Guide to Email Setup using Microsoft Outlook Express

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-: Prepared by :-

Cybersitesindia

INTRODUCTION

Email Setup Instructions for Microsoft Outlook Express

These instructions will assist you in getting Cybersites India's email service configured under Microsoft Outlook 2000. Before you begin please make sure that you have your new email address, password, and server details ready with you. These details can be found in the welcome mail sent to you at the time of order processing and are required to complete the process.

If you encounter problems or have additional questions, you may please contact our support team at techsupport@cybersitesindia.com.

Configuring Outlook Express

Open Outlook Express by following any of the below mentioned methods:

- Double-click the **Outlook Express icon** on the Windows desktop.

    OR

- Single-click the **Outlook Express button** on the **Quick Launch bar** in the lower left corner of the Windows desktop.
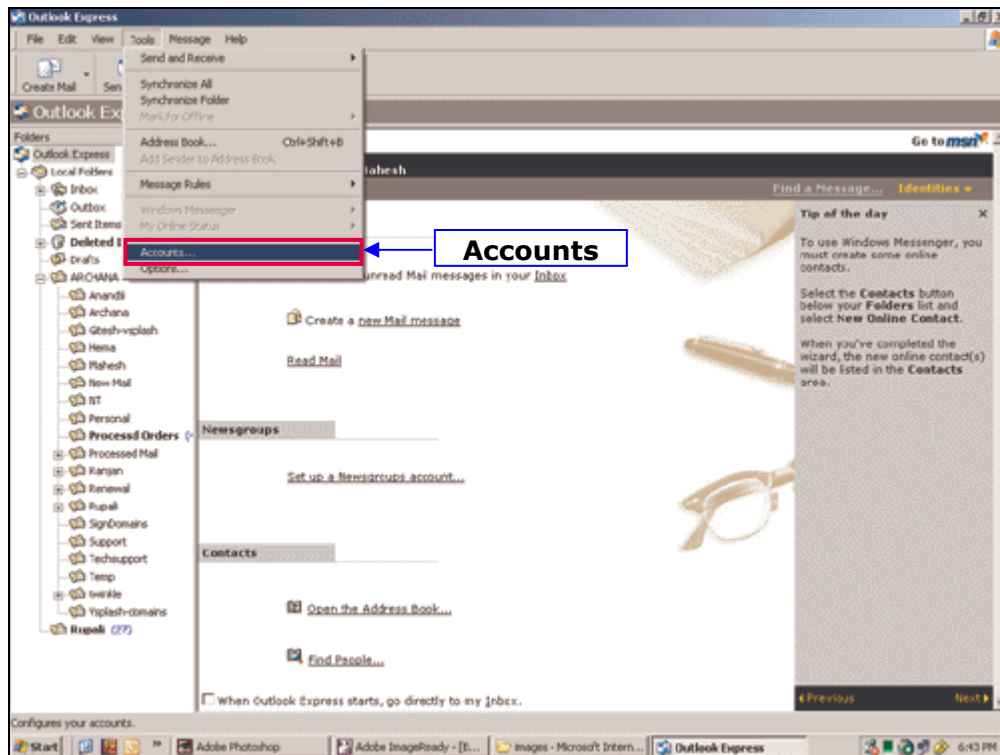
    OR

- Click the **Start** button in the lower left corner of the screen
- Select **Programs**. >> **Microsoft Office Outlook Express**

Step 1

When you open Microsoft Outlook 2000 a screen similar to the one shown below should appear (your screen settings may differ depending on your settings).

