

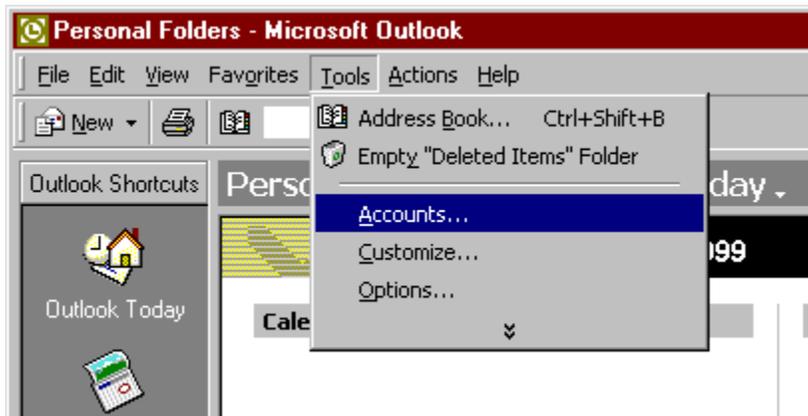
# Smart IT Services

[www.smart-mail.net](http://www.smart-mail.net)

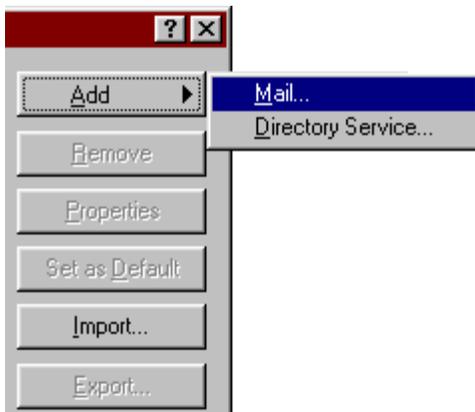
Support@smart-mail.net

Outlook 98/Express Setup Guide

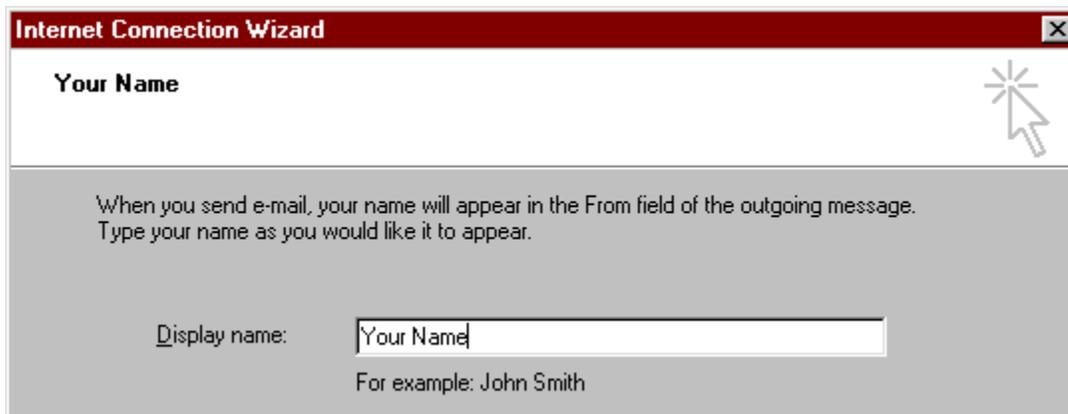
Outlook is fairly easy to setup. First, select the Tools menu then Accounts



Next, click on the ADD button and select MAIL



First it will ask for your name, enter the name you want to appear on all emails you send out then press the Next button.



Next it will ask for your email address. This is in the form of [username@domain.com](#). Once you have done this, press the Next button.



Now it will ask for some server settings. You have 2 choices about how you want Outlook to handle your mail:

**POP3** - This option tells Outlook to download the mail from the server and store it on your computer. Once the email is downloaded it is removed from the server.

