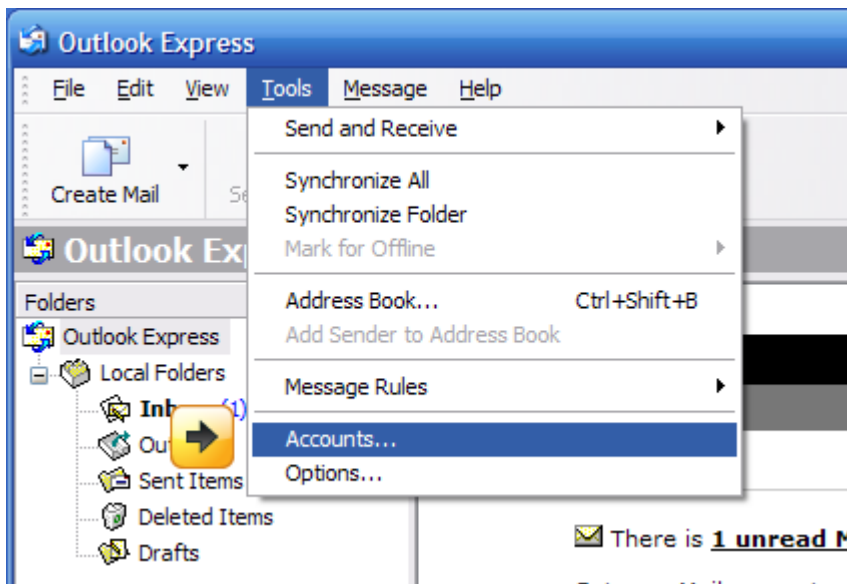# Creating an Email Account – Outlook Express

The following guide contains steps to creating a new Email Account in Outlook Express. Before you begin you will need 4 pieces of information:
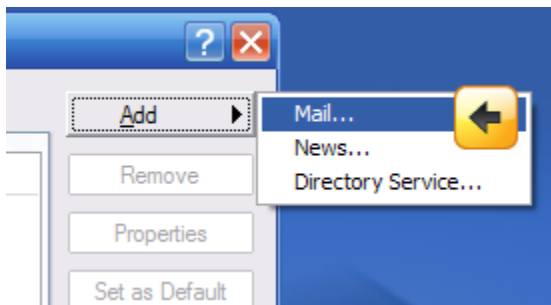
1 – Username. Your username is the email address provided to you by Uniserve.
2 – Password. This is the password associated with your Username.
3 – Incoming Server (POP3). This will depend on your domain; refer to the Email Server Settings by Domain (link here) to find this.
4 – Outgoing Server (SMTP). This will always be mail.uniserve.com for all Uniserve customers.

Once you have those pieces of information we are ready to begin.

To create a new Account, click on Tools and then E-mail Accounts, this will open the Internet Accounts window.
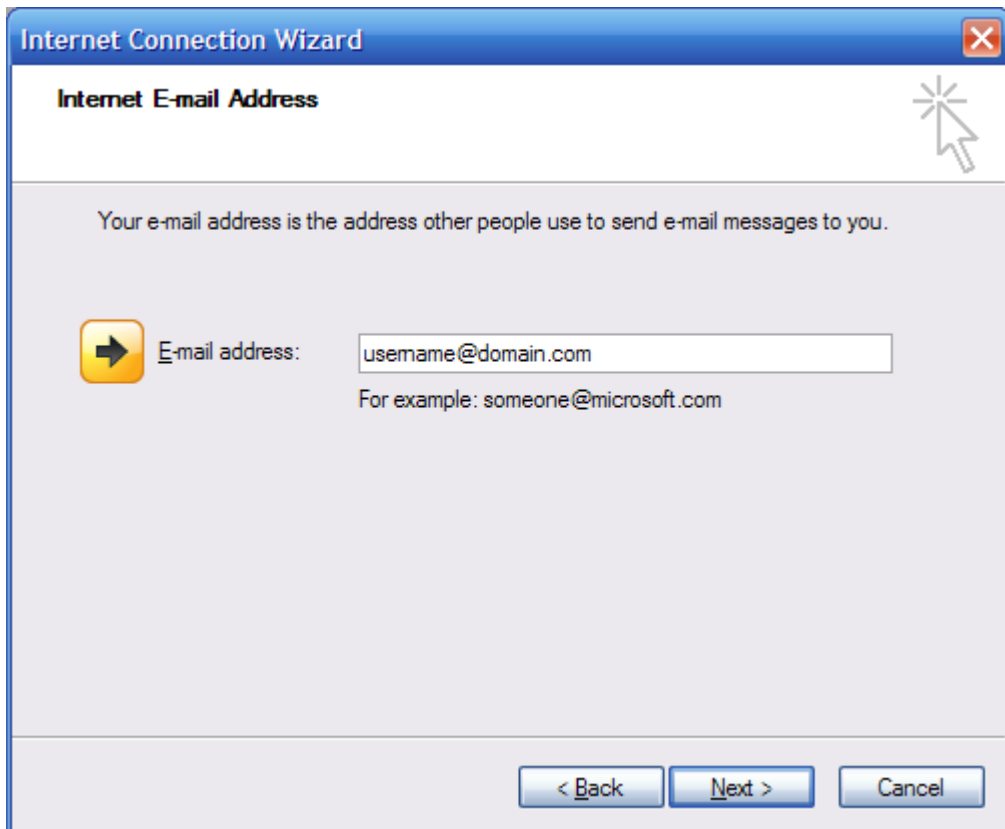

