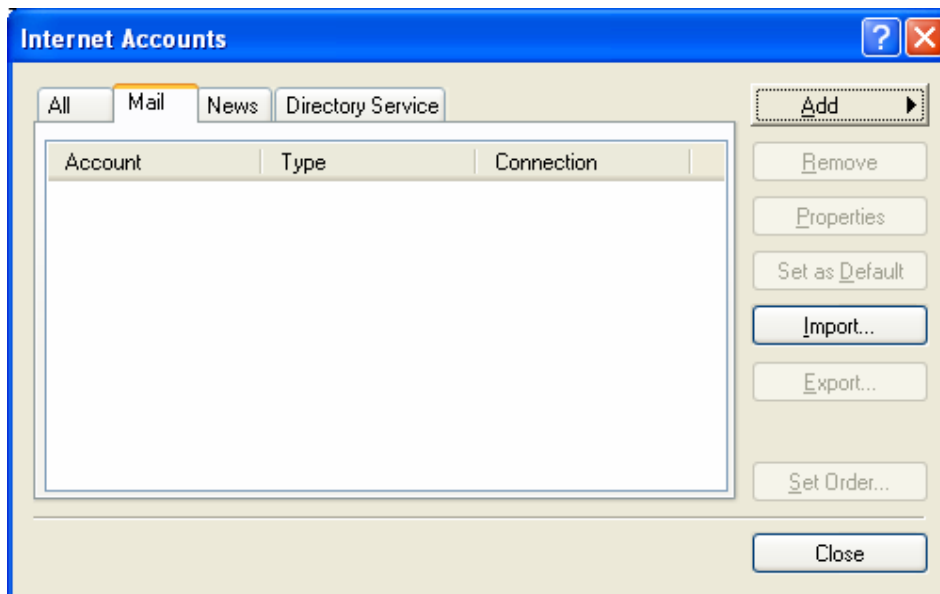


## OUTLOOK EXPRESS MAIL SETUP

The instructions below will assist you in setting up the email addresses associated with you domain name, so they can be accessed using Microsoft Outlook Express.

If you need further assistance, please call our office on 03 8676 0366 or email [support@showandtell.com.au](mailto:support@showandtell.com.au).

- 1) Open the Tools menu (located in the top drop down bar of Outlook Express) and click on 'Accounts'. Click on the 'Mail' tab, select 'Add' and click 'Mail' to continue.



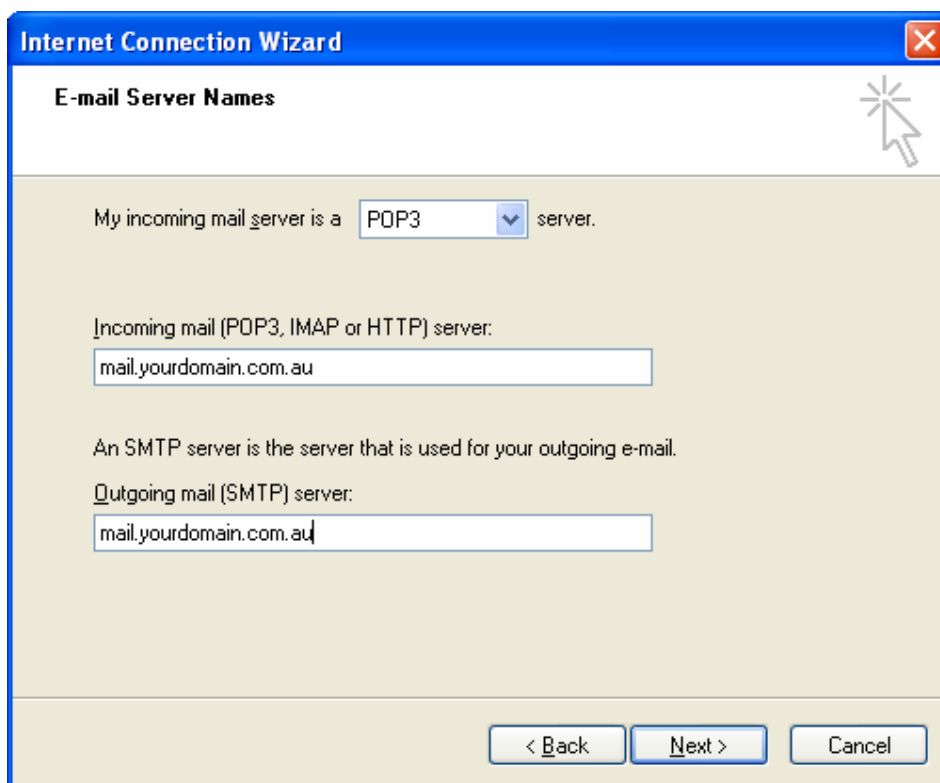
- 2) Enter your name as you would like it to appear on the emails you send from Outlook Express. Click 'Next' to continue.

