

Chapter 5 How To Set-Up Your e-mail Accounts (Outlook Express)

This chapter is for adding e-mail accounts only after you have established your online connection. If you have not set up your computer for the dial-up connection see chapter on “Dial-Up Connection.” It is common to have more than one e-mail account. Husband’s and wife’s e-mail address. (Accounts)

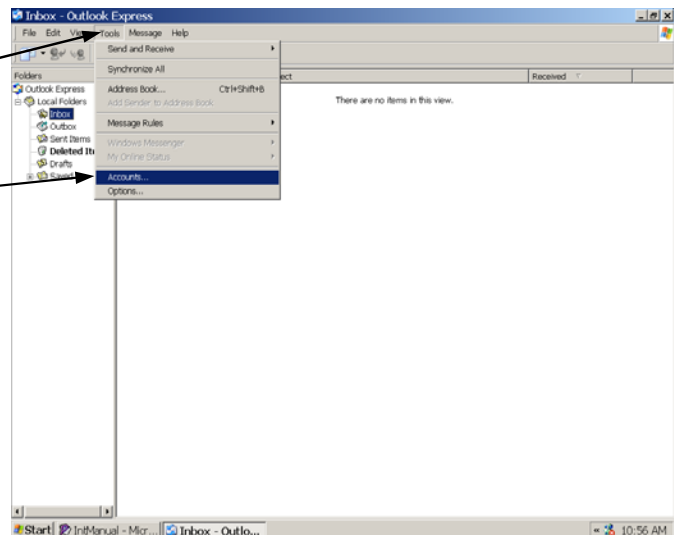
In order to set-up a new e-mail account you must have first established with your Internet Service Provider:

- Additional e-mail addresses. e.a. yourname@bellsouth.net
 - Incoming mail server (POP3) e.a. mail.bellsouth.net
 - Outgoing mail server (SMT) e.a. mail.bellsouth.net
 - Account name and Password
- Should be the same as initial account.

Most often your ISP will walk you through this set-up via telephone. It is a usual service of an ISP. When calling them, have your computer turned on and your e-mail program (Outlook Express) running. You do not have to be on-line.

