

# Outlook Express

## Setup Instructions

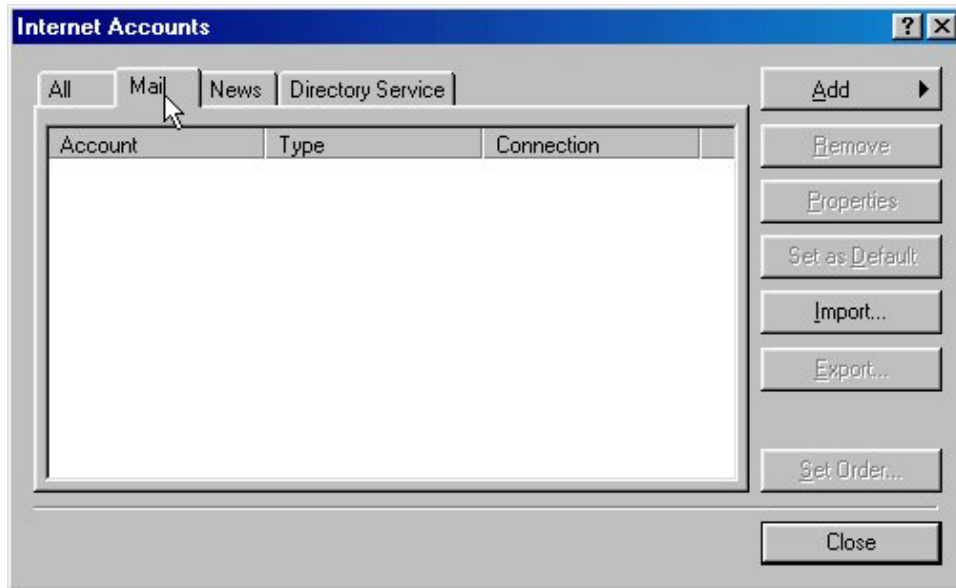
To setup your email in Outlook Express, first open Outlook Express and click on "Tools":



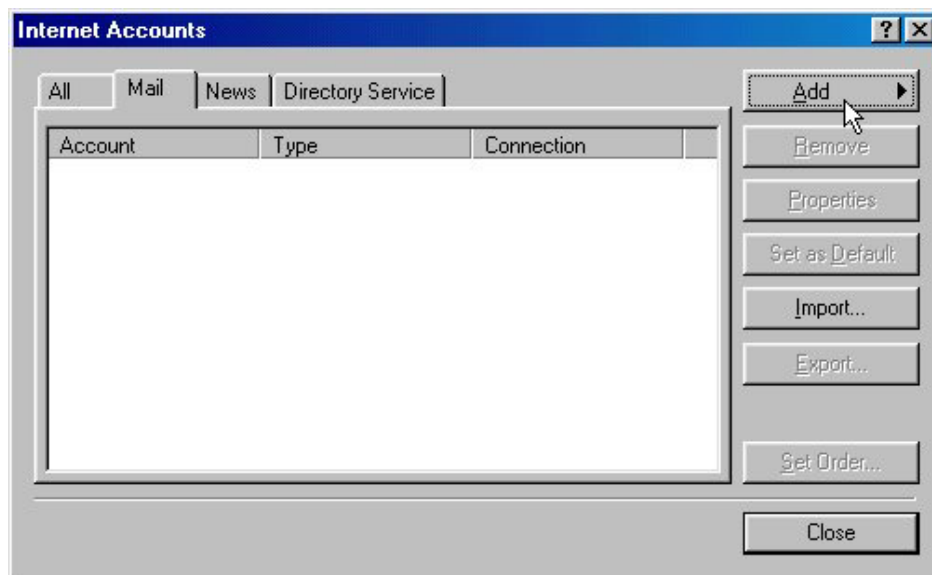
Then you'll need to click on "Accounts":



