Outlook Express Set up

1. Select **Tools** and click on **Accounts.**

🗐 Inbox - Outlook Ex	cpress			
File Edit View To	ools Messag	e Help		
	Send and Re	eceive	•	×××
Create Mail Re	Synchronize	: All		Delete
🖗 Inbox	Address Boo Add Sender	ok to Address Book	Ctrl+Shift+B	
Folders	Message Ru	lles	•	Subject
Gutlook Express ⊡ . (♥) Local Folders 	Windows Messenger • My Online Status •		is view.	
	Newsgroups Ctrl+W		-	
💮 💮 Deleted Item	Accounts		>	
🔤 💯 Drafts	Options			
🖓 news.verizon.com		Subject:		
<u>C</u> ontacts ▼	×	There	e is no message se	lected.
There are no contacts to o on Contacts to create a no	display. Click ew contact.			
0 message(s), 0 unread 🖳 Working Online 🎲 No new messages 🔬				

2. Select Mail and click on Add.

All Mail	News Directory Servi	ce	Add
Account	Туре	Connection	Remove
			Properties
			Set as Default
			Import
			Export
			Set Order
			Close

3. Enter your name in the **Display Name** field and click on **Next**.

Internet Connection Wizard		
Internet E-mail Address		N/S
Your e-mail address is the add	fress other people use to send e-mail messages to you.	
E-mail address: Fo	or example: someone@microsoft.com	
	< Back Next > Ca	ancel

4. Enter your email address in the **email address** field and click on **Next.**

Internet Connection Wizard	d	
Internet E-mail Address		N/
Your e-mail address is the a	address other people use to send e-mail messages to you.	
E-mail address:	For example: someone@microsoft.com	
	< Back Next > Ca	ancel

5. Select **POP3** for **My incoming mail server is a**, make sure you have <u>pop3.spintel.net.au</u> in the **Incoming mail server** field and you have <u>smtp.spintel.net.au</u> in the **Outgoing mail server** field then click on **Next**.

Internet Connection Wizard	
E-mail Server Names	ž
My incoming mail server is a POP3 💉 server.	
Incoming mail (POP3, IMAP or HTTP) server:	
An SMTP server is the server that is used for your outgoing e-mail.	
Outgoing mail (SMTP) server:	
< Back Next >	Cancel

6. Enter your username (does not include @spin.net.au) in the Account name field and your Password in the **Password** field then click on **Next**.

Internet Connection Wizard		
Internet Mail Logon		×
Type the account name and	I password your Internet service provider has given you.	
Account name:		
Password:	Remember password	
If your Internet service provide (SPA) to access your mail acc Authentication (SPA)' check b	er requires you to use Secure Password Authentication ount, select the 'Log On Using Secure Password ox.	
🔲 Log on using Secure Pass	word Authentication (SPA)	
	< Back Next > Ca	ancel

7. Click on Finish.



You are done and ready to start using your SpinTel email account.

Online URL: https://articles.spintel.net.au/article/outlook-express-set-up.html