

# Creating a new account in Outlook Express

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**Manish Sharma**

Managing Director, **Simply Graphix**

[www.simplygraphix.com](http://www.simplygraphix.com)

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Outlook Express is a free software distributed By Microsoft®

The instructions in this document guide you through the process of creating a new account in Outlook Express. I have used version 5, but the same would apply to later versions with a few modifications.

## What is Outlook Express?

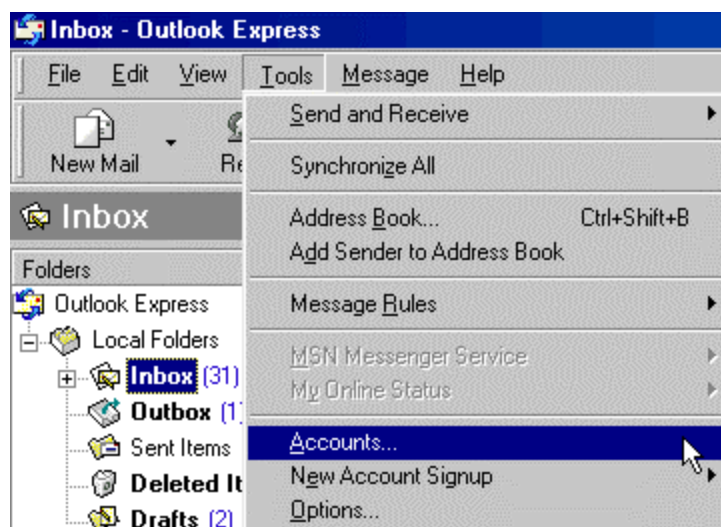
Outlook Express is freeware from Microsoft. It is one of the best email clients for the Windows platform. An email client is just a fancy name for a program that downloads and sends email. Outlook Express is very user friendly and comes along with a lot of features. Here we will look at how to create a new email account in the software.

**(IMP. NOTE:** It is assumed that you have taken hosting from our company i.e. your POP3 email boxes reside on our servers)

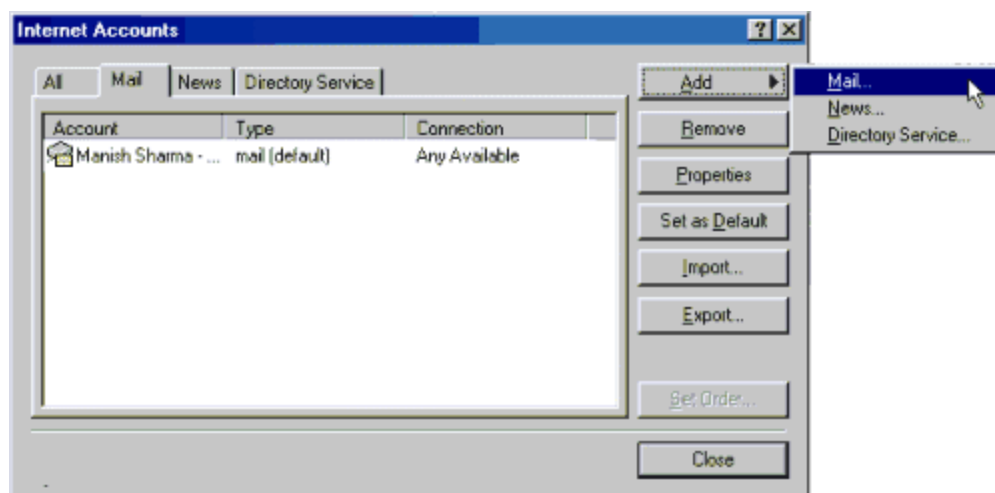
### 1. Start Outlook Express

If you are starting Outlook Express for the first time, the program might inform you that it is not the default email client. It asks you whether you would like to set it as the default email client. Please click on "Yes".