On the menu bar click on the "**Tools**" menu and then click on "**Accounts...**"
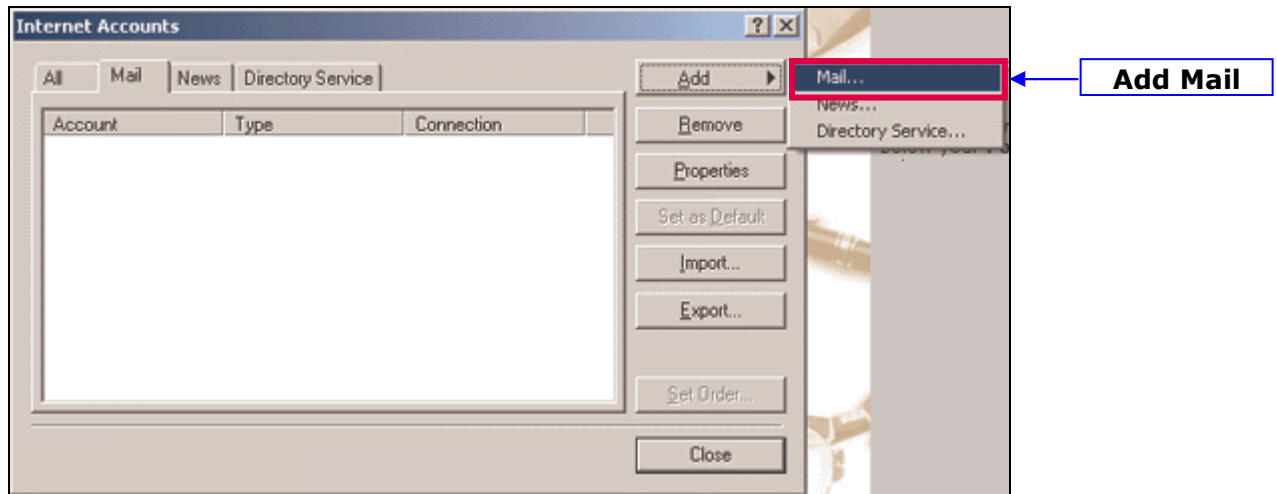
Step 2

In the "**Internet Accounts**" window click on the **Add** button and then click on **Mail.**

Step 3

The next window which opens up is the "**Internet Connection Wizard**" window. Click on the Display name text box and type your name here, then click on the **Next** Button. (This name is displayed in the "from email address" when you send an email)
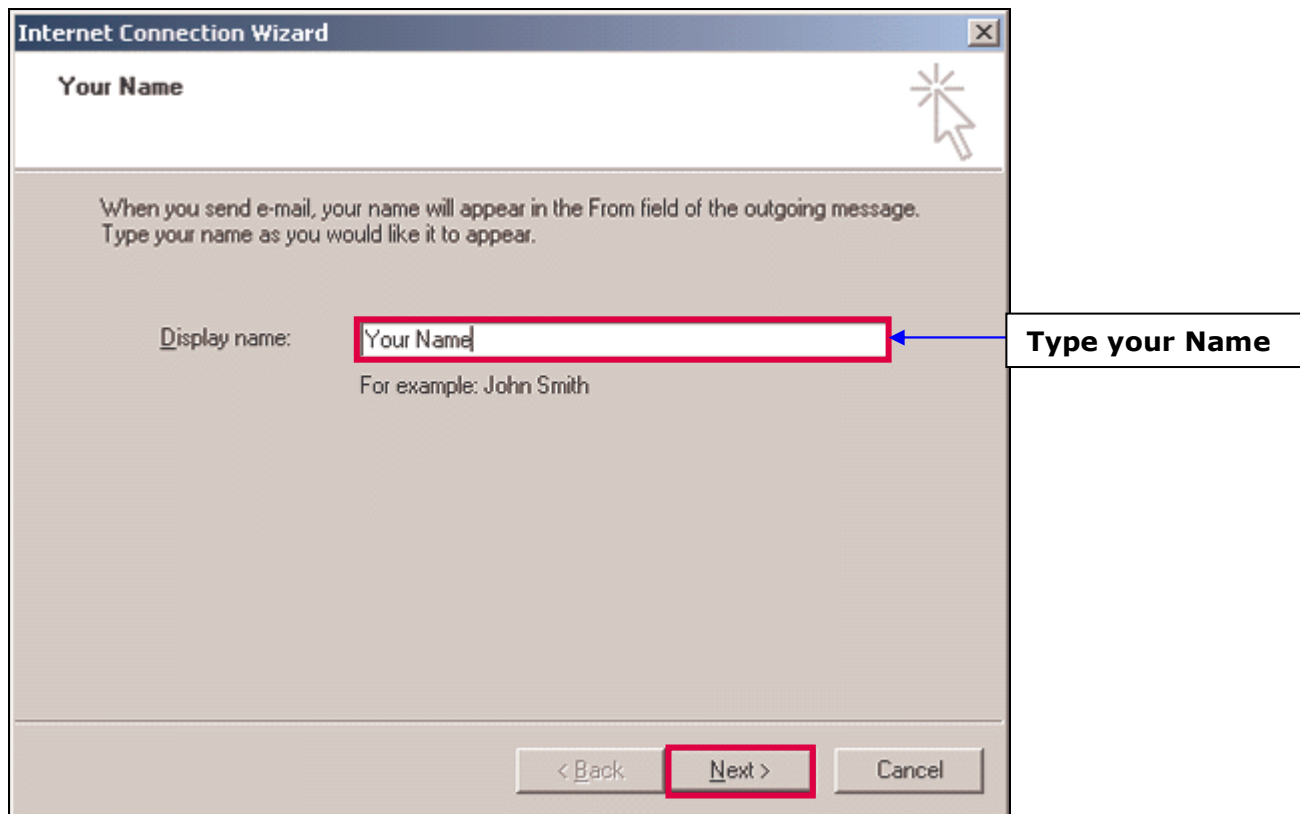
Type your Name

