



## Webmail POP and IMAP Configuration – Outlook Express

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This information is for clients who want to **POP** or **IMAP** to **Webmail** account using **Outlook Express**. You will need the following:

- PC running and operating system that supports **Microsoft Outlook Express**
- E-mail address and password that was set up by your **Webmail** or **E-mail Administrator**.

### Getting Started:

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- [E-mail Server Names \(POP\)](#)
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### Your Name

Run the auto-configuration tool.

Enter the **Display Name** for the e-mail account that you are creating.

The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a mouse cursor icon. The text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a text input field labeled "Display name:" containing the text "John Smith". Below the input field is the text "For example: John Smith". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

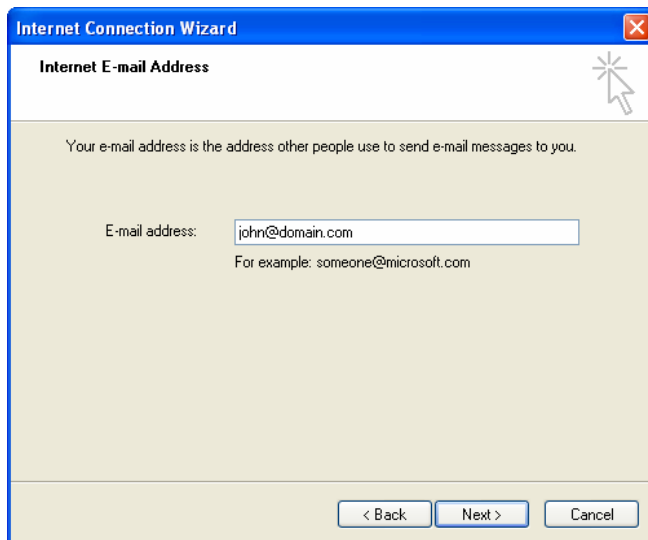
*The Display Name is what you or an e-mail recipient will see when you send a message.*

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## Internet E-mail Address

Enter the e-mail address you are setting up that relates to the Display Name



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main title is "Internet E-mail Address". Below the title, there is a mouse cursor icon. The text reads: "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 "john@domain.com". Underneath the input field, it says "For example: someone@microsoft.com". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

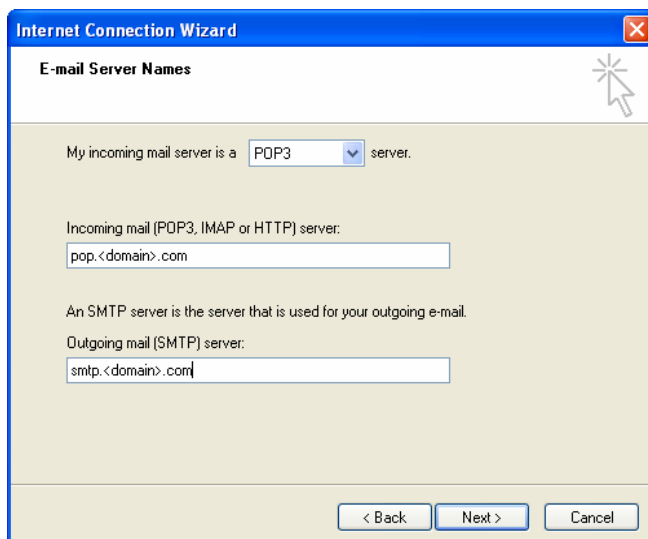
*This is the email address that was given to you by your **Webmail** or **E-mail Administrator**.*

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## E-mail Server Names (POP)

Enter the Server Information.

Note: For **IMAP** skip to the next step



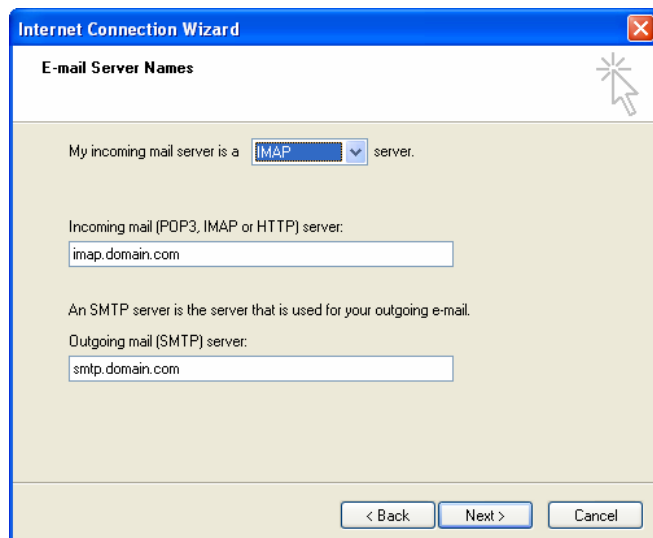
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main title is "E-mail Server Names". Below the title, there is a mouse cursor icon. The text reads: "My incoming mail server is a POP3 server." Below this, there is a dropdown menu showing "POP3" and a "server." label. Below that, it says "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "pop.<domain>.com". Below this, it says "An SMTP server is the server that is used for your outgoing e-mail." followed by "Outgoing mail (SMTP) server:" and a text input field containing "smtp.<domain>.com". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

*This information should reflect either the domain name you have set up a e-mail account for or information that was given to you by your **Webmail** or **E-mail Administrator**.*

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## E-mail Server Information (IMAP)

Enter server information.



