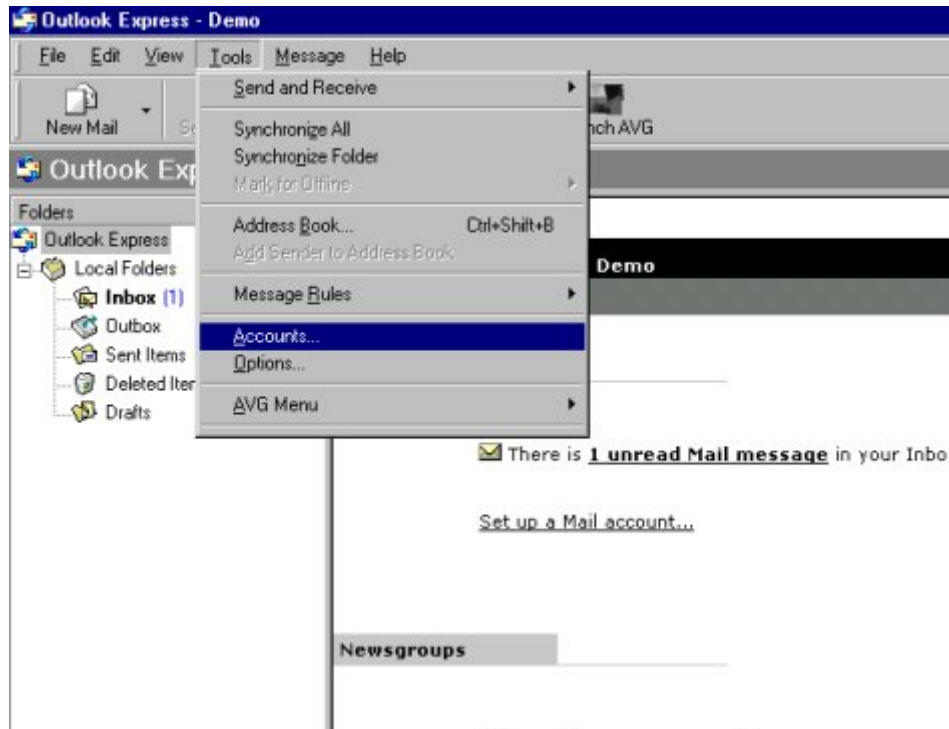


## Creating A New Account

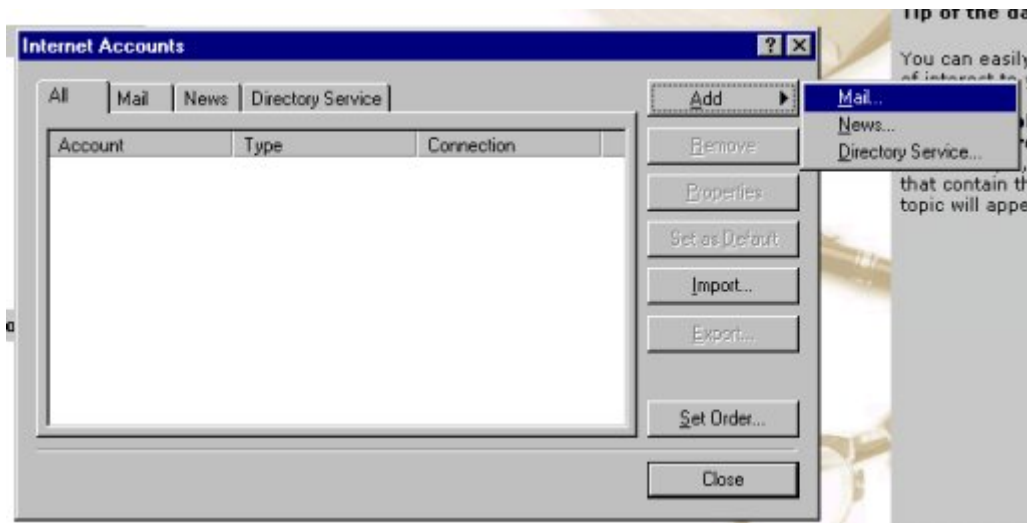
You've opened up Outlook Express, but now you want to create a new account. Here are the basic easy steps to create a new account with Outlook Express. First, before we start, I'm assuming you have an email account that you want to set up. Here are the basic steps to set up a POP3 or IMAP email account with Outlook Express:

Step One:



You open Outlook Express then to the Tools Tab at the top. Look at the picture above. Scroll down to Accounts and click it.

Step Two:



This new box will open once you complete step one. You go to the add button and highlight Mail. See above picture.

Step Three:



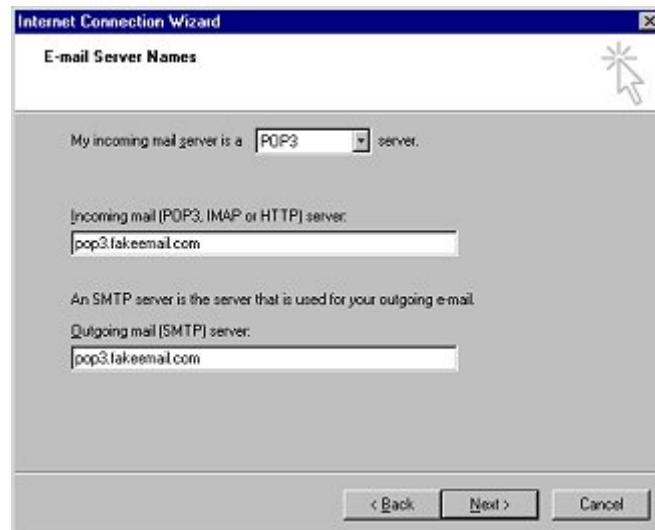
The first thing they'll ask you is for you Display Name. This will be the name that will appear when you send mail to others. I would suggest, unless this is a business email and your name is needed, that you use an alias, nickname, or clipped version of your name. You'll be sending emails to many people in your daily use and you might not want them all knowing your real name. So fill this in the way you chose.

Step Four:



This will be the email address that others will use when sending emails back to you. Just fill in your email address here. See above picture.

Step Five:



The next section involves the pop3, IMAP, or HTTP settings for your mail server. Most Internet Service Providers will provide you with the necessary information to fill in here. Incoming and Outgoing is almost always the same server. Just fill in the appropriate fields.

Step Six:



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this are two input fields: "Account name:" containing "JoeDoe" and "Password:" containing "\*\*\*\*\*". A checked checkbox labeled "Remember password" is positioned below the password field. A note states: "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 the note is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom are three buttons: "< Back", "Next >", and "Cancel".

Account name and Password. These are the username you have for you email account and the password. Make sure to tick the box that says Remember Password if you don't want to type in your password every time you connect.

Step Seven:



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Congratulations". The main text reads: "You have successfully entered all of the information required to set up your account. To save these settings, click Finish." At the bottom are three buttons: "< Back", "Finish", and "Cancel".

Click Finish and you are done.