

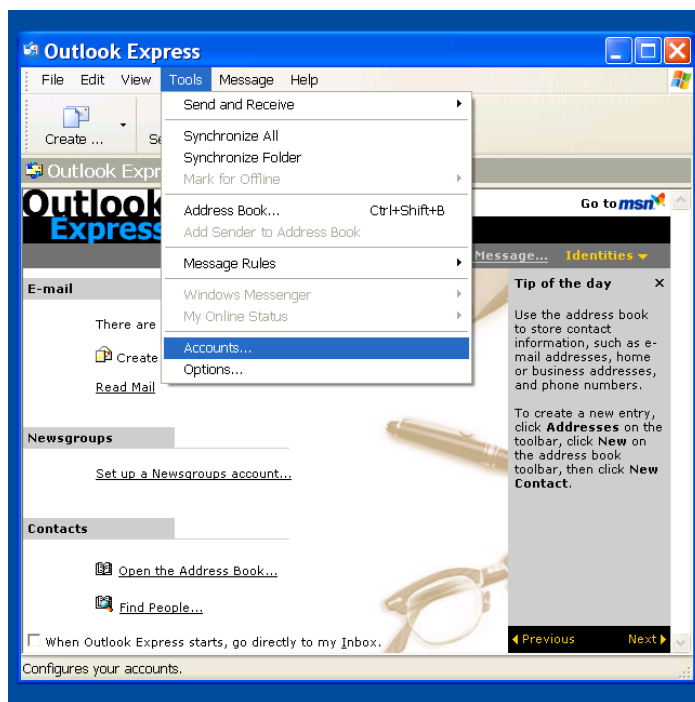
Setting Up Your E-mail in Outlook Express

This tutorial shows you how to set up Microsoft Outlook to work with your email account. This tutorial focuses on setting up Microsoft Outlook Express, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

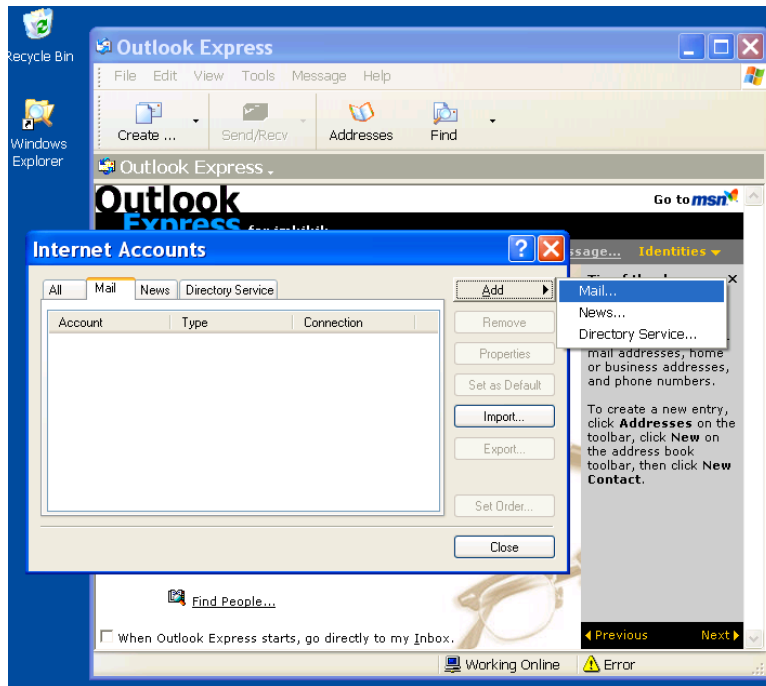
Firstly you should have had your new email configuration sent to you. You will require all the information on that email so please have it handy as you go through the following set up. If you have not received this information please call support on 1300 766 260.