The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'E-mail Server Names'. It contains the following fields and options:

- A dropdown menu for 'My incoming mail server is a' set to 'IMAP'.
- A text box for 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'imap.domain.com'.
- A text box for 'Outgoing mail (SMTP) server:' containing 'smtp.domain.com'.
- Buttons for '< Back', 'Next >', and 'Cancel'.

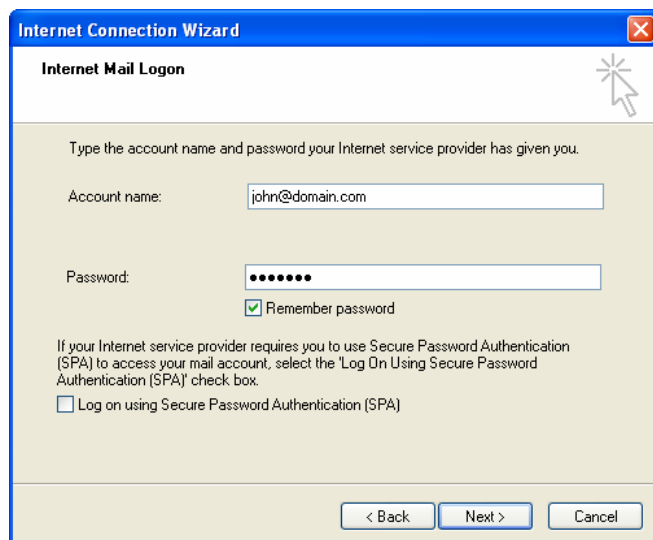
*This information should reflect either the domain name you have set up a e-mail account for or information that was given to you by your **Webmail** or **E-mail Administrator**.*

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## Internet Mail Logon

Enter the Internet Mail Logon information as follows.

- Account name and Password



The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'Internet Mail Logon'. It contains the following fields and options:

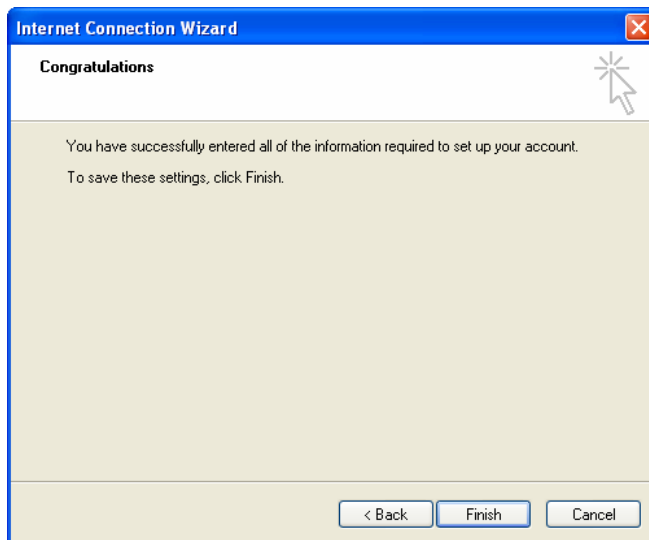
- A text box for 'Account name:' containing 'john@domain.com'.
- A text box for 'Password:' containing seven dots.
- A checked checkbox for 'Remember password'.
- A checkbox for 'Log on using Secure Password Authentication (SPA)' which is currently unchecked.
- Buttons for '< Back', 'Next >', and 'Cancel'.

*This is the e-mail address and password that was given to you by your **Webmail** or **E-mail Administrator**.*

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## Congratulations

Complete your account setup by selecting the Finish Button.



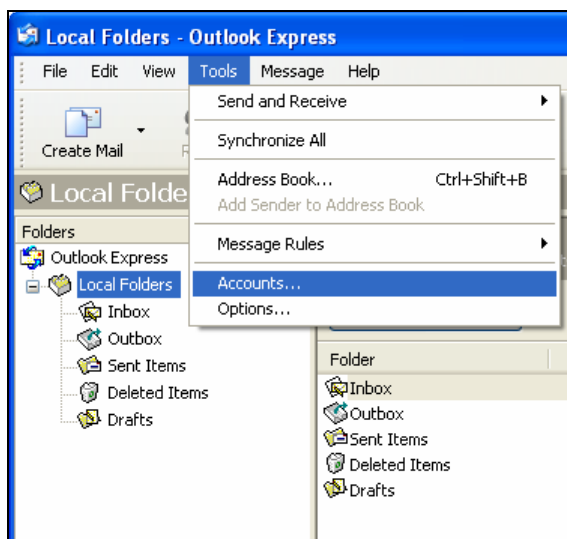
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## Additional Features

