

Outlook Express/2000/97 Tutorial

How to set up the Outlook email client

OnYourMark, LLC

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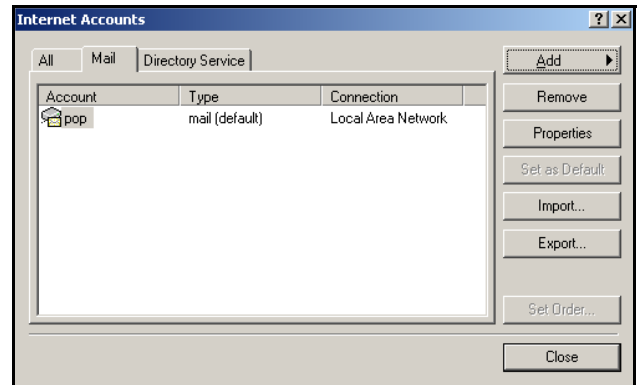
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If this is the first time using Outlook on this computer skip to step 3.

1. With Outlook open, go Tools > Accounts. This will bring up the **Internet Accounts** dialog box.

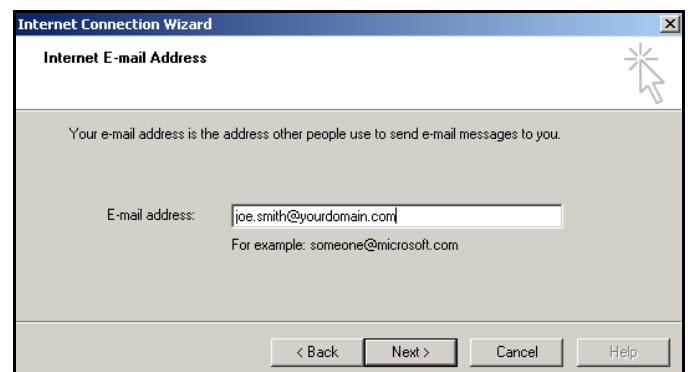


2. On the **Internet Accounts** screen, click **Add > Mail**.

3. In the **Display name** field, enter a full name for the account (i.e. Joe Smith, ABC Co. Human Resources). This name will appear as the "From" name in the recipient's email client. Click on **Next>** at the bottom of the screen to continue.



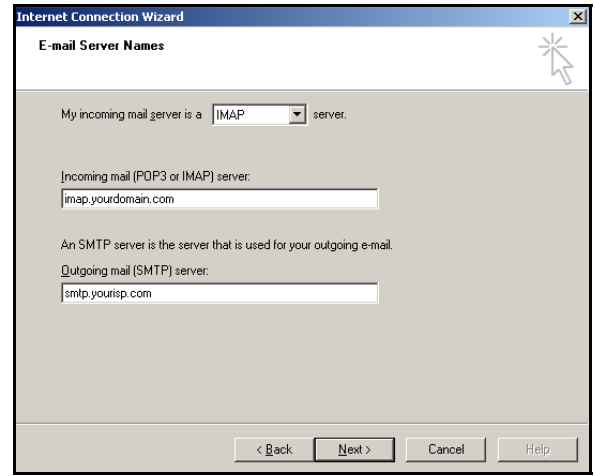
4. Type your entire email address in the E-mail Address box. Click on **Next>** at the bottom of the screen.



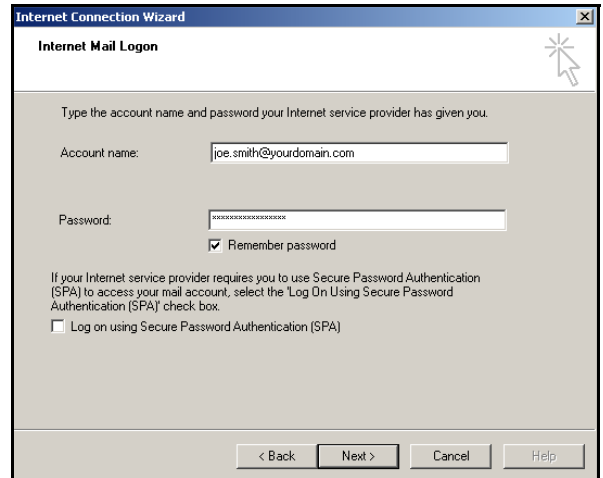
5. You will now enter server information into Outlook. Set the “incoming mail server” drop-down menu to **IMAP**. In the **Incoming Mail Server** field, enter imap.yourdomain.com, replacing “yourdomain.com” with the domain of your website. For example, if your domain is “xyzinc.com,” you would enter “imap.xyzinc.com.”

In the **Outgoing Mail** field, enter in the SMTP server for your Internet Service Provider in the Outgoing Server box. A list of some ISP’s SMTP servers can be found at: <http://www.onyourmark.com/tutorials/email/index.html>. You may also contact your Internet Service Provider for your SMTP settings.

Click on **Next>** at the bottom of the screen.



6. Outlook will now prompt for your account name and password. Enter your entire email address in the **Account name** field. Enter the password in the box below. Click on **Next>** at the bottom of the screen.



7. Mailbox setup is now complete! You may click **Finish** to start using Outlook. The program will now download your email messages.

We recommend taking time to explore the features of Outlook to acclimate yourself with the program. Assistance with Outlook features is provided within the program under the Help tab.

Once your mail has downloaded, please reply to any test messages sent to you from OnYourMark, LLC. These test message replies verify that you can properly send email.