Step 4

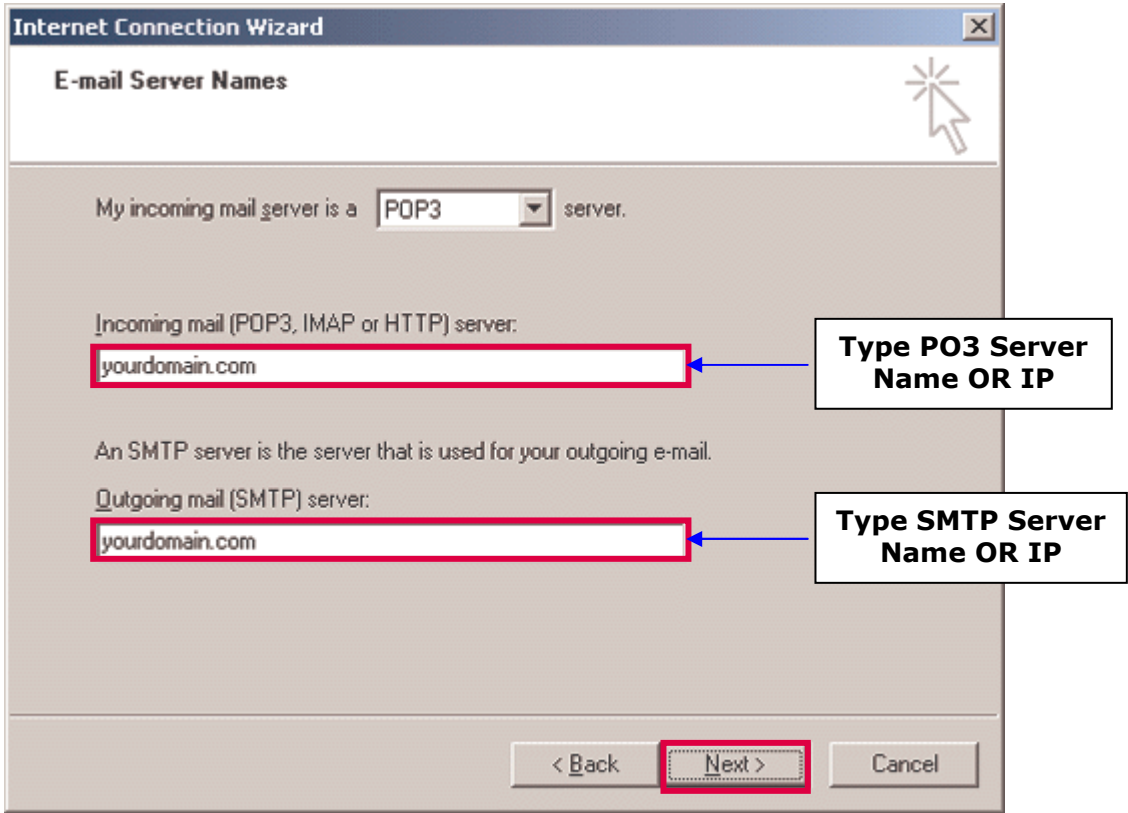In the E-mail Servers Names window select "**POP3**" as the incoming server type from the **Server List**.
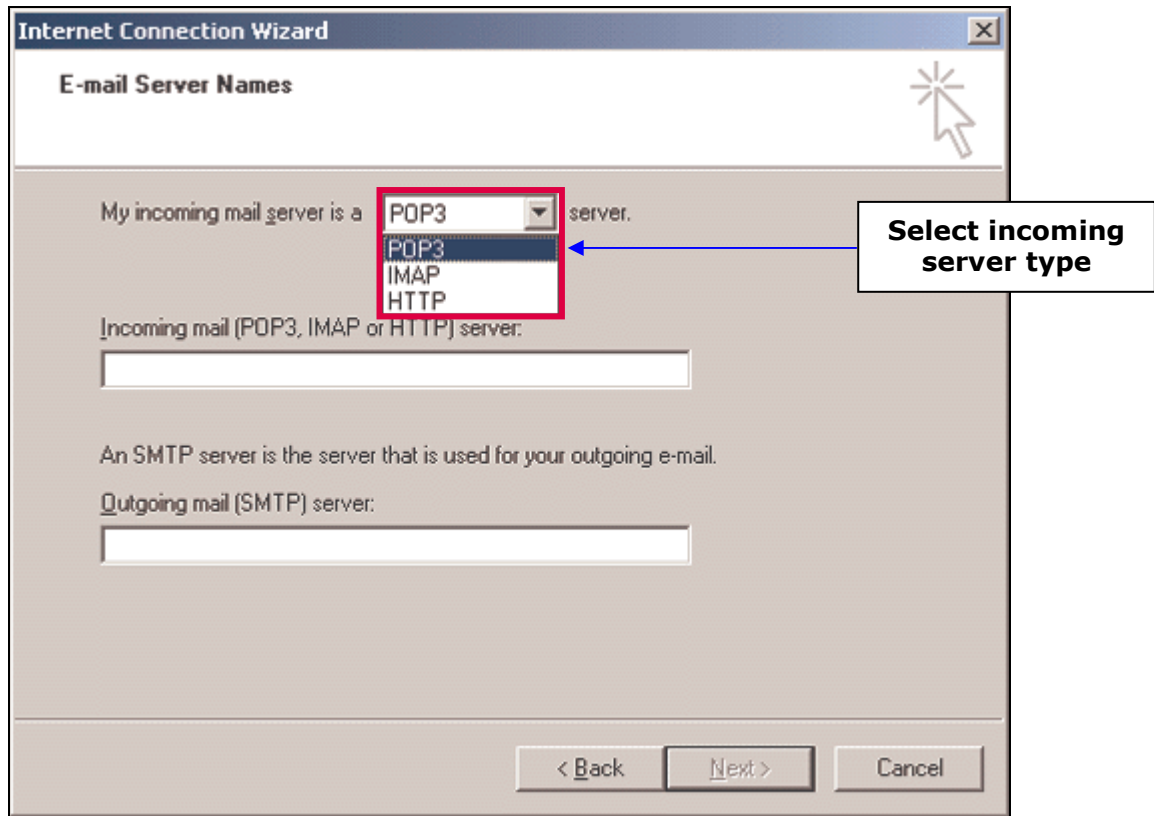
Step 5

Type your web site domain name or IP address into the "**Incoming mail server**" & "**Outgoing mail server**" textboxes and then click on **Next** button.

(You have all this information available in the welcome email sent to you during order processing)

Step 6

Type your complete email address into **Account name** text box (eg.test@yourdomain.com) and enter your email account password into the **Password** text box. Click the **Next** button to proceed.

