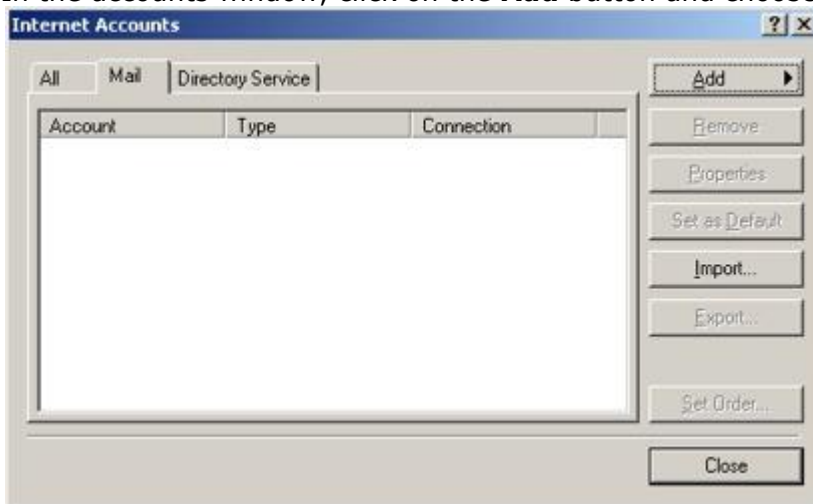


Microsoft Outlook Express Setup

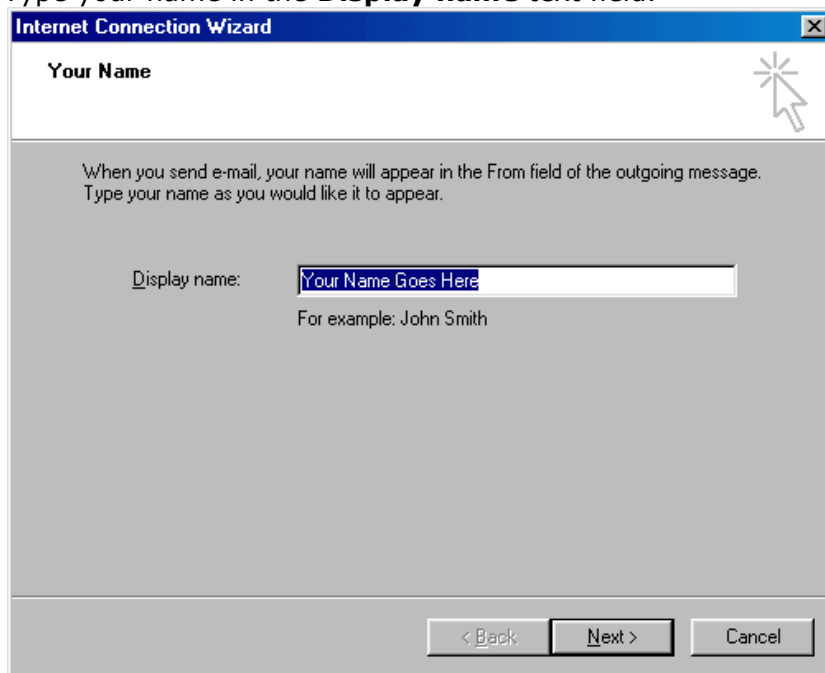
Step 1: Open Microsoft Outlook
Click on the Tools Menu and then on Accounts.



Step 2: In the accounts window, click on the **Add** button and choose **Mail**.



