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Internet Service Provider

## How to setup Outlook Express?

1. Start Outlook Express.
2. Choose Tools, and Accounts.
3. On "Internet Accounts", click the Mail tab. This will show you any e-mail accounts that are currently set up in Outlook Express.
4. Click Add.
5. A menu will pop up: choose Mail.
6. If this is your first time running Outlook Express, the Internet Connection Wizard will be displayed. If you do not see it, then Outlook Express has been configured on your PC for at least one mailbox.
7. Enter your name as you want it to appear in e-mails in the "Display name" field. For example, John Doe
8. Click Next.
9. On "Internet E-mail Address", enter your e-mail address, for example, [johnnd@cybr.net](mailto:johnnd@cybr.net)
10. Click Next.
11. On "E-Mail Server Names", enter the following information:
  - **My incoming mail server is a:** [POP3](#)
  - **Incoming mail (POP3 or IMAP) server:** [Mail.cybr.net](#)
  - **Outgoing mail (SMTP) server:** [Mail.cybr.net](#)
12. Click Next.
13. On "Internet Mail Logon", click the "first log on" using radio button and enter the following information:
  - **POP account name:** *johnnd (user name)*
  - **Password:** *Mypassword (case sensitive)*
14. Click Next.
15. Click Finish.
16. Choose Tools, and Accounts.
17. Highlight the account just created.
18. Click property
19. Click servers
20. Check "My server requires authentication"
21. Click Advanced
22. Change Port 25 for 27
23. Click OK
24. Click OK.

## How to leave the mail messages on the server?

When you retrieve your e-mail, Outlook Express copies each message from the mail servers to your PC. By default, All e-mail messages are deleted from the servers after being downloaded to your PC. However, you can select a time duration for leaving mail on the server.

1. Choose Tools, and Accounts.
2. On "Internet Accounts", click the Mail tab.
3. Highlight your e-mail Account and click Properties.
4. Select the Advanced tab.
5. Check the box for "Leave a copy of messages on server".

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6. Check the default box for "Remove from server after 5 day(s)" box. Each mailbox size is limited to 3 megabytes. If it has reached the maximum size, you will NOT be able to use your email anymore.
7. Click OK.

## **How to setup Identities in Outlook Express?**

Outlook Express supports multiple identities with each individual email account. It means that multiple people can use the same computer to setup their accounts and prevent others to view their mail. Identities also provide password protection to prevent someone from using your Identity and viewing your mail.

1. Open Outlook
2. Click File, Manage Identities.
3. Enter name for the Identity.
4. Choose a box for Require Password.
5. Click OK.
6. Answer Yes if you only want to setup this identity, and return to the Email Setup Section to setup the email accounts in that Identity.
7. Answer No if you wish to setup more Identities.
8. After you select No, select the Identity Outlook will start in.
9. To setup a new Identity, click New. Do this for every account.
10. Select each Identities and setting up the email accounts.

## **How to check the default" email account?**

If you have multiple mailboxes in Outlook Express, the e-mail you send will show the return address that is set as the "default" in Outlook Express. To check which account is used as the default e-mail address:

1. Open Outlook Express
2. Click Tools, and Accounts.
3. Under the Mail tab, the default account is indicated in the Type column.

## **How to change the return address on the outgoing E-mail?**

1. Click Tools. And Accounts.
2. Under the Mail tab, highlight the User ID to be used to send mail.
3. Click the "Set as default" button.
4. Click Close.

## **How to separate incoming mail into folders?**

1. Click Tools and "Inbox Assistant."
2. Select Add to bring up the Properties box.
3. Select Account, use the pull down window to select the name of your additional mailbox account.
4. Select "Move to" and Folder.
5. On Move, highlight "Outlook Express" at the top of the list of folders
6. Click "New Folder" and type in a new folder name.
7. Click OK.

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## How to setup Outlook?

1. Click Start, settings, Control Panel.
2. Double-click on Mail and Fax services.
3. Click add in the Microsoft Outlook Properties Services tab.
4. Select "Internet Mail"
5. Click OK
6. In the Personal Information section, enter the following information:
  - Full name of user: *Full Name of User*
  - E-mail address of user: [johnd@yourcompany.com](mailto:johnd@yourcompany.com)
  - Internet Mail server: [mail.linkmagic.com](mailto:mail.linkmagic.com)
  - Account name: *username*
  - Password: *password*
6. Now press the Connection Tab.
7. Select connection type.
8. Click OK.