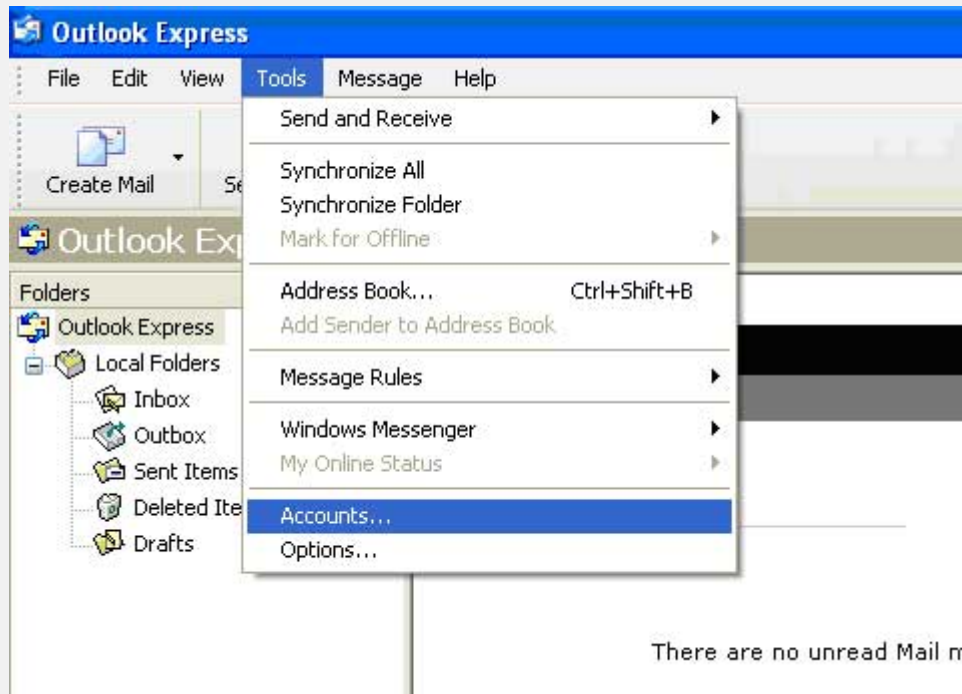
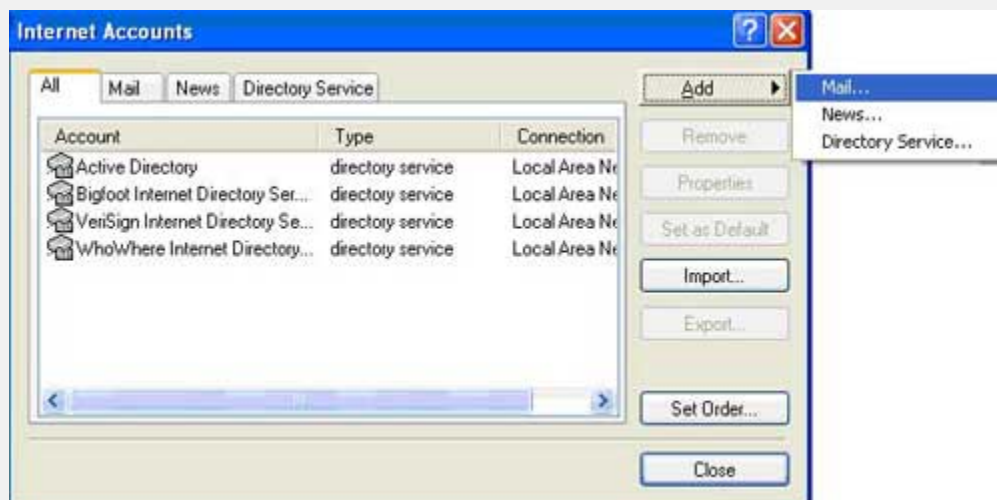


# Outlook Express


1) On the **Tools** menu, click **Accounts**.



2) Click **Add**, then click **Mail**.

