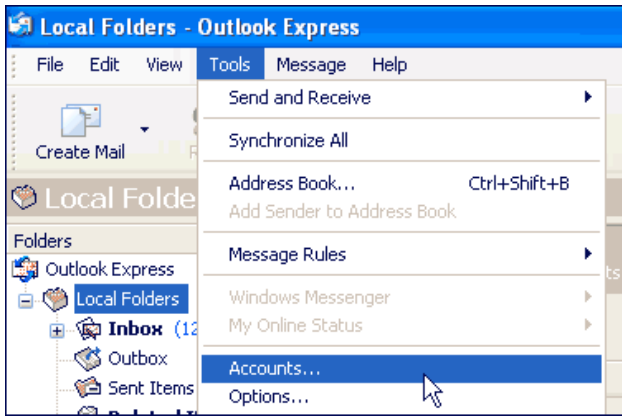
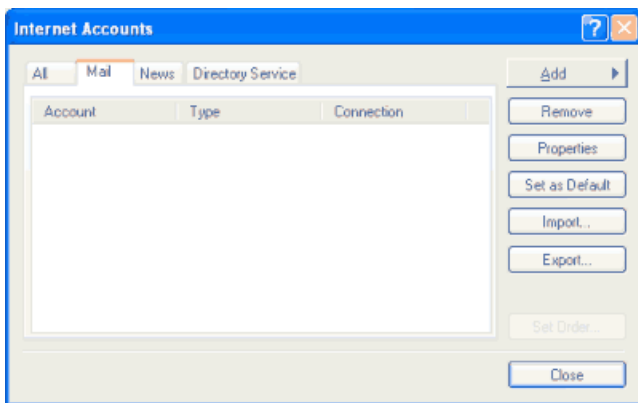


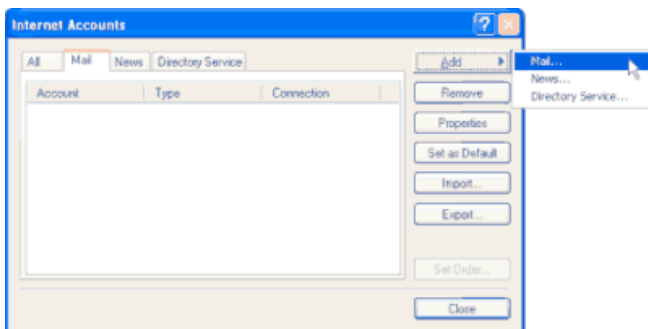
Setting up your new email account in Outlook Express



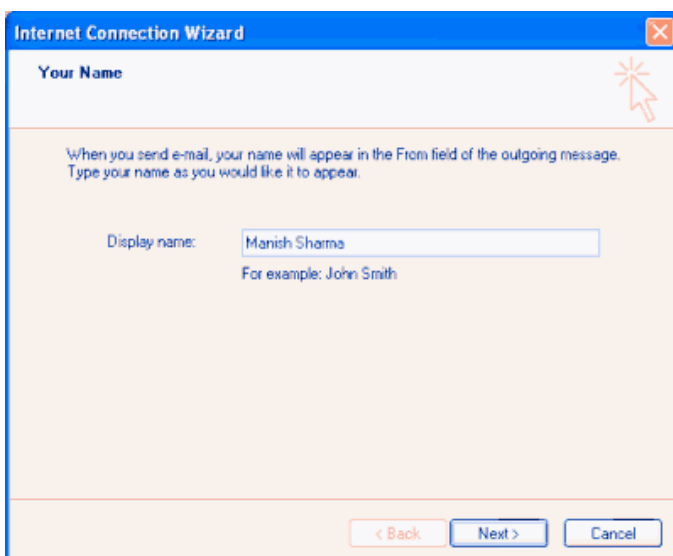
1) Start Outlook Express. Click on Tools in the menu bar and then go to Accounts



2) This brings up the Internet Accounts pop-up window. Click on the Mail tab, to bring it to the front if it is not already so. If you are starting Outlook Express for the first time, there would not be any email accounts listed on this window.

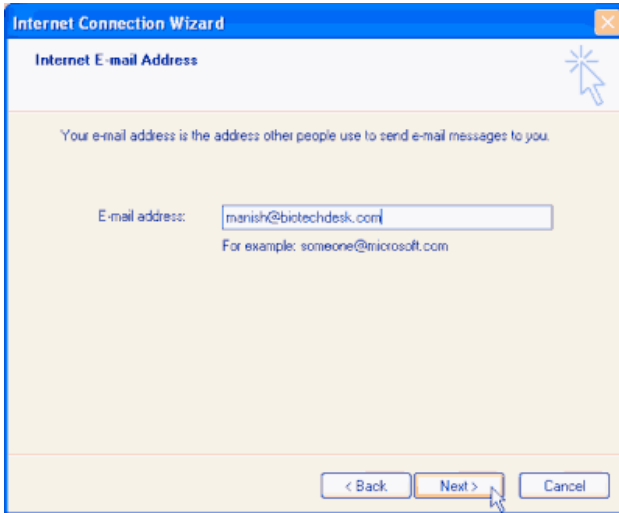


3) To add a new mail account, click on the Add button and then on Mail as shown in the image below.



