



Internet solutions for the  
Small Business

© 2001 CPUGUYS.Net  
309 MAIN STREET, HANSON MA 02341  
Phone 781.293.1999 • Fax 781.293.1991  
Toll Free: 1-800-844-5495

## **OUTLOOK EXPRESS SETUP INSTRUCTIONS**

Rev. 2.1

1. Open Outlook Express by Clicking the icon on your desktop – OR – go to Start, Programs, Outlook Express.

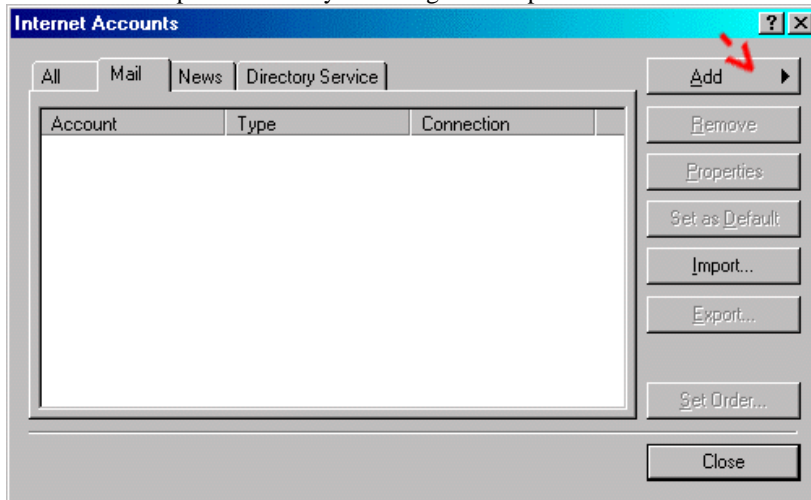
(If you do not see this icon please visit <http://www.Microsoft.Com/IE> for the latest version.)

2. Once Outlook Express has opened, Click on TOOLS then ACCOUNTS.

If you have a Window that is asking for your account information follow step 4.

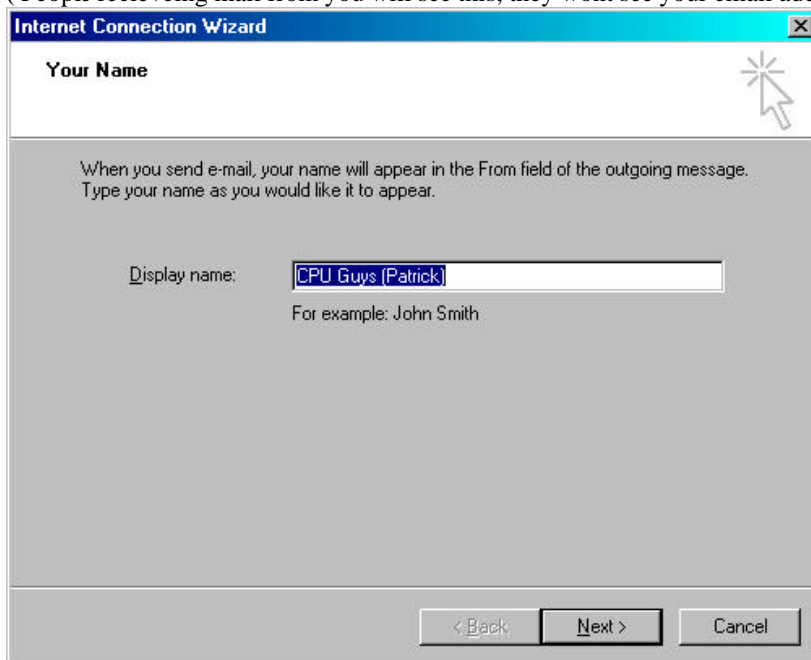
3. Next Click ADD then MAIL.

A Wizard will open and walk you through the steps listed below.