To Set Up Your E-mail Account in Microsoft Outlook

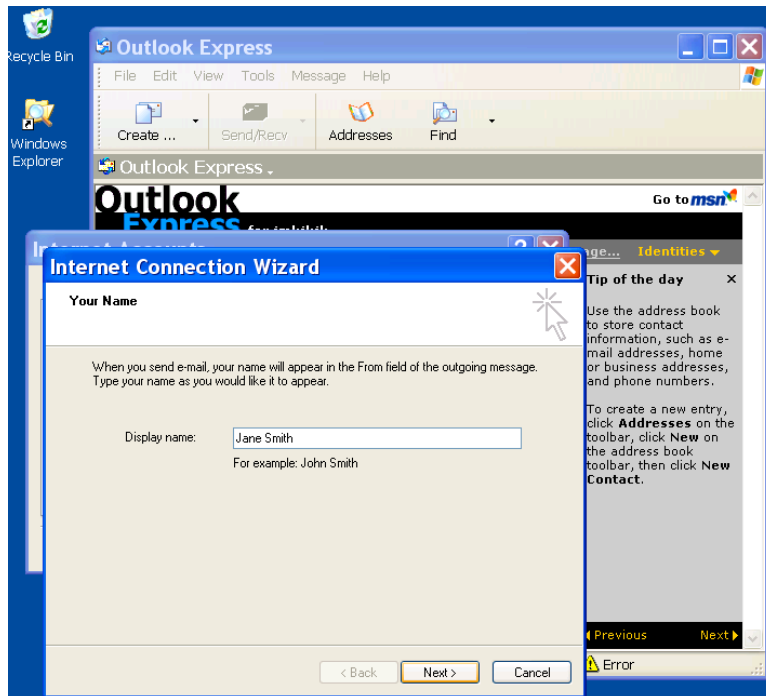
1. In Microsoft Outlook Express, select Tools > Accounts.



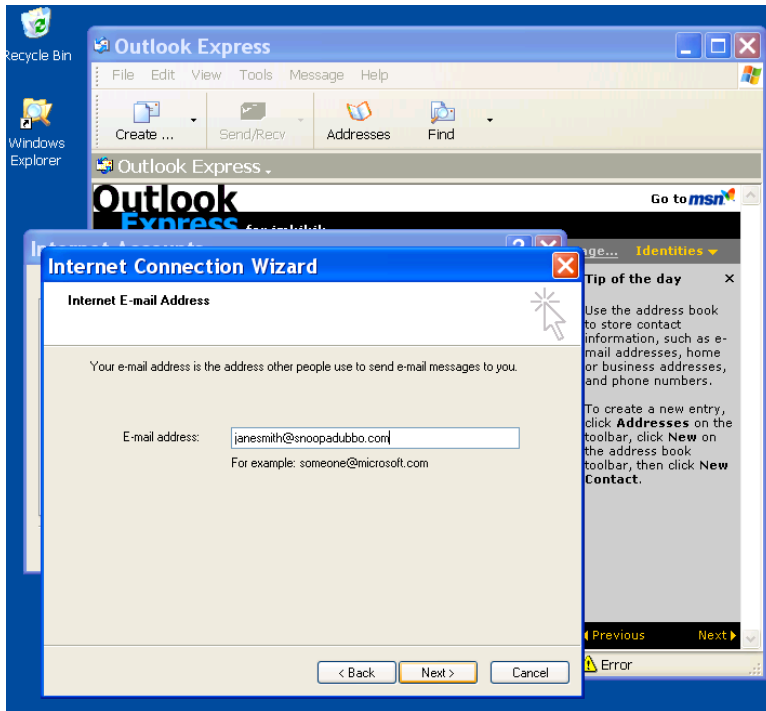
2. On the E-mail Accounts wizard window, select " Add " and then select " Mail " .



