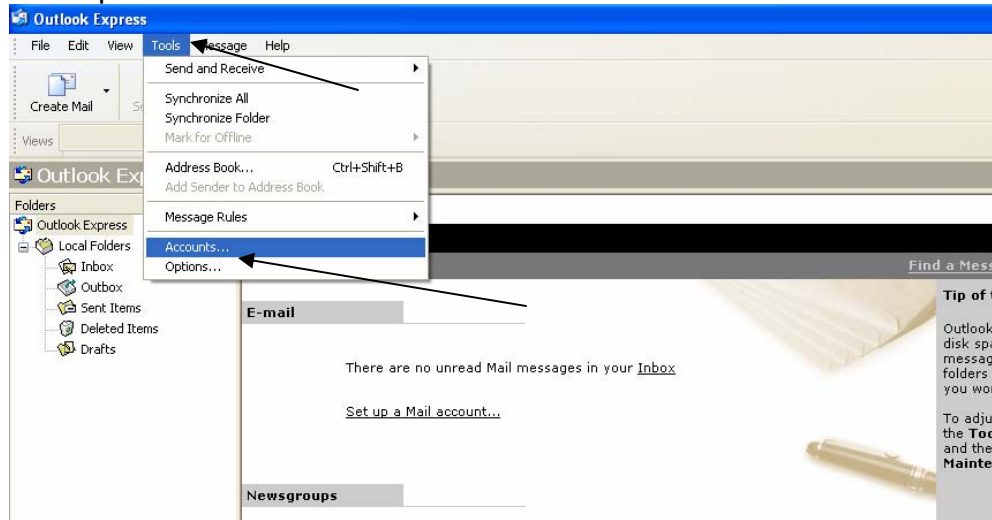


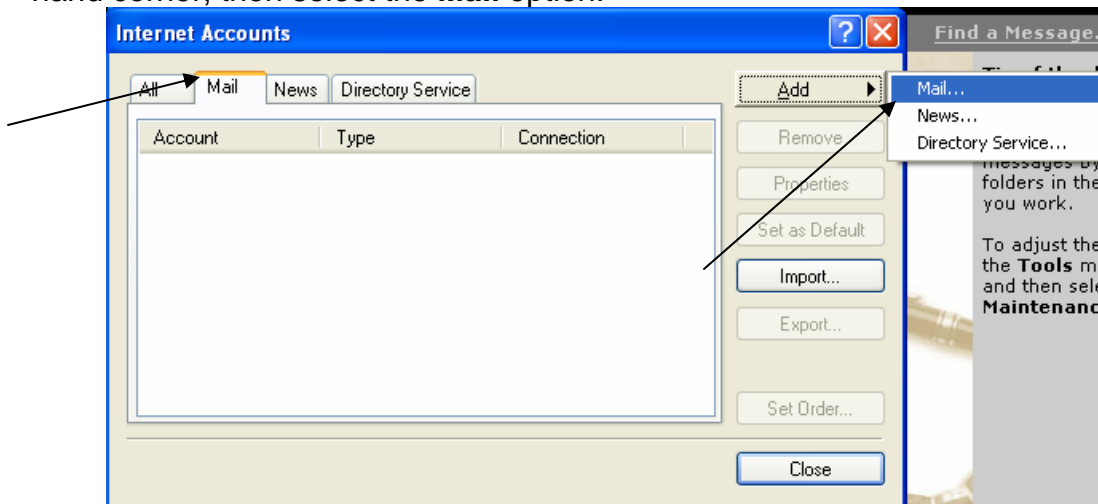
# Setup Instructions for Outlook Express

Outlook express is an email client, meaning that it is a program that runs on your computer that is designed to manage email for one or more accounts. Please follow the steps below to set up your email account in Outlook Express.

