

Quick Start Guide

Outlook Express: Guidelines for email account setup

Website: Microsoft Outlook Express - <http://www.microsoft.com/Windows/oe/>

License: Freeware

Download: Microsoft - <http://www.microsoft.com/windows/ie/default.msp>]

Sample Configuration parameter:

User Information:

Your name: Name Surname

Email address: user@your-domain.com

Server Information:

Incoming (Secure POP3) mail server: mail.mitra.net.np (port 995)

Outgoing (Secure SMTP) server: mail.mitra.net.np (port 465)

Incoming IMAP server: mail.mitra.net.np (port 993)

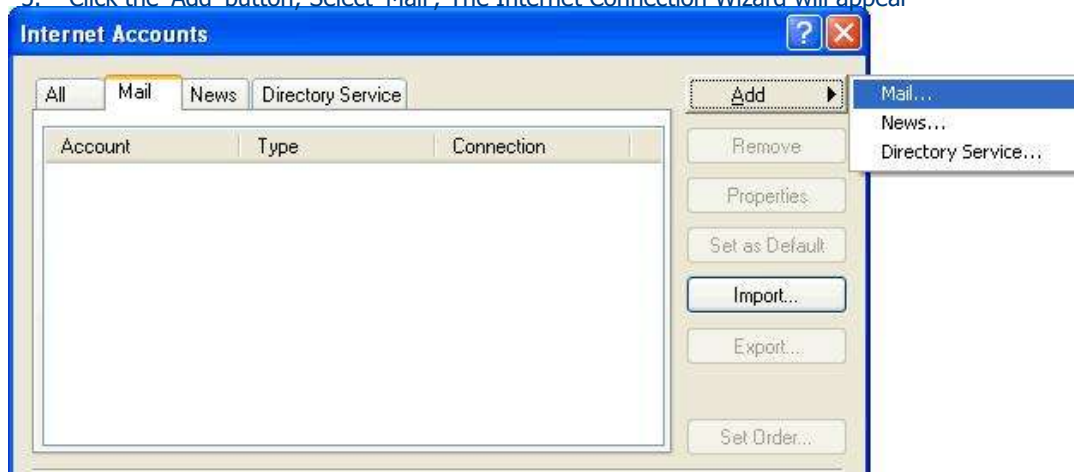
Account name: user@your-domain.com

Password: mailbox password

(where 'your-domain.com' is the name of your registered domain with Hetzner)

Guidelines for email account setup:

1. Launch Microsoft Outlook/Express
2. Select 'Tools' from the top menu bar
3. Select 'Accounts'
4. Select the 'Mail' tab
5. Click the 'Add' button; Select 'Mail'; The Internet Connection Wizard will appear



6. Enter your name (to appear in your emails)



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7. Enter your email address

The screenshot shows the "Internet Connection Wizard" window with the "Internet E-mail Address" tab selected. The window title is "Internet Connection Wizard" and it has a close button in the top right corner. 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 "username@yourdomain.com". Below the input field, there is a small text example: "For example: someone@microsoft.com".

8. Enter the email server names information as per sample configuration above

The screenshot shows the "Internet Connection Wizard" window with the "E-mail Server Names" tab selected. The window title is "Internet Connection Wizard" and it has a close button in the top right corner. 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 "pop.yourdomain.com". Below this, there is a label "Outgoing mail (SMTP) server:" followed by a text input field containing "smtp.your-isp.com".