Step 7

Click finish on the **Congratulations** window, to save your settings.
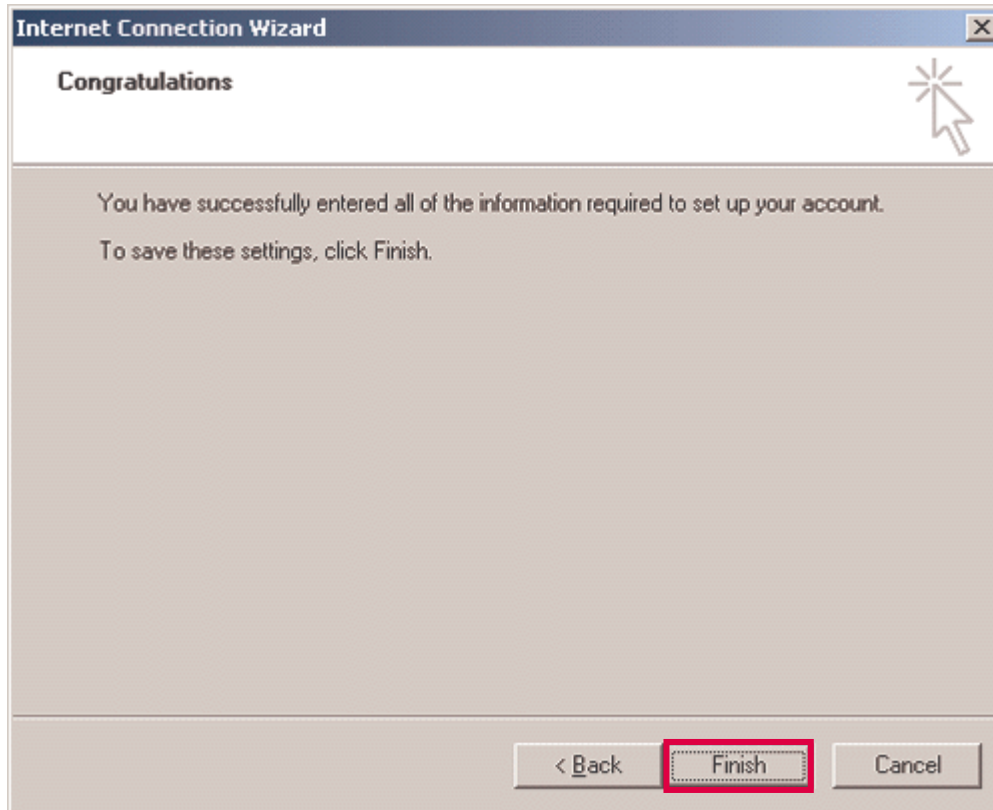
NOTE: We are not yet finished setting up the