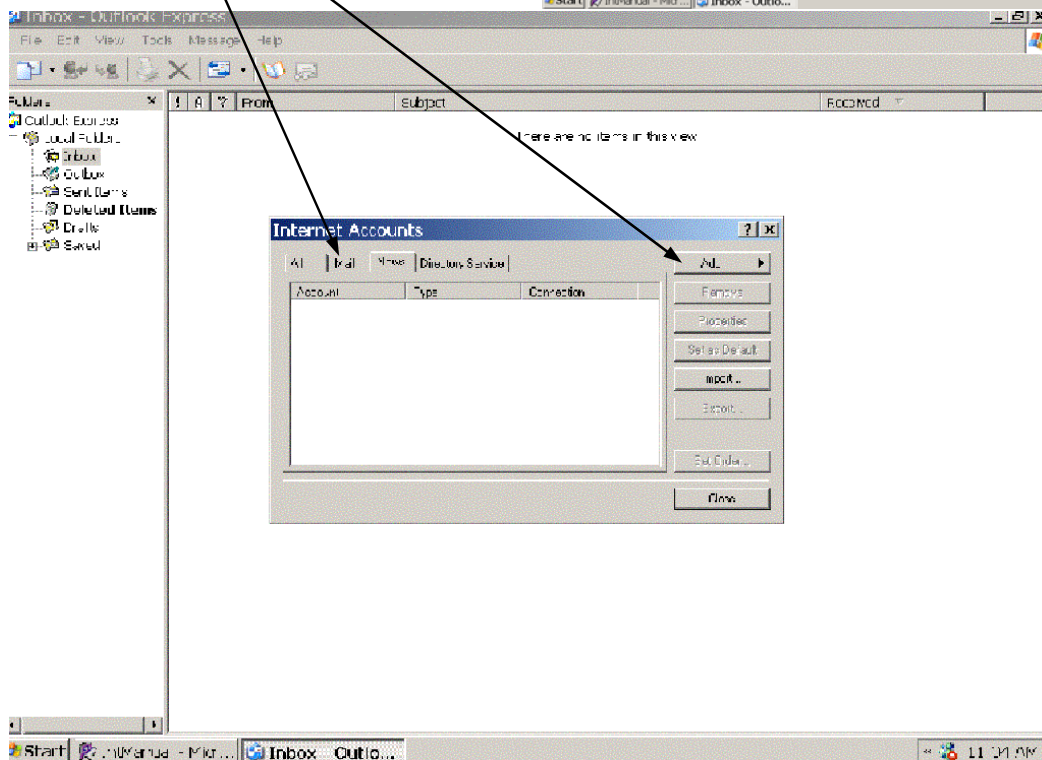
Creating an e-mail account

Open your Outlook Express. From the Menu Bar click on “Tools.” that will show a menu like this shown. Click on “accounts.”



This will open up another window shown below. Click on the “Mail” tab. This is where your account will always show.

Now click on the “Add” button and then on “Mail.” This will start the the “Internet Connection Wizard”

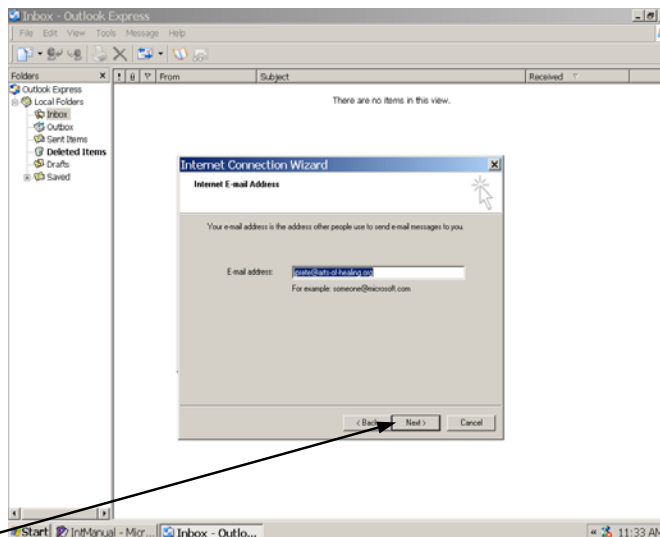


The Internet Connection Wizard

You are now to proceed with “The Internet Connection Wizard” to its completion. Make sure you have all the information from your ISP listed from the previous page. The “Wizard is for NEW accounts only. If you are making changes in an existing account the procedure is a little different.

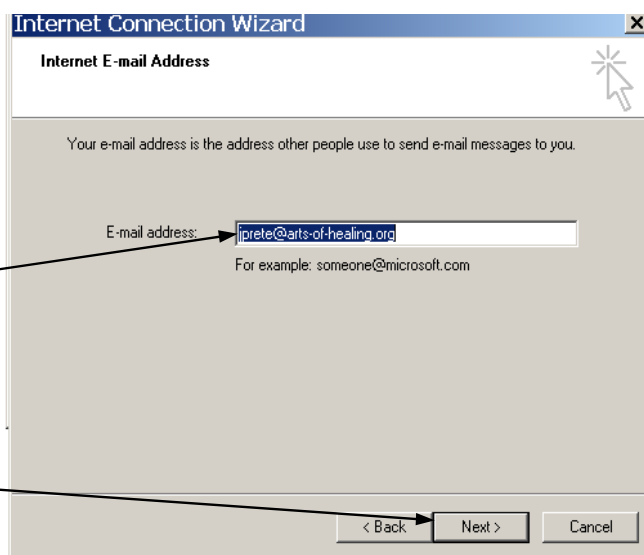
The first window will request the name on your account. This should NOT be your e-mail address but the name you want to appear on the “from” list of your e-mail message when it is received by your recipients.