The screenshot shows the "Internet Connection Wizard" window with the "E-mail Server Names" tab selected. The window title is "Internet Connection Wizard" and it has a close button in the top right corner. 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 IMAP server." Below this, there is a label "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "imap.your-domain.com". Below this, there is a label "Outgoing mail (SMTP) server:" followed by a text input field containing "smtp.your-domain.com". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

9. Enter you Account Name as username@your-domain.com and Password



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog box has a blue title bar with a close button in the top right corner. The main area is light beige and contains the following text and controls:

Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

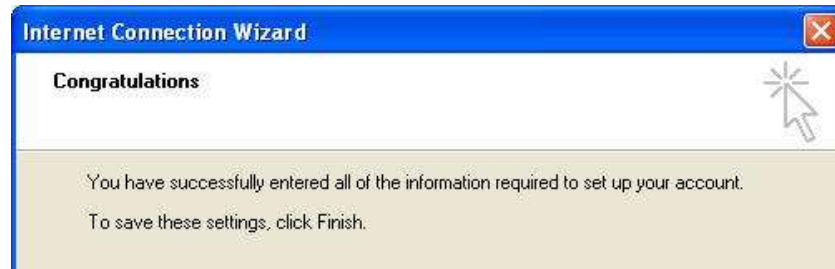
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

10. Your Outlook/Express mail program should now be set up

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Enabling SMTP Authentication:

1. Select 'Tools' from the top menu bar
2. Select 'Accounts'
3. Select the 'Mail' tab
4. Double click on the mail account to open 'Properties'



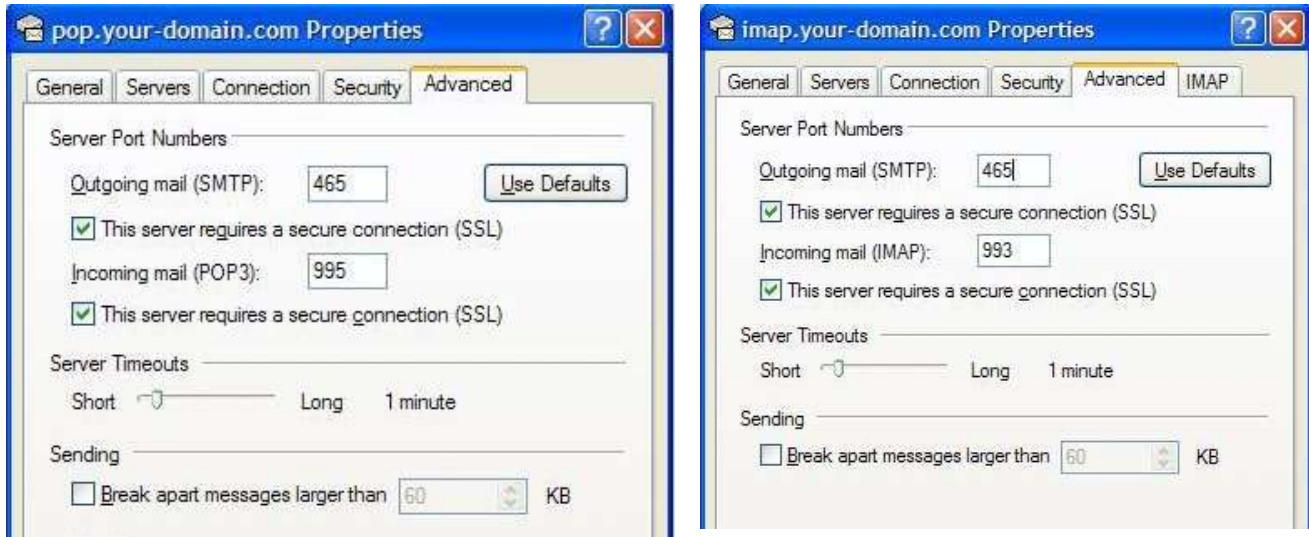
5. Select the second tab 'Servers'



6. Select 'My server requires authentication' under the 'Outgoing Mail Server' section
7. Click on 'Settings' and ensure that the 'Use same settings as my incoming mail server' checkbox is selected
8. Select the 'Advanced' tab
9. Set the Outgoing Server (SMTP) port to 465

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10. Set the Incoming port(IMAP/ SecurePOP) to 993 /995 respectively plus tick on 'This server requires a secure connection.'
11. Select 'OK' to complete the change