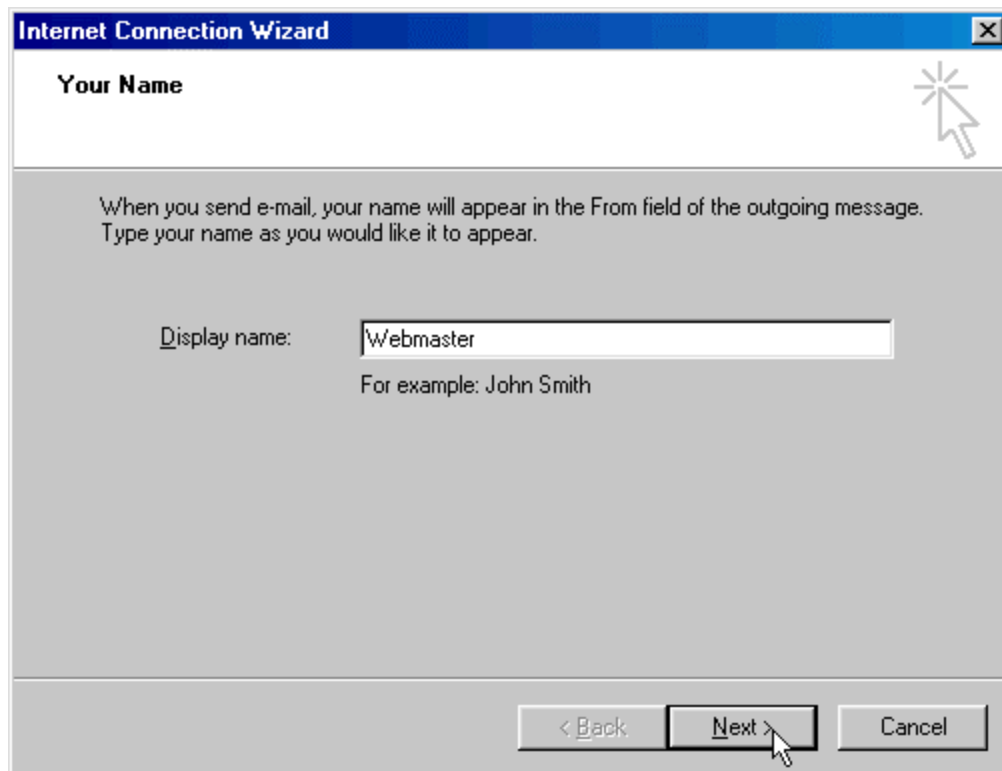
2. Once you have set Outlook Express as the default email client, go to "Tools" in the top menu and then select "Accounts" from the drop down menu. (as shown in the following image)



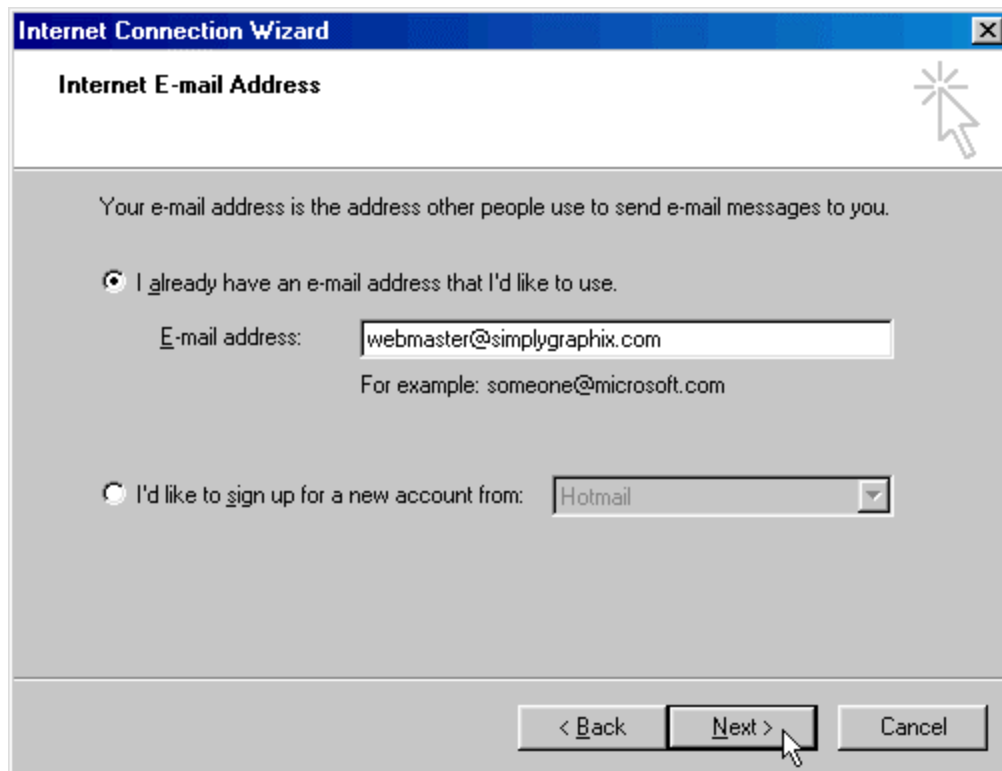
3. A new window pops up. Click on the "Add" button on the top-right and select "Mail". (refer image below)