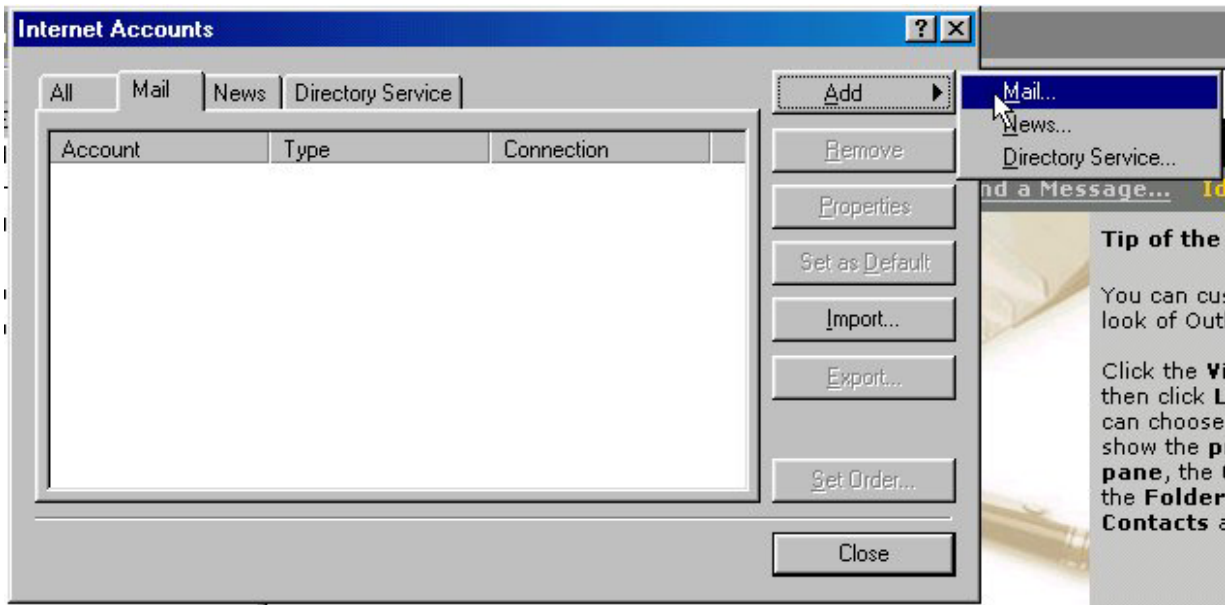
After the "Accounts" window pops up, click on the "Mail" tab:



Then click on the "Add" button to the left:



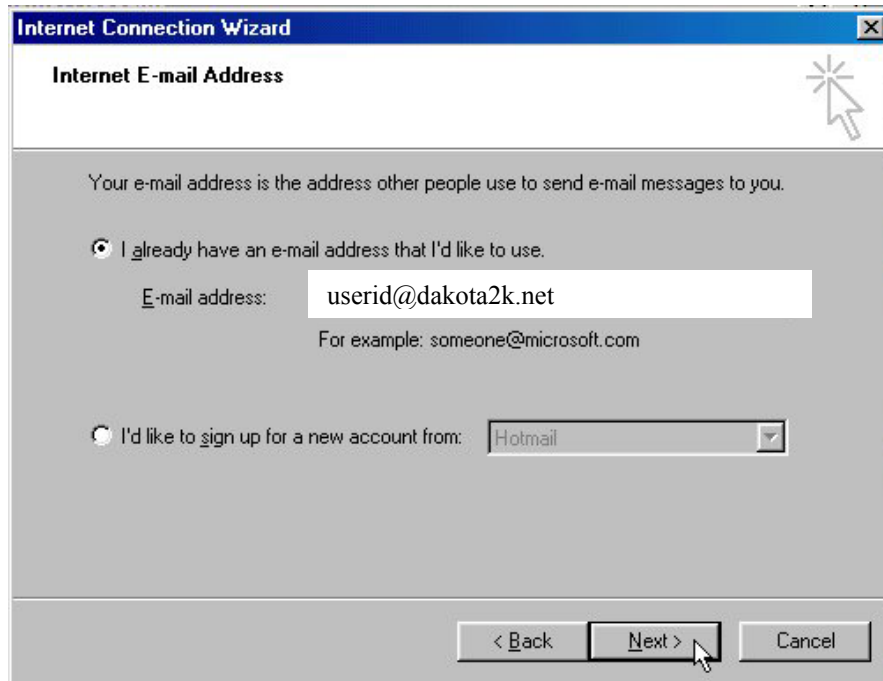
Then select "Mail":



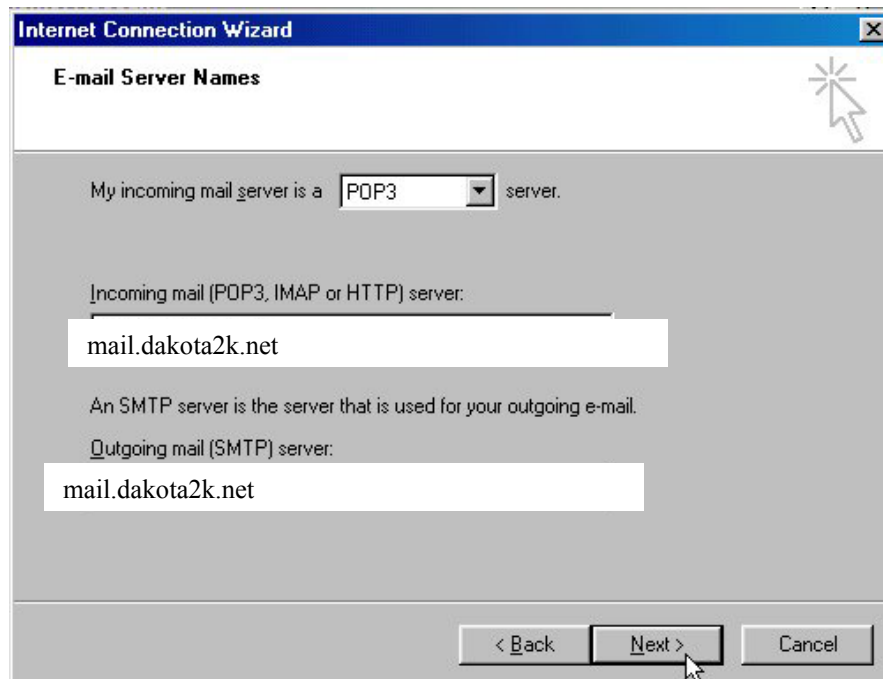
**A window will appear asking for "Display Name", this is where you will put your name, however you want it to appear on an email. Then click next:**