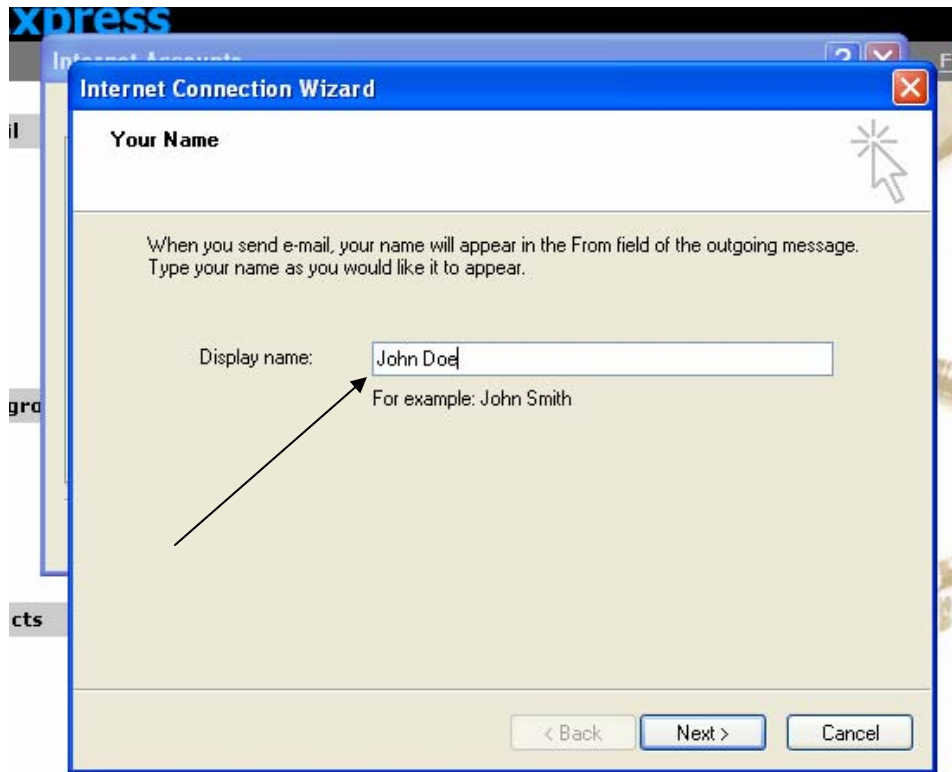
1. Open Outlook Express from either your desktop or the Start Menu. Once Outlook Express is open, select the **Tools** pull down menu and select the **Accounts** option.



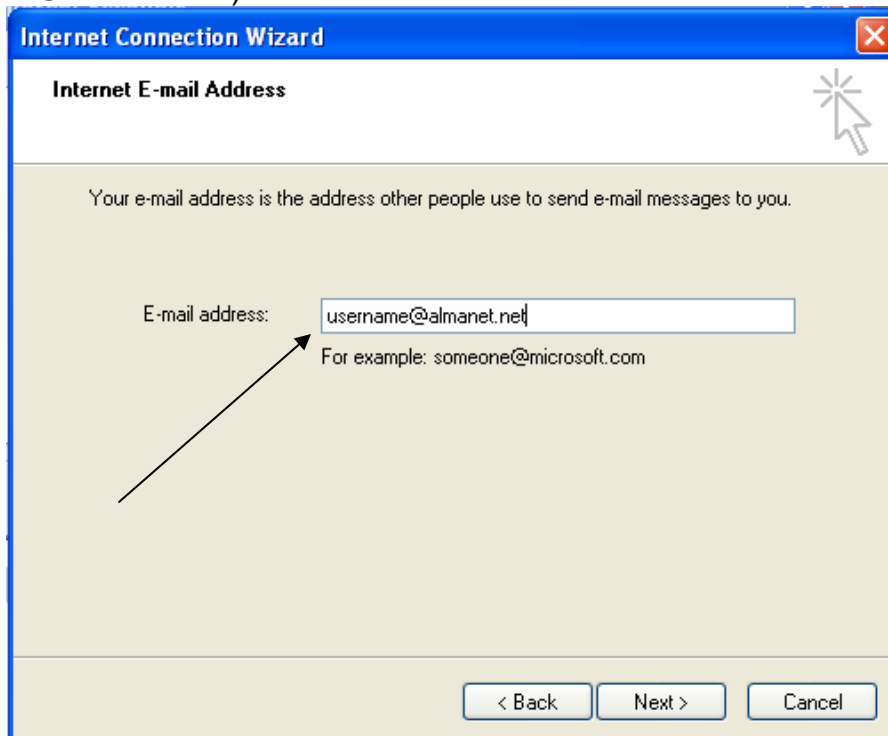
2. Make sure the **Mail** tab is selected and click the **Add** button in the upper right-hand corner, then select the **Mail** option.



