

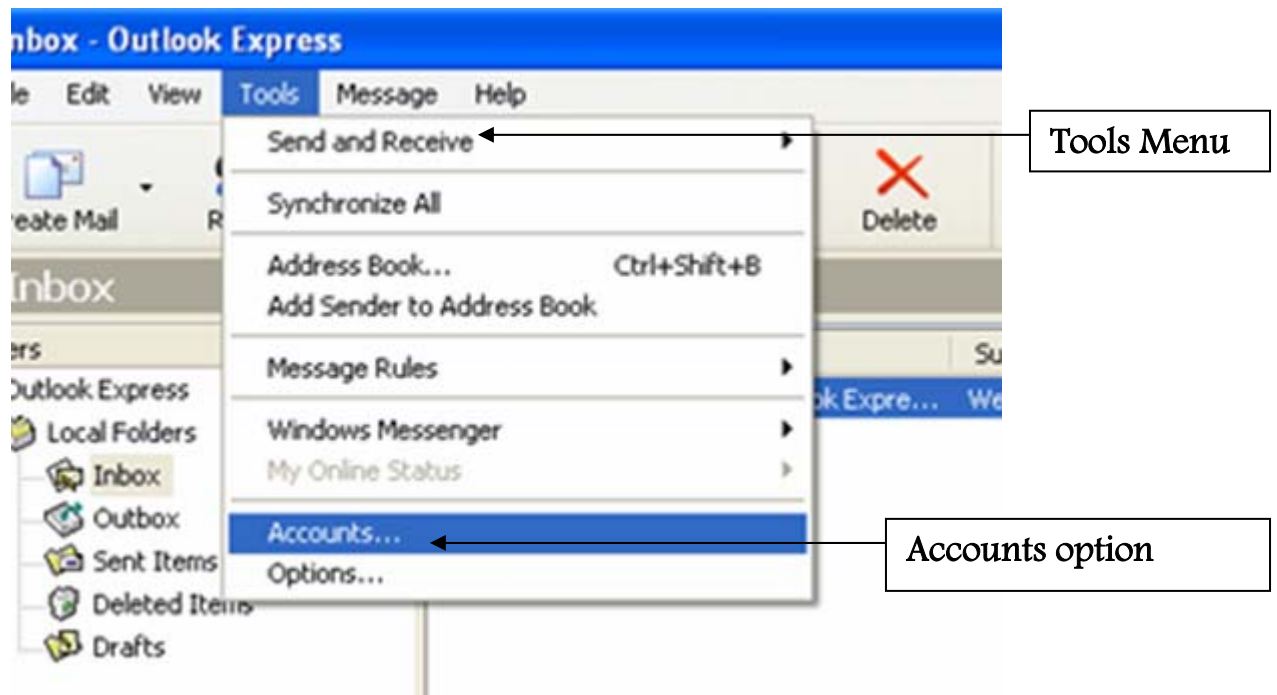


Setting up OUTLOOK EXPRESS to use your school email account from home

You can use your school email account from home in a number of ways. If you want to use OUTLOOK EXPRESS to connect to your school email account you need to carry out the following steps.

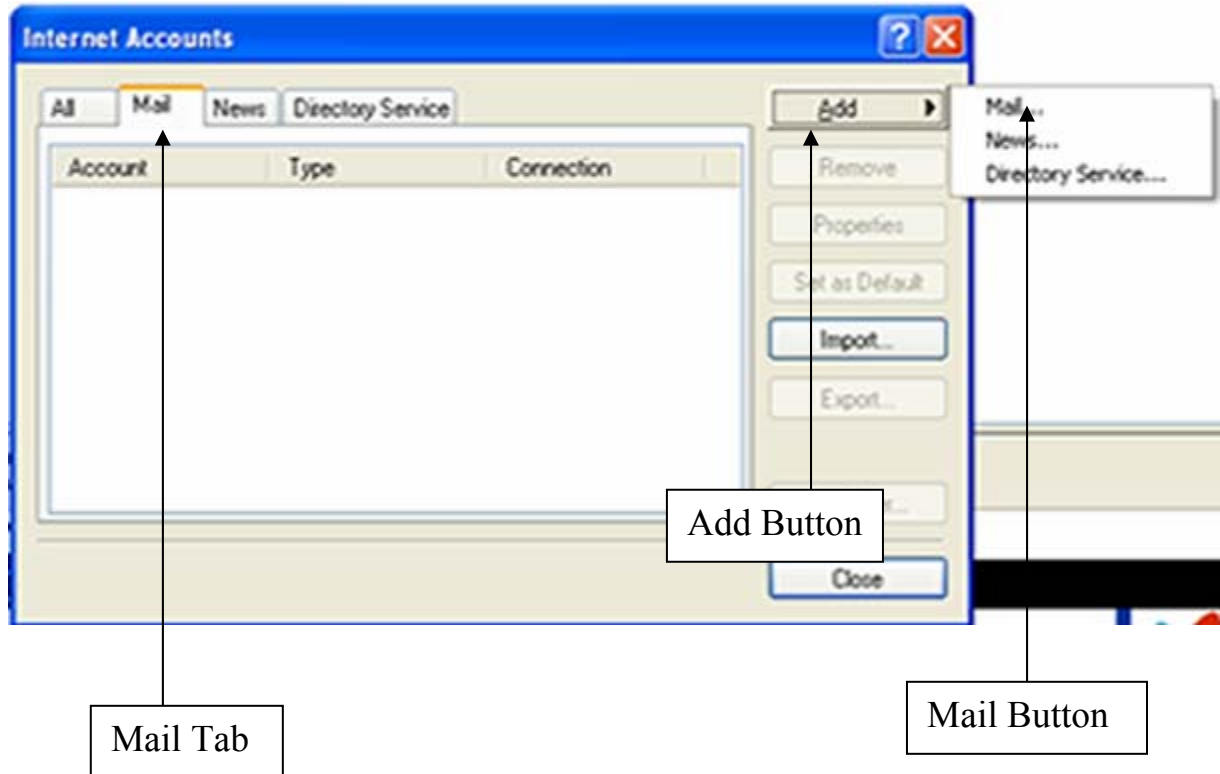
Note – this **adds** the school account to any existing email accounts you use – it will not overwrite or remove your current settings.