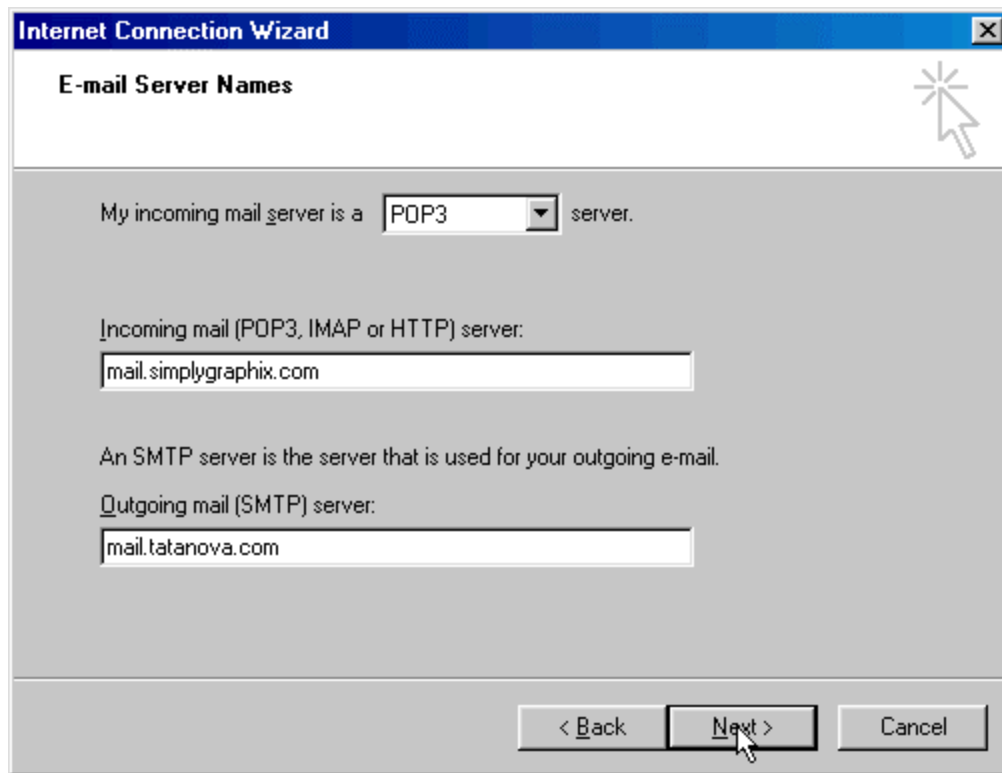
4. Now type in any descriptive name in the "Display Name" field. For example, I typed in **Webmaster** (refer image below). Click on the "Next" button.



5. Now type in your full email address in the "Email address" field. For example, I entered **webmaster@simplygraphix.com** (refer image below). Click on the "Next" button.