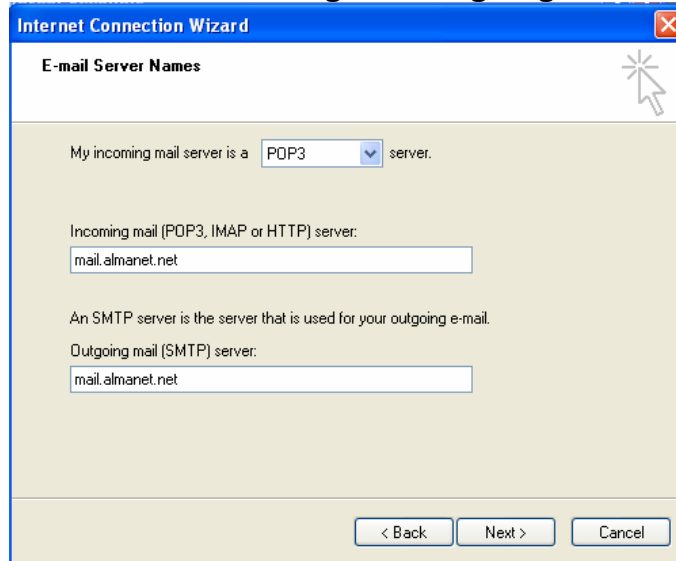
3. Type your name in as you would like it to appear to the recipients you send email to. And click the **Next** button at the bottom of the box.



4. Enter the email account you choose on the internet application, (username@almanet.net) and click the **Next** button at the bottom of the box.

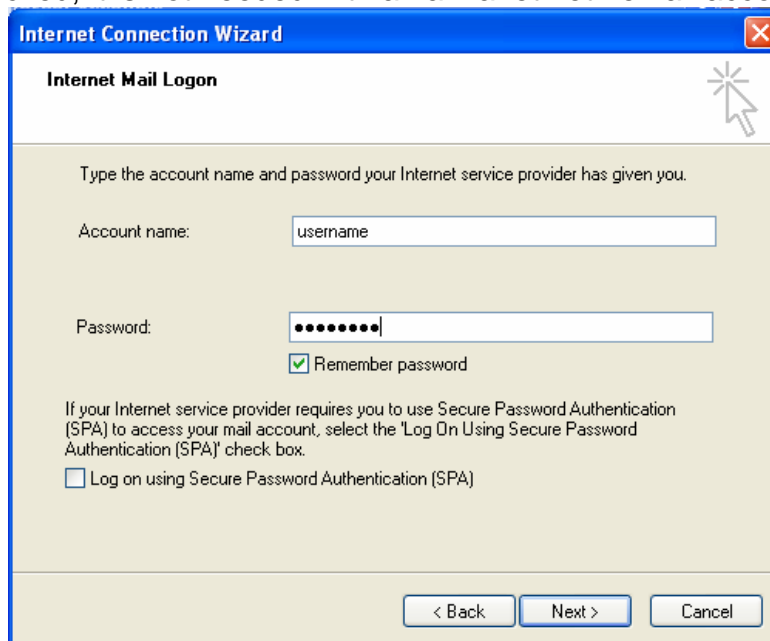


5. Make sure that **POP3** is selected as “My incoming mail server” and enter in **mail.almanet.net** as both the **Incoming** and **Outgoing** servers.



