



Outlook Express

The following instructions will help you set up your email account if you use Outlook Express.

Instructions to Add an Account

1. Click on “Tools”
2. Click on “Accounts”
3. Click on “Mail”, click “Add”, click “Mail”
4. Enter “User Name” and click “Next”
5. Enter Email Address (for example, user-id@yourdomainname.com)
6. Here you have the option to pick a server type. Your options include “**IMAP**” and “**POP3**”. “IMAP” leaves all emails on one server. “POP3” will allow you to delete an email from the server if you are the same PC. Click either “IMAP” or “POP3”
7. Enter your “Incoming mail server” (for example, mail.yourdomainname.com)
8. Enter your “Outgoing mail server” (for example, mail.yourdomainname.com) and click “Next”
9. Enter the “Account Name” as your User-ID
10. Click the box that says “Remember password” DO NOT check the box that says “SBA Authentication” because your email will not work, click “Next”
11. Click “Finish”

You should now have set up multiple accounts setting up your email. If you still require assistance please call 717-975-1926.