

### SETTING UP AN EMAIL ADDRESS USING OUTLOOK EXPRESS

1. Open Outlook Express
2. Click Tools -> Accounts
3. Click Add
4. Select Mail
5. The Internet Connection Wizard opens up
  - a. In the 'Your Name' step, enter your email address (i.e. [myname@mydomain.com](mailto:myname@mydomain.com))
  - b. Click next
  - c. In the 'Internet Email Address' step, enter your email address (i.e. [myname@mydomain.com](mailto:myname@mydomain.com))
  - d. Click next
  - e. In the 'Email Server Names' step, enter the following (highlighted in bold):
    - i. My Incoming Mail Server is a **POP3** server.
    - ii. Incoming mail (POP3, IMAP or HTTP) server: **mail.mydomain.com**  
(replace mydomain with your domain name)
    - iii. Outgoing mail (SMTP) server: mail.mydomain.com  
(replace mydomain with your domain name)  
If you have a COX Cable residential account the setting is: **smtp.west.cox.net**  
If you have an Earthlink account the setting is: **mail.Earthlink.net**
  - f. Click next
  - g. In the 'Internet Mail Logon' step, enter the username & password you were provided
  - h. Click next
  - i. Click Finish
  - j. Click Close

Your Account is setup.

You can test it by sending an email to someone.

If you experience a problem, Double-check your settings. To check your settings:

1. Click Tools -> Accounts
2. Click Mail Tab
3. Double-Click on the account you created
4. The General Settings are under the General Tab
5. The Server Settings are under the Server Tab