6. Now enter you Incoming and Outgoing mail server addresses in their respective fields. Your Incoming mail server would be **mail.your\_domain\_name.com**. For example, in case of my domain **www.simplygraphix.com**, my Incoming mail server address is **mail.simplygraphix.com**. For the Outgoing mail server address please contact your ISP. Click on the "Next" button.

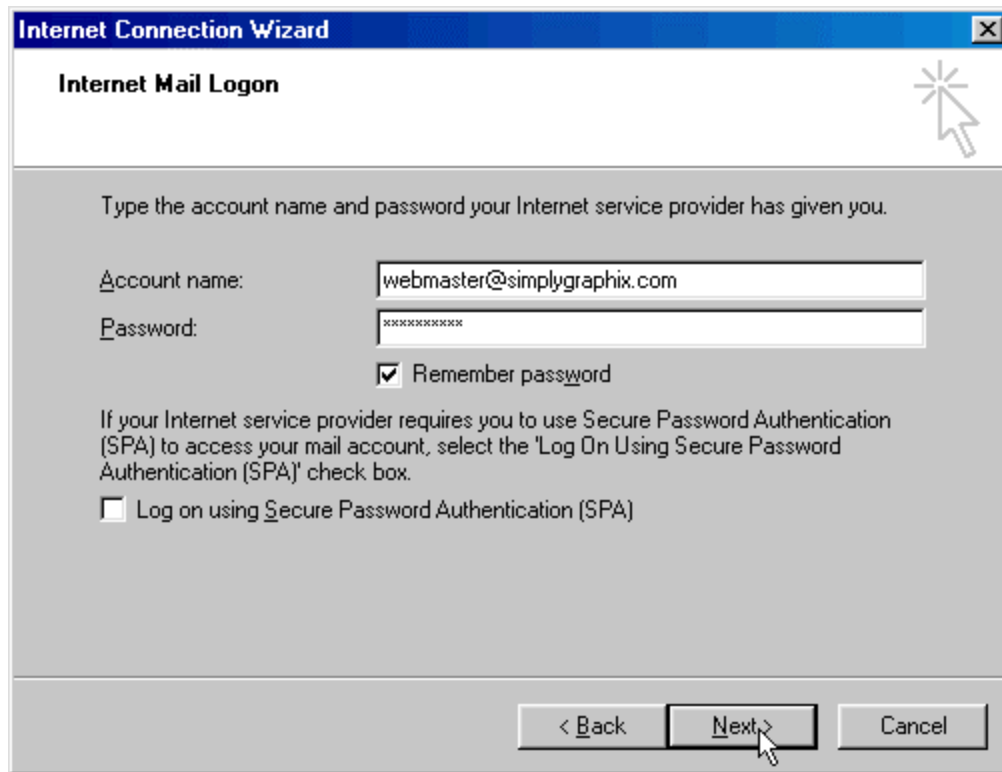


The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The dialog is set against a grey background. At the top right, there is a close button (X) and a help icon (a starburst with a mouse cursor). The main content area contains the following text and input fields:

- "My incoming mail server is a  server." (The dropdown menu is currently set to "POP3".)
- "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "mail.simplygraphix.com".
- "An SMTP server is the server that is used for your outgoing e-mail."
- "Outgoing mail (SMTP) server:" followed by a text input field containing "mail.tatanova.com".

