



How do I setup Outlook Express to get my e-mails?

Before you set up a mail account in Outlook Express you must first have your POP3 mailbox details provided to you by your Account Manager, this will be the following;

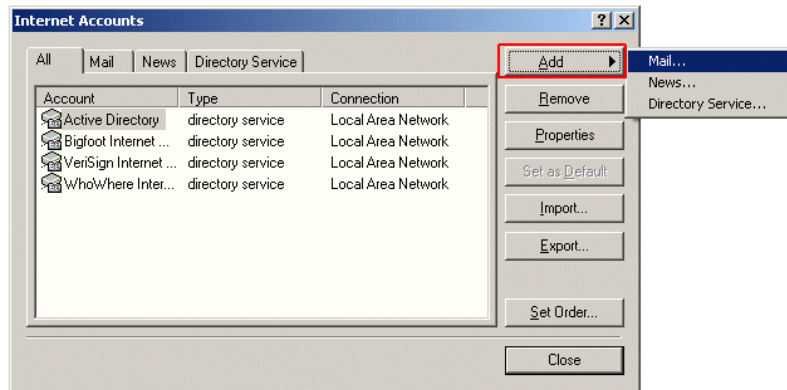
- your user name (This will normally be your e-mail address)
- your e-mail address (yourname@yourdomain.com)
- the incoming mail server name (pop.1and1.co.uk)
- the outgoing mail server name (auth.smtp.1and1.co.uk)
- the incoming server type (POP)

Step 1 Start Outlook Express, from the main window you will be able to set up Outlook Express to send and receive mail from the e-mail account you have hosted with 1&1.

Step 2 From the main menu click on Tools then Accounts to start into this set-up process.



Step 3 A pop-up screen will appear, with 4 tabs - All, Mail, News, Directory Service - Click on the "Add" button on the Left Hand side and select Mail from the options.



- Step 4** The display name is the name that will appear in the From field every time you send an e-mail. In the available space, enter the name you wish to appear (for FAQ purposes the sample has Paul Temple) and then click on Next.



- Step 5** Type in the name of the e-mail address you are configuring (e.g. paul.temple@1and1faq.co.uk) and click on the Next button.

Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address: paul.temple@1and1faq.co.uk

For example: someone@microsoft.com

< Back Next > Cancel

- Step 6** Sending and retrieving mails requires the use of e-mail servers. For your 1&1 e-mail account, the Incoming mail server is an IMAP server, this is not the default server selected in Outlook Express, so you will need to click on the drop down box and Select IMAP from the list.

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a POP3 server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

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Also you will be required to, enter the addresses for the incoming and outgoing mail servers are required.

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

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The incoming mail server address is: imap.1and1.co.uk
The outgoing mail server address is: auth.smtp.1and1.co.uk

Click on Next to proceed to the next page.

- Step 7** Here you must have your e-mail user name and password for the account you are configuring ready. Please note that the e-mail user name and password are different from your contract number and password.

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name:

Password:

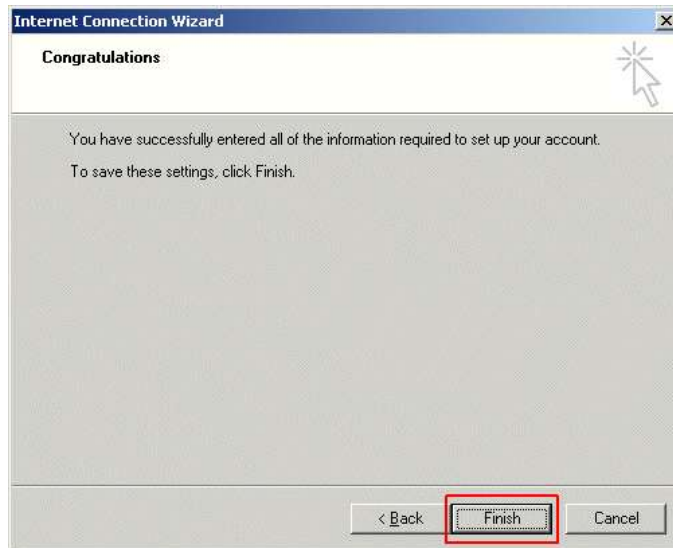
☒ Remember password

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)