Click on “Next” when finished



In this window you will need to type your complete e-mail address as it is listed, given, or decided upon with your ISP. It must be exact.

Click on “Next” when finished

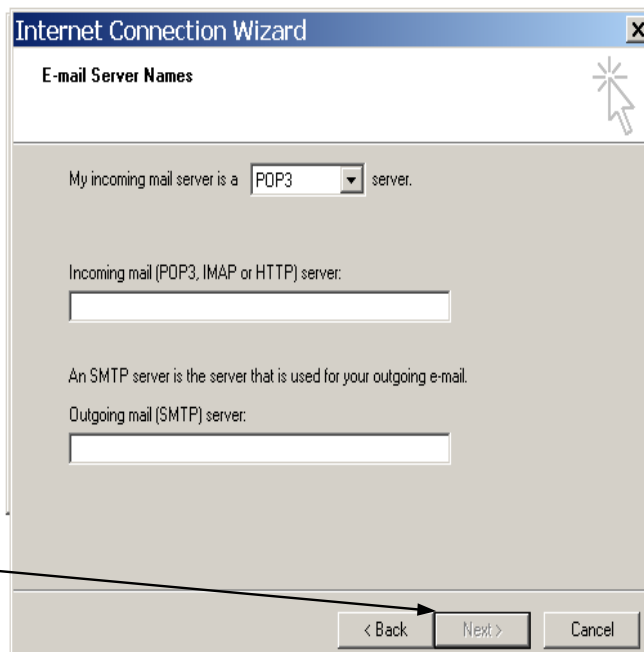


This information again is from the list on the previous page.

This window is the location on your ISP’s server of your “Inbox.” It is important to be exact or it will not locate your e-mail. It usually consists of the word “mail” followed by a “.” and the name of the server where it is located. The name could be the ISP’s name for all its general mail or the name of your web site if you have one.

The next box is the outgoing mail server for the e-mail that you are sending. Again exact. It usually consists of the word “mail” or “SMTP” followed by a “.” and then the name of the server.

When finished click on “next.”



Again this information is from the list on the previous page. It is the account name from your ISP and the password you have agreed upon. If you check the remember password you will not have to type it again when you get or download your e-mail.

The Secure Password should not be checked unless your ISP requires it.

Click on “Next”

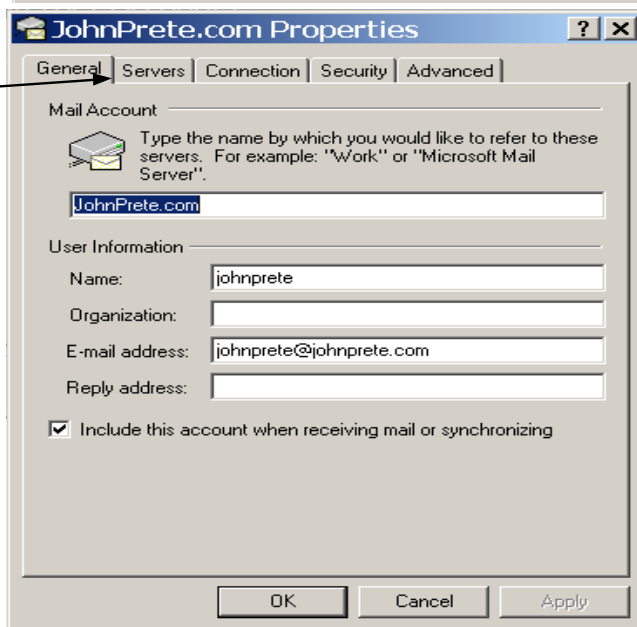
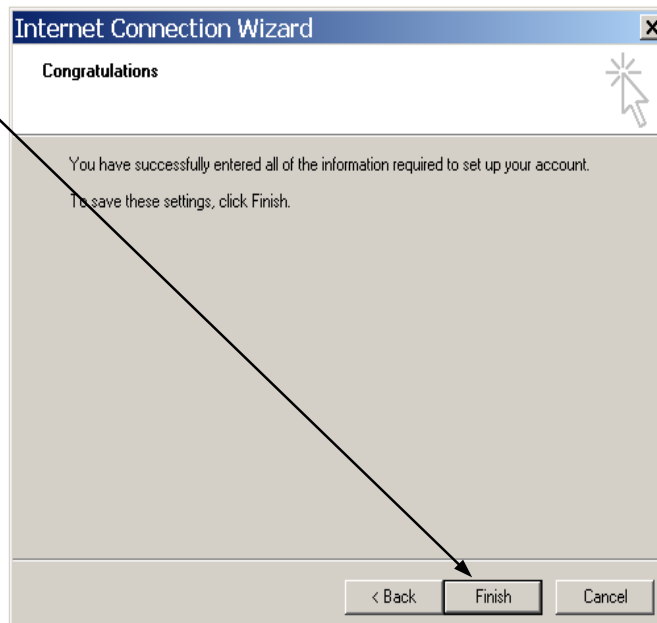
When you click on the “Finish” button you will have completed the procedure and your account will now appear in your accounts folder.