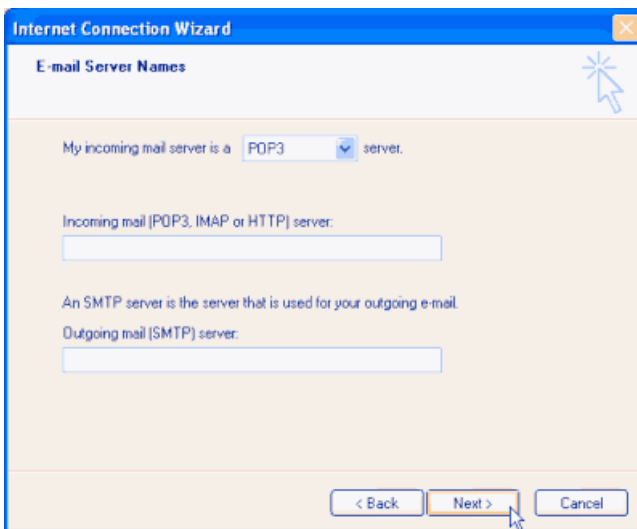
4) This brings up the Internet Connection Wizard pop-up window. Enter your name in the Display Name field and click on the Next button.

Setting up your new email account in Outlook Express



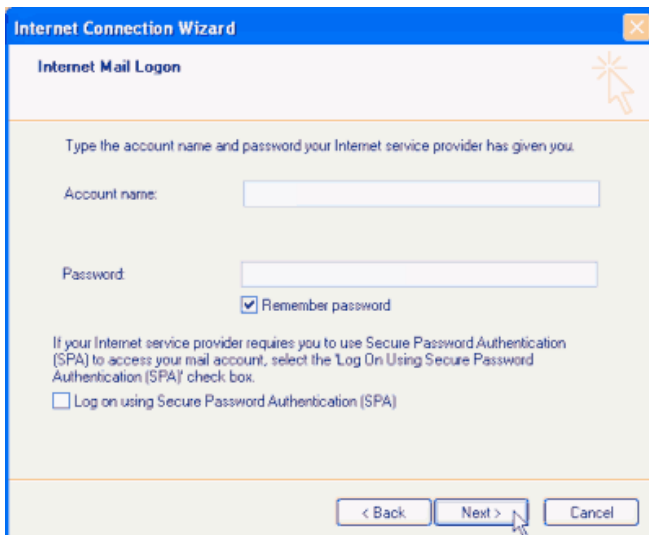
The screenshot shows the 'Internet Connection Wizard' window with the 'Internet E-mail Address' step selected. The window title is 'Internet Connection Wizard'. Below the title bar, the text reads 'Internet E-mail Address'. A sub-header says 'Your e-mail address is the address other people use to send e-mail messages to you.' There is a text input field labeled 'E-mail address:' containing the text 'manish@biotechdesk.com'. Below the input field, it says '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 'Next >' button.

5) The wizard now asks for your email address. Enter the full email address and click on the Next button.



The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' step selected. The window title is 'Internet Connection Wizard'. Below the title bar, the text reads 'E-mail Server Names'. A sub-header says 'My incoming mail server is a POP3 server.' There is a dropdown menu showing 'POP3'. Below this, there is a text input field labeled 'Incoming mail (POP3, IMAP or HTTP) server:'. Below that, there is another text input field labeled 'Outgoing mail (SMTP) server:'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

6) Fill out the incoming and outgoing mail servers (leave drop down menu as POP3)



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' step selected. The window title is 'Internet Connection Wizard'. Below the title bar, the text reads 'Internet Mail Logon'. A sub-header says 'Type the account name and password your Internet service provider has given you.' There are two text input fields: 'Account name:' and 'Password:'. Below the 'Password:' field, there is a checked checkbox labeled 'Remember password'. Below that, there is a text input field 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.

7) The last information that you need to enter to complete the setup of the new account is the username and password for that email account. (Please note:- Do not tick log on using...)

Setting up your new email account in Outlook Express

8) In the following window, click on the Finish button to complete the process of setting up a new email account in Outlook Express.