account, a small configuration still needs to be done.

Step 8
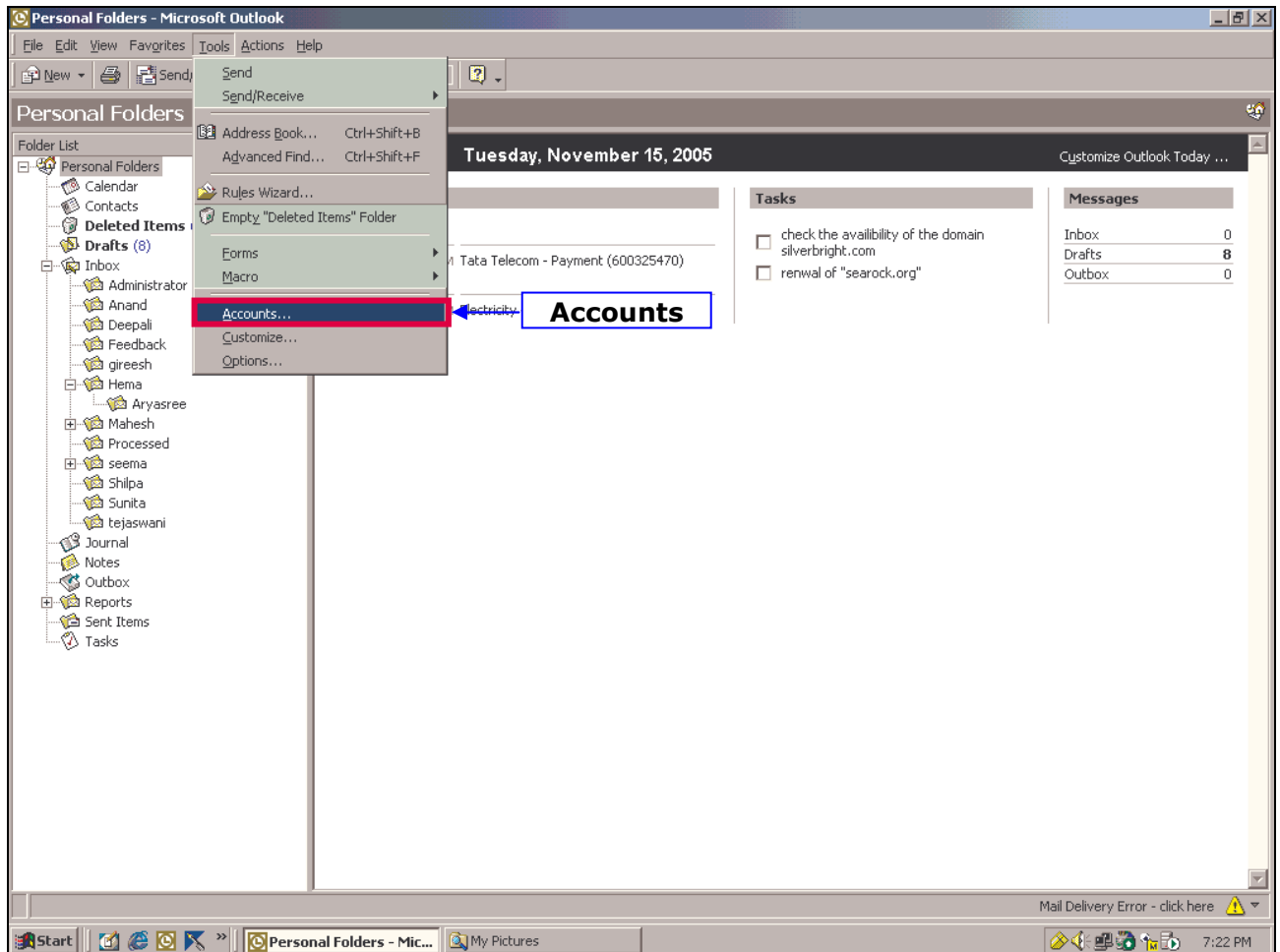
Click on the "**Tools**" menu and then click on "**Accounts...**"