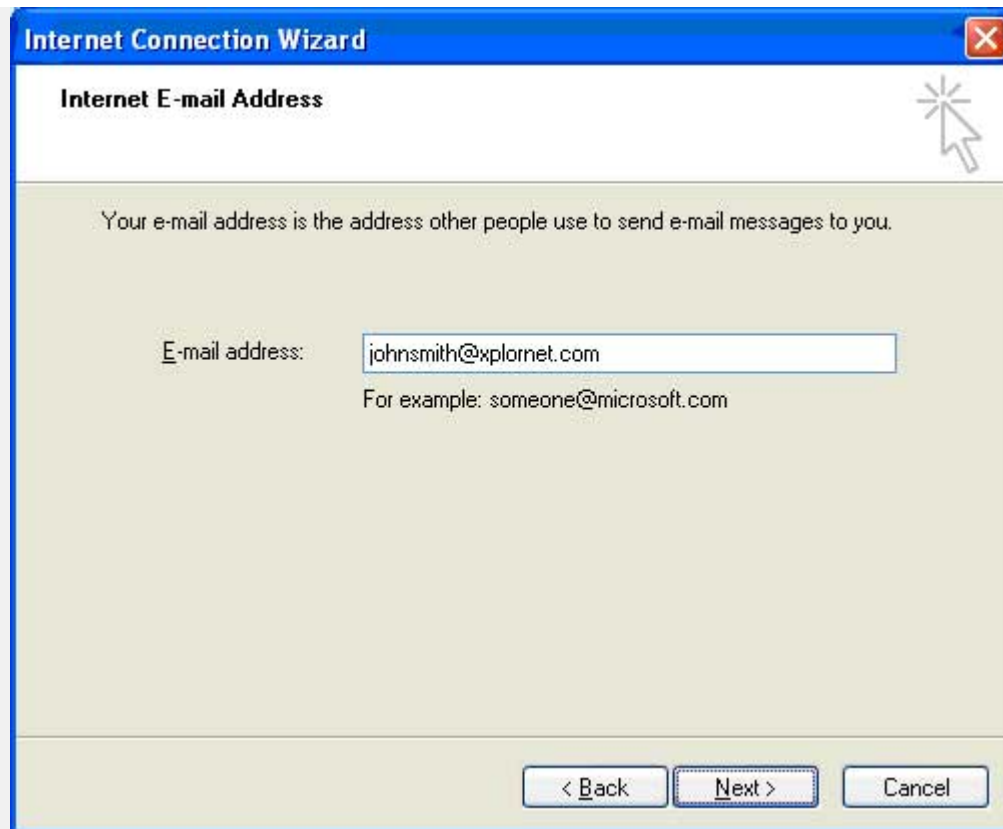


3) In the **Display Name** box, enter the name that you would like others to see when they receive messages from you. Click **Next**.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a mouse cursor icon. The text reads: "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." There is a text input field labeled "Display name:" containing the text "John Smith". Below the input field is the text "For example: John Smith". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

4) In the **Email Address** box, enter your complete email address, including @xplornet.com. Click **Next**.



5) In the **Incoming mail server** enter type **incoming.xplornet.com** and in the **Outgoing mail server** field enter **smtp.xplornet.com**. Click **Next**.

