

How To Setup Your Email Account in Outlook Express

Open Outlook Express and from the “Tools” menu click on “Accounts”.

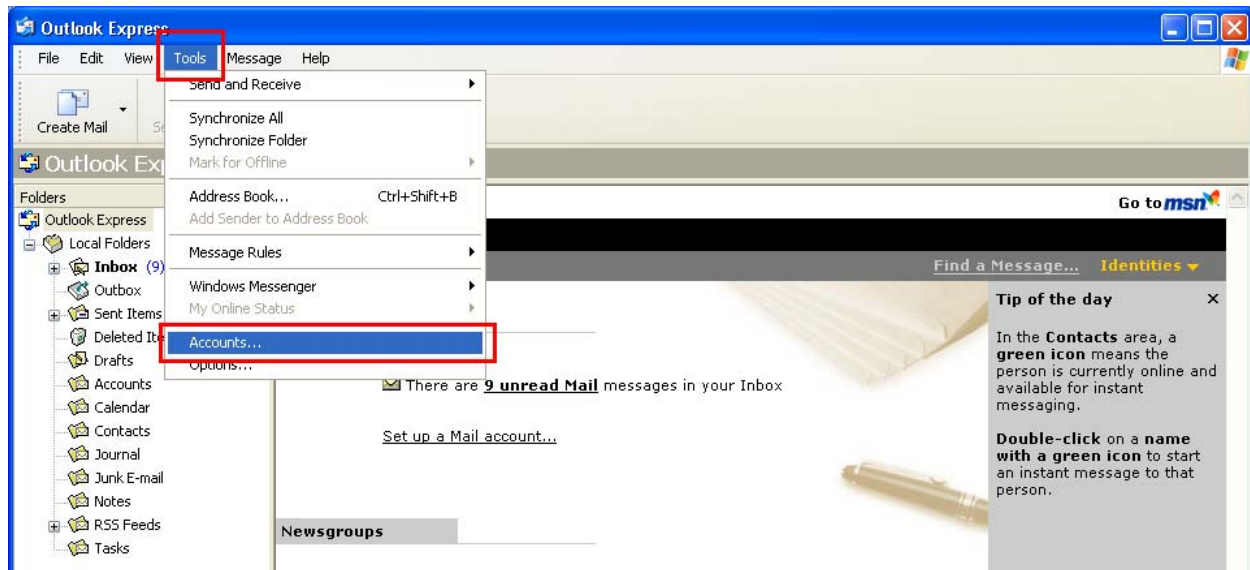


Figure 1

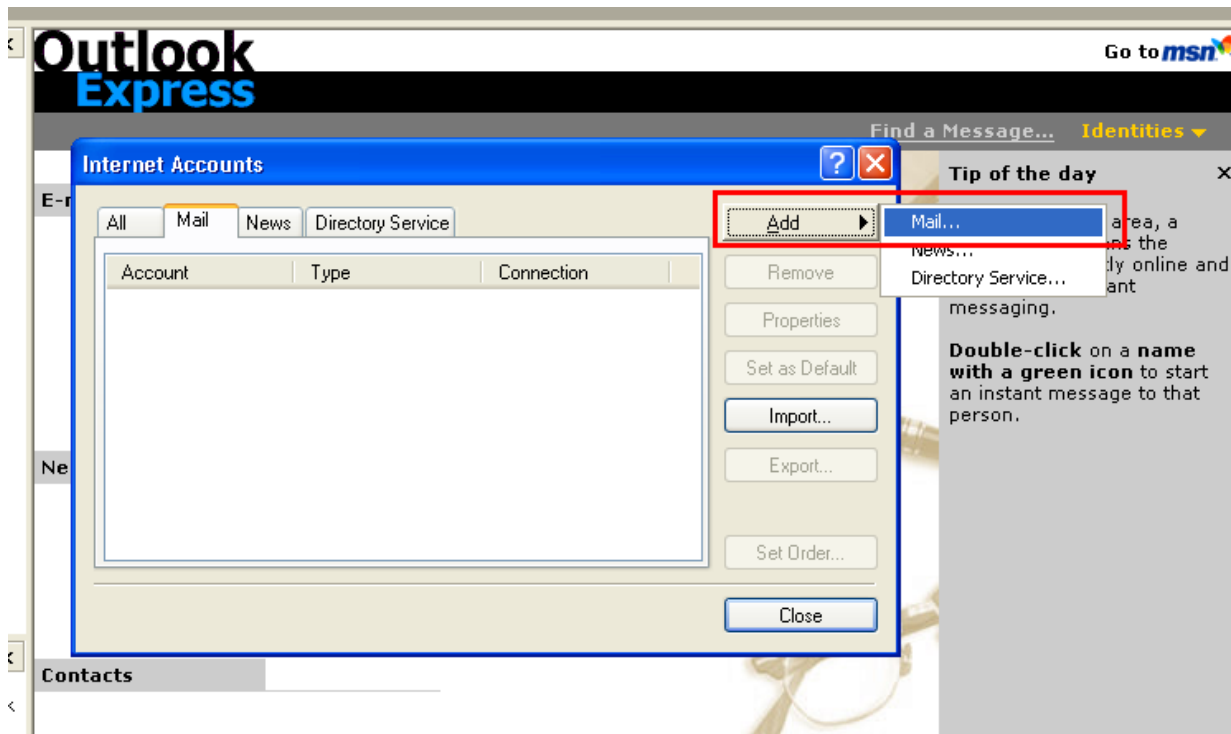


Figure 2 – Click on button “Add > and choose “Mail”