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

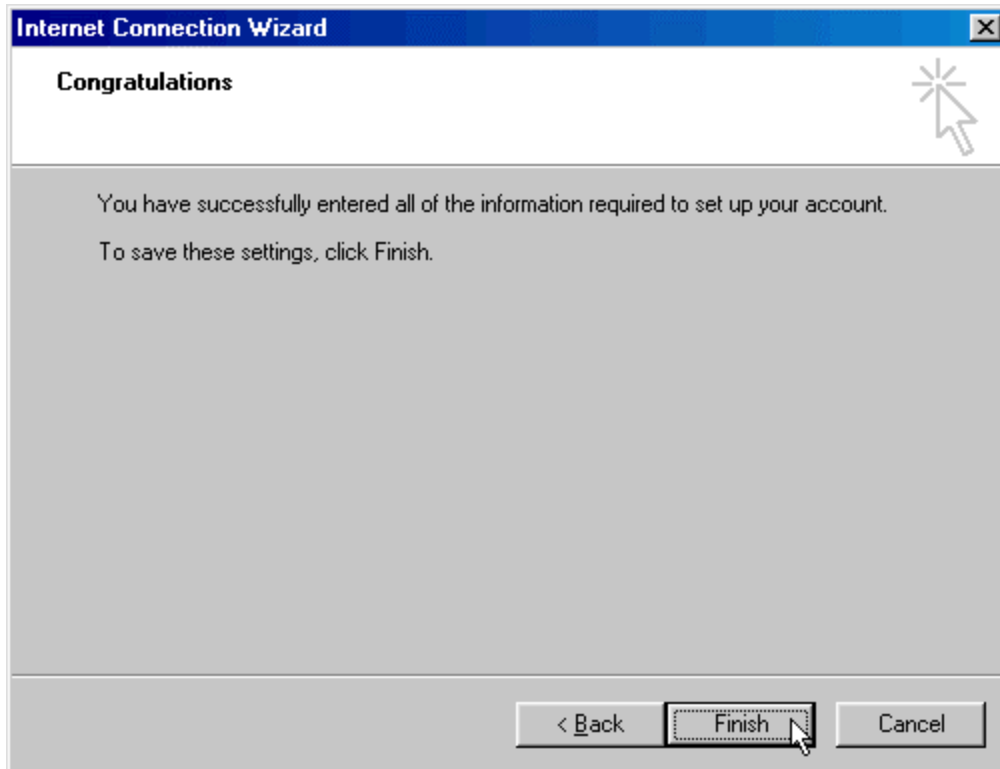
7. You are now required to enter the Email Account name and Password. Please note, if your site is hosted on our servers, your Account name is YOUR FULL EMAIL ADDRESS. For example, I typed in **webmaster@simplygraphix.com** as the account name. Click on the "Next" button.



The image shows a screenshot of a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog box contains the following elements:

- A title bar with the text "Internet Connection Wizard" and a close button (X).
- A sub-header "Internet Mail Logon" with a help icon (a starburst with a mouse cursor) to its right.
- Instructional text: "Type the account name and password your Internet service provider has given you."
- Two input fields:
  - The first is labeled "Account name:" and contains the text "webmaster@simplygraphix.com".
  - The second is labeled "Password:" and contains a series of asterisks "\*\*\*\*\*".
- A checked checkbox labeled "Remember password".
- Text: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box."
- An unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- At the bottom, three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

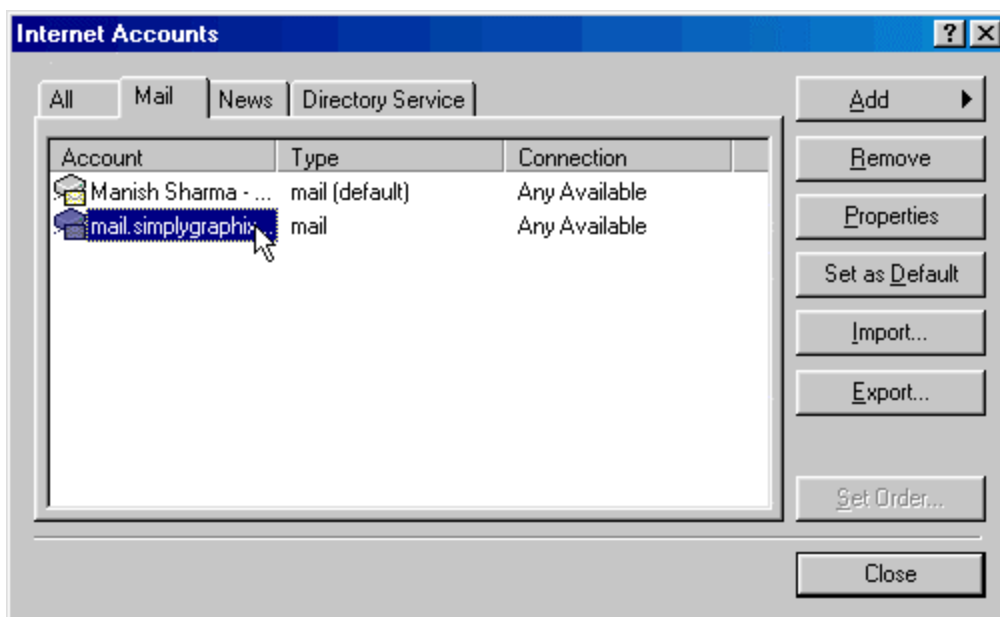
8. Now click on the "Finish" button. Your account has been created.