In the Internet Accounts window click Add and then Mail to launch the Internet Connection wizard, this will allow us to create the Email Account.

Your Name page: Enter the name you would like associated with this Email Account and click the Next button.

Internet E-mail Address page: Enter the full email address you are wanting to setup.

E-mail Server Names page:

1 – Set the incoming mail server to POP3
2 – Enter the POP server for your email in the Incoming mail field.
3 – Enter mail.uniserve.com in the Outgoing mail (SMTP) field.
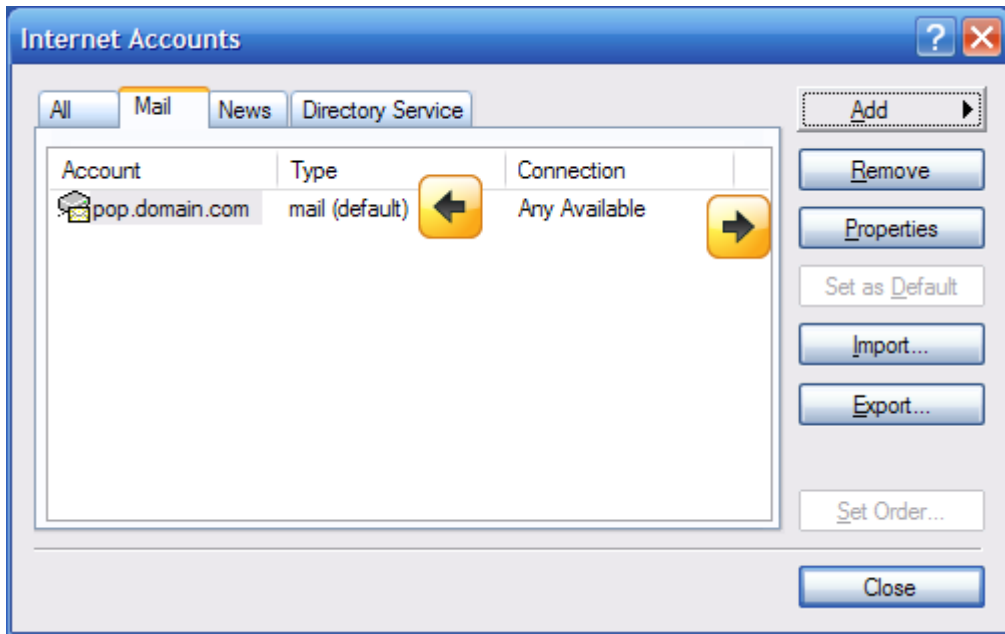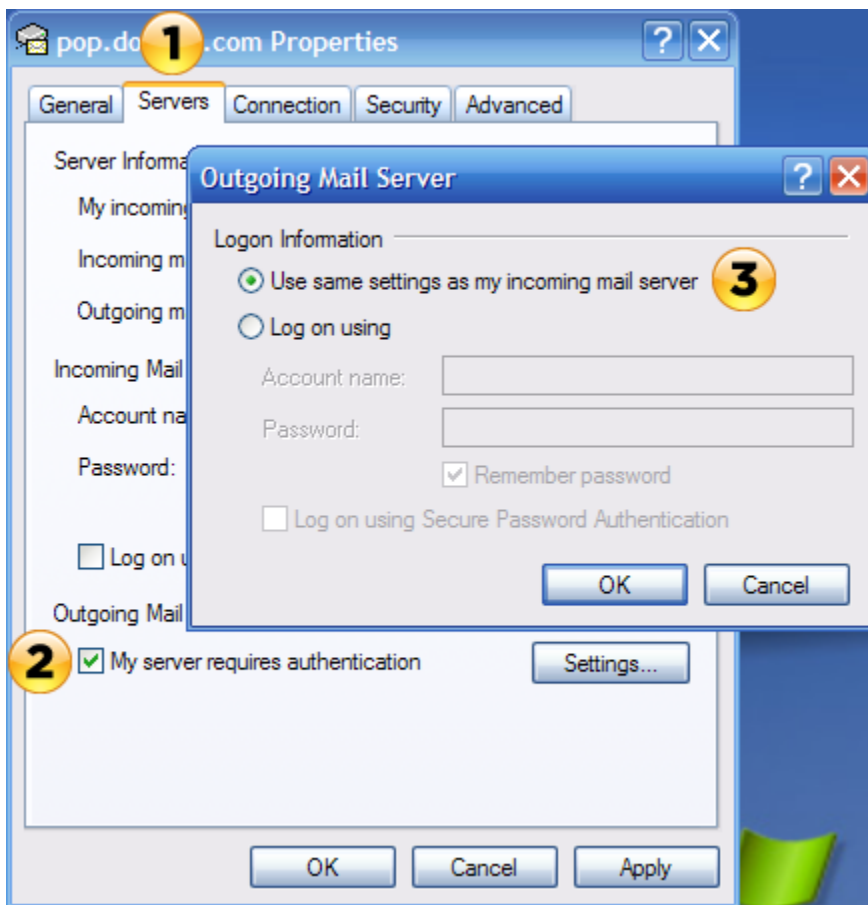
Click the Next button to continue.