Step 9

Click on the Mail tab, you should be able to see your email account listed. Click the entry corresponding to your email account and then click the properties button.
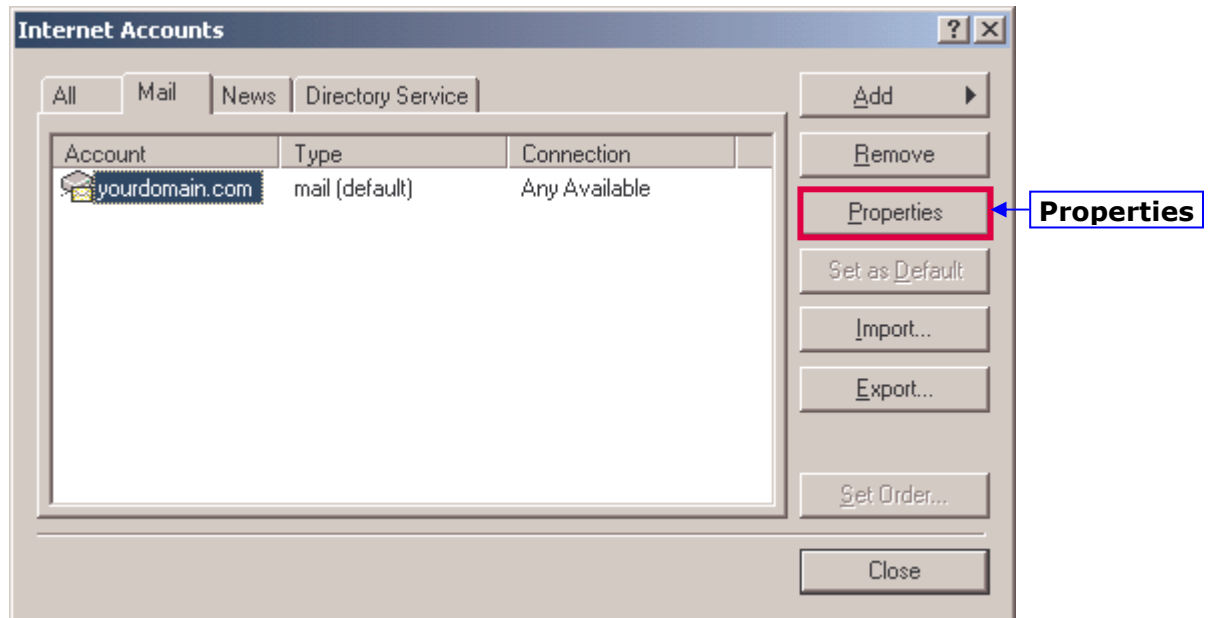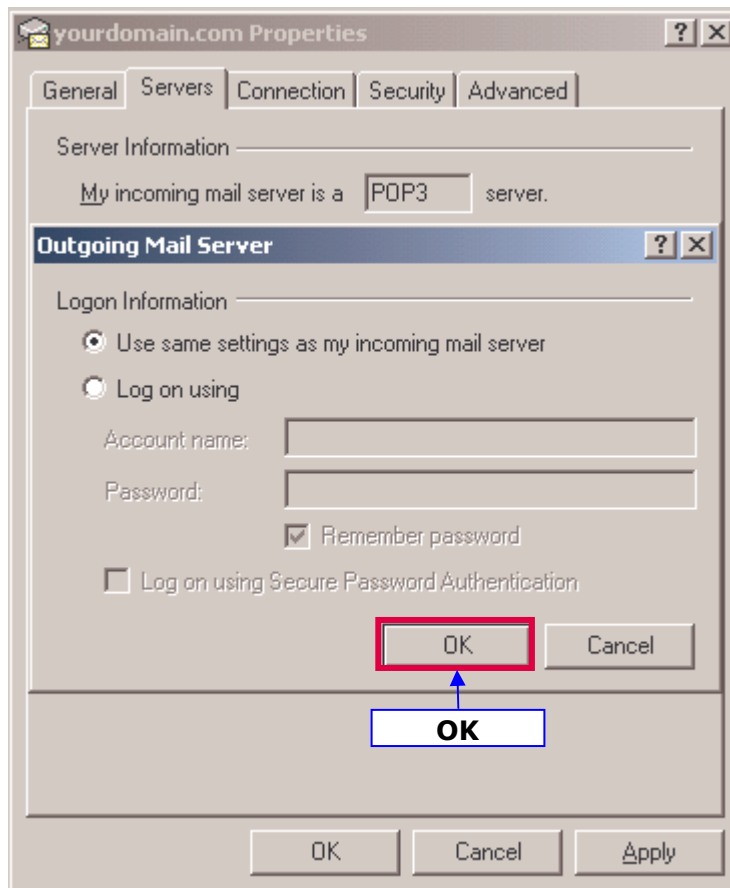
Step 10

