

## Setting Up Your E-mail in MS Outlook Express

(for microsoft OUTLOOK tutorial vs. Outlook Express, scroll down to that tutorial)

*For this to work, you need to have the email address setup on our server/your website cpanel as well.*

This tutorial shows you how to set up Microsoft Outlook Express to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook Express 6, but these settings are similar in other versions of Microsoft Outlook Express. You can set up previous versions of Microsoft Outlook Express by using the settings in this tutorial.

To Set Up Your E-mail Account in Microsoft Outlook Express

**In Microsoft Outlook Express, select Tools > Accounts.**

Select the "Mail" tab in the Internet Accounts window and click "Add."

Enter you full name and click Next.

Enter your e-mail address and click Next.

On the E-mail Server Names window, enter your information as follows:

My incoming mail server is a:

**POP3 server**

Incoming mail (POP3, IMAP or HTTP) server

**mail.YOURDOMAIN.com (replace yourdomain.com with your website address)**

Outgoing mail (SMTP) server

**mail.YOURDOMAIN.com (replace yourdomain.com with your website address)**

**Click Next.**

Enter your e-mail address for your account name and enter your password. Click Next.

**IMPORTANT: DO NOT enter JUST the first part of your email address (the part before the @ symbol) you MUST enter your ENTIRE email address for account name, or user name.**

**Click Finish.**

Select the mail account you just created and click "Properties." (tools / accounts / double click on the account you just created, it will probably be entitled pop.centralmainweb.com or something similar)

Click the advanced tab and replace "25" with "26" in the Outgoing Mail (SMTP) server box

Click OK / Click Close

**NOTE: If you get an error while receiving email, you may have to also select "my incoming server requires authentication". This can be accomplished under properties (see above for instructions on getting to properties) and selecting the servers tab and checking that box**

## Setting Up Your E-mail in Microsoft Outlook

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This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

### To Set Up Your E-mail Account in Microsoft Outlook

1. In Microsoft Outlook, select Tools > E-mail Accounts.
2. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click Next.
3. For your server type, select "POP3" and click Next.
4. On the Internet E-mail Settings (POP3) window, enter your information as follows:

**Your Name**

Enter your first and last name.

**E-mail Address**

Enter your e-mail address.

**User Name**

Enter your e-mail address, again.

**IMPORTANT: DO NOT enter JUST the first part of your email address (the part before the @ symbol) you MUST enter your ENTIRE email address for account name, or user name.**

**Password**

Enter the password you set up for your e-mail account.

**Incoming mail server (POP3)**

Your incoming server is mail.*yourdomain.com* (replace yourdomain.com with whatever your website url is) – if you cannot figure this out, just use mail.centralmaineweb.com

**Outgoing mail server (SMTP)**

Same as incoming mail server.

5. Select the "Advanced" tab and change the "Outgoing server (SMTP)" port to 26 instead of 25. Leave incoming as 110.
6. Click OK.
7. Click Next.
8. Click Finish.