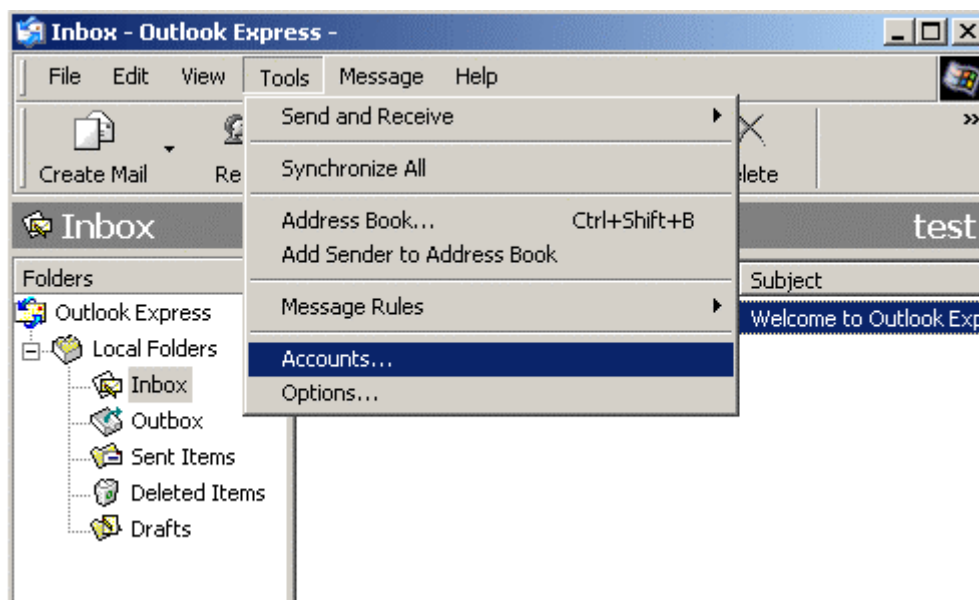Setting Up Your CitéNet Email Account in Outlook Express 5/6
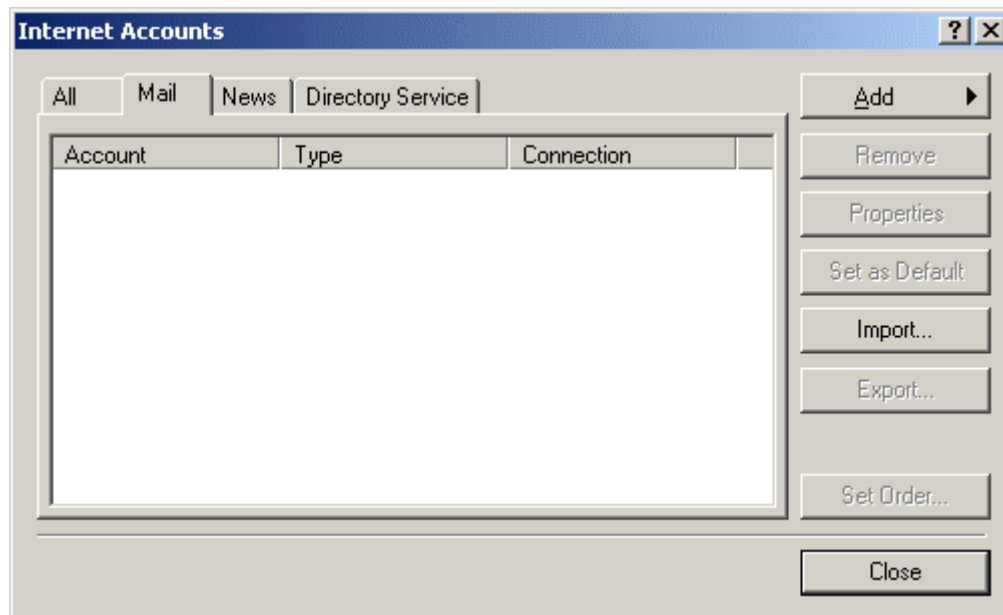
Step 1:

Open Microsoft Outlook Express. At the top click on '**Tools**' then '**Accounts**'.
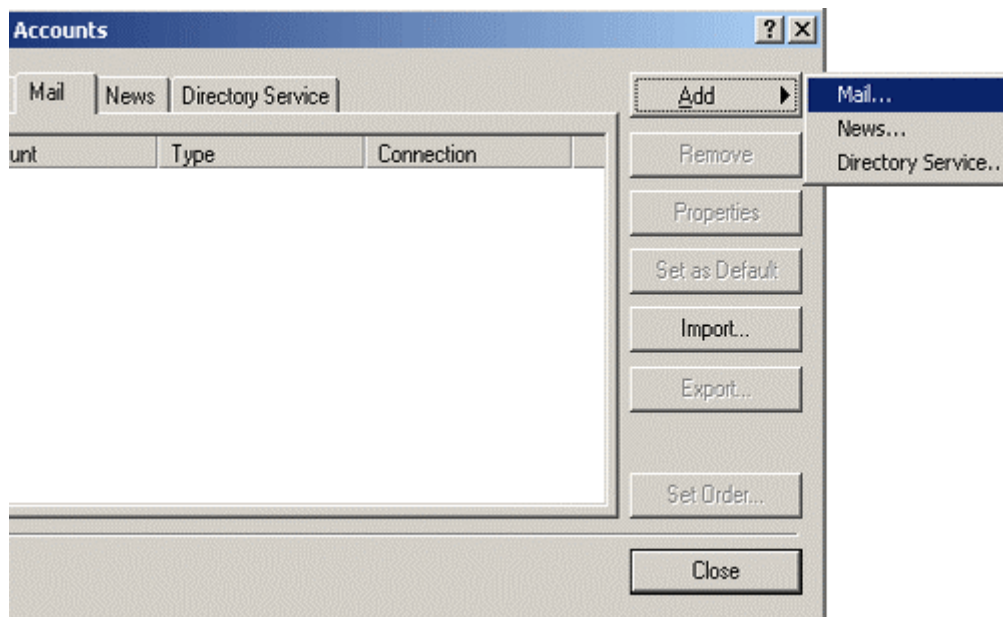
Step 2:

Click on the '**Mail**' tab. There should be no entries (unless you have multiple mailboxes). If there are any entries highlight them and click on the '**Remove**' button to the far right.

Step 3:

Click on the '**Add**' button. Then select '**Mail**'.

Step 4:

Internet Connection Wizard will appear. It will ask you for some information about your account, here is a breakdown of each screen. Click on the '**Next**' button at the bottom of each window when you have entered all the requested information.

Step 5:

Display Name is the name that will appear when you send email.

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: | John Smith

For example: John Smith

Step 6:

Type in your CitéNet master e-mail address as it appears on your CitéNet Access Information sheet.

Your e-mail address is the address other people use to send e-mail messages to you. This address has been assigned to you by your Internet service provider.

E-mail address: | jsmith@citenet.net

For example: someone@microsoft.com

Step 7:

Select 'POP3' for Incoming Mail Server type. Type in **pop.citenet.net** in the 'Incoming mail (POP3 or IMAP) server' field. Type in **smtp.citenet.net** in the 'Outgoing mail (SMTP) server' field.
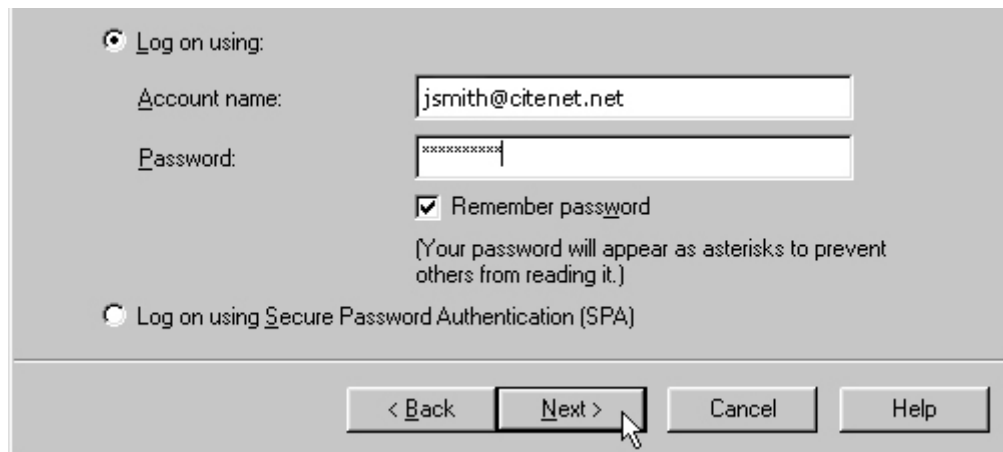
My incoming mail server is a | POP3 | server.

Incoming mail (POP3 or IMAP) server:
pop.citenet.net

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:
smtp.citenet.net

Step 8:

'Account name' is your **master e-mail username** as it appears on your Access Information sheet. 'Password' is your **master e-mail password** as it appears on your Access Information sheet.
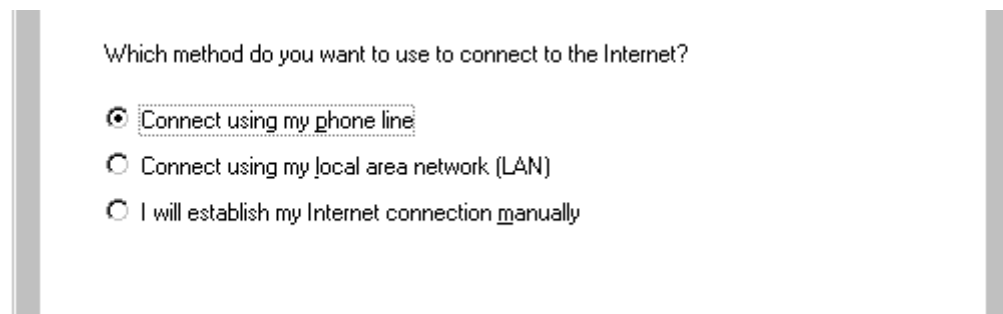
Make sure 'Log on using Secure Password Authentication' is **unchecked**.

Click '**Next**'.

Step 9:

If you dial in first, then open Outlook Express, select 'Connect Using my Local Area Network'.
If you would like Outlook Express to dial for you, select 'Connect Using my Phone Line'.
If you use high-speed Internet connection, select 'Connect Using my Local Area Network'.

Step 10:

Click '**Close**' to close the email account setup wizard.

To check your mail, click on the **'Send and Receive'** button. All new messages will appear in your Inbox.