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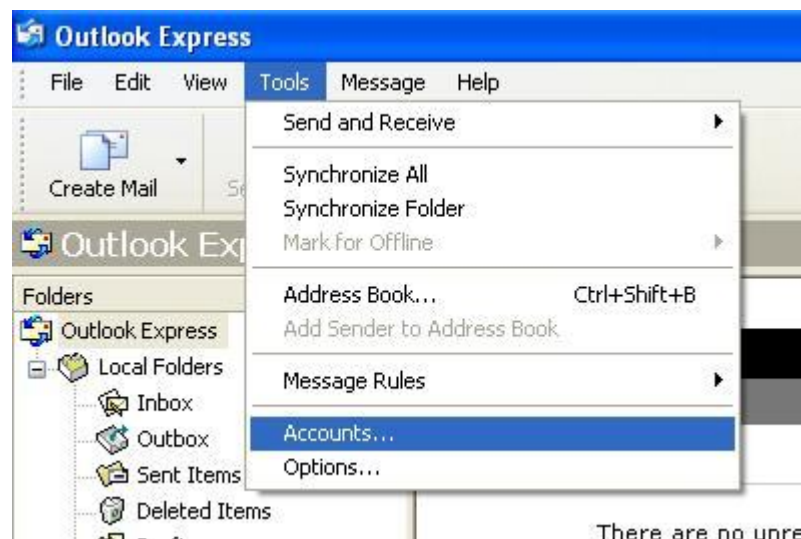
## Setting up a new account for Outlook Express

- **Add a new email account**

1. Launch Microsoft Outlook Express

**Note:** If this is the first email account setup on this computer then skip to Step 4.

2. On the menu bar at the top, select **Tools** and then click **Accounts**





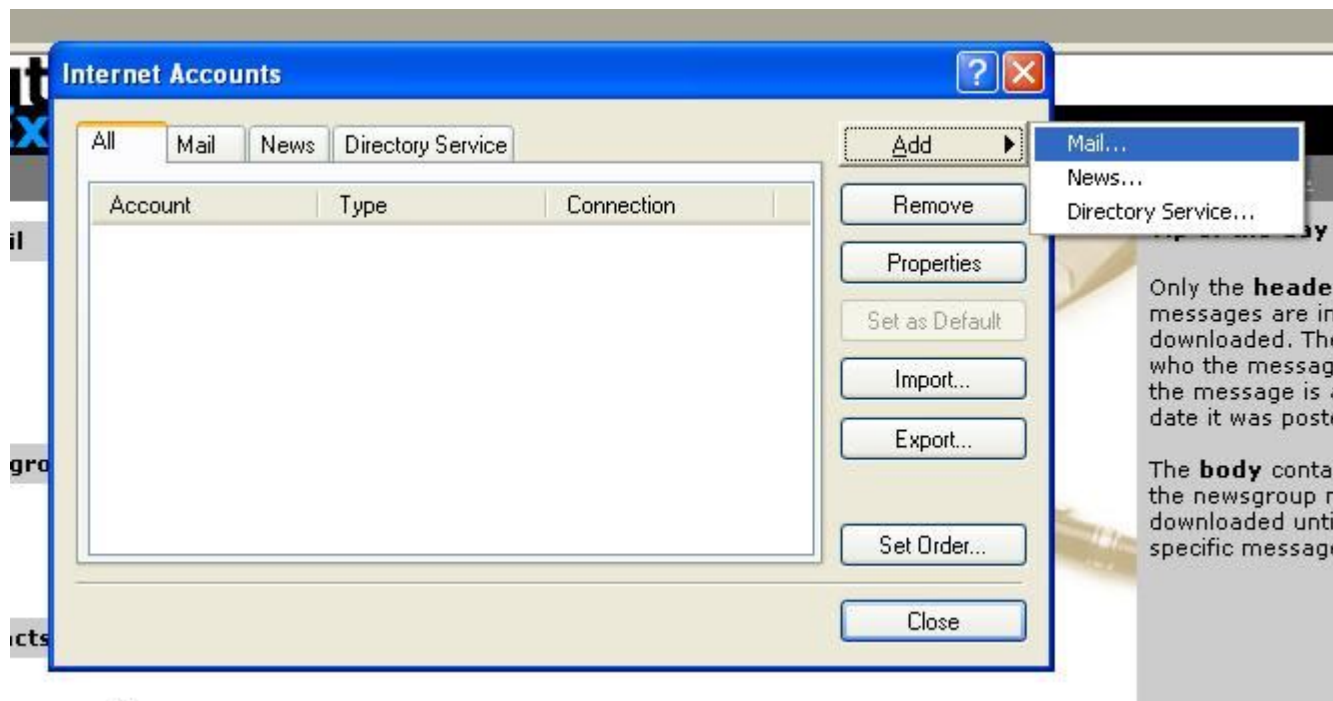
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- **Create new account**

