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.

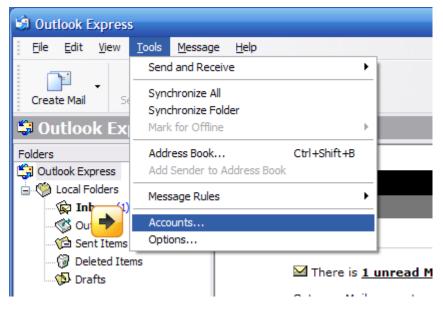
2 – Password. This is the password associated with your Username.

3 – Incoming Server (POP3). This will depend on your domain; refer to the Email Server Settings by Domain (link here) to find this.

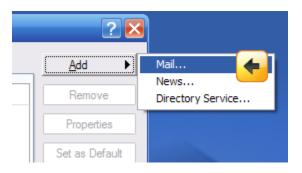
4 – Outgoing Server (SMTP). This will always be mail.uniserve.com for all Uniserve customers.

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.



Internet Connection Wizar	d	
Your Name		×
When you send e-mail, you Type your name as you wo	ur name will appear in the From field of the outgoing message. ould like it to appear.	
Display name:	Joe Uniserve	
	For example: John Smith	
	< <u>B</u> ack <u>N</u> ext > Cano	el

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

Internet Connection Wiza	rd	
Internet E-mail Address		
Your e-mail address is the	address other people use to send e-mail messages to you.	
E-mail address:	usemame@domain.com	
	For example: someone@microsoft.com	
	< <u>B</u> ack <u>N</u> ext > Ca	ancel

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

Internet Connection Wizard	
E-mail Server Names	×
My incoming mail <u>s</u> erver is a POP3 server.	
Incoming mail (POP3, IMAP or HTTP) server:	
2 pop.domain.com	
An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server: mail.uniserve.com	
< <u>B</u> ack <u>N</u> ext > Ca	ancel

E-mail Server Names page:

- Set the incoming mail server to POP3
 Enter the POP server for your email in the Incoming mail field.
 Enter mail.uniserve.com in the Outgoing mail (SMTP) field.

Click the Next button to continue.

Internet Connection Wizard	
Internet Mail Logon	N.
Type the account name and password your Internet service provider has given you.	
Account name: usemame@domain.com	
Password: Remember pass <u>w</u> ord	
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.	
Log on using Secure Password Authentication (SPA)	
< <u>B</u> ack <u>N</u> ext > Ca	ancel

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.

Internet Accounts	? 🔀
All Mail News Directory Service	Add
Account Type Connection	<u>Remove</u> <u>Properties</u> Set as <u>D</u> efault <u>Import</u>
	Set Order Close

Make sure the account you just created is selected and click the Properties button. This will launch a new window.

🗟 pop. do	.com Properties ? 🗙
General Serve	ers Connection Security Advanced
Server Informa My incomin	Outgoing Mail Server 🛛 🔶 🔀
Incoming m	Logon Information
Outgoing m	
Incoming Mail	Account name:
Account na	Password:
Password:	Remember password
Log on t	OK Cancel
Outgoing Mail	
2 🗹 My serv	er requires authentication Settings
	OK Cancel Apply

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.

😪 pop.domain.com Properties 🛛 🚹 🔹 🛛
General Servers Connection Security Advanced
Server Port Numbers
Outgoing mail (SMTP): 465 Use Defaults
This server reguires a secure connection (SSL)
Incoming mail (POP3): 110
This server requires a secure <u>c</u> onnection (SSL)
Server Timeouts
Short 🗇 Long 1 minute
Sending
Break apart messages larger than 60 🛟 KB
Delivery
Leave a copy of messages on server
Remove from server after 5 👶 day(s)
Remove from server when deleted from 'Deleted Items'
3 OK Cancel Apply

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.