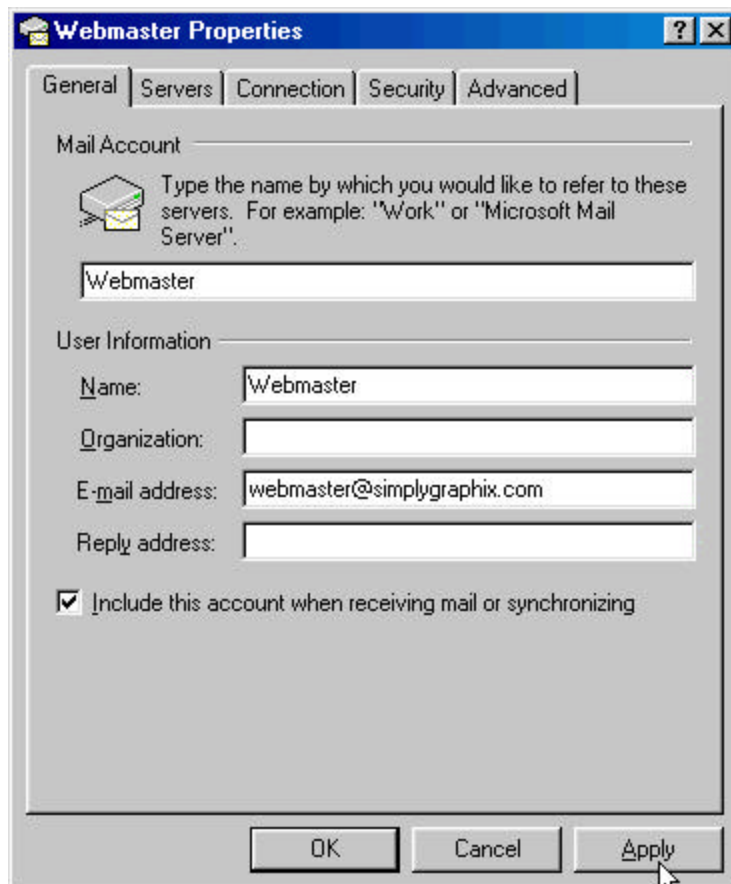
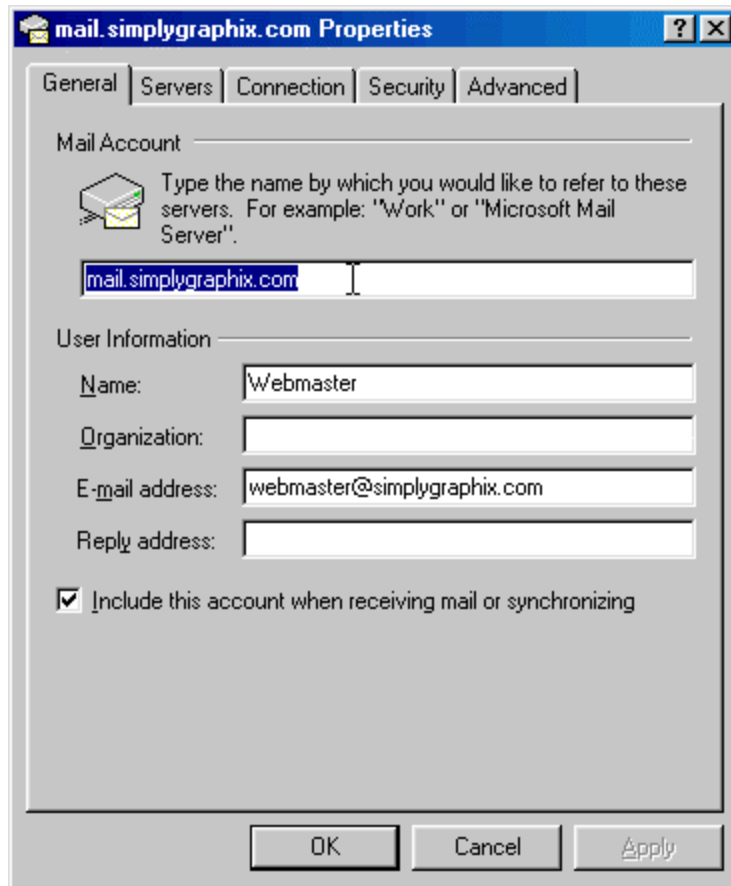
This new account now appears in the window. However, instead of **Webmaster**, it's named as mail.simply....