(1) Upon opening Outlook Express, click on the **Tools** menu and select the **Accounts** option.



(2)

A new dialog box will open, click the **Mail** tab, click **Add**, then click **Mail**.



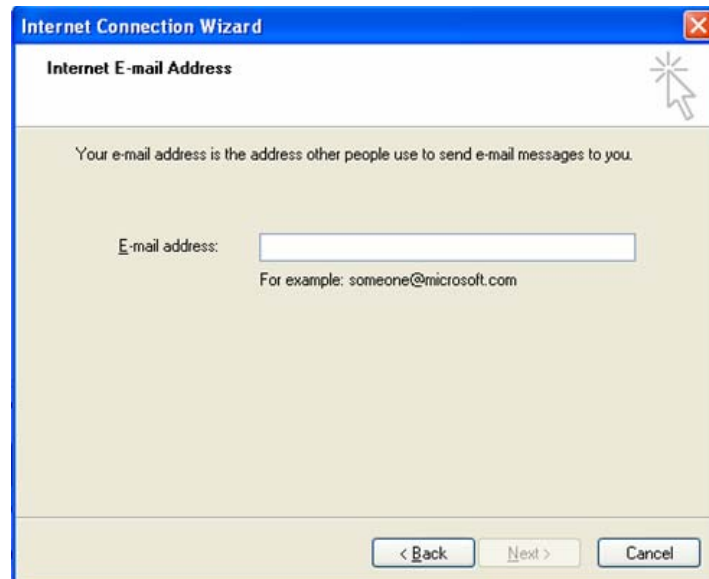
(3)

A dialog box will open, enter your name in the form and click next.



(4)

A new dialog box will appear requesting your email address, in this dialog box enter your Gilbert email address. After you have filled this in click next.

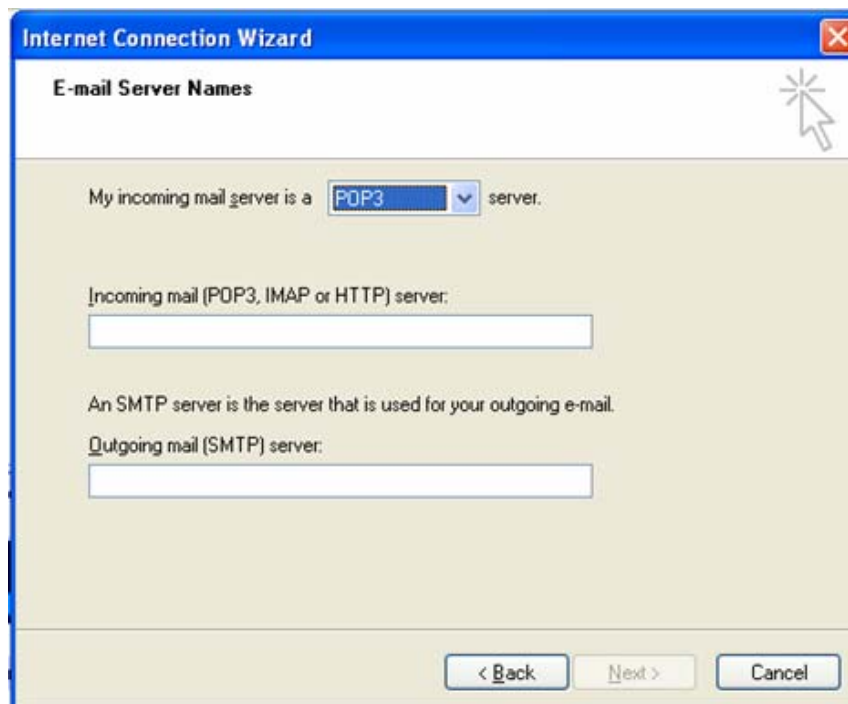


(5)

A new dialog box will open, make sure the incoming mail server is set to POP3. In the two boxes enter the following:

195.144.146.15

Then click Next.



(6)

Another dialog box will appear asking for two pieces of information.

In the Account name box enter:

class\your username
i.e. class\rmk

Note. Those on the office server must type in:

gilberd\your username
i.e. gilberd\rmk

Password: Enter your password

After you have filled in the information click Next.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main instruction reads: "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" containing "class\rmc" and "Password:" containing a masked password of ten dots. Below the password field is a checked checkbox labeled "Remember password". A note states: "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." Below this note is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

(7)

The last dialog box will now appear, simply click **Finish** to complete the set up. Mail from your Gilbert account will now automatically be sent and received when Outlook Express checks for mail.

