



Step 1:

Open Microsoft Outlook Express. At the top click on 'Tools' then 'Accounts'.

🧐 Inbox - Ou	tlook E	xpress	-					
File Edit	View	Tools	Message	Help				
	Q	Send and Receive				۲	X	»
Create Mail	Re	Synchronize All					lete	
🔅 Inbox		Addr	ess Book		Ctrl+Shift+B			test
Folders		Add	Sender to A	ddress Book			Subjec	-+
🞲 Outlook Express		Message Rules					Welco	me to Outlook Exp
🖻 🇐 Local Folders		Acco	unts					
Inbox		Options						
Outbox *								
🖓 🏹 Sen								
🛛 💮 Dela	ns							
🔤 💯 Drafts								

Step 2:

In the Internet Accounts window, click the 'Mail' tab.

Step 3:

Internet Accounts ? × Mail News Directory Service All Add ١ Connection Account Туре <u>R</u>emove 😪 pop.citenet.net Any Available mail Properties Set as <u>D</u>efault Import... Export... Set Order.. Close

Select **pop.citenet.net** and click on the '**Properties**' button.

Step 4:

In the Properties window, click the 'Servers' tab.

Step 5:

Under 'Incoming Mail Server', type in your full email address (e.g. jsmith@citenet.net) and password in the respective fields.

Under 'Outgoing Mail Server', check off 'My server requires authentication'.

Click on 'Settings'.

😤 pop3.pathcom.com Properties 🛛 🙎 🗙							
General Servers Connection Security Advanced							
Server Information							
My incoming mail server is a POP3 server.							
Incoming mail (POP3): pop.citenet.net							
Outgoing mail (SMTP): smtp.citenet.net							
Incoming Mail Server							
Account name: jsmith@citenet.net							
Password: ******							
Remember password							
Log on using Secure Password Authentication							
Outgoing Mail Server							
My server requires authentication Settings							
~							
OK Cancel Apply							

Step 6:

Ensure that 'Use same settings as my incoming mail server' is selected.

This option ensures that the email address and password you entered in the previous window will be used to authenticate you when you send an email.

Click 'OK'.

Outgoing Mail Server	<u>? ×</u>
Logon Information Use same settings	s as my incoming mail server
Account name:	
Password:	
	Remember password
🔲 Log on using S	ecure Password Authentication
	OK Cancel

Step 7:

Select the "Advanced" tab and change the Outgoing server (SMTP) port to 587 and Click OK at the bottom of the "Internet E-mail Settings" window.

Internet E-mail Settings	' ×						
General Outgoing Server Connection Advanced							
Server Port Numbers Qutgoing server (SMTP): 587 Use Defaults This server requires a secure connection (SSL) Incoming server (POP3): 110 This server requires a secure connection (SSL) Server Timeouts							
Short Long 5 minutes							
Delivery							
Leave a copy of messages on the server							
 <u>Remove from server after 10</u> days Remove from server when deleted from 'Deleted Items' 							
OK Cancel							

Step 8:

Click 'Finish'