

# Setting Up Your Email Account in Outlook Express

Before you can use Outlook Express to send and receive e-mail, you need to set up an account.

## Start Outlook Express

There are many ways to start Outlook Express, but here's a sure-fire way to find and start it.

1. Click the **Start** button.
2. Point to **All Programs**.
3. Click **Outlook Express**.

These first three steps are shown in the image below:



Opening Outlook Express from the Start menu

4. If asked whether you'd like to open this particular account automatically every time you start Outlook Express, click **Yes** (if you do) or **No** (if you don't).

If you don't want to be asked this question again, click to check the **Always perform this check...** box.

5. Check **When Outlook Express starts, go directly to my Inbox**.

Outlook Express directs all incoming mail to the Inbox, so it makes sense to bypass this opening page.

If you don't see the list of folders and contacts on the left, click **Layout** on the **View** menu.

Click **Contacts** and **Folder List** to check them, and then click **OK**.



Outlook Express list of folders

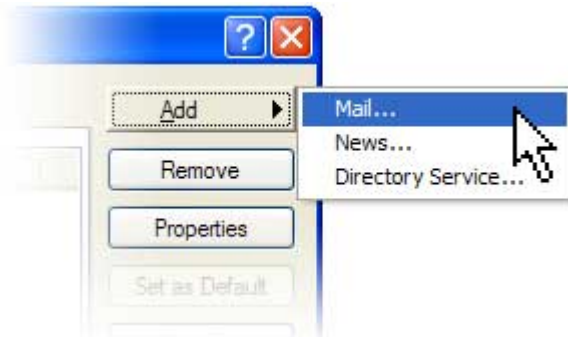


**Quick start.** You'll notice that when you use Outlook Express regularly, Windows XP will put the Outlook Express icon on the Start menu (along with other programs you've used recently). In that case, just click the **Outlook Express** icon in the **Start** menu to open the program.

## Set Up an Outlook Express E-Mail Account

The Internet Connection Wizard makes short work of setting up your online mailbox by walking you through each step for every e-mail account you set up.

2. Start Outlook Express, and on the **Tools** menu, click **Accounts**.  
If the Internet Connection Wizard starts up automatically, skip ahead to step 4.
3. Click **Add**, and then click **Mail** to open the Internet Connection Wizard.



Mail option from the Add button

4. On the **Your Name** page of the wizard, type your name as you want it to appear to everyone who gets e-mail from you, and then click **Next**.
5. On the **Internet Explorer Address** page, type your e-mail address, and then click **Next**.
6. On the **E-mail Server Names** page, fill in the following information:
  - My incoming mail server is a: **POP3**
  - Incoming mail: **pop3.csu.edu**
  - Outgoing mail: **smtp.csu.edu**

and then click **Next**.



7. On the **Internet Mail Logon** page, type your email username name and password.



Internet Connection Wizard

**Internet Mail Logon**

Type the account name and password your Internet service provider

Account name: katiemw

Password: ●●●●●●●●●●

Remember password

If your Internet service provider requires you to use Secure Password (SPA) to access your email account, select the "Log On Using Secure Password" option.

8. Click **Next**, and then click **Finish**.