



po box 5166 westlock ab t7p 2p4 tel: 780.349.btek (2835) fax: 780.349.8266 email: support@brett-tek.com

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