

OUTLOOK EXPRESS MAIL SETUP

Who needs this User Guide?

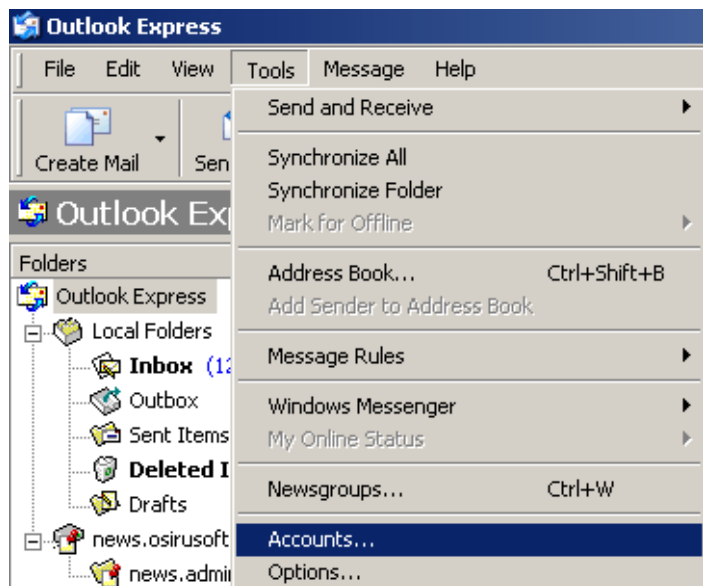
Customers who desire simple step-by-step instructions to set up Outlook Express Mail.

Why this User Guide?

This guide will take you through simple, user-friendly instructions on how to easily set up your Outlook Express Mail.

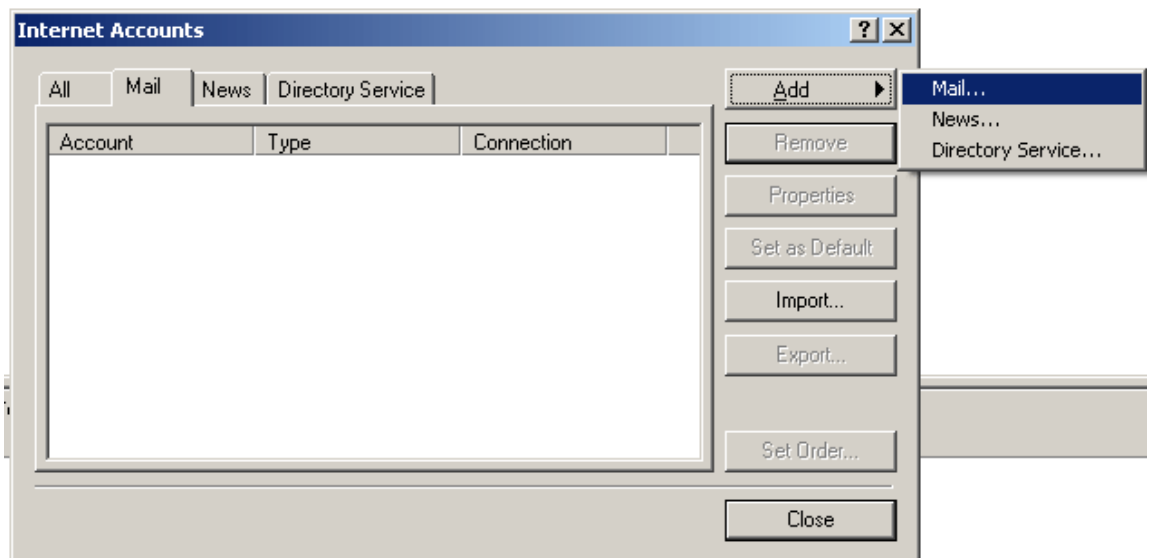
STEP 1

Select **Tools > Accounts** from the main menu bar. The Internet Accounts dialog box will open.