3. Using the Internet Connection Wizard enter your name (this is the name that will appear on all emails you send).

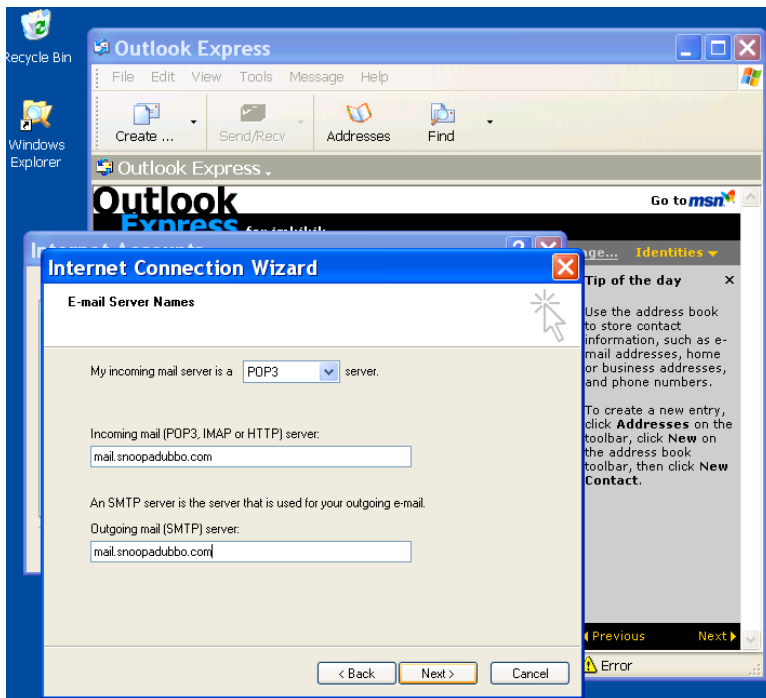


4. Now enter your email address, as supplied by Phone Snoopa. Call 1300 766 260 if you don't have this info.

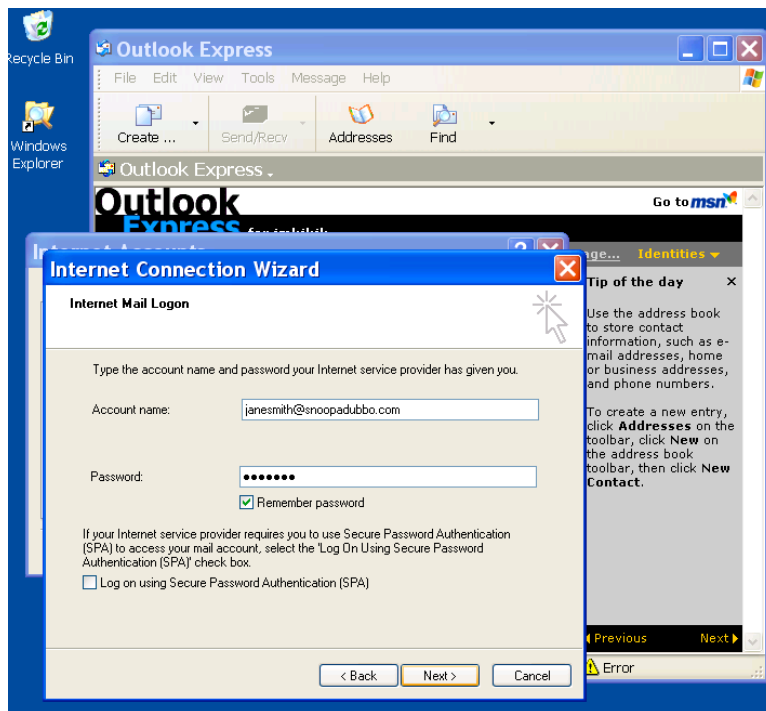


5. Enter the following information on the next wizard screen:

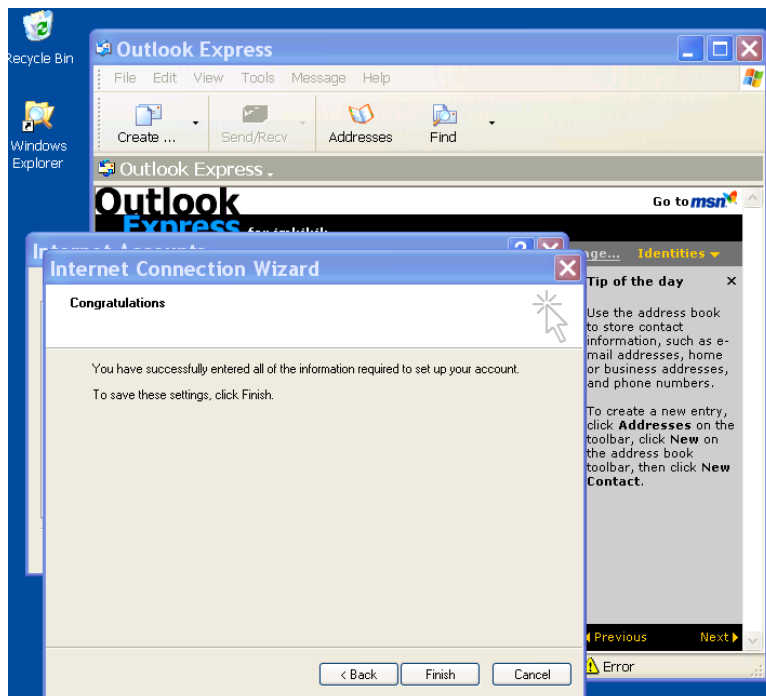
- Incoming mail server is a "POP3" server
- Incoming and outgoing mail server configuration details as provided