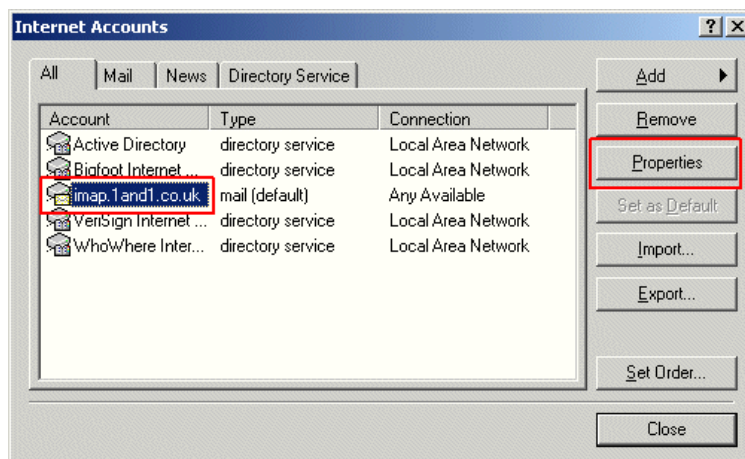
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- Step 8** You are almost Finished, click Next and Finish.

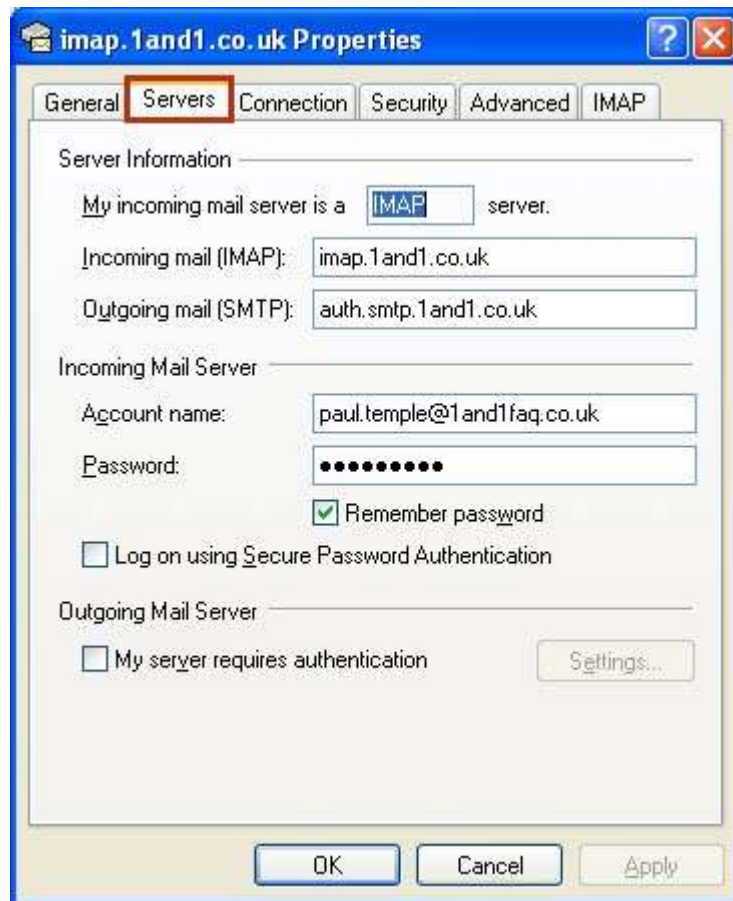


This has setup Outlook Express so that you can receive e-mail, however at 1&1 we use an authentication system to help prevent spam emails being sent, you will now need to set Outlook Express to use our Authenticated E-Mail servers.