You can check on it by following the procedure again beginning with clicking on the “accounts” from the Tools Menu of the opening page of Outlook Express.

If you need to edit or make any changes in your account information you will highlight your account and instead of clicking on “Add” you will click of the “Properties” button. Make sure that you have highlighted (clicked on) your account first.

The Edit or “Properties” window looks different than the “Wizard” window. It is a concise series of “tabbed” folders organized with all your information that you can edit or change.

You may want to glance through each folder. If everything is working OK, but do not make any changes unless you know what you are doing. If you are consulting with your ISP technician, he or she will probably direct you to these folders to direct you in making any corrections that must be made. . . Or he/she may direct you in establishing a new account from the “Add New Account” and take you through the entire procedure adding the information as you proceed.



Having more than one e-mail Account (e-mail addresses)

You and your wife may want to have your own e-mail address. You may also want to have more than one e-mail address yourself for different reasons. Whatever the number, your Internet Service Provider gives you a separate inbox (mailbox) on the ISP's server for each e-mail address. Do not confuse your server (ISP's) mailbox (inbox) with the "Inbox" on your computer in your "Outlook Express" e-mail program. The "Inbox" on your computer is where you download the e-mail to. . . and the Inbox or mailbox on the ISP server is where you are downloading from. This allows you to manage your mail from your computer rather than being online and managing your e-mail from your ISP's website using the ISP's e-mail program. ISP's e-mail programs are often very limiting and restricted. It is to your many advantages to manage your e-mail from your computer at your convenience. You are better able to create, manage, store and maintain control of your messages on your computer and then upload them to the Internet.

Here is an example of multiple accounts as they would appear in your "Internet Accounts" folder when you click on "Accounts" from the "Tools" menu. This is also where you will manage your accounts should you want to add, remove, or just make changes or corrections.

Remember, you cannot add accounts unless you have first established an account with ISP and an e-mail address is established on the ISP's server.

Downloading your e-mail (Multiple Accounts)

When you open up your e-mail program (Outlook Express) and your "Inbox" is highlighted and you must be actively online, you are now ready to download your e-mail from the ISP's mailbox. The window showing on screen must be your "Inbox" "Outlook Express" and the "Inbox" will be highlighted in the folders column.

The "Send/Receive" icon on the Icon Bar or the Send and Receive command in the "Tools" menu will download all messages in all accounts listed in your "Accounts" folder. If you choose you may download only one account at a time by highlighting and clicking on the account listed. As your messages are downloading they will appear in your "Inbox" as they are downloading. Your messages are now loaded onto your computer and erased from the ISP's server unless you set up to just copy them.

You no longer have to be online to manage your e-mail. You can create your e-mail offline and send it out the same way.

