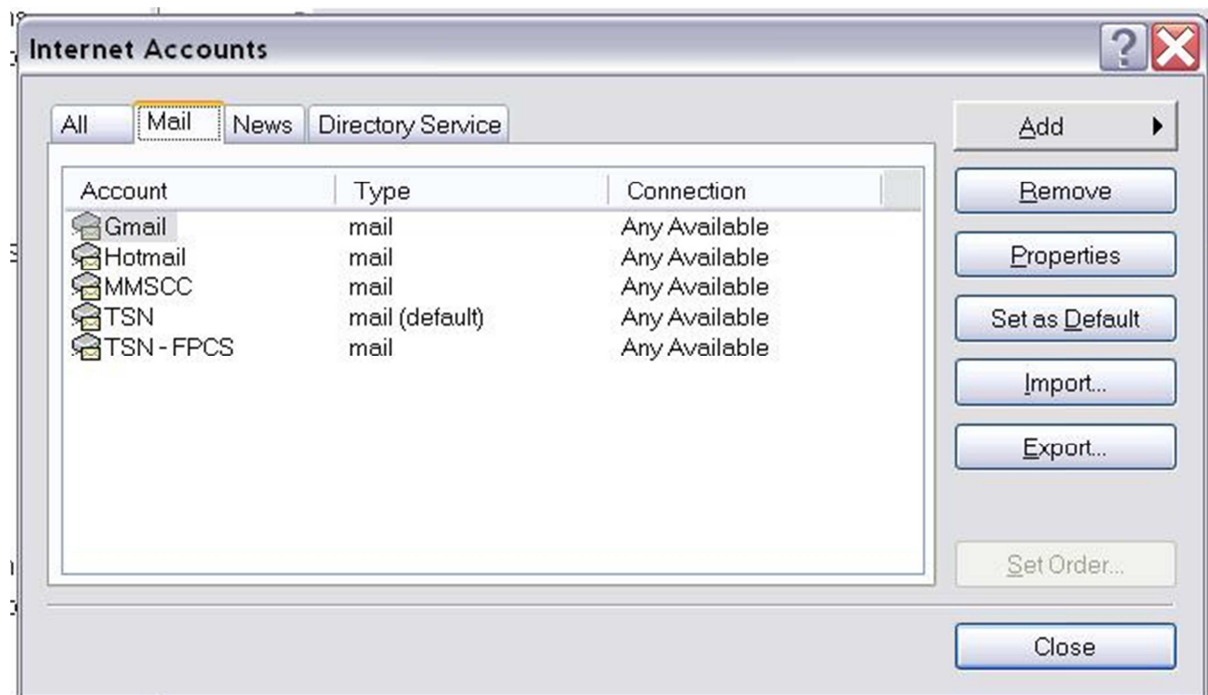


## Create an Email Account in Outlook Express

Open Outlook Express and in the top Menu bar go to Tools>Accounts and you will see this, but with no accounts showing yet if you haven't created any previously:



Left click on the Add tab at the top right corner and select Mail, giving you:



Enter your name that you want to be displayed in emails, not your email address user name.

Click on Next and enter your email address as shown in this example:



Click on Next to give you:



This is the only tricky part as it can vary from one ISP to another, but most often generic version will work fine. For example, if you are with BigPond, for both the Incoming and Outgoing mail type in:

mail.bigpond.com

And this applies even if your email address with BigPond ADSL is:

vst1234@bigpond.net.au

Click on Next and this will take you to the next screen:



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "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 "nmason" entered, and "Password:" which is empty. Below the password field is a checked checkbox labeled "Remember password". Further down, 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 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".

The Account name is usually the complete email address but some just use the first part of your email address. If one doesn't work, try the other!

Enter your password and remember to tick the box if you are on your home computer and don't want to have to enter it every time you log in.

Then click on Next and Finish...and you're done!

**NOTE:** Gmail is different – refer to the video on the Tips page.