

# Setting up email account in Outlook Express

1. In Outlook Express, from the **Tools** menu, select **Accounts**
2. A box will appear. Click **Add** and select **Mail**
3. Enter your name as you want it to appear on your emails and click **Next**
4. Enter your email address and then click **Next**
5. Set server type as **POP3**
6. Enter the following server settings:
  - **Incoming (POP) Mail server:** mail.yourdomain.co.za / .com
  - **Outgoing (SMTP) Mail server:** smtp.yourdomain.co.za / .com
7. Click on **Next**
8. Enter your email address for the **Account Name**. Enter the password set for this account.  
**NOTE:** Do NOT check the box "Log on using Secure Password Authentication"
9. Click **Next** and then click **Finish**.
10. Now, you're ready to send and receive mail. To set up multiple accounts, follow these steps again.