

# Webmail POP and IMAP Configuration – Outlook Express

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:**

- Your Name
- Internet E-mail Address
- <u>E-mail Server Names (POP)</u>
- E-mail Server Names (IMAP)
- Internet Mail Logon
- Congratulations
- Additional Features
- Server Authentication
- Advanced Features
- Inbox

### **Your Name**

Run the auto-configuration tool.

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



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

### **Internet E-mail Address**

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



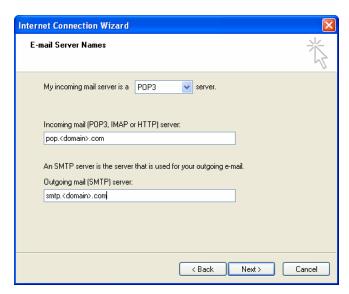
This is the email address that was given to you by your **Webmail** or **E-mail Administrator**.

Top

# **E-mail Server Names (POP)**

Enter the Server Information.

Note: For IMAP skip to the next step

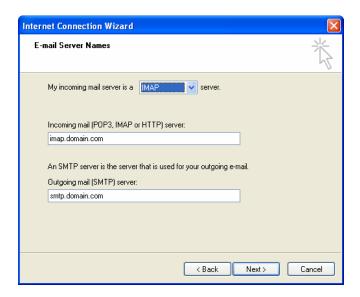


This information should reflect either the domain name you have set up a e-mail account for or information that was given to you by your **Webmail** or **E-mail Administrator**.

Top

## E-mail Server Information (IMAP)

Enter server information.



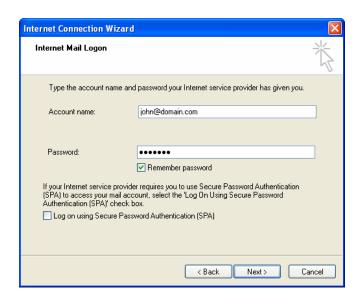
This information should reflect either the domain name you have set up a e-mail account for or information that was given to you by your **Webmail** or **E-mail Administrator**.

Top

# **Internet Mail Logon**

Enter the Internet Mail Logon information as follows.

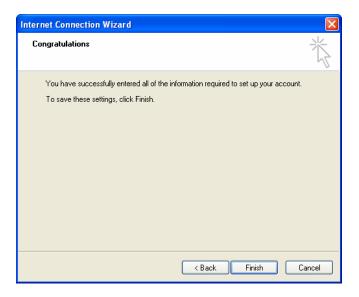
Account name and Password



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

## **Congratulations**

Complete your account setup by selecting the Finish Button.



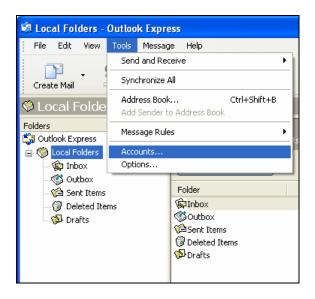
Top

### **Additional Features**

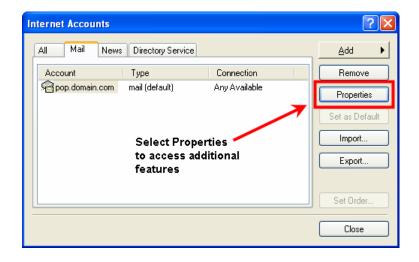
You can access additional features for your mailbox by using the Internet Accounts window.

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

Select Tools > Accounts.



Select the **Properties** Button



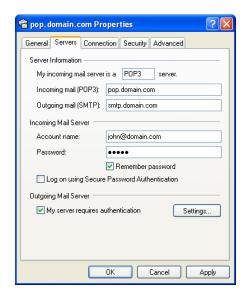
This will bring open up selections for additional features for your mailbox.

Top

### **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.

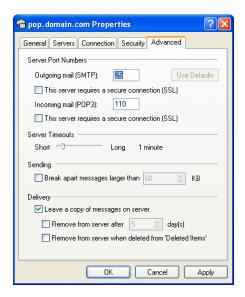
Top

### **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

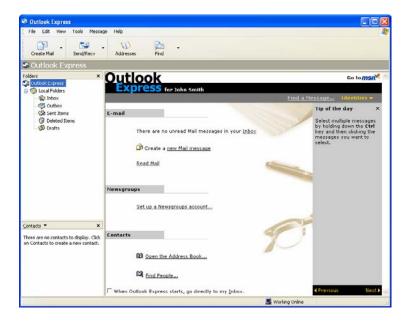
Check the box next to Leave a copy of the messages on the server



Top

### Inbox

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



Top

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