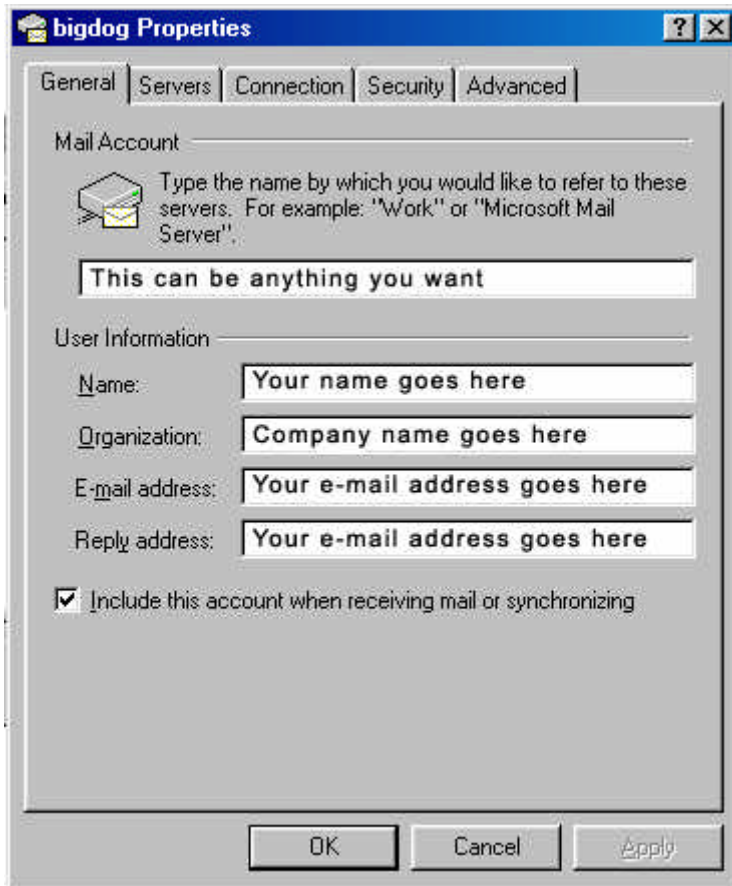


## Setting up e-mail in Outlook Express 5

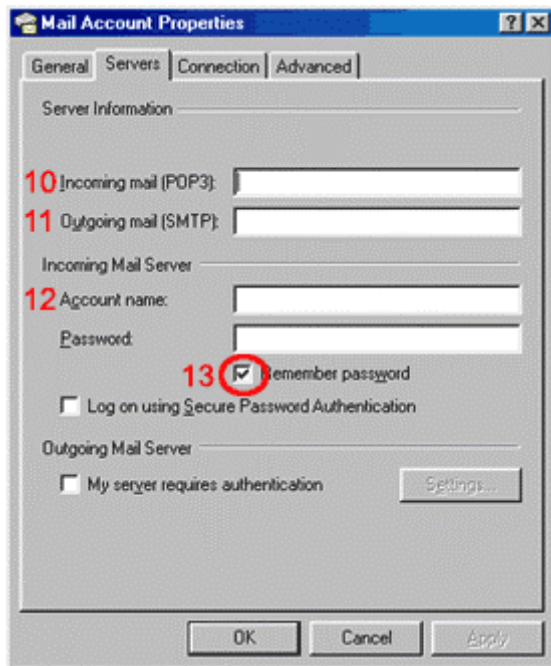
1. Open Outlook Express.
2. Click on **Tools** from the toolbar.
3. Click on **Accounts**.
4. Click on the tab that says **Mail**.
5. Highlight your e-mail account and click the **Properties** button to the right.
6. You will see the box below.



7. The **Mail Account** field can be called whatever you want.
8. Fill in the appropriate **User Information**, including your **Name, Organization & E-mail address**. The **Reply address** is usually the same as the **E-mail address**. \*
9. Click the **Servers** tab.

\* If some cases the **Reply address** will need to be different from the **E-mail address**. In such cases, we will specify the proper address in the E-mail accompanying this document.

10. In the **Incoming Mail (POP3)** field, put in your domain name (e.g. yourcompany.com).
11. For the **Outgoing Mail (SMTP)**, you will need to fill in your Internet Service Providers mail server (e.g.; if you use Revnet, the server is **mail.rev.net**). Contact your ISP for this information.
12. To fill in the **Incoming Mail Server** information put in the **Account Name** which you chose and the **Password** that was supplied to you.
13. The **Remember Password** option is optional.



All other settings can probably be left as is.

Call me at 800-261-3872 if you need help, have questions or this doesn't work.

Beth Garst  
Howl'n Dog Designs