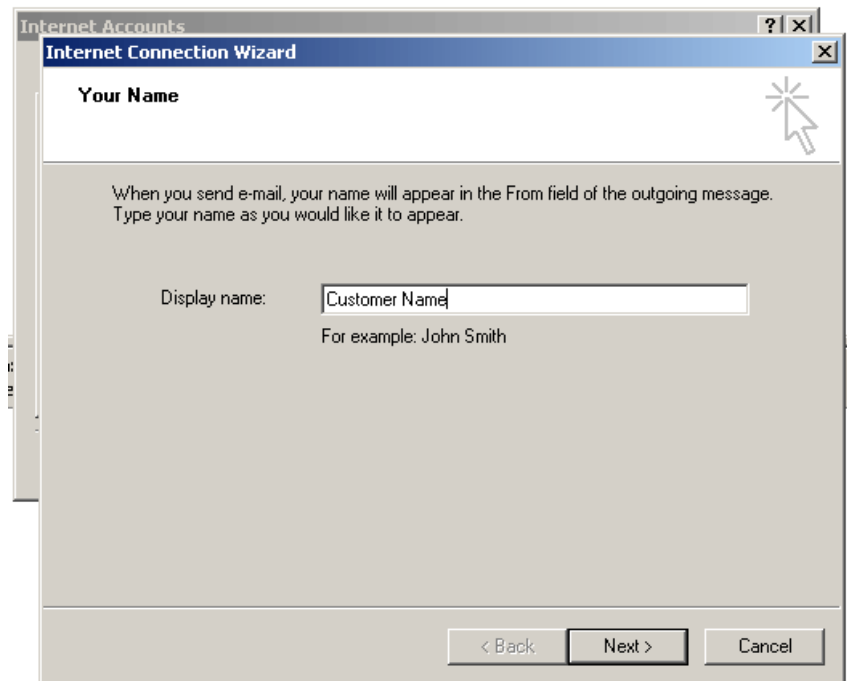
STEP 2

Click "Add" and then select **Mail** to start the Connection Wizard.



STEP 3

In the Your Name dialogue box type your name in the **Display name** text box. This will be the name that appears on E-mail messages in the “From” field. When finished, click “Next”.

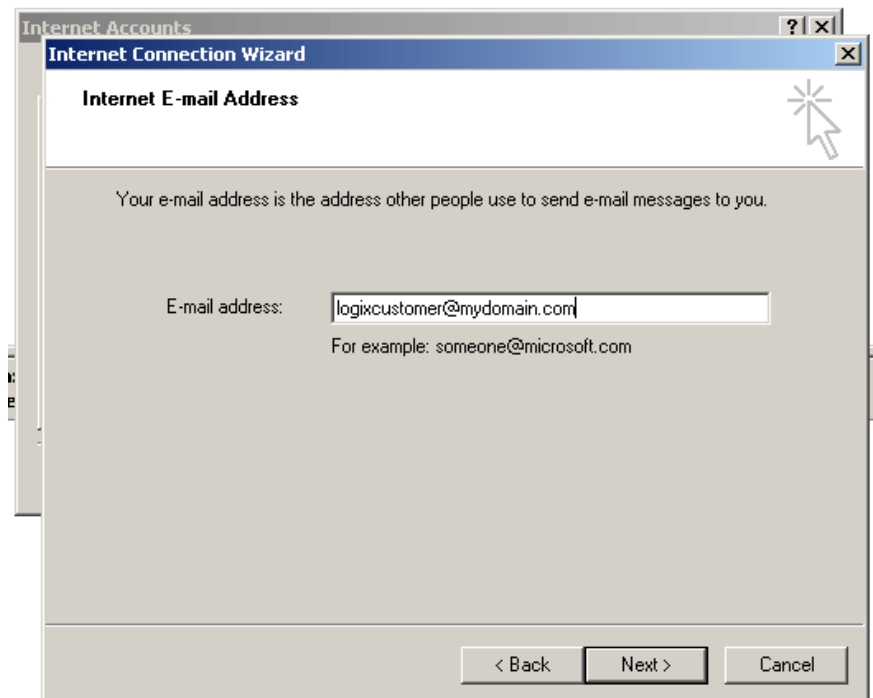


The domain name used in this example is “mydomain.com”. Therefore the E-mail address is “logixcustomer@mydomain.com”.