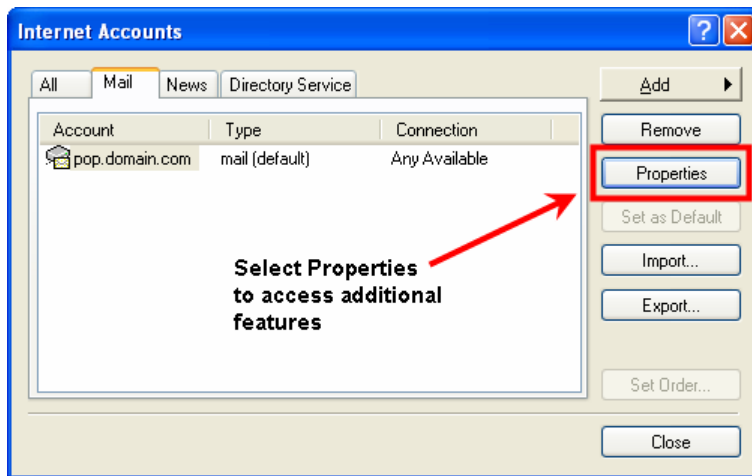
You can access additional features for your mailbox by using the **Internet Accounts window**.

If this window is not available at account creation it can be accessed from the menu links.

Select **Tools > Accounts**.



Select the **Properties** Button



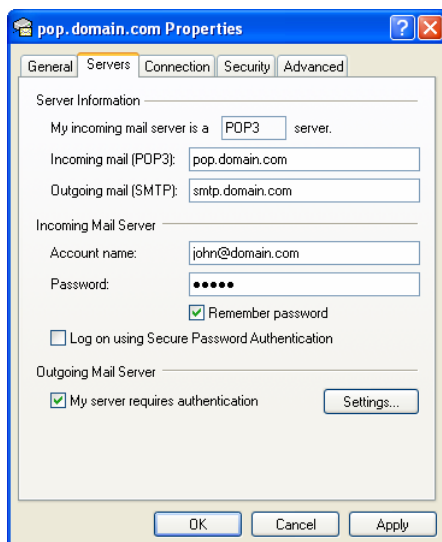
*This will bring open up selections for additional features for your mailbox.*

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## Server Authentication

Select the second tab labeled **Servers**

Check the box next to **My server requires authentication**.



*This option will send e-mail after your mailbox has been authenticated by the server. Without this function the server will reject the sending of messages.*

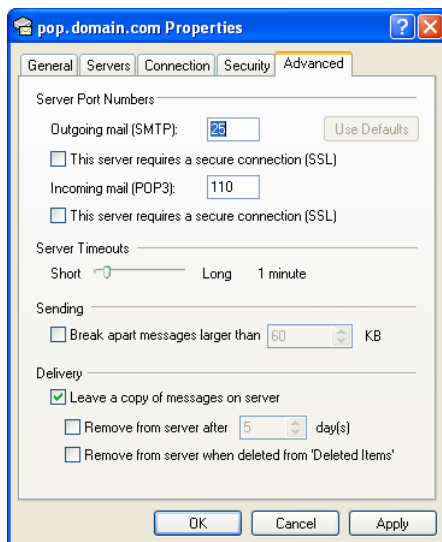
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## Advanced Features

POP mail settings by default will download your Webmail messages to your desktop client. If you want to keep the messages on the server you must select this feature.

Select the fourth tab labeled Advanced

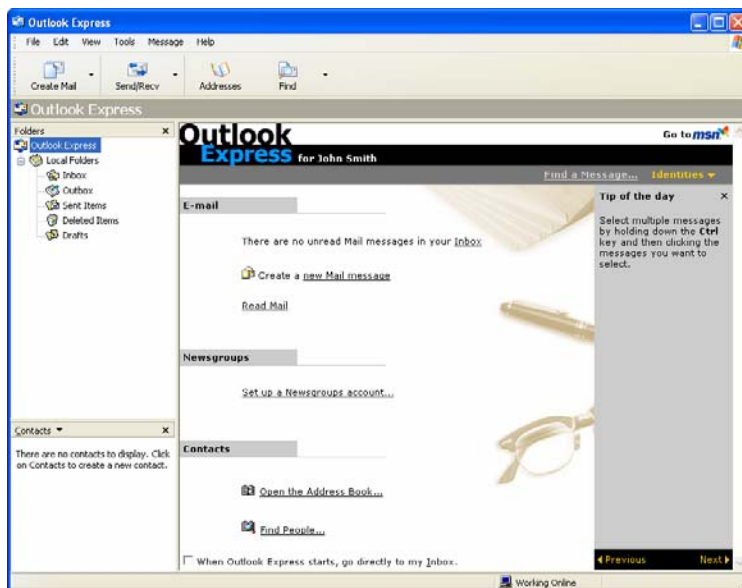
Check the box next to **Leave a copy of the messages on the server**



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## Inbox

You are now ready to receive e-mail from Outlook Express



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