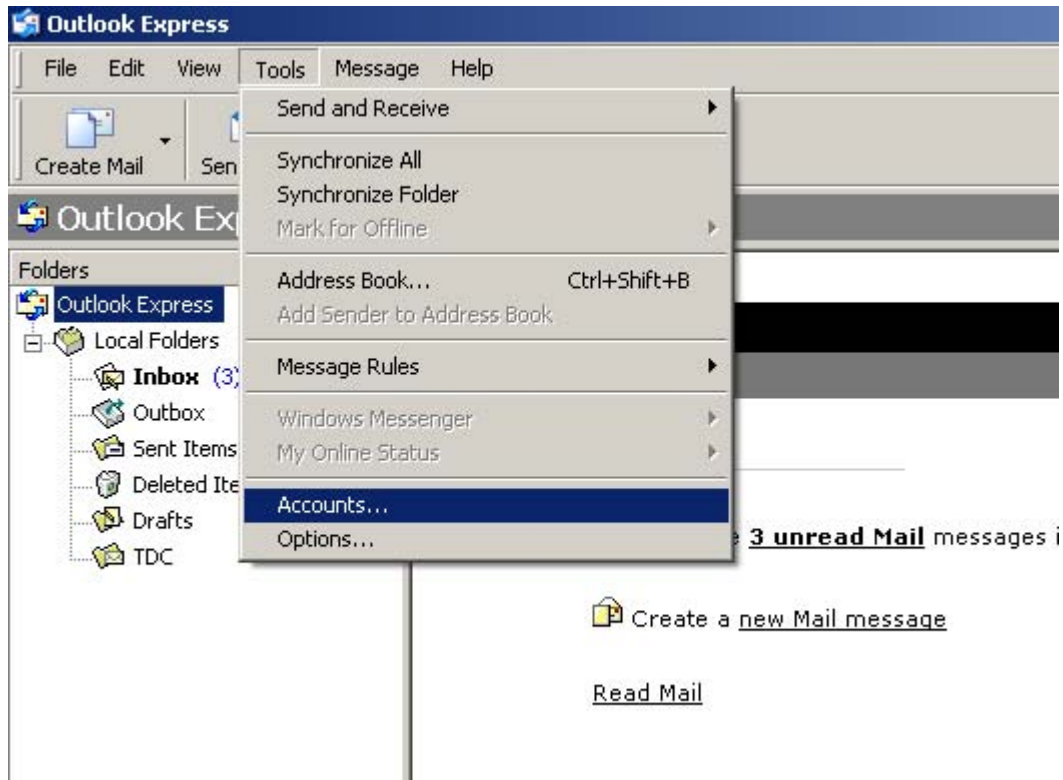




Configuring Outlook Express

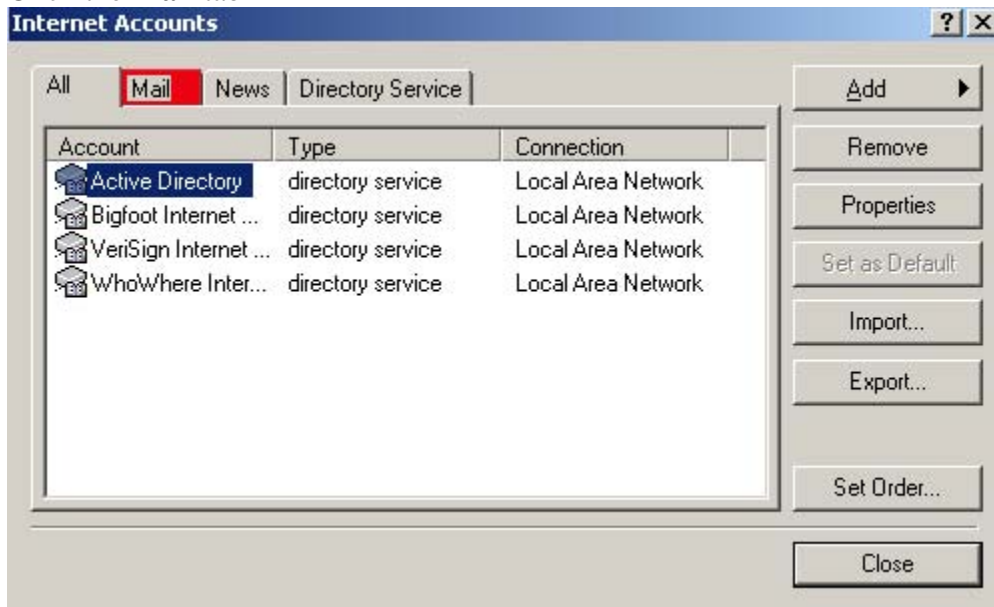
To configure a new Outlook Express account, follow the instructions below.