STEP 4

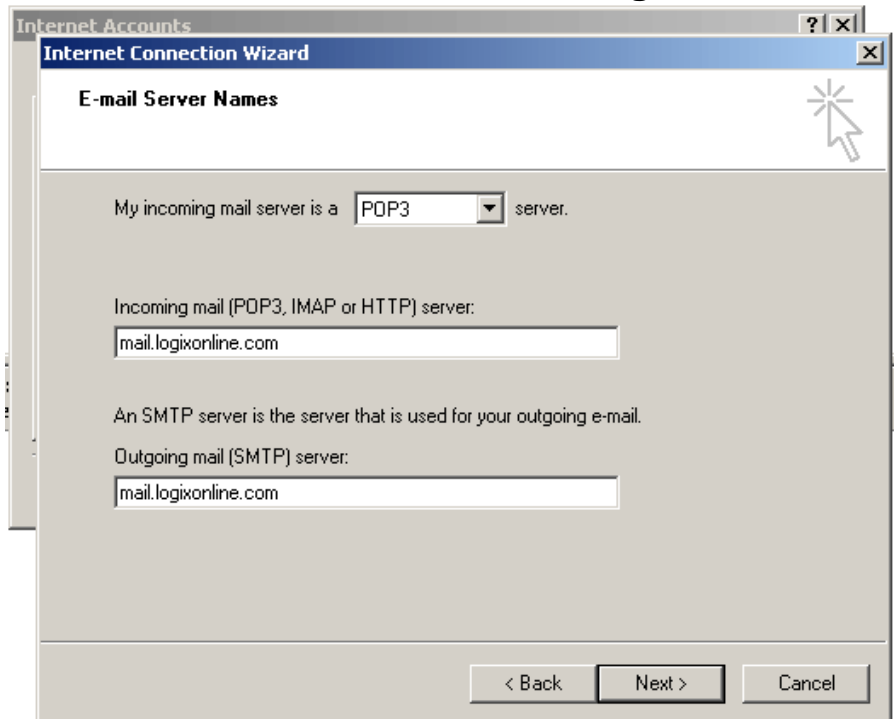
In the Internet E-mail Address dialogue box type in your E-mail address using your Domain and your Username. Click “Next” when done.

*TIP: Forgot your E-mail username?
Call the LOGIX Data Help Desk 1-877-673-1868.*



STEP 5

In the E-mail Server Names dialog box. Select the box “My incoming mail server is a, “POP3” server. In both the **Incoming mail** and **Outgoing mail** fields, type "mail.logixonline.com". Click on "Next" to continue.