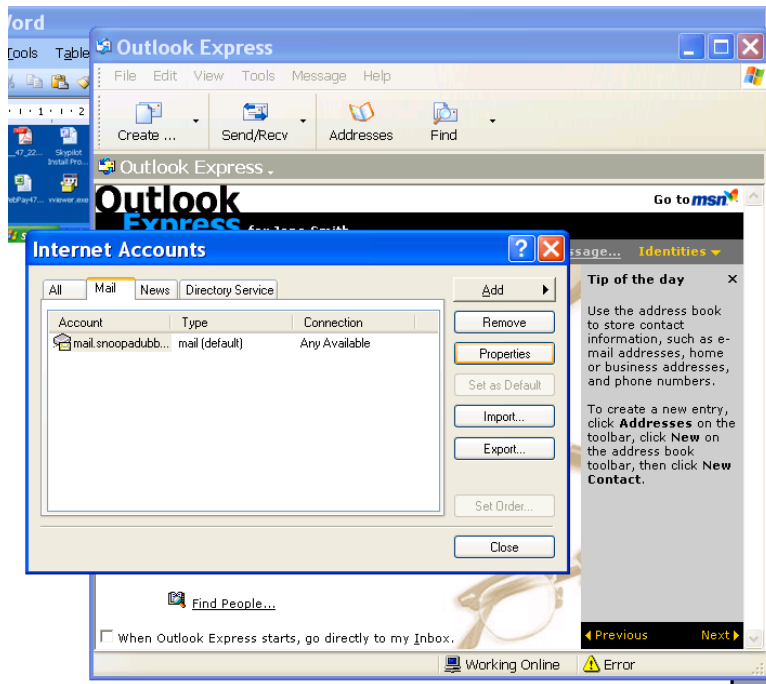
6. Now enter your Account Name (which is your full email address) and your password as provided.



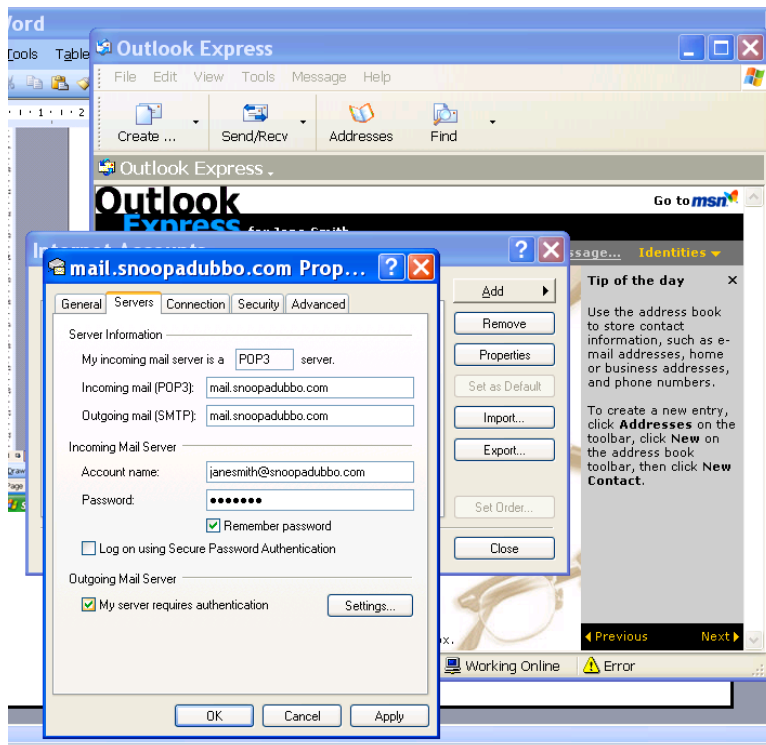
7. Click finish and your details will be saved into Outlook Express.



8. Further Settings: now select properties.



9. Be sure to tick the “Remember password” box and tick the “My server requires authentication” box under Outgoing Mail Server and now click the “Settings” button.



10. Select the “Log on Using” button and enter your account name and password as provided. Then select “Remember password” and click OK, then click Apply.