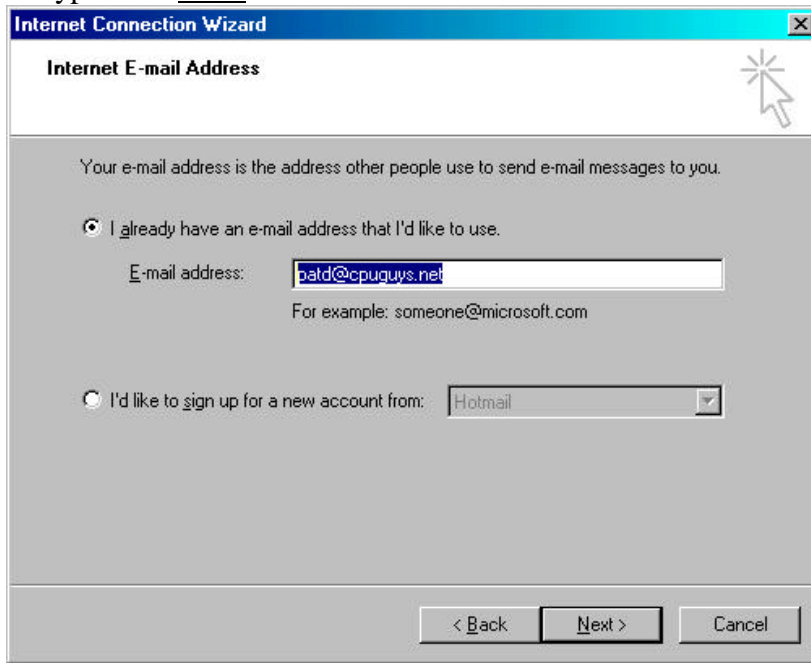


4. Type In your EMAIL ADDRESS or a Name you would like people to see

( People recieveing mail from you will see this, they wont see your email address unless it is listed here )

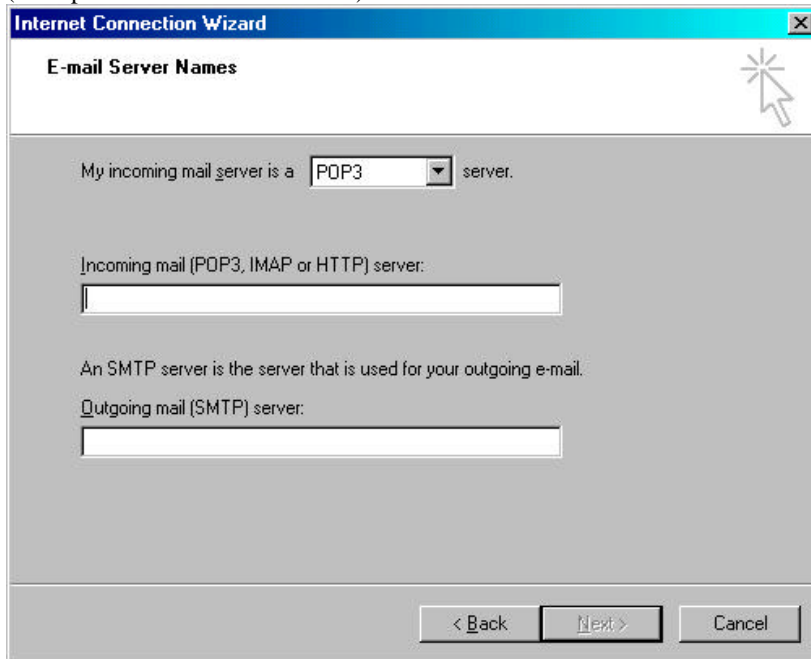


## 5. Type Your Exact Email Address



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box with the instruction: 'Your e-mail address is the address other people use to send e-mail messages to you.' There are two radio button options. The first option, 'I already have an e-mail address that I'd like to use.', is selected. Below this option is a text input field containing 'patd@cpuguyz.net'. Below the input field is the text 'For example: someone@microsoft.com'. The second option, 'I'd like to sign up for a new account from:', is unselected. Below this option is a dropdown menu with 'Hotmail' selected. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

## 6. Type in Mail.YOURDOMAIN.COM substituting YOURDOMAIN.Com with the domain that was registered and hosted with us. (Example. MAIL.CPUGUYS.NET )