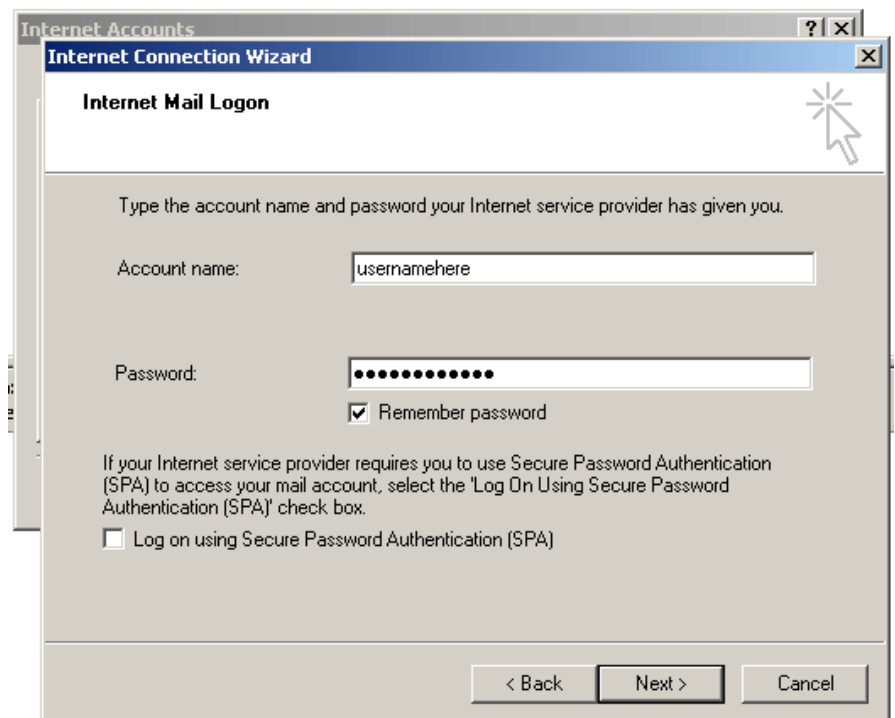


The screenshot shows the 'Internet Connection Wizard' dialog box with the 'E-mail Server Names' tab selected. The 'My incoming mail server is a' dropdown menu is set to 'POP3'. Below this, there are two text input fields: 'Incoming mail (POP3, IMAP or HTTP) server:' and 'Outgoing mail (SMTP) server:'. Both fields contain the text 'mail.logixonline.com'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

STEP 6

In the **Account Name** field, type in your Username.

Next type in your **Password**. Click “Next” when finished.



The screenshot shows the 'Internet Connection Wizard' dialog box with the 'Internet Mail Logon' tab selected. The text reads: 'Type the account name and password your Internet service provider has given you.' There are two text input fields: 'Account name:' containing 'usernamehere' and 'Password:' containing a series of dots. Below the password field is a checked checkbox labeled 'Remember password'. At the bottom, 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 text is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

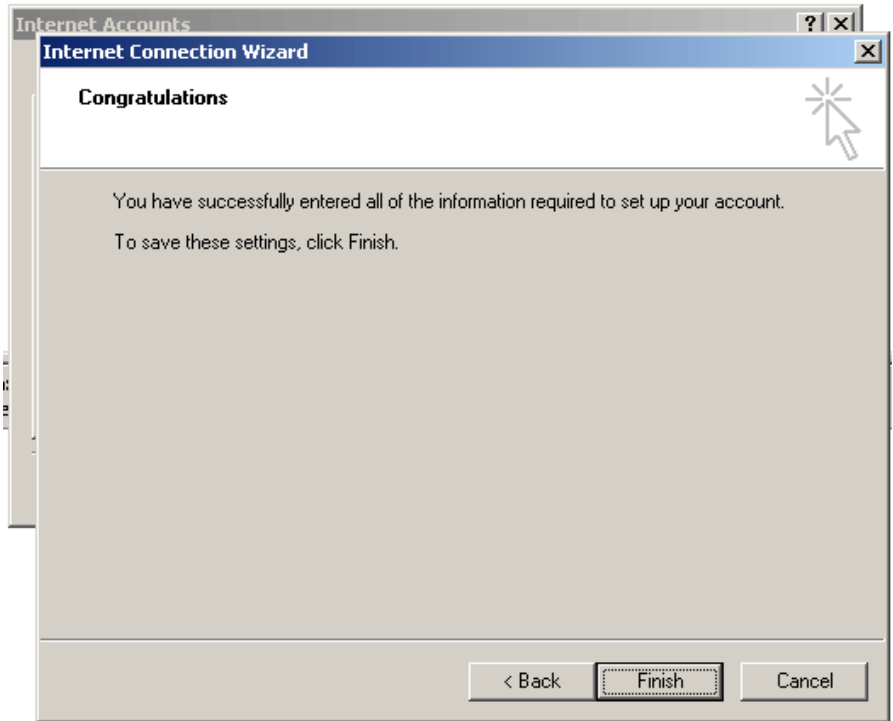
TIP: Forgot your E-mail Address? Call the LOGIX Data Help Desk at 1-877-673-1868.

STEP 7

Click on "Finish" to save your profile. You're ready to send and receive E-mail.

If you'd like more information about using Outlook Express, use the Help available on the main menu bar, or go to Microsoft's Web Site at www.microsoft.com.

Repeat steps 1 through 7 for each E-mail account that you would like to create.



STEP 8

You will now notice a new profile under the "Mail" tab. Click on the "Close" button, exit out of Outlook Express, and restart the program and begin sending and receiving E-mail.

