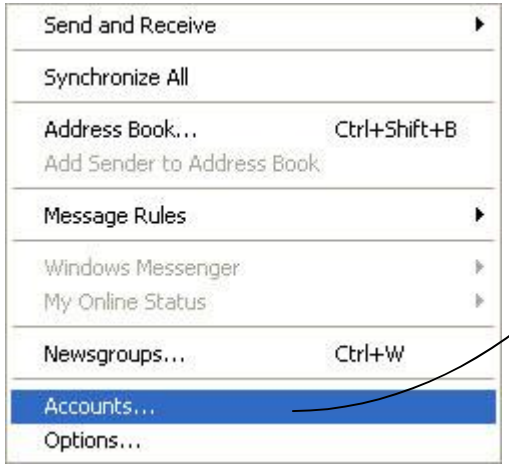
Steps to Set Up A POP3 Email Account on Outlook Express 6

Step 1 – Open up the Outlook Express 6 Program

Step 2 – Click on **Tools** of the menu

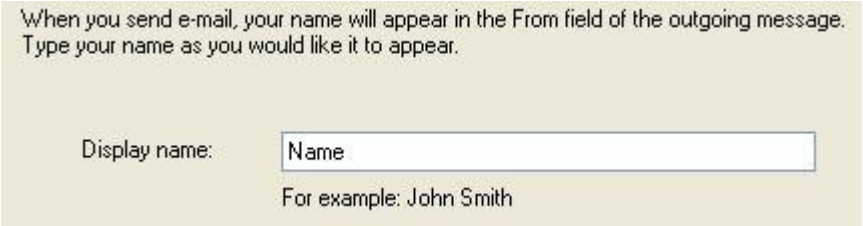
Step 3 – Click on **Accounts…**



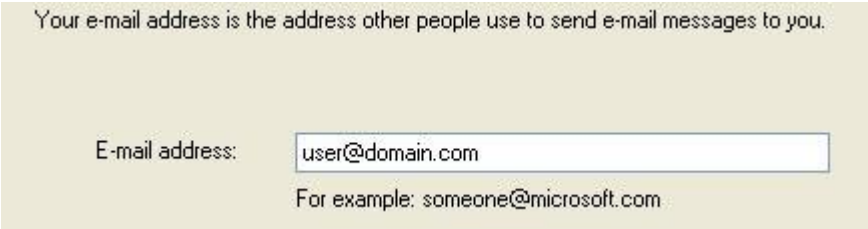
Step 4 – Click on **Mail**

Step 5 – Click on **Add** and select **Mail…**

Step 6 – Enter your name in the space provided



Step 7 – Enter your Email Address



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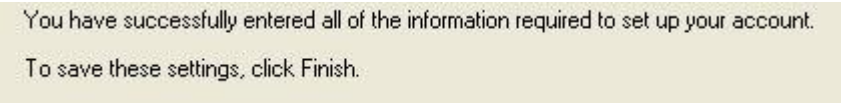
Step 8 – Select **POP3** for incoming mail server

Step 9 – Enter your incoming (POP3) and outgoing (SMTP) mail server e.g. **mail.domain.com**

Step 10 – Enter your **Account name** and **Password**

You should see the following message when finished



The Email account you have created should appear in the window as shown below.

Note: **Account name** may be in the format of **user@domain.com** or **user**. If one does not work, try the other.

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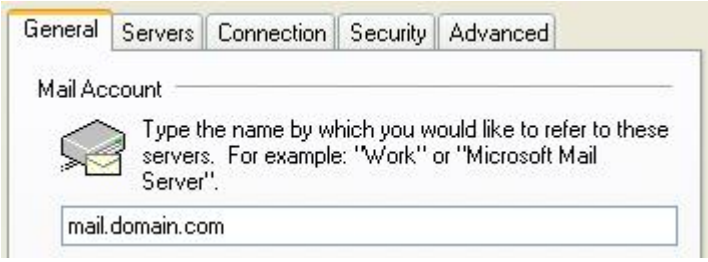
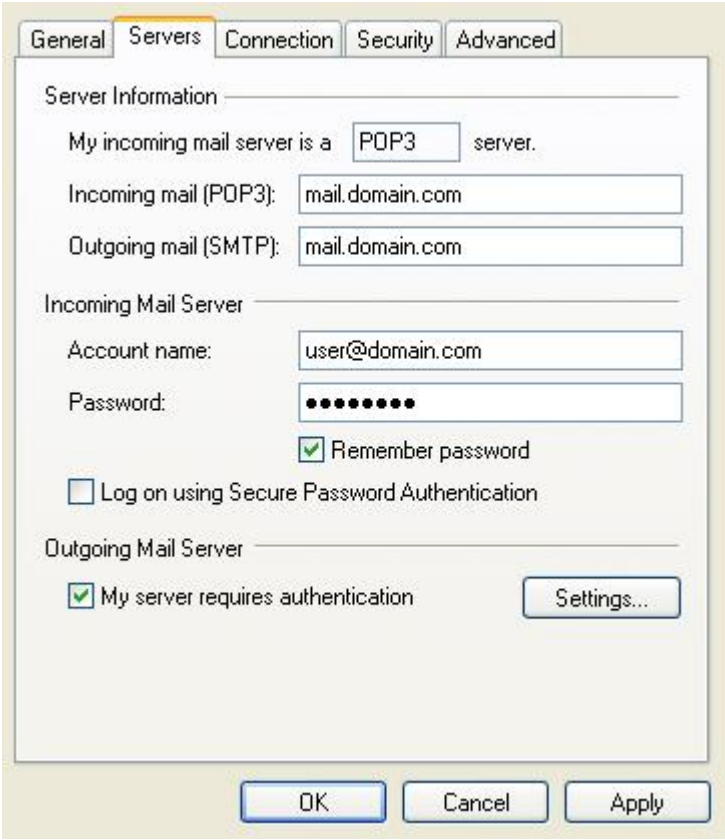
Step 11 – Double-click on the account which you have just created to go into the properties of the account. You should see a new window like the one below.

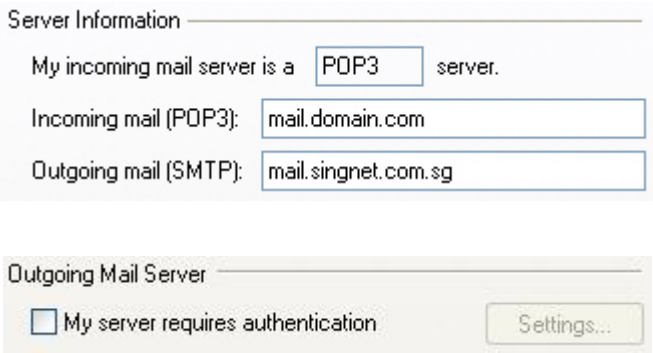


Step 12 – Click on the **Servers** tab.



Step 13 – At the bottom of the window, check the box beside "My server requires authentication" if the **Outgoing mail (SMTP)** is set to your own **mail.domain.com**.

Step 14 – You can also use your ISP's SMTP server, e.g. mail.singnet.com.sg, smtp.starhub.net.sg. Leave the "My server requires authentication" unchecked.



Step 15 – Click on the **Apply** button below and then **OK**. Close the **Internet Accounts** window and you may begin to send and receive emails.

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