Enter your email address. This address will be used when recipients reply to your emails.

Enter your server information by entering your incoming mail server (POP3) address, and also enter your outgoing mail server (SMTP) address. These server addresses can be found in the 'Your domain is now active!' email sent to you by Show & Tell Creative.

Note: If the Outgoing mail server (SMTP) errors, you may need to use your ISP outgoing mail server (If you are using Telstra Bigpond, your SMTP Server should be set to mail.bigpond.com). (If you are using iPrimus, your SMTP Server should be set to smtp.iprimus.com.au).

Click 'Next' to continue.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "E-mail Server Names". In the top right corner of the dialog area, there is a small icon of a star with a mouse cursor pointing at it. The dialog contains the following text and input fields:

My incoming mail server is a  server.

Incoming mail (POP3, IMAP or HTTP) server:

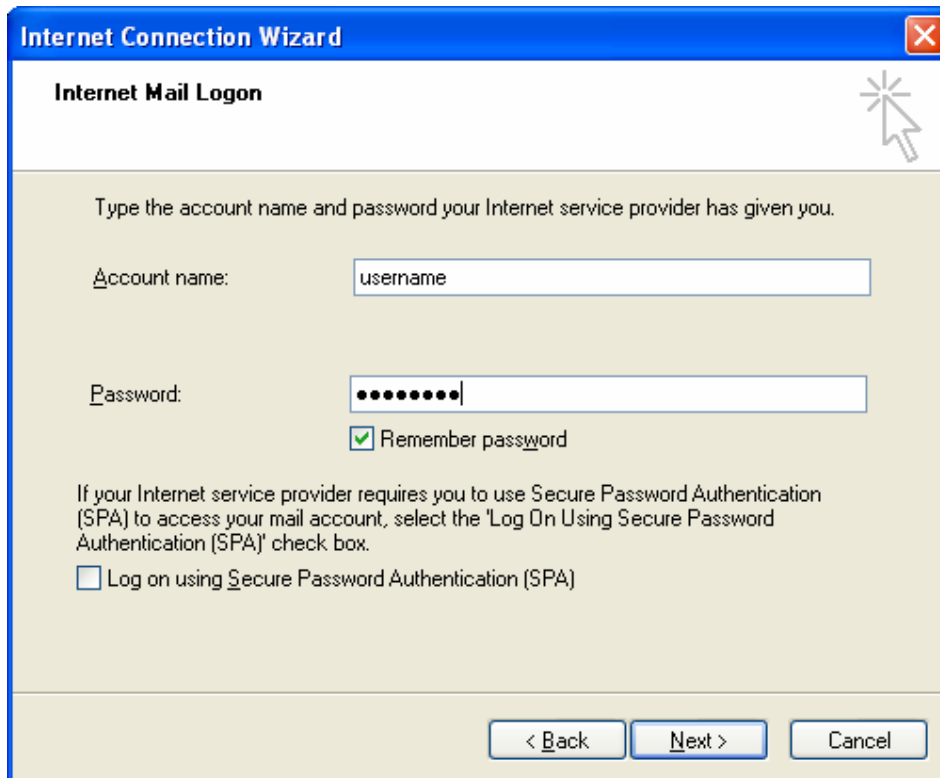
An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

- 3) Enter your account name and password. Your account name and password can be found in the 'Your domain is now active!' email.