Internet Mail Logon:

1 – Enter your full email address in the Account name field
2 – Enter the password in the password field

Do not check the "Log on using Secure Password Authentication" box. Click the Next button to continue.

On the last page you may click Finish, this will bring you back to the Internet Account window.
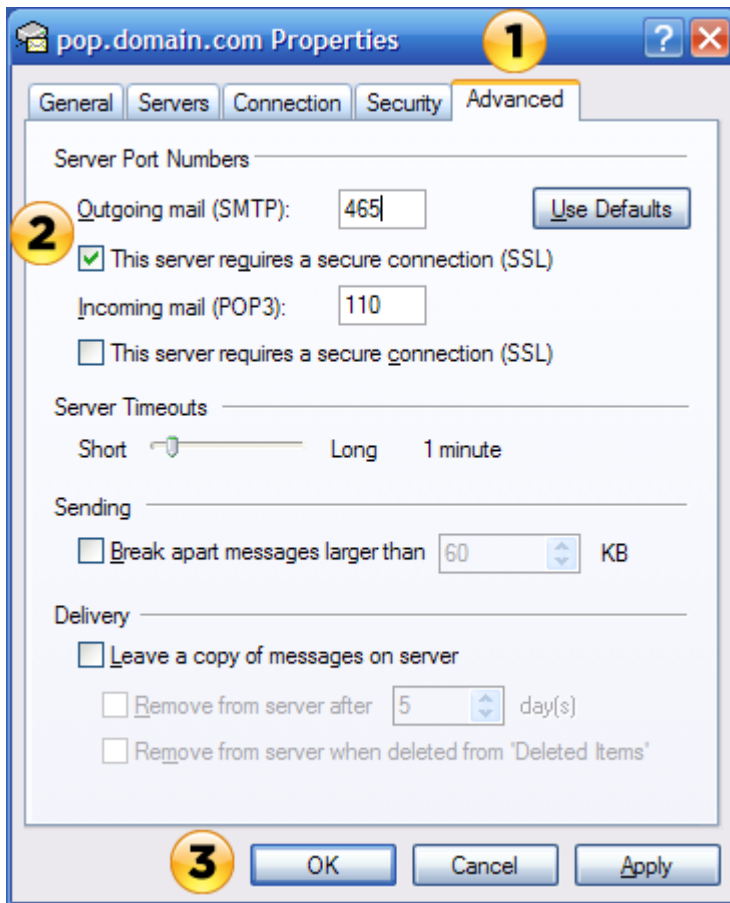
Make sure the account you just created is selected and click the Properties button. This will launch a new window.

1 - Select the Servers tab.

2 – Check the "My server requires authentication" checkbox under Outgoing Mail. Then click the Settings button next to it.
3 – In the new window make sure "Use same settings as my incoming mail server" is selected.

1 – Click the Advanced tab.
2 – Check the "this server requires a secure connection (SSL) checkbox. Make sure the Outgoing mail (SMTP) port field says 465.
3 – Click the OK button, which will bring you back to the Internet Accounts window, you may close this window and your email account is now setup.