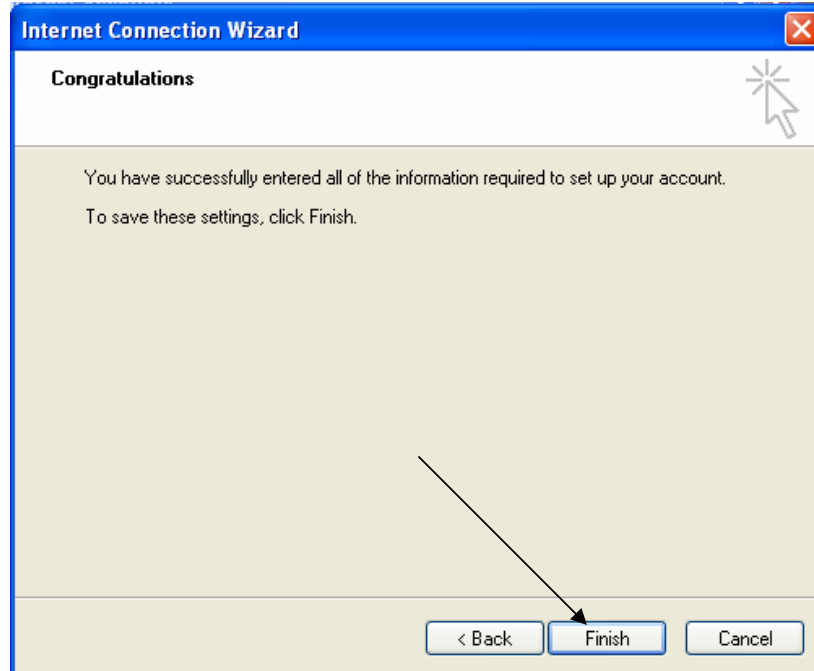
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu set to 'POP3' with the text 'My incoming mail server is a POP3 server.' Below this, there are two text input fields. The first is labeled 'Incoming mail (POP3, IMAP or HTTP) server:' and contains the text 'mail.almanet.net'. The second is labeled 'Outgoing mail (SMTP) server:' and also contains 'mail.almanet.net'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Enter logon information and click the **Next** button at the bottom of the box.
- The Account Name should be entered automatically and should reflect the first part of your email account, which will be your username.
  - Enter the password that you chose on the internet application. As you type the letters or numbers will be transformed into bullets. This is a feature built into Microsoft Windows for security reasons.
  - Use the “Remember Password” box if you would like Outlook Express to remember your information so you do not have to enter it in every time you want to check your email.
  - Leave the “Log on using Secure Password Authentication (SPA) box unchecked, it is not needed with an almanet.net email account.

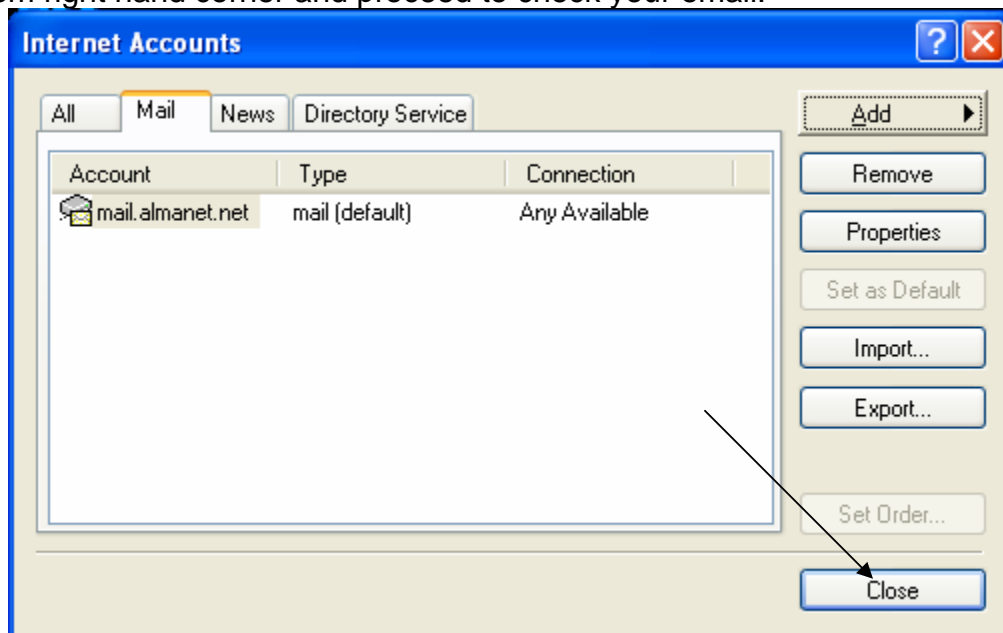


The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text input field labeled 'Account name:' containing the text 'username'. Below that is a text input field labeled 'Password:' containing a series of dots. Below the password field is a checked checkbox labeled 'Remember password'. At the bottom, there is a text input field with a label that reads: '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.' Below this is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Click the **Finish** button at the bottom of the screen to exit the Connection Wizard.



8. Your email account is now set up, you may click the **Close** button in the bottom right hand corner and proceed to check your email.



If you have any questions, please contact our office at (660) 674-2297. Or visit us on the web at <http://almanet.net>.

You may also access your email account through webmail by visiting <http://mail.almanet.net/webmail>