**This window is where you will type in your email address, then click next:**

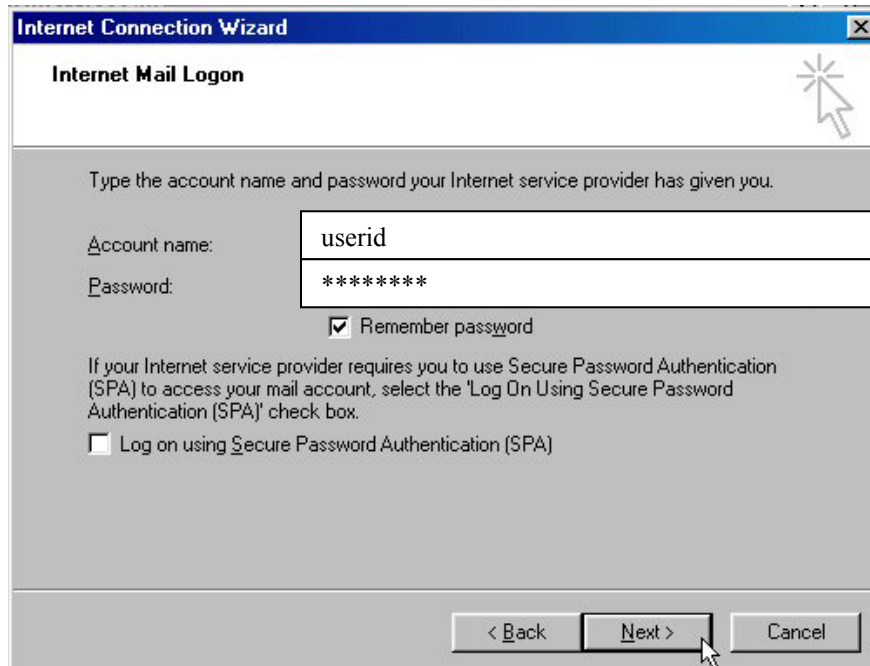


**In this window, the top box should be a "POP3". The next two lines are the "Incoming" & "Outgoing" mail server. These should both be set to mail.dakota2k.net. They should be typed in just as they appear in the image below, then click next:**



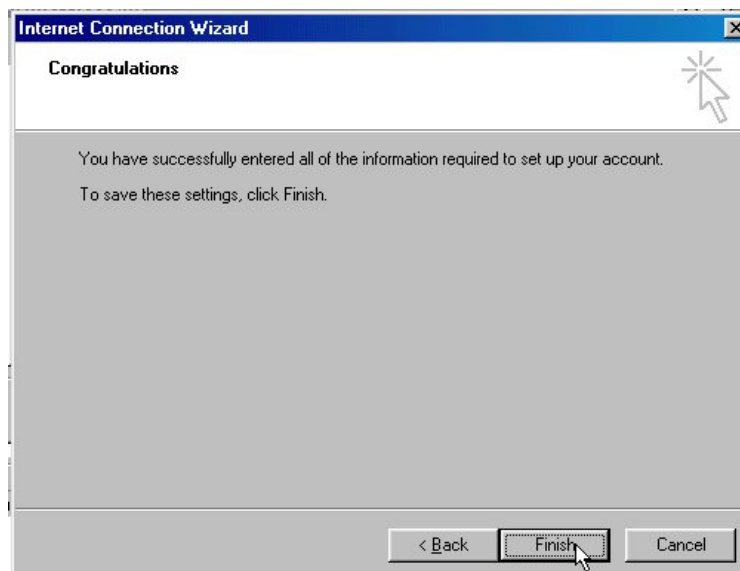
**This window you need to type in your "Account Name", which will**

be the first part of your email address before the "@dakota2k.net". Enter your password in the corresponding field. Leave the check mark in the "Remember Password" box if you **do not** want to enter your password each time you open "Outlook Express". Take it off if you do, and click next:



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text prompt: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' containing 'userid' and 'Password:' containing '\*\*\*\*\*'. Below the password field is a checked checkbox labeled 'Remember password'. Further down, there is a paragraph of 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.' Below this text is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

You have now entered all the necessary information to setup your email account. Click on the "Finish" button:



The screenshot shows the 'Internet Connection Wizard' window with the 'Congratulations' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'Congratulations'. Below the heading, there is a text prompt: 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.' At the bottom of the window, there are three buttons: '< Back', 'Finish', and 'Cancel'. A mouse cursor is pointing at the 'Finish' button.

And click on the "Close" button to get back to your "Outlook Express" screen to begin using your email.

