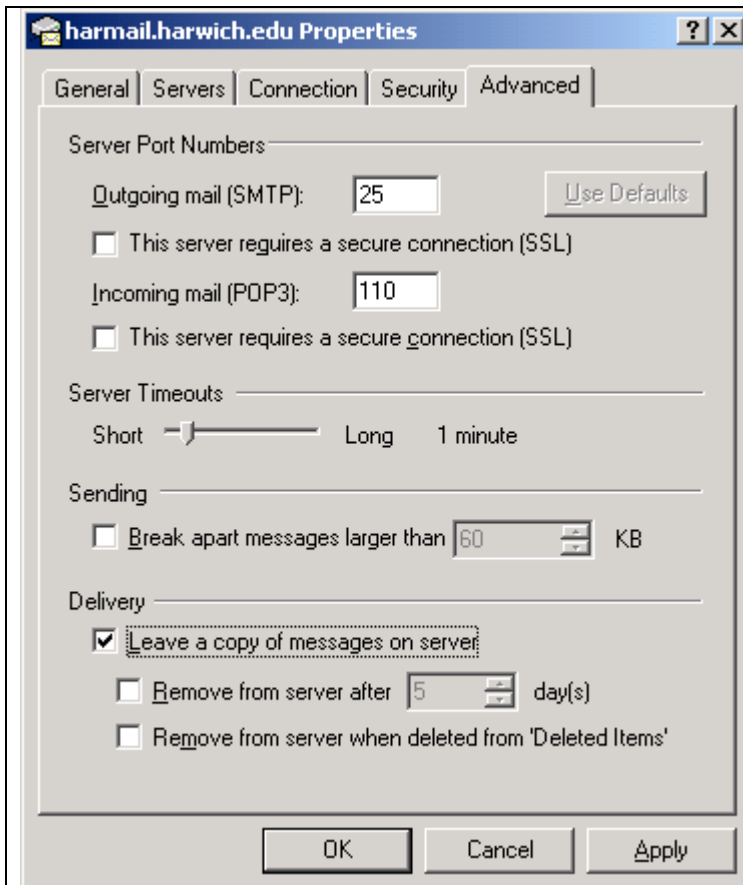
Remove all default installed accounts except the one you have just created  
harmail.harwich.edu becomes your (default) mail account



## Step 7

Highlight the account you have created and choose > Properties > Servers

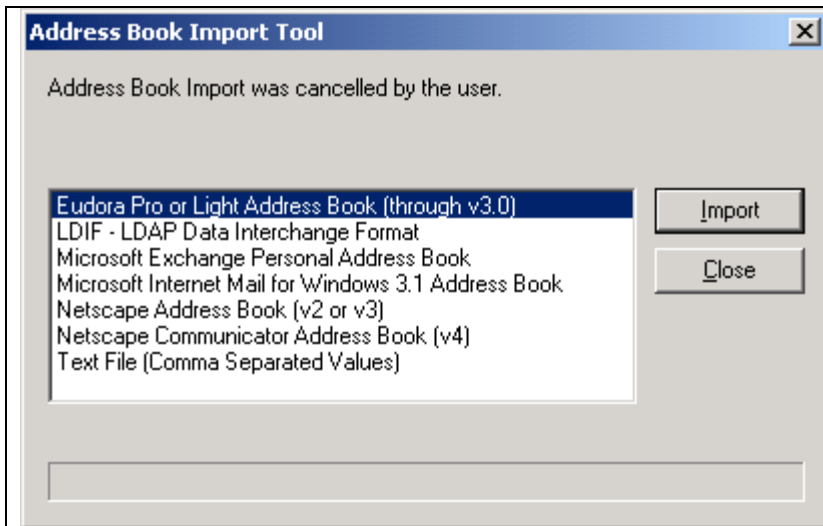
Check Box  
"My server requires authentication"



## Step 8

Within the Properties Tab, choose > Advanced

Depending on your choice,  
Choose to leave a copy on the mail  
server or not.



## Step 9

One of the nice features of Outlook Express is the ability to copy other email address books into Outlook Express

Open your other email program,  
then choose > File >  
Import other Address book