Select the "**Servers**" tab by clicking on it. You should see your email account details on this tab. Now please ensure that the checkbox "**My ser v er requires authentication**" is selected and then click on "**S e tting**" tab.
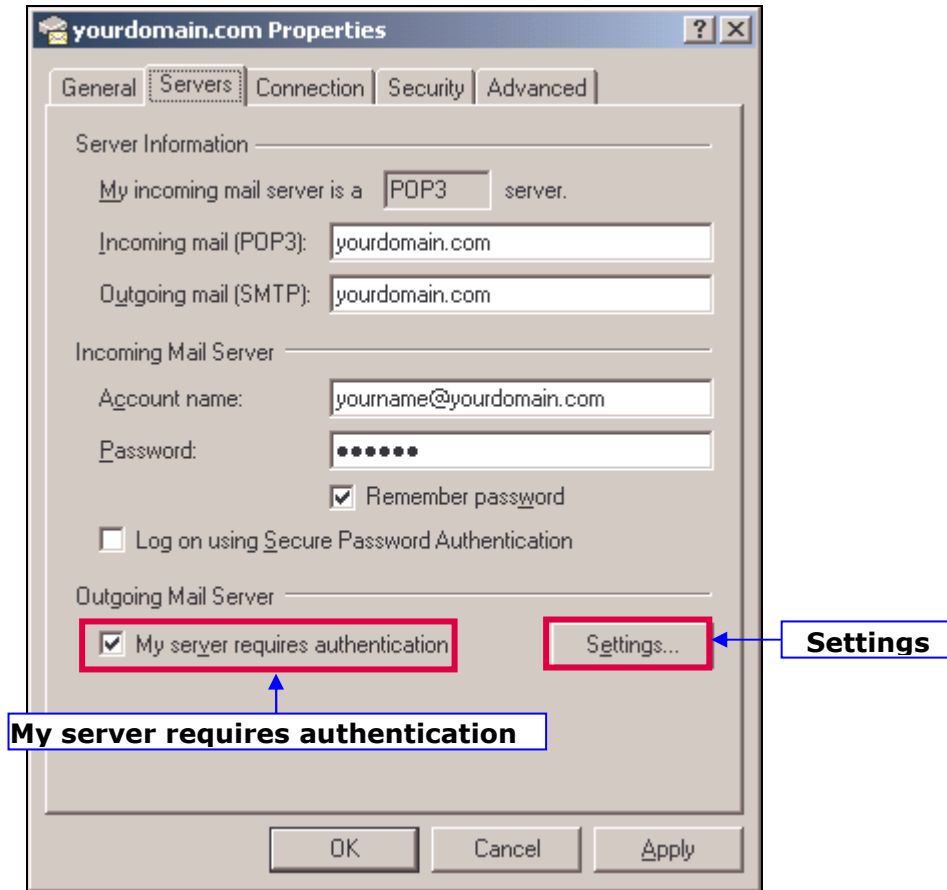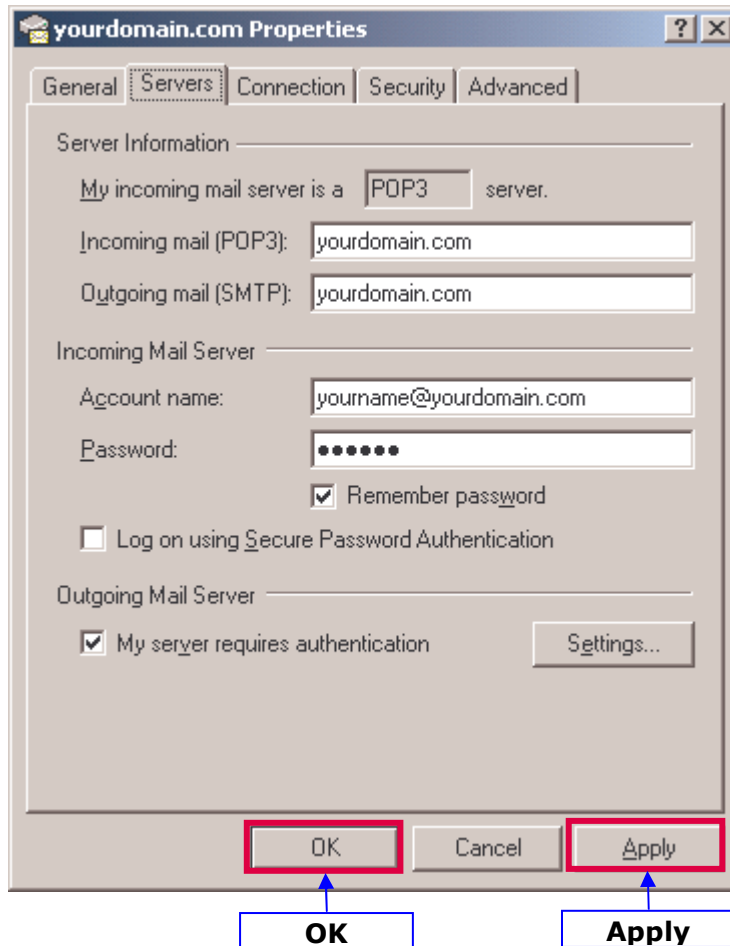
Step 11

In this window, ensure that the option "**Use same settings as my incoming mail server**" is selected, then click on the "**OK**" button.

Step 12

Click on the "**Apply**" button and then click on "**OK**" to save these settings.

Congratulations! Your email account with Cybersites India is now configured under Microsoft Outlook Express.

Outlook Express is now configured to access and download email onto your pc, your should now make sure you are connected to the internet and then click the send/Receive button or press the "**F9**" key on the keyboard to check your e-mail

Send/Receive Button

Message Headers

Folder List

Message Preview

Send/Receive Status