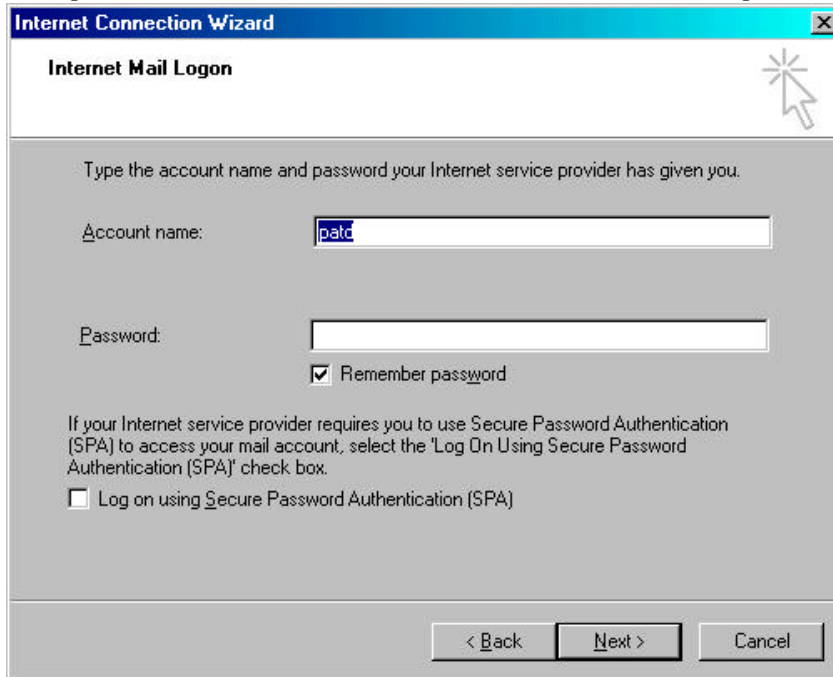


The screenshot shows the 'E-mail Server Names' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a text box with the instruction: 'My incoming mail server is a POP3 server.' The dropdown menu is set to 'POP3'. Below this is a text input field for the incoming mail server. Below the input field is the text 'Incoming mail (POP3, IMAP or HTTP) server:'. Below this is another text input field for the outgoing mail server. Below the input field is the text 'An SMTP server is the server that is used for your outgoing e-mail.' Below this is a text input field for the outgoing mail server. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

Type in Mail.YOURDOMAINNAME.COM ex. MAIL.CPUGUYS.NET

## 7. Type your email address without the domain name

(Example. PATD@CPUGUYS.NET the account name is **PATD** and the password you were given)

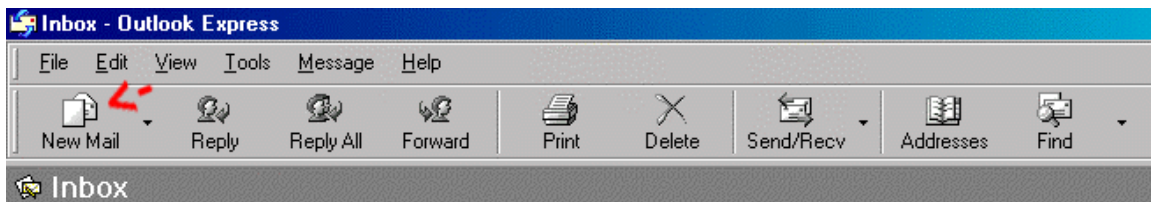


The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet Mail Logon'. The main text reads: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the text 'patd' entered, and 'Password:' which is currently empty. Below the password field is a checked checkbox labeled 'Remember password'. At the bottom, there is a paragraph of text: '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 text is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

Click on NEXT and then FINISH then CLOSE.

YOUR EMAIL is now setup.

**To Compose an EMAIL click on NEW MAIL or NEW MESSAGE in the TOP LEFT hand Corner.**



If you have any questions or Comments please visit [WWW.CPUGuys.NET](http://WWW.CPUGuys.NET) , Click on Contact In the right hand corner and type in your information and click on SEND. A Customer Support Representative will be in contact with you shortly.

Thank you,  
Support Team - CPU Guys.Net  
309 Main St.  
Hanson, Ma. 02341  
1-781-293-1999