

How to setup email in Outlook Express and Outlook 2002

Author:
ECool Solutions

Created On: 14 May 2007 01:30 PM

Configuring your email client: Outlook Express and Outlook 2002

Things you will need:

- * Your domain name.
- * Your Email address.
- * Your email password.

Steps:

1. Open Outlook or Outlook Express.
2. Click the 'Tools' menu, and select 'Accounts...'
3. Click 'Add,' and then click 'Mail...'
4. Enter your name in the 'Display name:' field, and click 'Next.'
5. Enter your full email address username@mydomain.com. (Replace mydomaincom with your domain.) in the 'Email address:' field, and click 'Next'.
6. Enter 'mail.mydomain.com'(Replace mydomain.com with your domain.) in the 'Incoming mail (POP3, IMAP or HTTP) server:' field.
Enter SMTP server name (Provided by your Internet Service Provider, I.E. 'mail.bigpond.com') in the 'Outgoing mail (SMTP) server:' field.
(NOTE: ECool servers support POP3 and IMAP) then Click 'Next.'
7. Enter your username jdoe@mydomain.com (Replace mydomain.com with your domain.) in the 'Account name:' field.
Enter your email password in the 'Password:' field, and click 'Next.'
8. As for the Import screen, if you do not want to import information click "Do not import at this time" and click "Next".
9. Click on "Finish"