We need to change this. (The following are just optional steps)

Click on the account name and then click on the "Properties" button on the right.

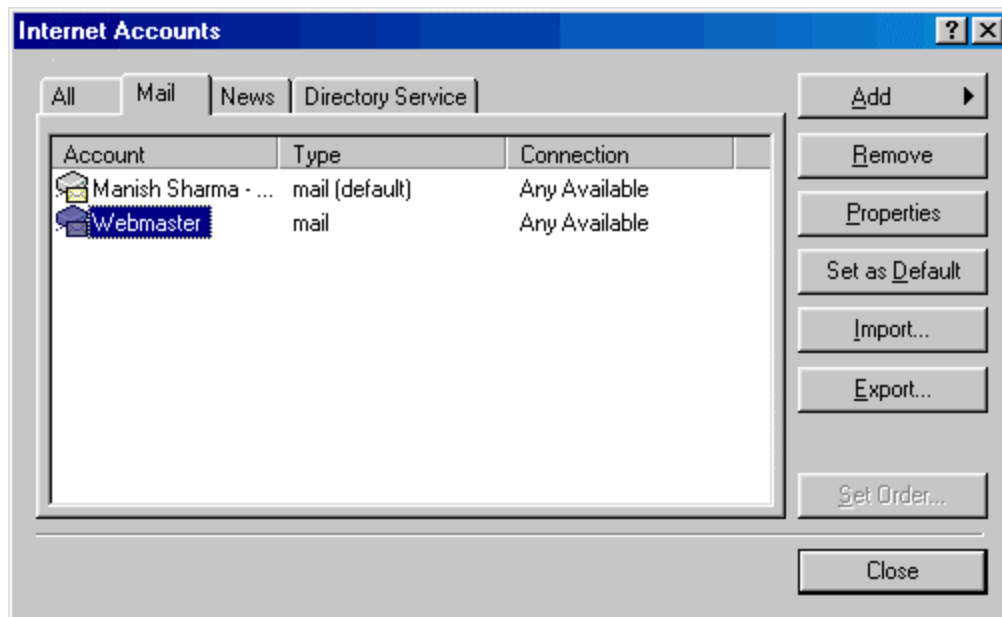


The "General" tab is already selected. Change the Account name from mail.your-domain-name.com to anything you want. In our example, we will change **mail.simplygraphix.com** to **Webmaster**. (refer images below).



Click on the "Apply" button.

The change in account name would be reflected in the listing (refer image below)



To receive emails select "**Tools**", then "**Send and Receive**" and select the email account name from the drop down list.