

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

Before you set up a mail account in Outlook Espress 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 (<u>auth.smtp.1and1.co.uk</u>)
- 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.

Eile Edit View	Tools Message Help	
	Send and Receive	•
Create Mail Sen	Synchronize All Synchronize Folder Mark for Offline	,
Folders	Address Book Ctrl+ Add Sender to Address Book	Shift+B
E S Local Folders	Message Rules	•
	Windows Messenger My Online Status	•
闭 Deleted Ite 🖗 Drafts	Accounts Options	

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.

All Mail News	Directory Service		<u>A</u> dd ▶	Mail
Account	Туре	Connection	<u>R</u> emove	News Directory Service
Radive Directory	directory service directory service	Local Area Network Local Area Network	Properties	
Revenisign Internet Revenue wie wie wie wie wie wie wie wie wie wi		Local Area Network Local Area Network	Set as <u>D</u> efault	
se whowhere inter	directory service	Local Area Network	Import	
			<u>Export</u>	
			<u>S</u> et Order	

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.

rnet Connection Wizard		
Your Name		× K
When you send e-mail, Type your name as you	your name will appear in the From field of the out <u>o</u> would like it to appear.	joing message.
<u>D</u> isplay name:	Paul Temple	
	For example: John Smith	
		a year of t
	< Back Next >	Cancel

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

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.ukl For example: someone@microsoft.com (Back Next > Cancel	ternet Connection Wizard	
E-mail address: For example: someone@microsoft.com	Internet E-mail Address	×
For example: someone@microsoft.com	Your e-mail address is th	e address other people use to send e-mail messages to you.
For example: someone@microsoft.com	E-mail address	
(Back Next) Cancel		Por example, someone@microsolc.com
< Back Next > Cancel		
< Back Next > Cancel		
< Back Next > Cancel		
		< Back Next > Cancel

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 Step 6

the drop down

box and Select IMAP from the list.

rnet Connection Wizard		
E-mail Server Names		×.
My incoming mail server is a POF MA HTT Incoming mail (POP3, IMAP	23	
Incoming mail (FUF3, IMAF 8-444		
1		
An SMTP server is the server that i	is used for your outgoing e-mail.	
An SMTP server is the server that i Outgoing mail (SMTP) server:	is used for your outgoing e-mail.	
	is used for your outgoing e-mail.	
	is used for your outgoing e-mail.	
	is used for your outgoing e-mail.	
	is used for your outgoing e-mail.	
	is used for your outgoing e-mail.	

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	苶	
My incoming mail <u>s</u> erver is a IMAP server.		
Incoming mail (POP3, IMAP or HTTP) server: imap.1and1.co.uk An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server: auth.smtp.1and1.co.uk		The incoming mail server address is: imap.1and1.co.uk The outgoing mail server address is: auth.smtp.1and1.co.uk
< <u>B</u> ack <u>N</u> ext >	Cancel	

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 Wiz	ear d	
Internet Mail Logon		×
Type the account nam	e and password your Internet service provider has given you.	
<u>A</u> ccount name:	paul.temple@1and1faq.co.uk	
Password:	■ Remember pass <u>w</u> ord]
	ovider requires you to use Secure Password Authentication il account, select the 'Log On Using Secure Password eck box.	
Log on using <u>S</u> ecure	Password Authentication (SPA)	
	<back next=""> Ca</back>	ancel

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".

Account	Туре	Connection	<u>R</u> emove
Active Directory Biafoot Internet	directory service directory service	Local Area Network Local Area Network	<u>Properties</u>
imap.1and1.co.uk	mail (default)	Any Available Local Area Network	Set as <u>D</u> efault
WhoWhere Inter		Local Area Network	Import
			Export
			Set Order

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

erver Information My incoming mail server is a IMAP Incoming mail (IMAP): imap.1and1.co.uk Outgoing mail (SMTP): auth.smtp.1and1.co.uk coming Mail Server auth.smtp.1and1.co.uk Agcount name: paul.temple@1and1faq.co.uk Password: ••••••• Image: Remember password Image: Image: Image: Image: Agcount name: Paul.temple@1and1faq.co.uk Password: ••••••• Image: Image: Image: Password Image: Password	eneral	Servers	Connection	Security	Advanced	IMAP
Incoming mail (IMAP): imap.1and1.co.uk Outgoing mail (SMTP): auth.smtp.1and1.co.uk coming Mail Server Agcount name: paul.temple@1and1faq.co.uk Password: Remember password	Server	Information				
Outgoing mail (SMTP): auth.smtp.1and1.co.uk coming Mail Server Account name: paul.temple@1and1faq.co.uk Password: •••••• Remember password	<u>M</u> y i	ncoming ma	ail server is a	IMAP	server.	
coming Mail Server Account name: Password: Remember password	<u>I</u> nco	iming mail (l	MAP): ima	p.1and1.co).uk	
Account name: paul.temple@1and1faq.co.uk Password: Remember password	Outg	joing mail (!	SMTP): aut	h.smtp.1an	d1.co.uk	
Password: ✓ Remember pass <u>w</u> ord	Incomi	ng Mail Ser	ver			
-	Acc	ount name:	pau	il.temple@1	land1faq.co	.uk
	<u>P</u> as:	sword:				
Log on using Secure Password Authentication			F	Remember	pass <u>w</u> ord	
		.og on usin	g <u>S</u> ecure Pas	sword Autł	nentication	
utgoing Mail Server	Outgoi	ng Mail Ser	ver			
My server requires authentication						215 310 00 00 00 00 00 00 00 00 00 00 00 00 0

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".

eneral Server	s Connectio	n Security Advanced IMAP
Server Informati	ion	
My incoming	mail server is a	a IMAP server.
Incoming mai	il (IMAP): 🛛 im	nap.1and1.co.uk
O <u>u</u> tgoing mai	i (SMTP): a	uth.smtp.1and1.co.uk
Incoming Mail S		
Account nam		aul.temple@1and1faq.co.uk
<u>P</u> assword:		
	V]Remember pass <u>w</u> ord
Log on us	ing <u>S</u> ecure Pa	assword Authentication
Log on us		assword Authentication
Outgoing Mail S		
Outgoing Mail S	erver	
Outgoing Mail S	erver	
Outgoing Mail S	erver	

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.

Outlook I	Express	×
	Would you like to download folders from the mail se	rver you added?
	<u>Yes</u> <u>N</u> o	

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

Show/Hide I f Account(s):	MAP Folders			<u>? ×</u>
imap.1and1	All Visible Folder Folder Sent Items Sent Spam Trash			<u>9</u> how <u>H</u> ide <u>R</u> eset List
I		<u>G</u> o to	ОК	Cancel

You have now successfully setup Outlook Express.