Click 'Next' to continue.

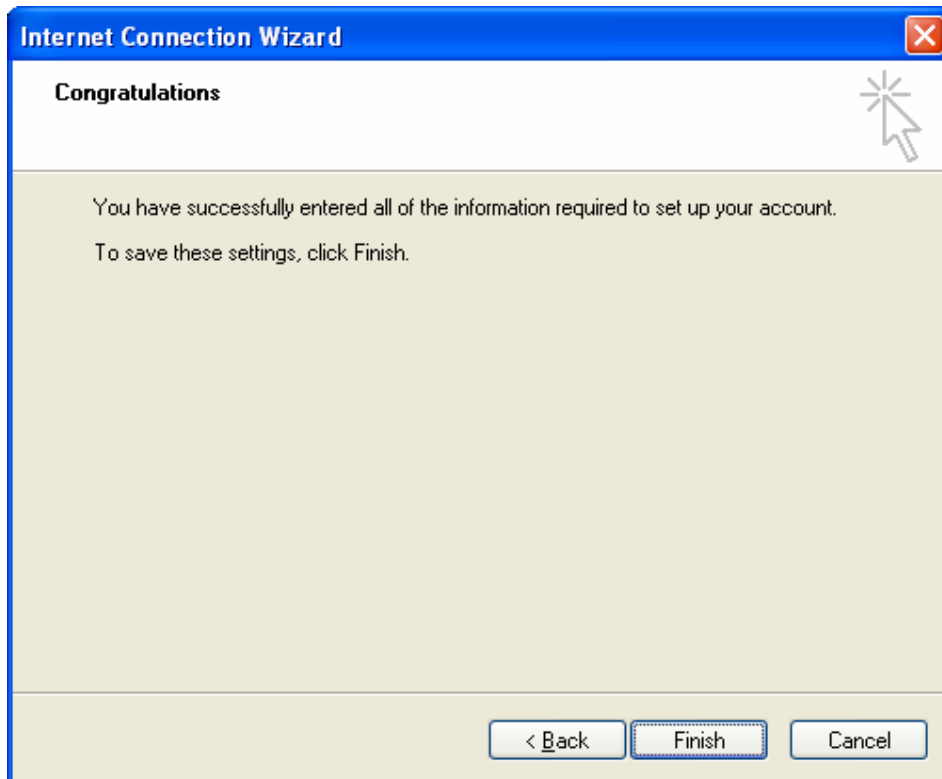


The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog contains the following elements:

- A title bar with a close button (X) in the top right corner.
- A sub-header "Internet Mail Logon" in the top left corner.
- A mouse cursor icon pointing to the top right corner of the dialog.
- Instructional text: "Type the account name and password your Internet service provider has given you."
- A label "Account name:" followed by a text input field containing the text "username".
- A label "Password:" followed by a password input field containing ten dots.
- A checked checkbox labeled "Remember password".
- 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."
- An unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- Three buttons at the bottom: "< Back", "Next >", and "Cancel".