**Internet Connection Wizard** [Close]

**E-mail Server Names** [Help]

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

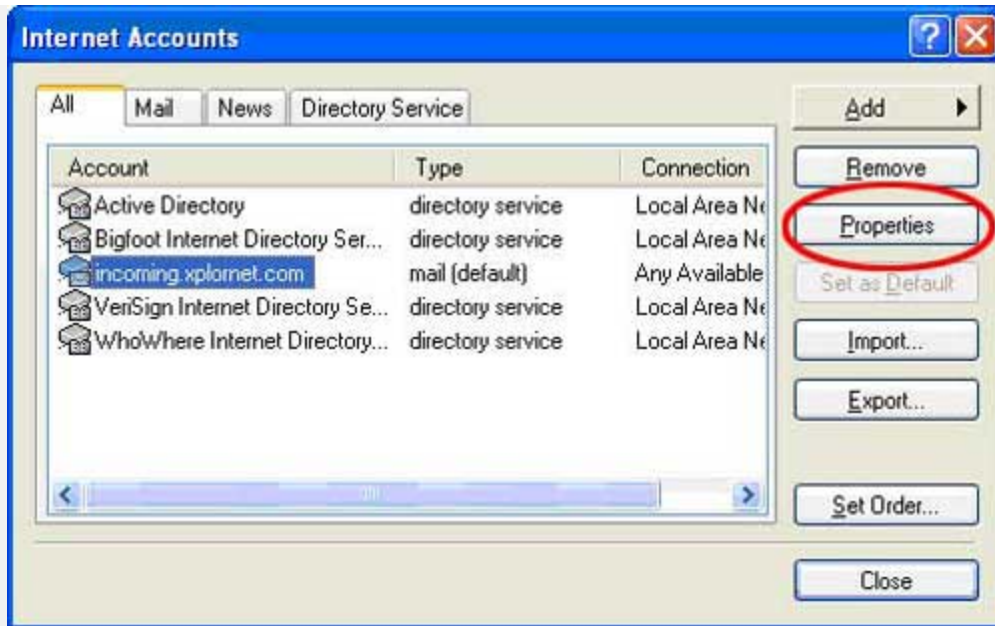
- 6) In the **Account name** box, enter your Xplornet.com username, including @xplornet.com.  
In the **Password** box, enter your email address password. Click **Next**.

The image shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog box has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains the following elements:

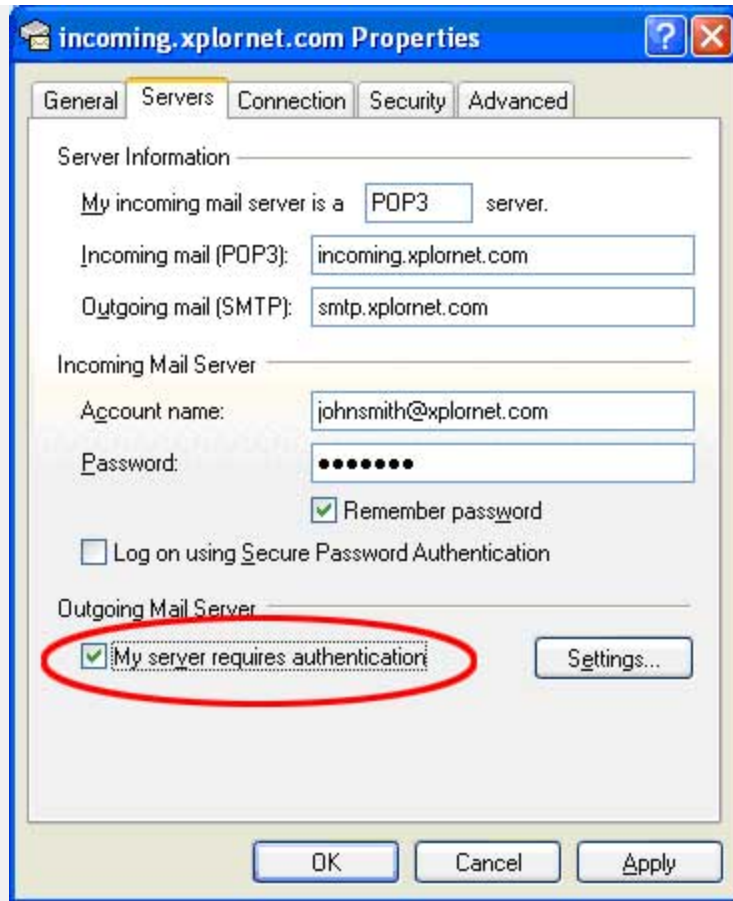
- Instructional text: "Type the account name and password your Internet service provider has given you."
- "Account name:" label followed by a text input field containing "johnsmith@xplornet.com".
- "Password:" label followed by a password input field with seven black dots.
- A checked checkbox labeled "Remember password".
- Instructional text: "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."
- An unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- At the bottom, three buttons: "< Back", "Next >", and "Cancel".

7) Click **Next**. Click **Finish**.

8) After inputting all of your information you will be brought back to the **Mail** tab. Select the **incoming.xplornet.com** account you that just created and click **Properties** on the right hand side.



9) Go to the **Server** tab and check the box that reads **My server requires authentication**.



10) Click **OK**. Now you are ready to send and receive email from your Xplornet email account.