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Setting Up Your BRETT-TEK Email Account with Outlook Express 6

1. In the menu bar at the top click the **Tools** menu, then click **Accounts**.



2. Click **Add**, then click **Mail**.



3. In the **Display Name** box enter the name that you would like others to see when they receive messages from you (example: "John Smith"). Click **Next**.



The screenshot shows the 'Internet Connection Wizard' window with the 'Your Name' step. The title bar reads 'Internet Connection Wizard'. Below the title bar, the text 'Your Name' is displayed. A mouse cursor is pointing at a question mark icon in the top right corner. The main text reads: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this, there is a text box labeled 'Display name:' containing the text 'John Smith'. Underneath the text box, it says 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. In the **Email Address** box enter your complete email address (example: johnsmith@iaccess.ca). Click **Next**.



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet E-mail Address' step. The title bar reads 'Internet Connection Wizard'. Below the title bar, the text 'Internet E-mail Address' is displayed. A mouse cursor is pointing at a question mark icon in the top right corner. The main text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this, there is a text box labeled 'E-mail address:' containing the text 'johnsmith@iaccess.ca'. Underneath the text box, it says 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. In the **Incoming mail server** box type **mail.WEBSITE.COM**, and in the **Outgoing mail server** box type **mail.WEBSITE.COM** where WEBSITE.COM is the ending part of your email address. Click **Next**.



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 is a text box for the 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'mail.iaccess.ca'. Below that, there is a text box for the 'Outgoing mail (SMTP) server:' also containing 'mail.iaccess.ca'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. In the **Account name** box enter your username (same as your email address). In the **Password** box enter your email address password. Click **Next**.

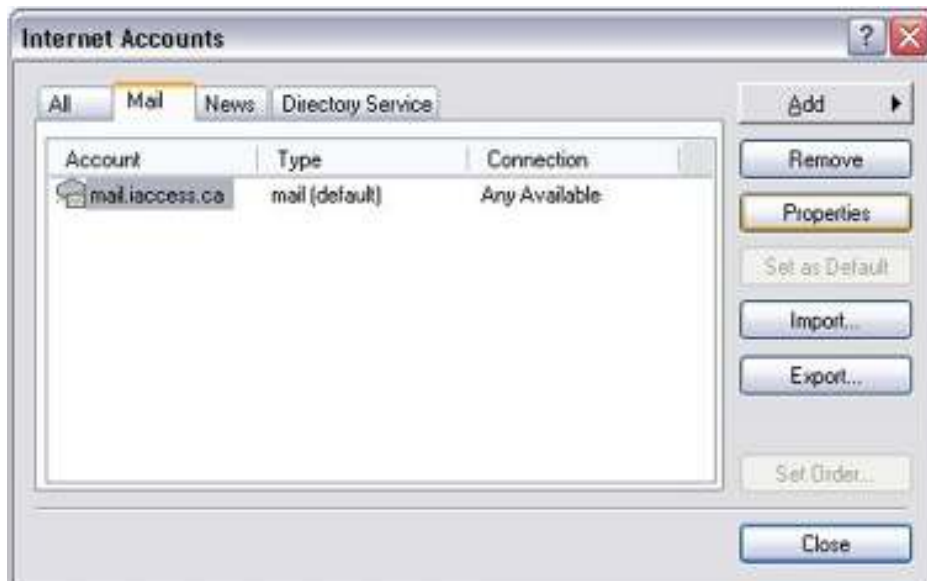


The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text box for the 'Account name:' containing 'johnsmith@iaccess.ca'. Below that, there is a text box for the 'Password:' containing a series of dots. Below the password box, there is a checked checkbox labeled 'Remember password'. Below that, there is a text box for 'Log on using Secure Password Authentication (SPA)' which is currently unchecked. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Click **Finish**.



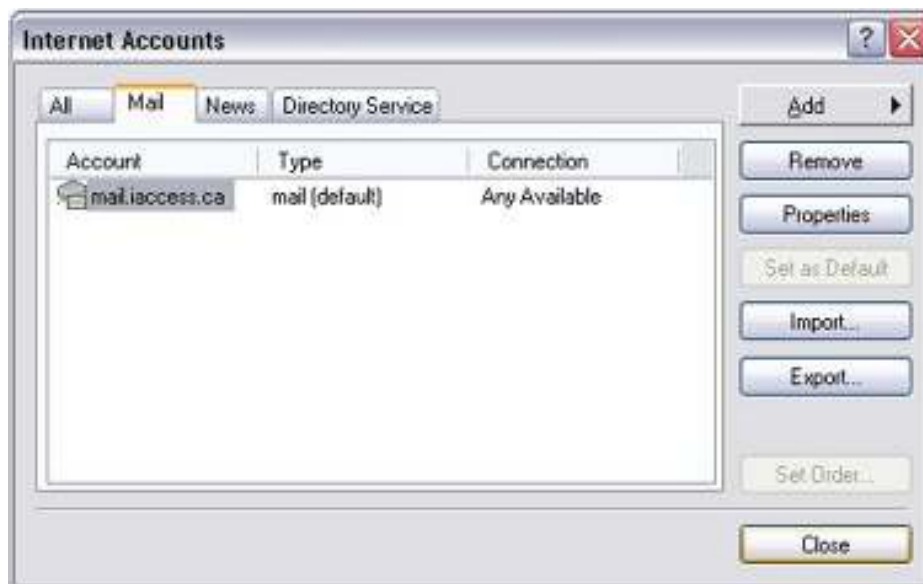
8. You will be brought back to **Internet Accounts**. If not already selected, click on the **Mail** tab. Select the account you just created and click **Properties** on the right-hand side.



9. Click on the **Server** tab and check the box that reads **My server requires authentication**. Click **OK**.



10. You will be brought back to **Internet Accounts**. Click **Close**.



11. Now you are ready to send and receive email from your BRETT-TEK email account.