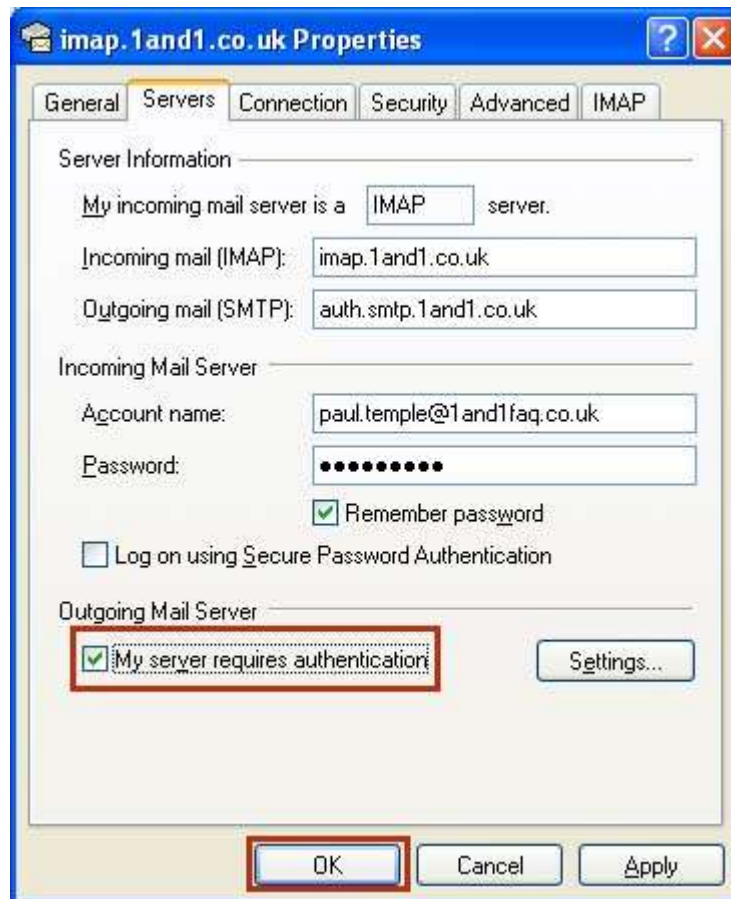
- Step 9** Click on the "Mail" Tab, with will show only e-mail accounts. Select your e-mail account and then press the "Properties Button".



This will show you all the settings for you 1&1 e-mail account in Outlook Express, click on the "Servers" Tab.



- Step 10** At the bottom of the Window there is a section called "Outgoing Mail Server". You will need to tick the box "My server requires authentication".



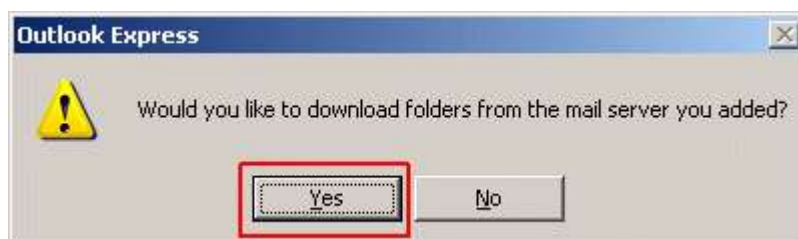
As default Outlook express should do all the setting for this change, however to check click on the "Settings" button, the option "Use same settings as my incoming mail server" should be ticked.

Click on "OK" to close this window. The Click on "OK".

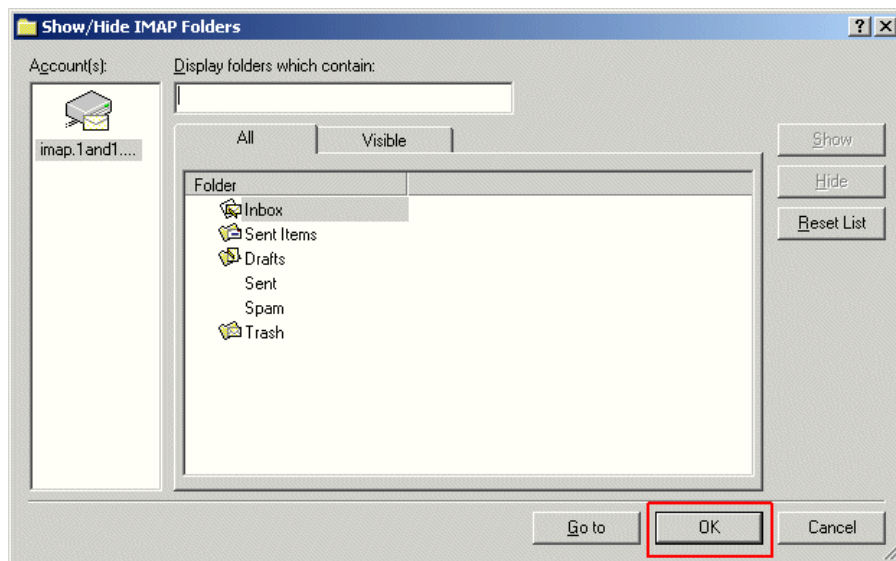
Step 11 You have now fully set up your Outlook Express e-mail client to Send & Receive e-mails.

The first time that you Send & Receive you will be asked if you would like to "Download Folders from your mail Server".

So if you have used the e-mail account before on another computer and have filed your e-mails into different folders then you will download the folders as well.



All the folders will be displayed, just click "OK" to show them all.



You have now successfully setup Outlook Express.