**IMAP (recommended)** - This option tells Outlook to sync with the server. It will download the mail to your computer, but it also leaves it on the server. Also, if you send email or create folders, then everything is synced and uploaded to the server. By choosing IMAP all of your mail is always on the server **and** on your computer. This is very convenient if you also need to access your email from our WebMail service, or if you want to sync your mail to another computer or your Mobile Device (phone etc).

Choose IMAP or POP3 and enter mail.domain.com in BOTH the Incoming and Outgoing boxes.

The screenshot shows the 'E-mail Server Names' dialog box in the Internet Connection Wizard. It has a title bar with 'Internet Connection Wizard' and a close button. The main area contains the following text and fields:

- 'My incoming mail server is a **POP3** server.' (The 'POP3' is in a dropdown menu).
- 'Incoming mail (POP3 or IMAP) server:' followed by a text box containing 'mail.yourdomain.com'.
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by a text box containing 'mail.yourdomain.com'.

In the next page, you need to enter your username and password. You must use your FULL email address for the Username (ie. [account@domain.com](mailto:account@domain.com)). If you want Outlook to remember your password so you don't have to type it each time to get your mail, place a check in the box labeled Remember Password. Do not check the box Log on using Secure Password Authentication.

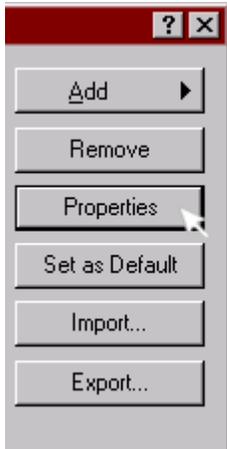
The screenshot shows the 'Internet Mail Logon' dialog box in the Internet Connection Wizard. It has a title bar with 'Internet Connection Wizard' and a close button. The main area contains the following text and fields:

- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text box containing 'email@yourdomain.com'.
- 'Password:' followed by a text box containing '\*\*\*\*\*'.
- A checked checkbox labeled 'Remember password'.
- '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)'.

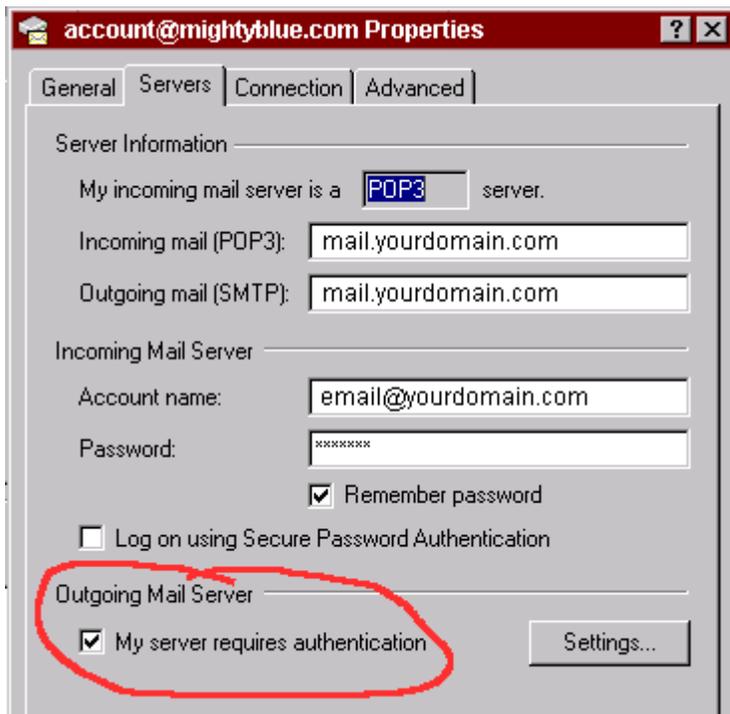
Once this is setup, press the Finish button.

**\*\* The following only applies if you are connecting with POP3. Do not continue if you are using IMAP \*\***

Now, from the Accounts screen: re-select the email account you just added and click on Properties



Click on Servers and put a check in the box for My server requires authentication. No need to click on settings as Outlook will automatically use your email address and password to authenticate with.



Click the Advanced tab.  
Look for the outgoing SMTP port  
Change it from 25 to 587  
Now your done. Click OK and Close