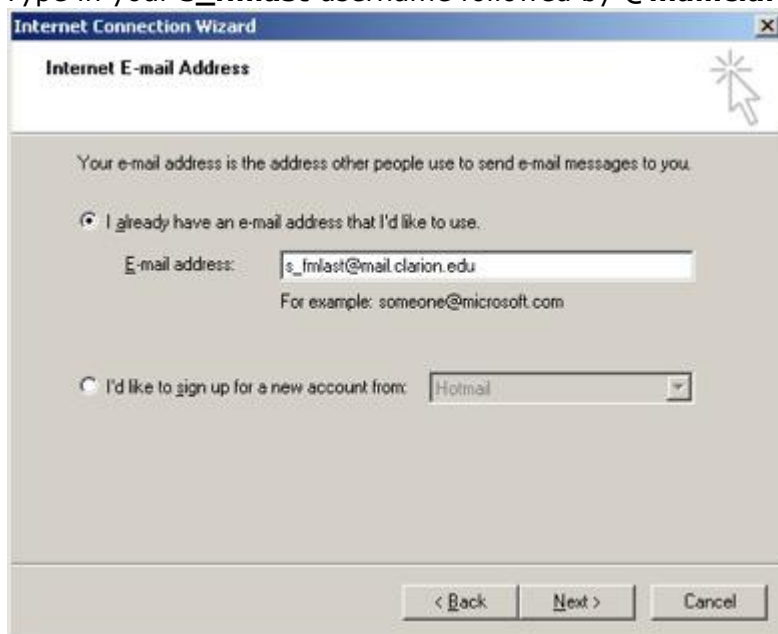
Step 3: Type your name in the **Display name** text field.



The screenshot shows the 'Internet Connection Wizard' window with the title 'Your Name'. The main 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.' Below this is a text input field labeled 'Display name:' containing the placeholder text 'Your Name Goes Here'. Underneath the field is the example text 'For example: John Smith'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the top right corner of the window.

(click **N**ext)

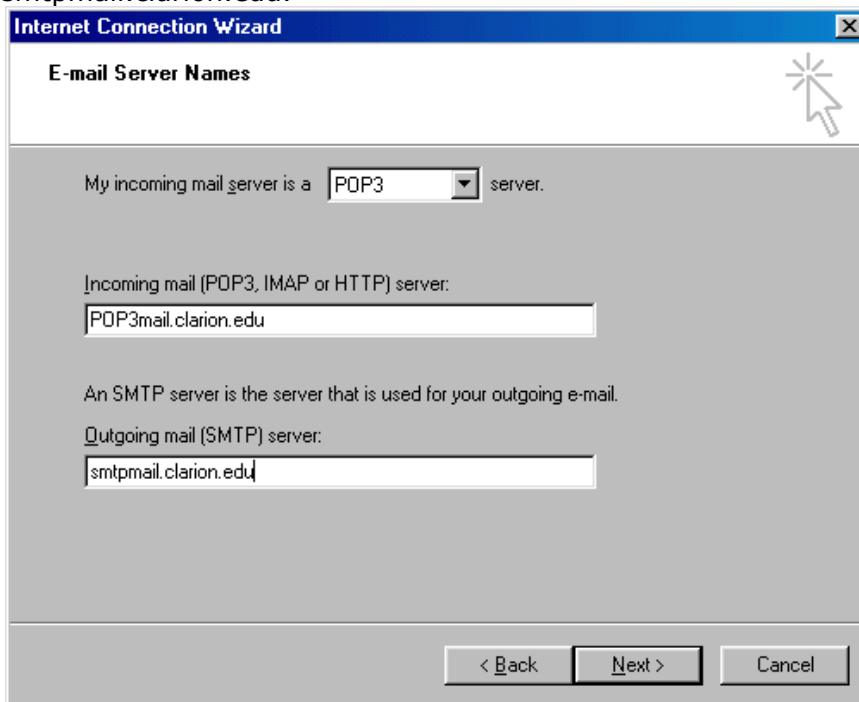
Step 4: Type in your **s_fm**last username followed by **@mail.clarion.edu**



The screenshot shows the 'Internet Connection Wizard' window with the title '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.' There are two radio button options. The first option, 'I already have an e-mail address that I'd like to use.', is selected. Below it is a text input field labeled 'E-mail address:' containing the text 's_fm1ast@mail.clarion.edu'. Underneath the field is the example text 'For example: someone@microsoft.com'. The second option, 'I'd like to sign up for a new account from:', is unselected and followed by a dropdown menu showing 'Hotmail'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the top right corner of the window.

