

## Start Outlook Express

There are many ways to start Outlook Express, but here's a sure way to find and start it.

1. Click the **Start** button on the lower left of your desktop.
2. Point to **All Programs**
3. Then click **Outlook Express**

These first three steps are shown in the image below:



Opening Outlook Express from the Start menu

4. If asked whether you'd like to open this particular account automatically every time you start Outlook Express, click **Yes** (if you do) or **No** (if you don't).

If you don't want to be asked this question again, click to check the **Always perform this check...** box.

5. Check **When Outlook Express starts, go directly to my Inbox.**

Outlook Express directs all incoming mail to the Inbox, so it makes sense to bypass this opening page.

If you don't see the list of folders and contacts on the left, click **View** on the top menu then click **Layout**. Click **Contacts** and **Folder List** to check them, and then click **OK**.



Outlook Express list of folders

**Quick start.** You'll notice that when you use Outlook Express regularly, Windows XP will put the Outlook Express icon on the Start menu (along with other programs you've used recently). In that case, just click the **Outlook Express** icon in the **Start** menu to open the program.

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## How to Set Up an Outlook Express E-Mail Account

The Internet Connection Wizard makes short work of setting up your online mailbox by walking you through each step for every e-mail account you set up.

1. Before you get going, make sure you know your email address along with the following information. (You may need to contact your ISP, Internet Service Provider, to get it.)

### First, information about the e-mail servers:

- The type of e-mail server you use: POP3 (most e-mail accounts), HTTP (such as Hotmail), or IMAP
- The name of the incoming e-mail server
- For POP3 and IMAP servers, the name of the outgoing e-mail server (generally SMTP)

### Second, information about your account:

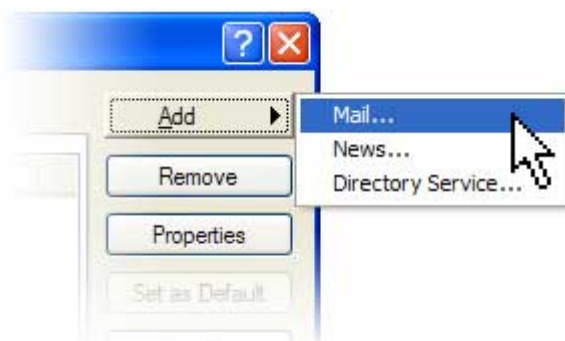
- Your account name and password

(For some solid advice about making a secure password, read the [Create strong passwords](#) article.)

- Find out if your ISP requires you to use Secure Password Authentication (SPA) to access your e-mail account—yes or no is all that's required.
2. Start Outlook Express, and on the **Tools** menu, click **Accounts**.

If the Internet Connection Wizard starts up automatically, skip ahead to step 4.

3. Click **Add**, and then click **Mail** to open the Internet Connection Wizard.



Mail option from the Add button

4. On the **Your Name** page of the wizard, type your name as you want it to appear to everyone who gets e-mail from you, and then

click **Next**.

Most people use their full name, but you can use any name—even a nickname—that people will recognize.

5. On the **Internet Explorer Address** page, type your e-mail address, and then click **Next**.
6. On the **E-mail Server Names** page, fill in the first block of information that you gathered from your ISP in step 1, and then click **Next**.



The screenshot shows the 'E-mail Server Names' window. It has a title bar with the text 'E-mail Server Names'. The main content area contains the following text and input fields:

- 'My incoming mail server is a  server.'
- 'Incoming mail (POP3, IMAP or HTTP) server:' followed by an input field containing 'mail.cpandl.com'.
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by an input field containing 'SMTP.cpandl.com'.

#### Internet Connection Wizard's E-mail Server Names

**Note:** If you chose HTTP as your incoming e-mail server—as for a Hotmail or MSN account—this wizard page changes slightly so you can identify your HTTP mail service provider.

7. On the **Internet Mail Logon** page, type your account name and password of your Internet service provider, which is the current e-mail address that you have to automatically get all your e-mails.



The screenshot shows the 'Internet Mail Logon' window, which is part of the 'Internet Connection Wizard'. The title bar says 'Internet Connection Wizard' and the window title is 'Internet Mail Logon'. The main content area contains the following text and input fields:

- 'Type the account name and password your Internet service provider.' followed by a large instruction box.
- 'Account name:' followed by an input field containing 'katiemw'.
- 'Password:' followed by an input field containing ten dots.
- A checkbox labeled 'Remember password' which is checked.
- At the bottom, there is a note: 'If your Internet service provider requires you to use Secure Password (SPA) to access your mail account, select the Log On Using SPA...'.

## Internet Connection Wizard's Internet Mail Logon

**Note:** If you're concerned about break-ins to your e-mail, click to clear the check in the **Remember Password** box. You'll then be prompted for the password each time you send or retrieve mail.

8. Click **Next**, and then click **Finish**.

You're ready to send your first e-mail!



**Unsure if your new e-mail account is working?** Send an e-mail message to a friend. If they get the message, your account is ready to roll! But if you run into problems setting up your account, Outlook Express offers help. Search for troubleshooting topics from **Contents and Index** on the **Help** menu.