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





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- **Mail Account Setup**

4. Enter your **name** (which will appear the "From" field in your emails), then click **Next**

A screenshot of a dialog box titled "Your Name". The dialog box has a light beige background and a blue border. At the top left, the title "Your Name" is displayed. At the top right, there is a close button icon (a mouse cursor pointing to a starburst). Below the title, there is a line of text: "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." Below this text, there is a label "Display name:" followed by a text input field containing the text "Name Surname". Below the input field, there is a line of text: "For example: John Smith". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".



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- **Mail Account Setup**

5. Enter your **email address**, then click **Next**

A screenshot of a software window titled "Internet E-mail Address". The window has a light beige background and a blue border. In the top right corner, there is a small icon of a mouse cursor pointing at a star. Below the title bar, there is a line of text: "Your e-mail address is the address other people use to send e-mail messages to you." Below this text, there is a label "E-mail address:" followed by a text input field containing the placeholder text "you@your-domain.com". Below the input field, there is a line of text: "For example: someone@microsoft.com". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".



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- **Server Settings**

6. Select "**POP3**" as the incoming server type.

7. Enter the POP and SMTP **server information**, then click **Next**

A screenshot of a software dialog box titled "E-mail Server Names". The dialog has a light beige background and a blue border. At the top right, there is a mouse cursor icon. 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:

An SMTP server is the server that is used for your outgoing e-mail.  
Outgoing mail (SMTP) server:

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".



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- **Server Authentication**

8. Click **Finish**

9. You will be returned to the **Internet Accounts** screen. Select the recently created email account (pop.your-domain.com), click **Properties** and then proceed to the **Server** tab.

10. Ensure that the “**My server requires authentication**” checkbox is ticked and proceed to the **Advanced** tab

A screenshot of a settings window for an email account, specifically the "Servers" tab. The window has a title bar with tabs for "General", "Servers", "Connection", "Security", and "Advanced". The "Servers" tab is active. Under "Server Information", it says "My incoming mail server is a POP3 server." Below this are text boxes for "Incoming mail (POP3):" containing "pop.your-domain.com" and "Outgoing mail (SMTP):" containing "smtp.your-domain.com". Under "Incoming Mail Server", there is a text box for "Account name:" containing "you@your-domain.com" and a password field with masked characters. There are checkboxes for "Remember password" (checked), "Log on using Secure Password Authentication" (unchecked), and "My server requires authentication" (checked). A "Settings..." button is next to the checked checkbox. At the bottom are "OK", "Cancel", and "Apply" buttons.



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- **Server Ports**

11. Ensure that the **Outgoing Mail** port is set to 587 and the **Incoming Mail port** is set to 110

12. Click **OK**

A screenshot of the 'Advanced' tab in an email client's server settings dialog box. The 'Server Port Numbers' section has 'Outgoing mail (SMTP):' set to 587 and 'Incoming mail (POP3):' set to 110. There are checkboxes for 'This server requires a secure connection (SSL)' for both outgoing and incoming mail, which are currently unchecked. The 'Server Timeouts' section shows a slider between 'Short' and 'Long' (1 minute). The 'Sending' section has a checkbox for 'Break apart messages larger than 60 KB'. The 'Delivery' section has a checkbox for 'Leave a copy of messages on server' and two other checkboxes for removing messages from the server after 5 days or when deleted from 'Deleted Items'. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.