Enter your name and click on 'Next':

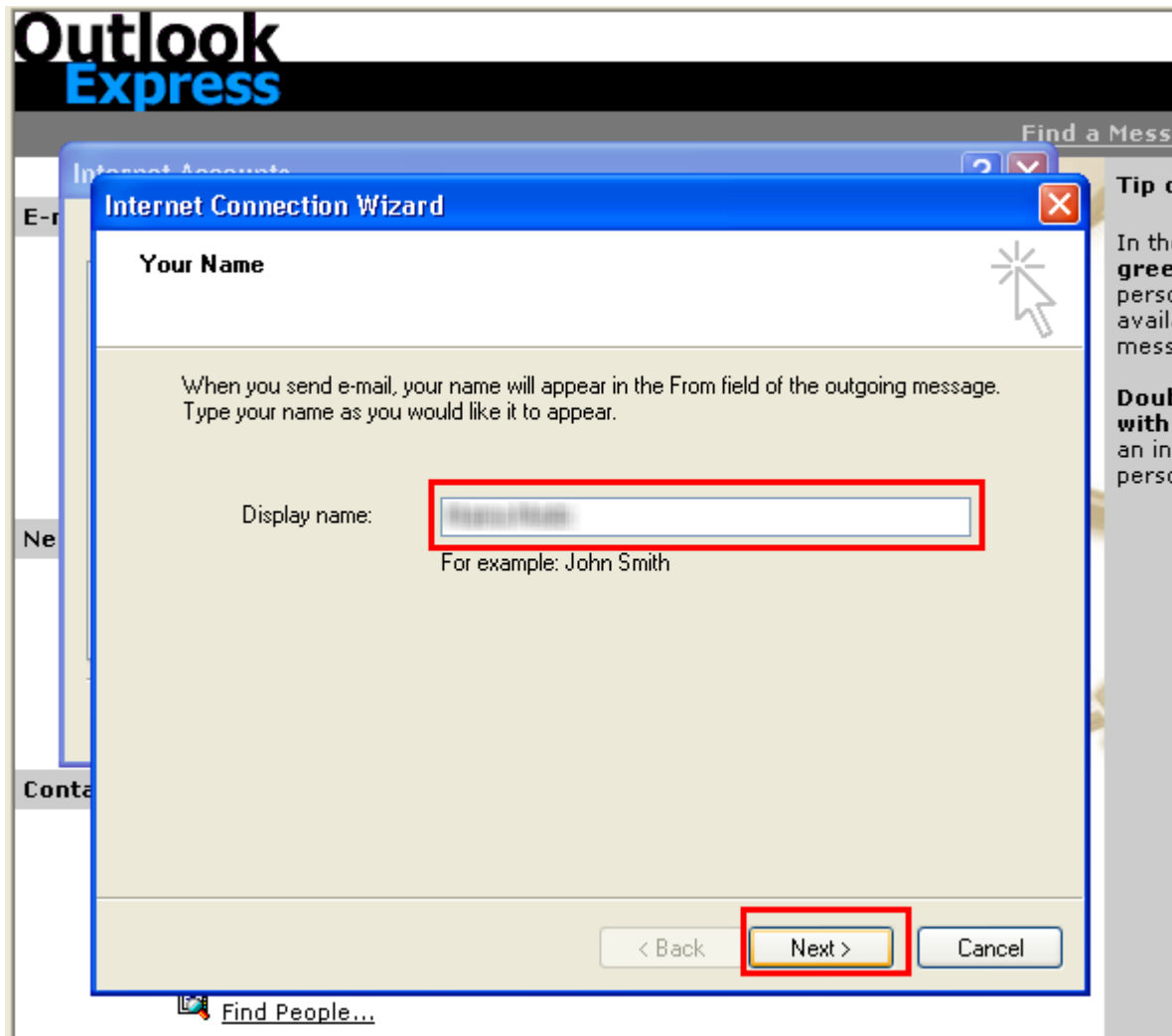


Figure 3

Enter your E-mail address and click on “Next”:

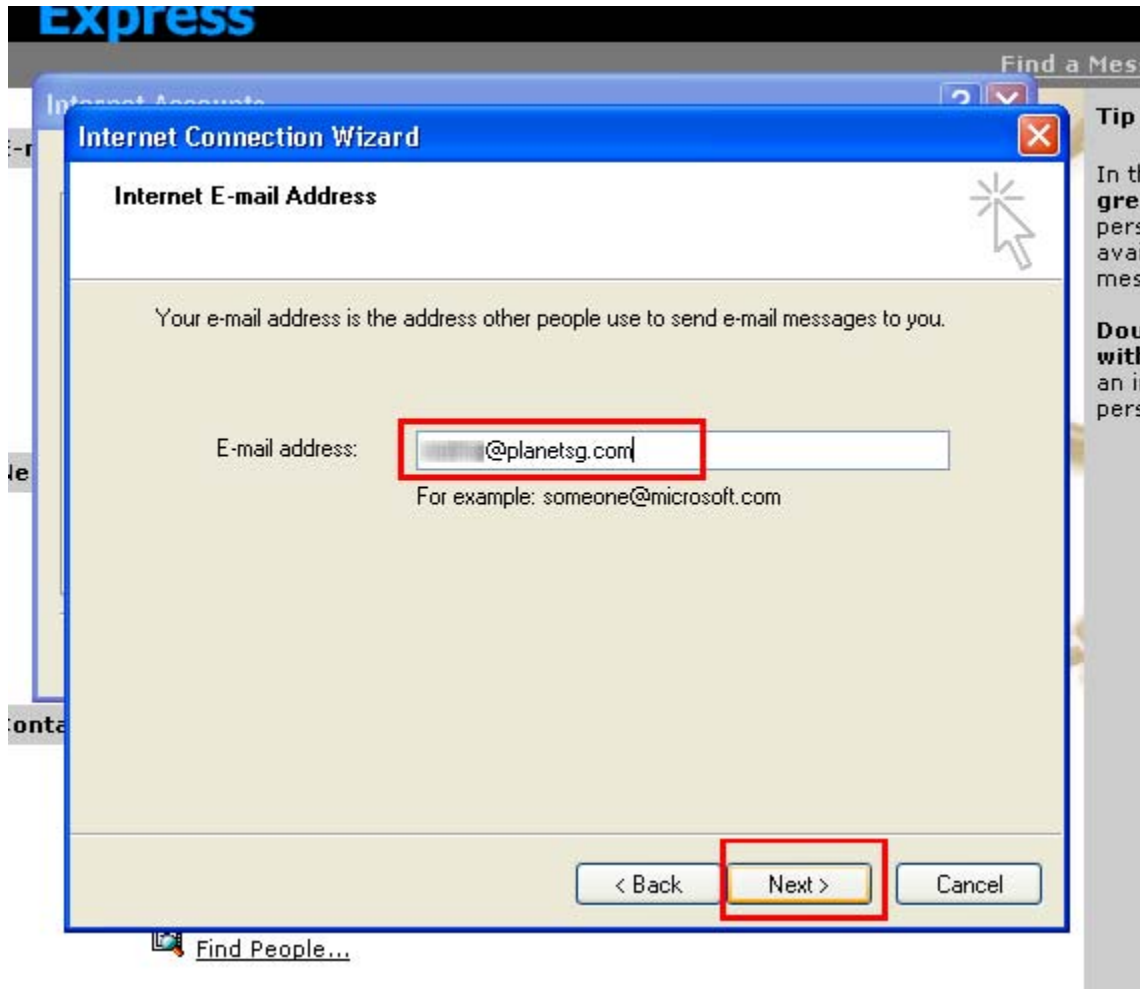


Figure 4

Enter **mail.planetsg.com** as the value for both server types and click on “Next”:

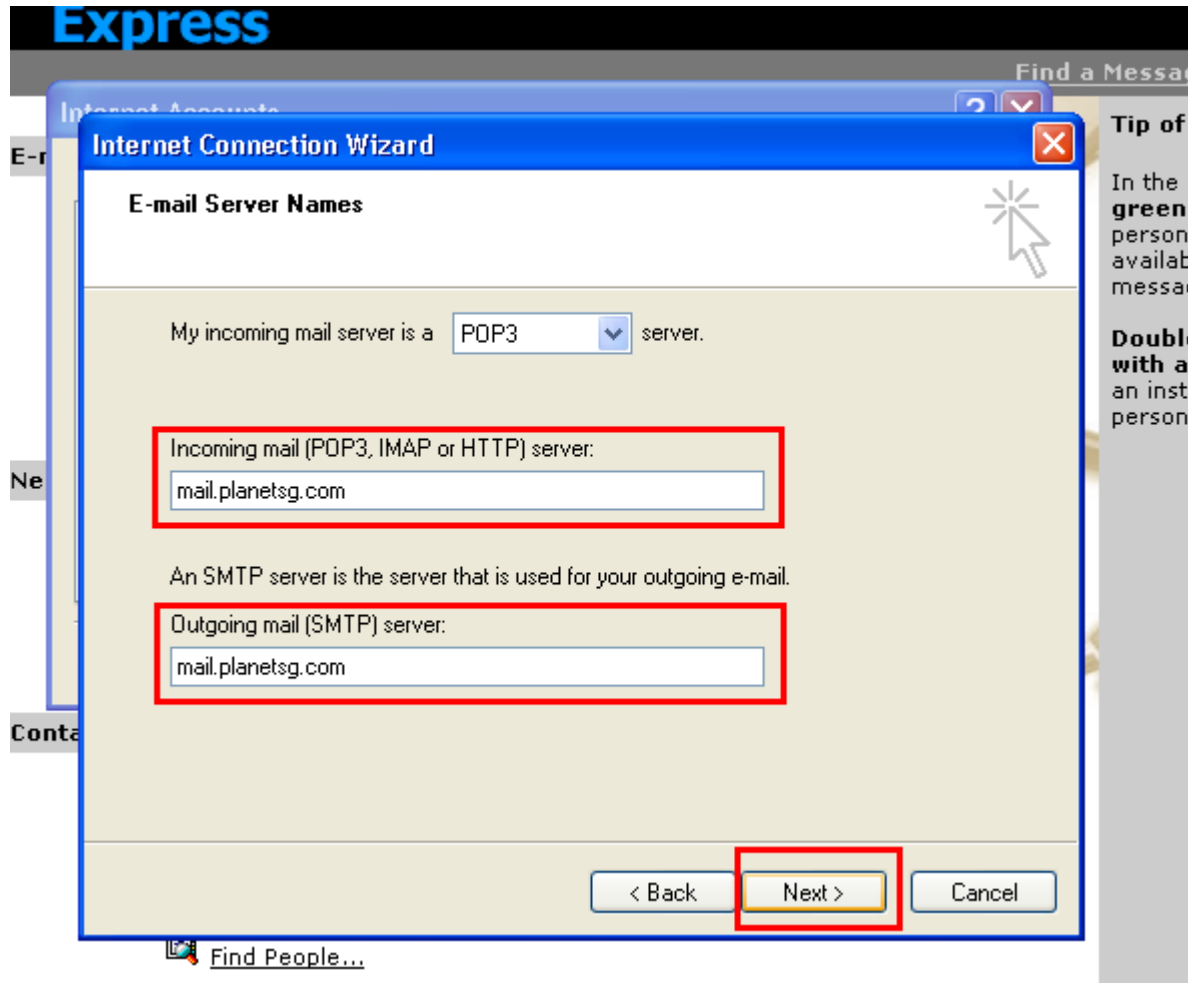


Figure 5

Enter your full email address into the Account name field, then enter your password and check the Remember password field if you prefer not to type it every time you check your email:

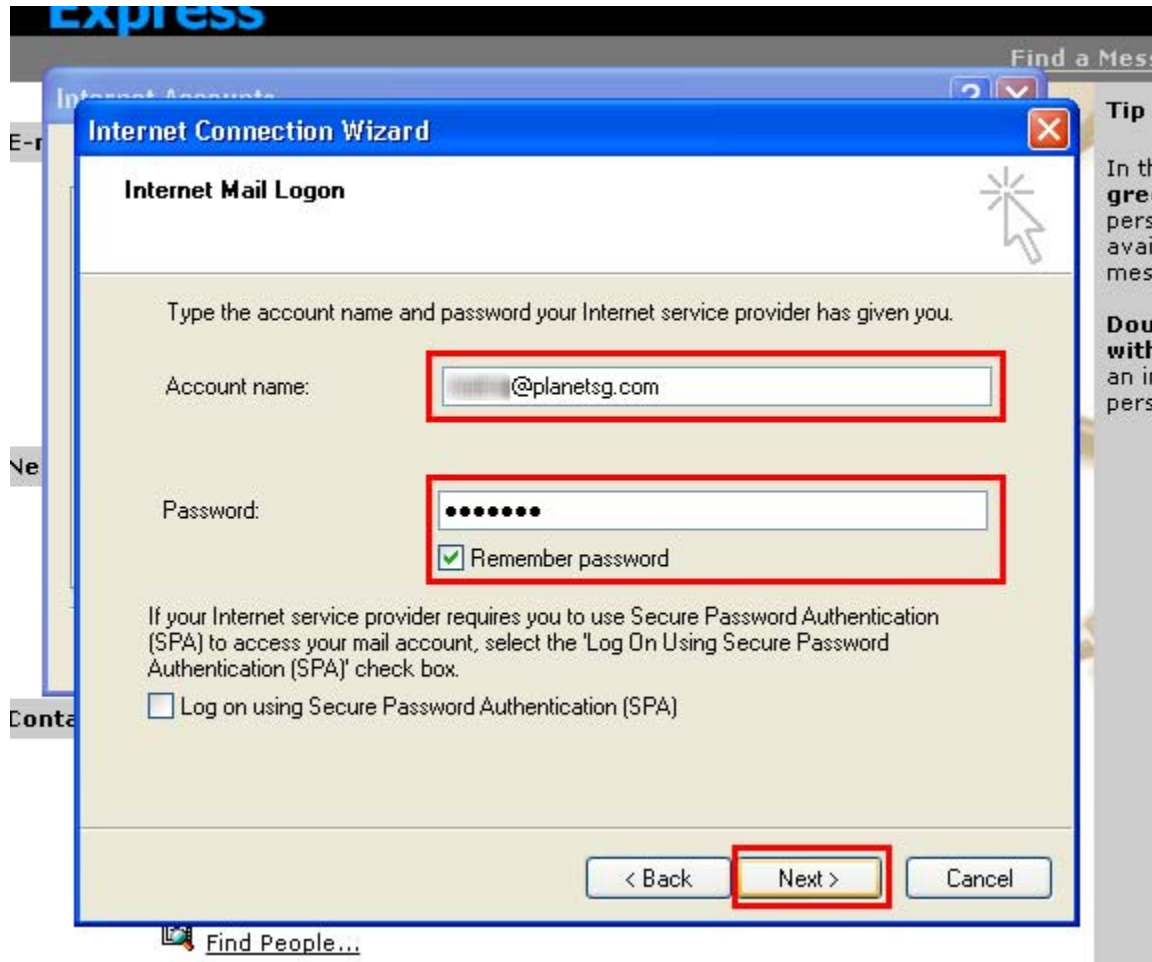


Figure 6

Click on 'Finish' to exit setup and move to adjusting the properties of your newly setup account:

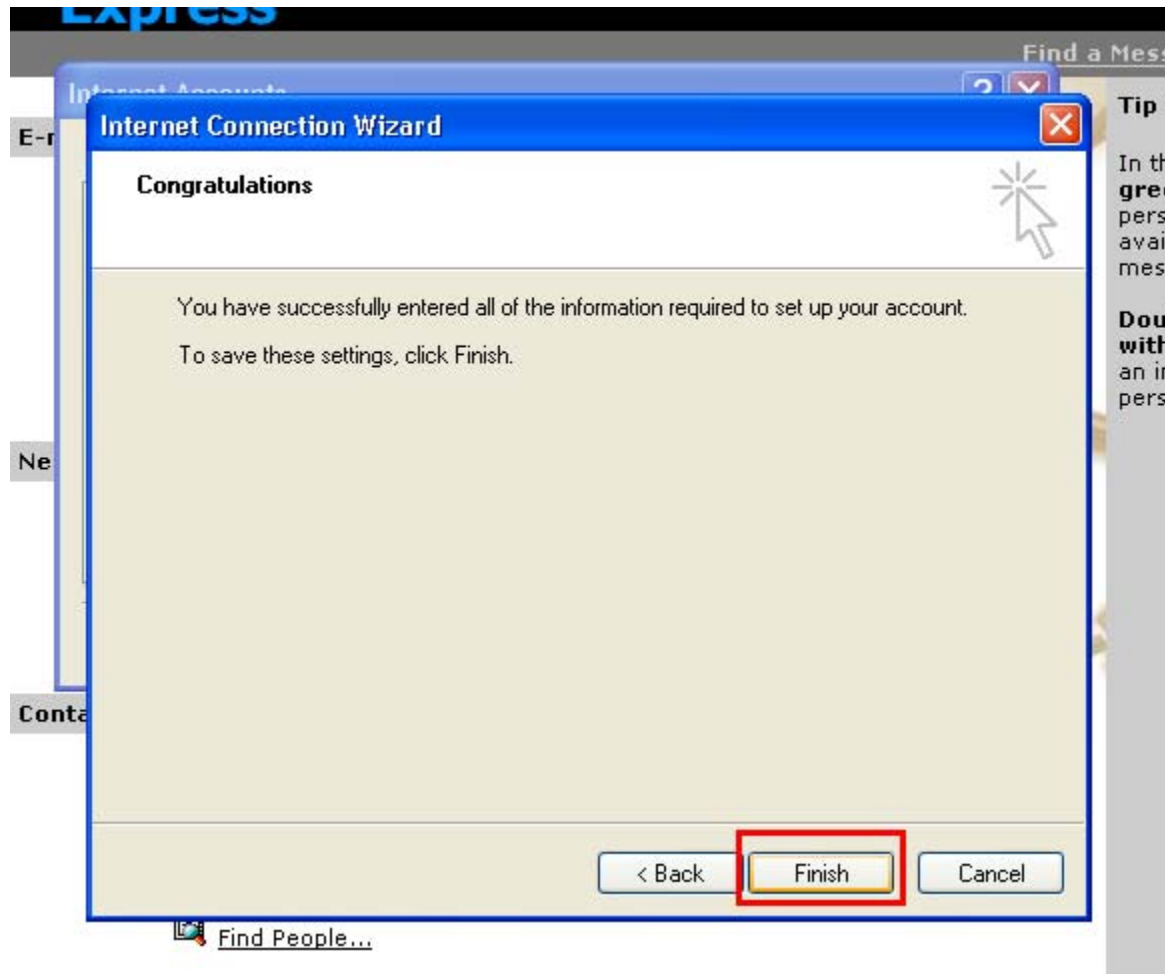


Figure 7

Click on the account name to highlight it blue and then on the “Properties” button:

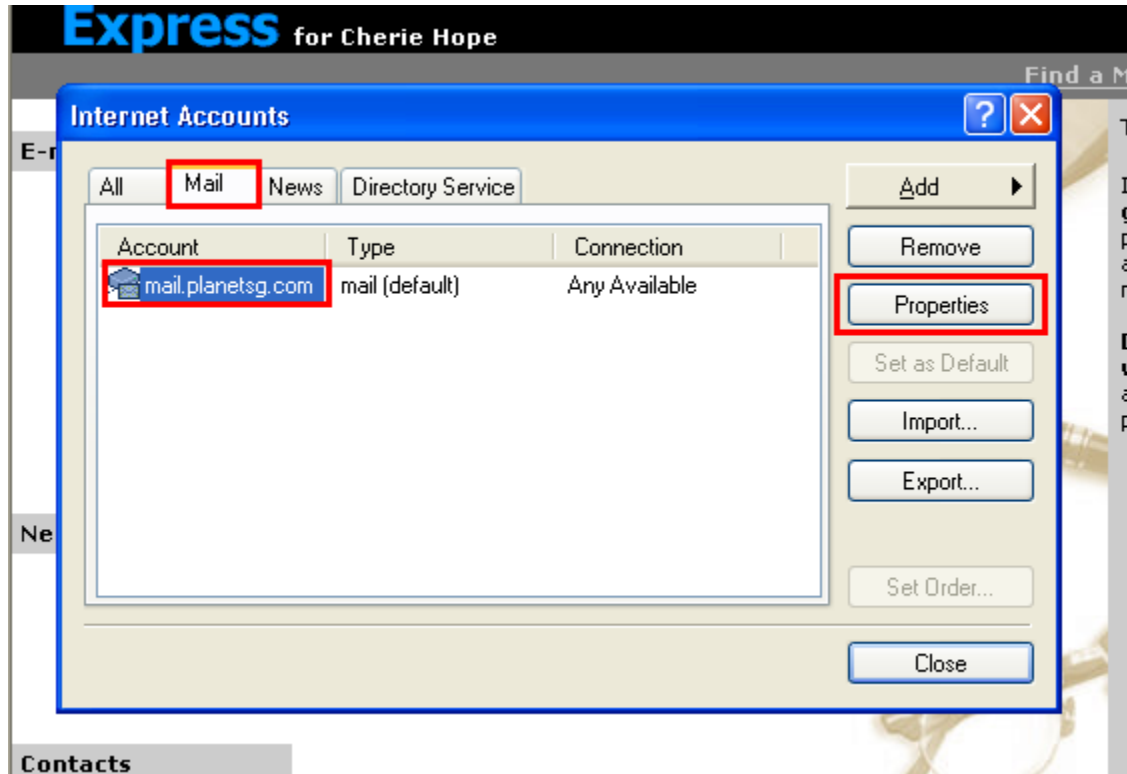


Figure 8

Under the “General” tab you can change the Name of the Account – for an example, instead of *mail.planetsg.com* you can enter “WORK” and fill all the remaining fields such as Organization and the reply address:

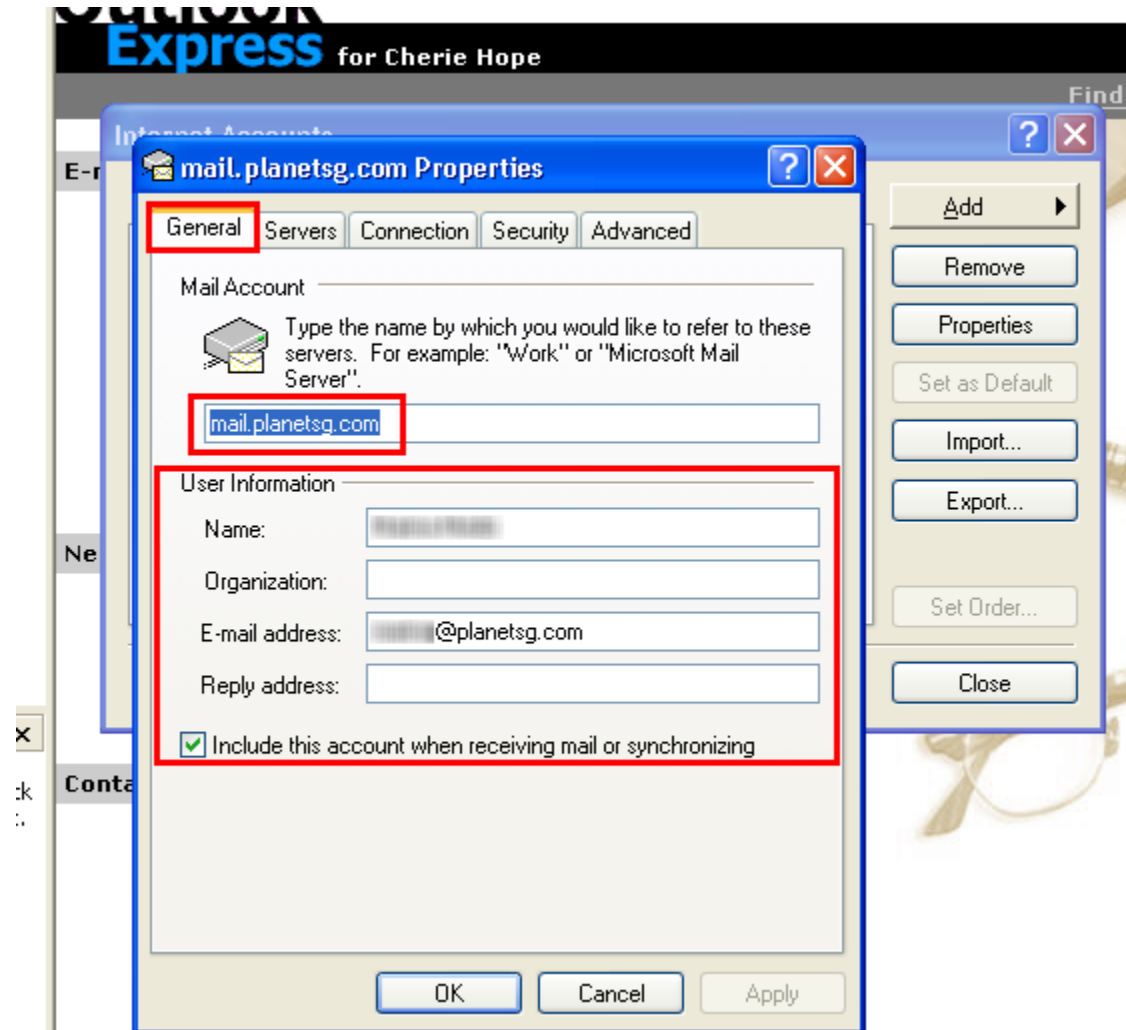


Figure 9

Click on Servers tab and check the field next to “My server requires authentication.” Then click on “Settings”:

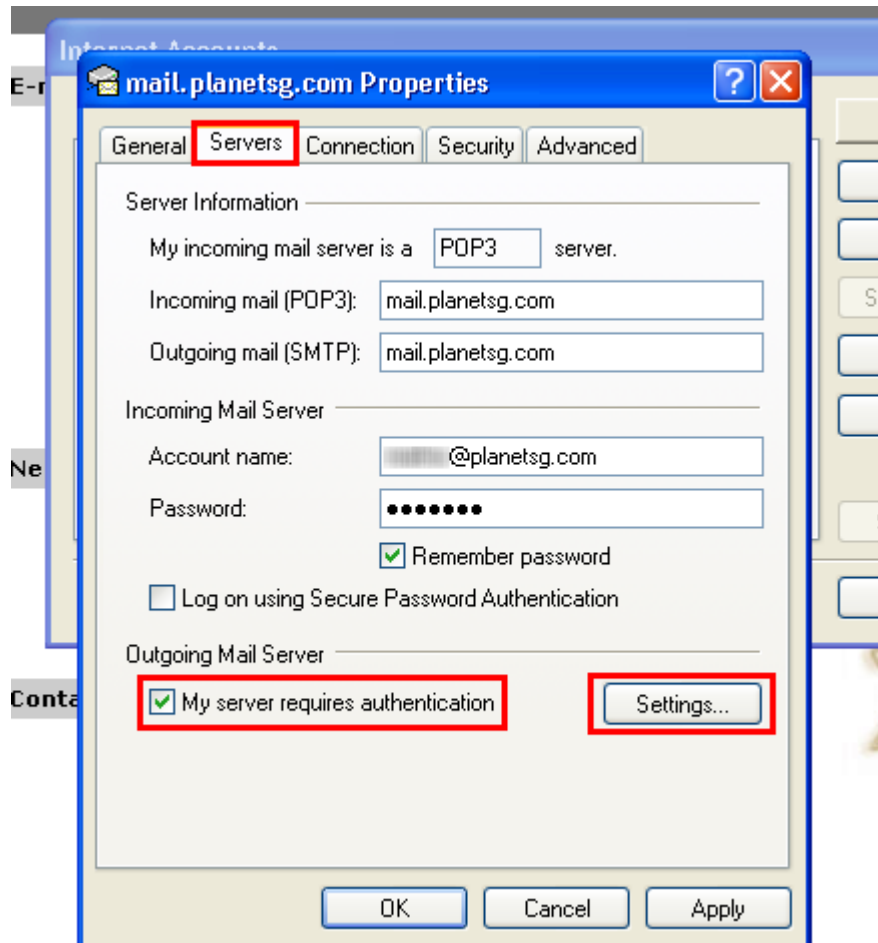


Figure 10

Choose "Use same settings as my incoming mail server, and click on OK:

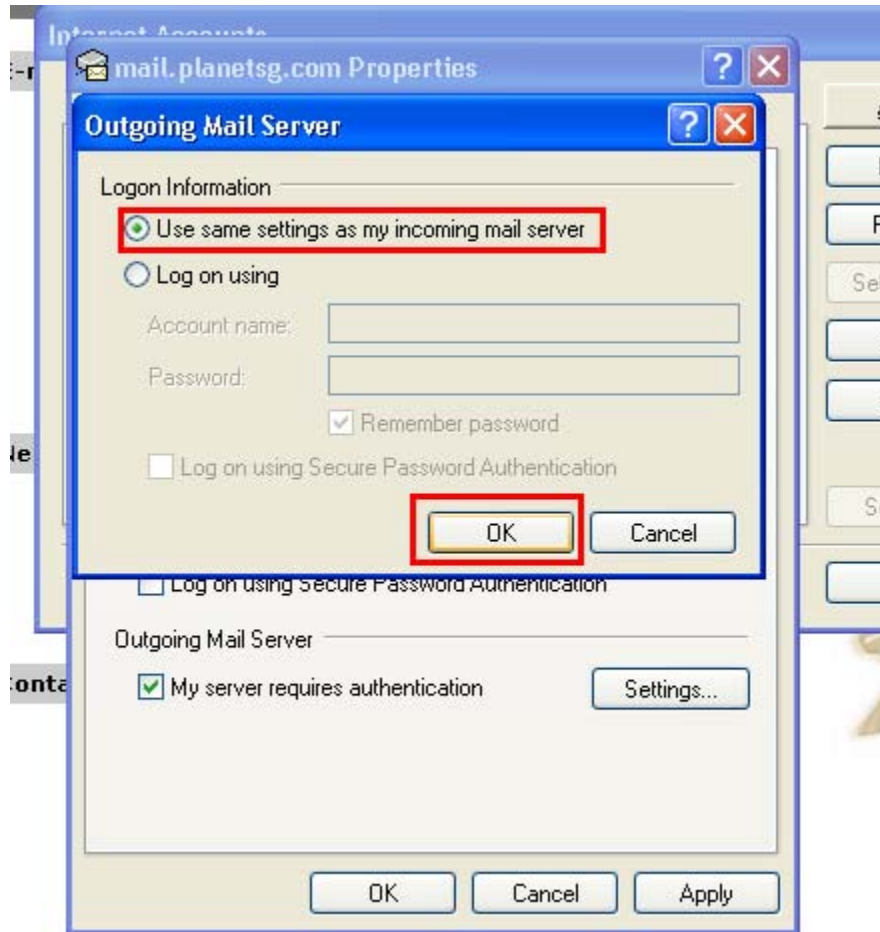


Figure 11

Click on the Advanced tab and if you would like to safe keep your messages and leave backup of your incoming mail on the server check the following fields under “Delivery” properties and click OK to **confirm all settings**:

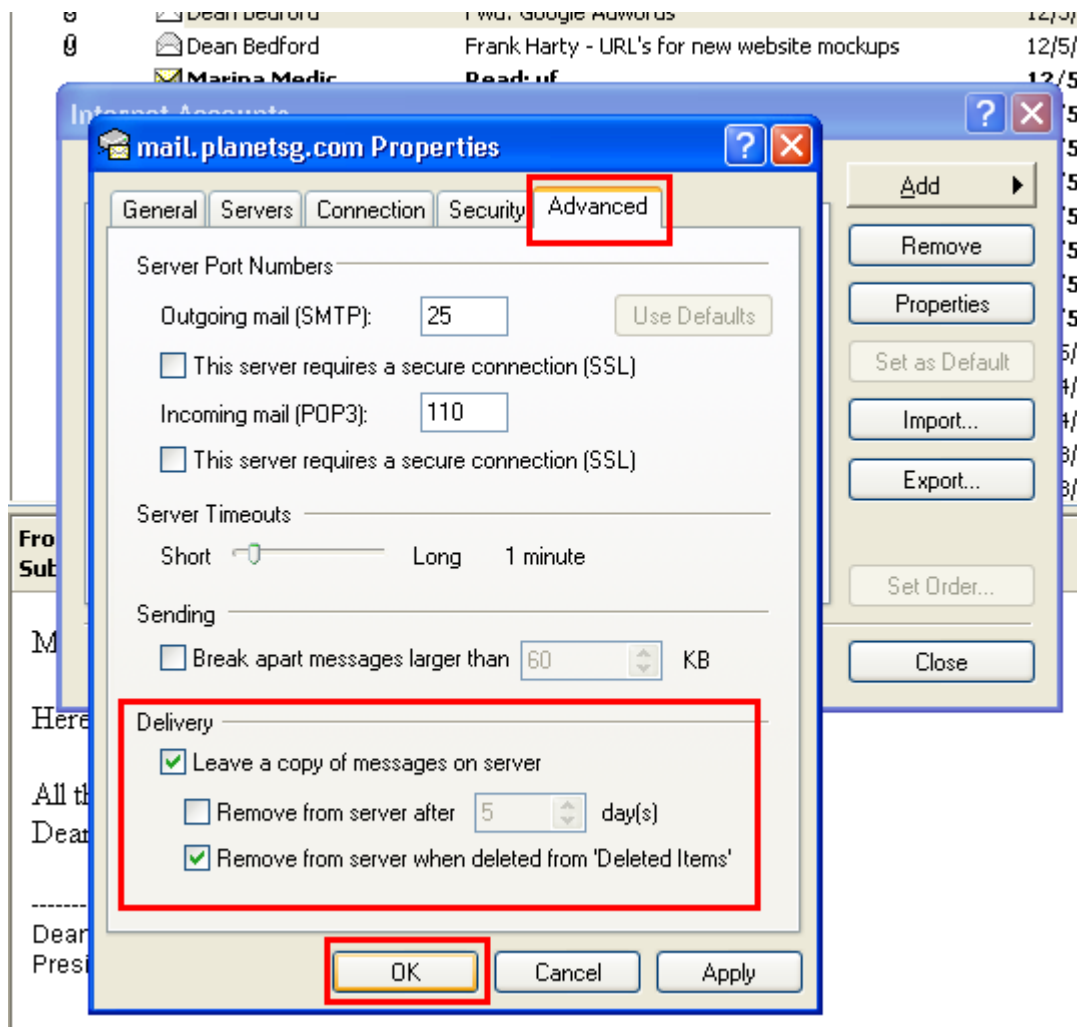


Figure 12

Click on “Close” to finish setup:

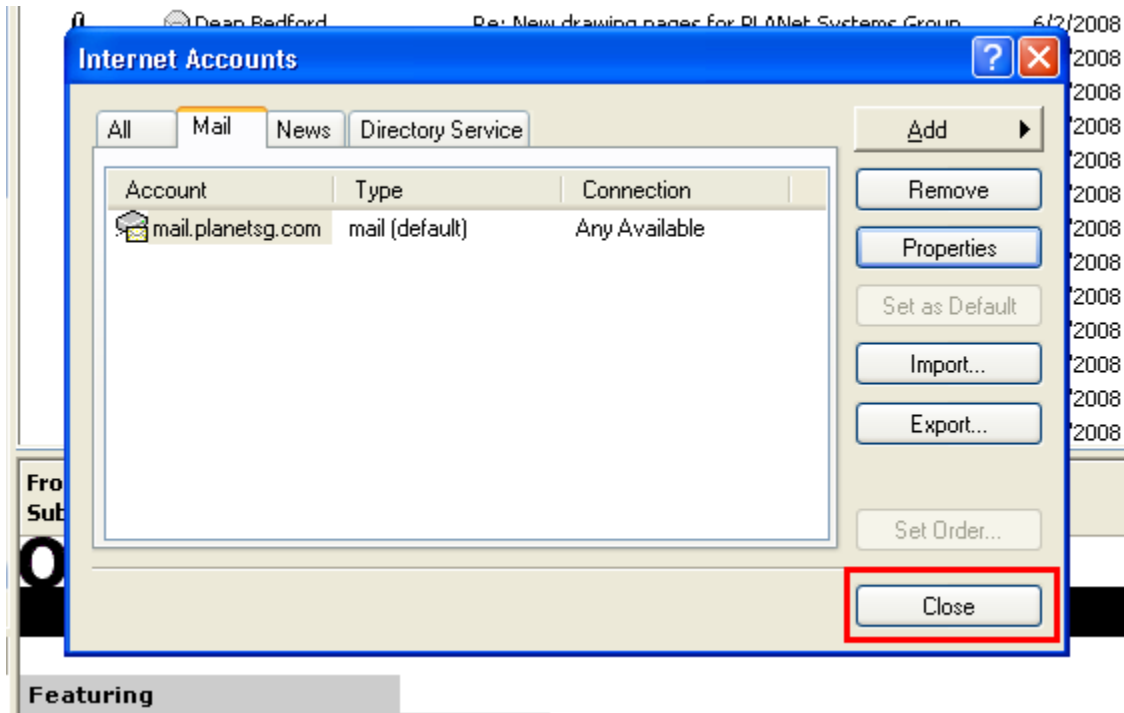


Figure 13

Your account is now ready and will be included in your Send/receive actions.

End Note

If you should experience any problems with the procedures explained in this Tutorial, please don't hesitate to contact PLANet Systems Group support by email to: support@planetsg.com, or call 434.336.4357 to reach Vladimir Dukic.