1. Launch Outlook Express

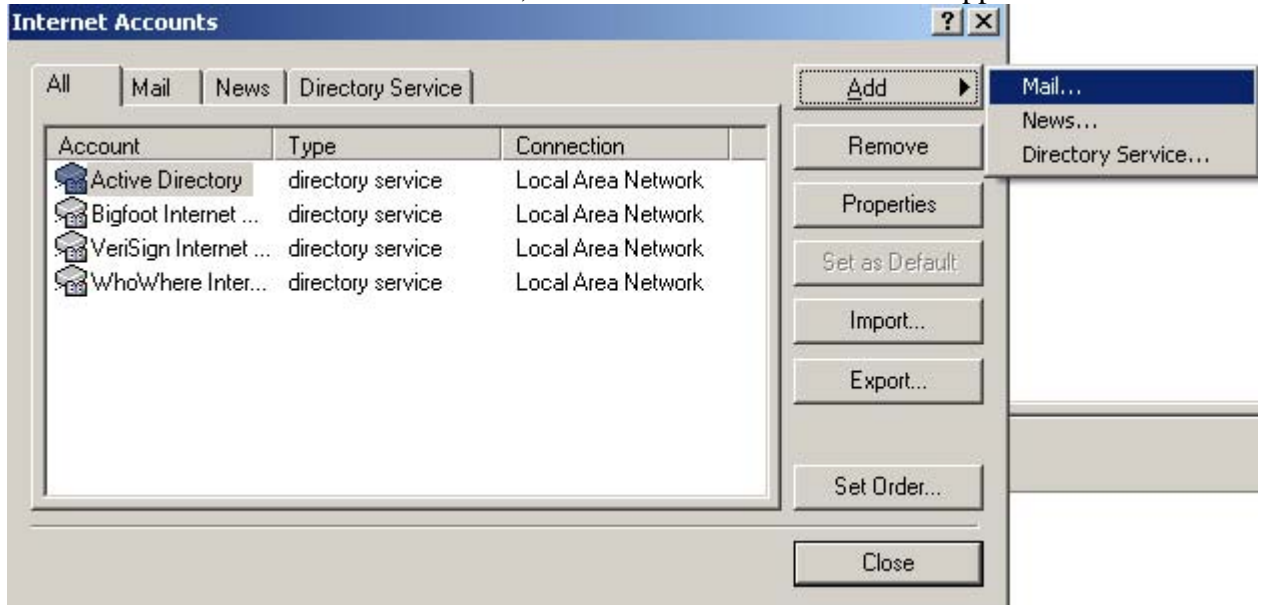


2. Click **Tools** --> **Accounts** , The Accounts window appears

3. Click the **Mail** tab



4. Click the **Add** button then choose **Mail**, the Internet Connection Wizard appears



5. As your **Display Name** , enter the name you want others to see in the **from:** field when you send Email, then click **Next**

Internet Connection Wizard ✕

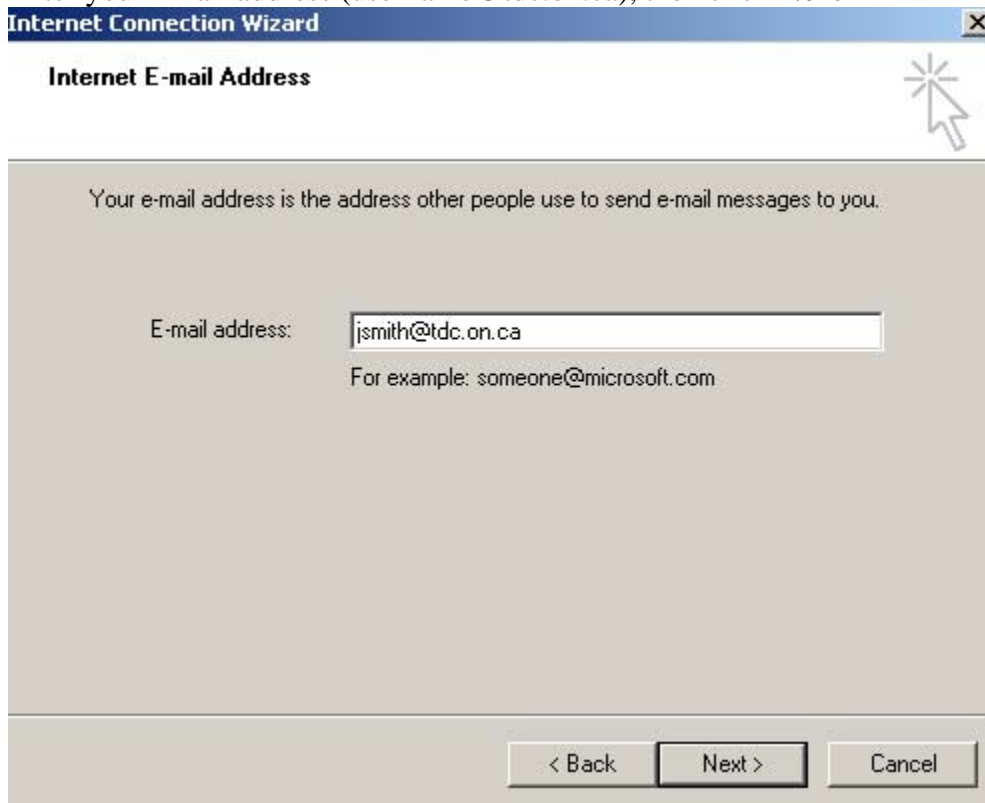
Your Name 

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.

Display name:

For example: John Smith

6. Enter your Email address (username@tdc.on.ca), then click **Next**



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet E-mail Address". The main text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a text input field labeled "E-mail address:" containing the text "jsmith@tdc.on.ca". Underneath the field is the example text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible in the top right corner of the window.

7. Do not change the value beside **My incoming mail server**. It should remain set to **POP3**.
8. Input mail.tdc.on.ca into Incoming mail / Outgoing Mail servers.

9. Click **Next**

Internet Connection Wizard

E-mail Server Names

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:

< Back Next > Cancel

10. Enter your **Email ID** in the **Account Name** field. In this case, the Email address is "jsmith@tdc.on.ca".
11. Make sure to include **@tdc.on.ca** after your account name.
12. Enter your email account password (which is cAsE sEnSiTiVe). When entered, the password is displayed as a series of asterisks (****), and you can set Outlook Express to remember your password if you don't want to type it in every time you check for new messages)

13. Click **Next**

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

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.

Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

14. Click **Finish** , the *Internet Connection Wizard* will close

Note: To add additional accounts, [repeat 1-23](#).