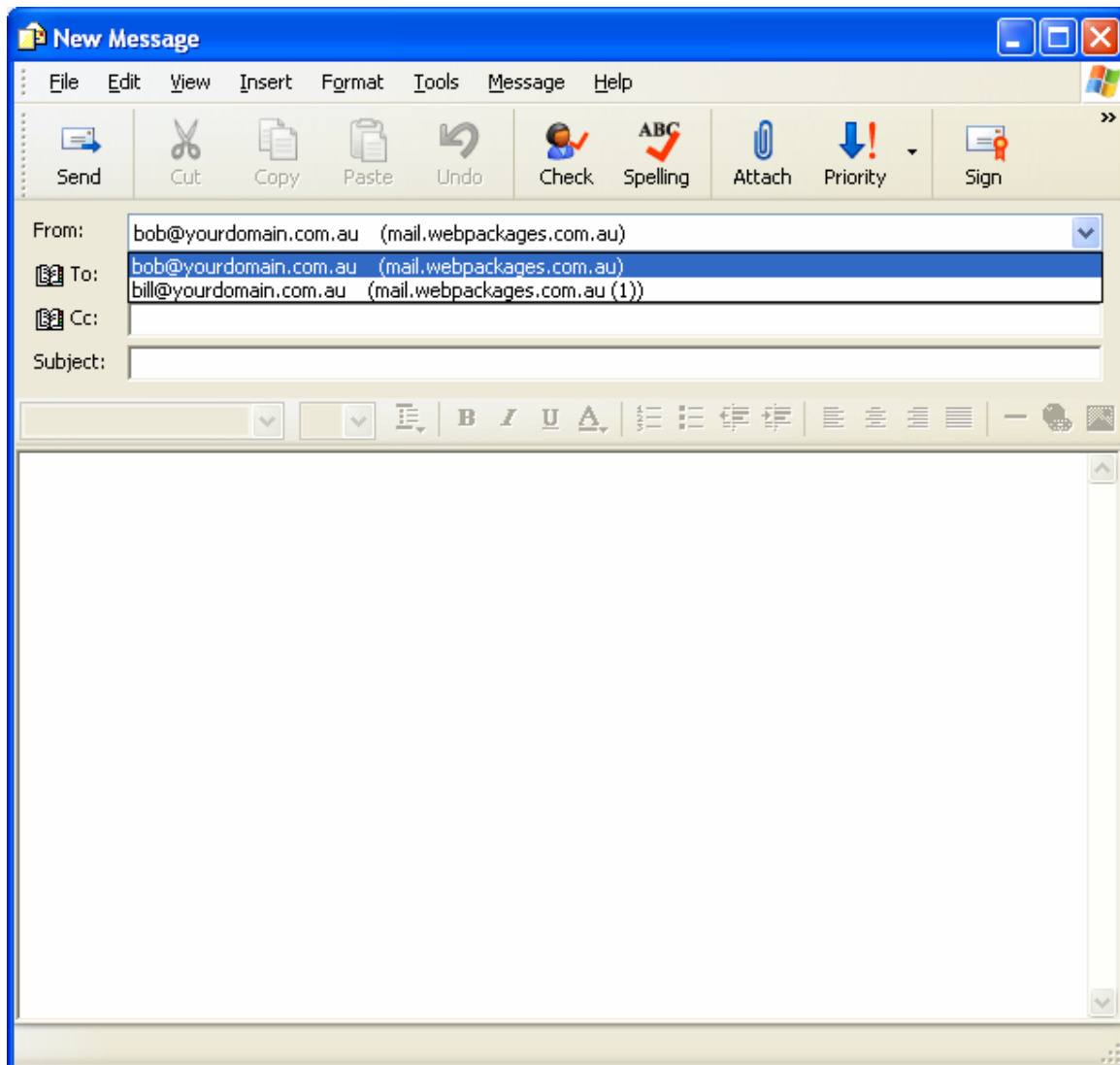
4) Click on the 'Finish' button to complete your mail setup.

Congratulations! You can now send and receive mail in Microsoft Outlook Express.



- 5) For instances where you have more than one email account (eg. 'bill@' and 'bob@'), Outlook Express allows multiple email accounts to be added to the one computer. When Send / Receive is selected, Outlook Express checks all accounts and delivers new mail to your inbox.

When sending or replying to an email, you can nominate the account you wish to send from. When you click on 'Create Mail' you can select your preferred account by clicking on the drop down menu labeled 'From', located at the top of the new message window.



- 6) The new mail configuration will appear in your 'Accounts' window. Highlight it and click on the Properties button to review or alter your mail settings.

Use the Send and Receive button to collect and send your e-mail.