(click **N**ext)

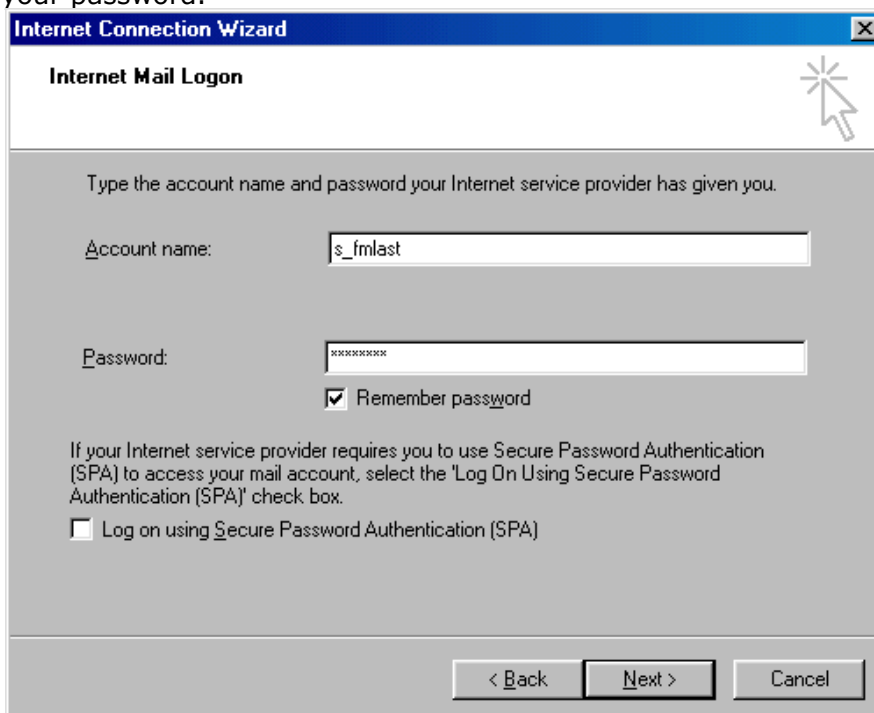
Step 5: Make sure that My incoming mail server is set to **POP3** and fill in both text fields with **POP3mail.clarion.edu** and **smtpmail.clarion.edu** (your window should look just as below). Note: If you have an ISP (off campus), you will need to enter their Outgoing mail (SMTP) server information, **NOT** smtpmail.clarion.edu.



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu for 'My incoming mail server is a' set to 'POP3'. Below that, there is a text input field for 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'POP3mail.clarion.edu'. Below that, there is a text input field for 'Outgoing mail (SMTP) server:' containing 'smtpmail.clarion.edu'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

(click **N**ext)

Step 6: This step requires you to enter your account name (i.e. username) and password. You are also prompted with an option to allow Microsoft Outlook Express to retain your password. If this **Remember password** box is checked you will not need to enter your password upon Outlook startup. If the box is unchecked then every time you open Outlook Express, it will prompt you for your password.



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text input field for 'Account name:' containing 's_fm1ast'. Below that, there is a text input field for 'Password:' containing 'xxxxxxxx'. Below the password field, there is a checked checkbox for 'Remember password'. Below that, there is a text input field for 'Log on using Secure Password Authentication (SPA)' which is unchecked. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

(click **N**ext)

Step 7: Click **Finish** on the next window and the setup of your POP3mail.clarion.edu account is done. The next window you will see is the Accounts window again with your new account listed in it. Click **close** to close this window and then go to the **Tools** menu, Send/Receive, and then POP3mail.clarion.edu. This will go out to your gold email account and pull down your email.

