

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 (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.

<u>File Edit V</u> iew	Tools Message Help	
	Send and Receive	•
Create Mail Sen	Synchronize All Synchronize Folder Mark for Offline	*
Folders	Address Book Cl Add Sender to Address Book	trl+Shift+B
□ (Local Polders	Message Rules	۲
	Windows Messenger My Online Status	•
🐨 闭 Deleted Ite	Accounts	

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.

Internet Accounts	<u>?×</u>	
All Mail News Directory Service	<u>A</u> dd ▶	Mail
Account Type Connection Active Directory directory service Local Area Network Bigfoot Internet directory service Local Area Network VeriSign Internet directory service Local Area Network Muchowhere Inter directory service Local Area Network	<u>R</u> emove <u>Properties</u> Set as <u>D</u> efault	News Directory Service
	Import Export	
	Close	

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		×
When you send e-mail, Type your name as you	your name will appear in the From field of the outy would like it to appear.	joing message.
<u>D</u> isplay name:	Paul Temple	
	For example: John Smith	
	< 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.

ternet Connection Wizard	
Internet E-mail Address	芯
Your e-mail address is th	e address other people use to send e-mail messages to you.
E-mail address:	Daul temple@1and1fag.co.uk
-	For example: someone@microsoft.com
	<back next=""> Cancel</back>

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.

net Connection Wizard			
-mail Server Names			č
My incoming mail server is a POP3 IMAP HTTP Incoming mail (POP3, IMAP + HTTP) see	erver.		
······································			
An SMTP server is the server that is used	d for your outgoing e	e-mail.	
An SMTP server is the server that is used Outgoing mail (SMTP) server:	d for your outgoing a	e-mail.	
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An SMTP server is the server that is used Outgoing mail (SMTP) server:	d for your outgoing a	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 server 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 > C	ancel	

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]
If your Internet service pr (SPA) to access your ma Authentication (SPA)' cho	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	directory service directory service	Local Area Network Local Area Network	<u>P</u> roperties
imap.1and1.co.uk	mail (default) directory service	Any Available Local Area Network	Set as <u>D</u> efault
WhoWhere Inter	directory service	Local Area Network	Import
			Export

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

eneral Servers	Connection	Security	Advanced	IMAP
Server Information	-			
<u>My</u> incoming ma	ail server is a	IMAP	server.	
Incoming mail (I	MAP): ima	p.1and1.co	o.uk	
O <u>u</u> tgoing mail (9	(MTP): auti	n.smtp.1an	d1.co.uk	
Incoming Mail Ser	ver			
A <u>c</u> count name:	pau	l.temple@1	land1faq.co	.uk
Password:				
	F	Remember	pass <u>w</u> ord	
Log on using	g <u>S</u> ecure Pas	sword Autł	nentication	
Outgoing Mail Ser	ver			
My server re	quires auther	ntication		Settings
	4			odini iden

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	Servers	Connectio	n Security	Advanced	IMAP
Server	Information	1			
<u>M</u> y ir	ncoming m	ail server is	a IMAP	server.	
Inco	ming mail (I	IMAP): in	hap.1and1.co).uk	
Outg	ioing mail (1	SMTP): a	uth.smtp.1an	d1.co.uk	
Incomir	na Mail Ser				
Acco	ount name:	D	aul.temple@"	land1fag.co.	uk
– Pass	word:				
1.7752.424		V	Remember	password	
	og on usin	g <u>S</u> ecure Pa] Remember assword Autł	pass <u>w</u> ord nentication	
– L Outgoir	og on usin ng Mail Ser	g <u>S</u> ecure Pa ver	Remember assword Auth	pass <u>w</u> ord nentication	
Outgoir	og on usin ng Mail Ser 1y server re	g <u>S</u> ecure Po ver equires auth	Remember assword Auth entication	pass <u>w</u> ord nentication	iettinas
Outgoir	og on usin ng Mail Ser 1y ser <u>v</u> er re	g <u>S</u> ecure Pa ver equires auth	Remember assword Auth entication	pass <u>w</u> ord nentication	i <u>e</u> ttings
Uutgoir	og on usin ng Mail Ser 1y ser <u>v</u> er re	g <u>S</u> ecure Pa ver equires auth	Remember assword Auth entication	pass <u>w</u> ord nentication	i <u>e</u> ttings
Outgoir	og on usin ng Mail Ser 1y server re	g <u>S</u> ecure Pa ver equires auth	Remember assword Auth entication	pass <u>w</u> ord nentication	i <u>e</u> ttings
Outgoir	og on usin ng Mail Ser 1y server re	g <u>S</u> ecure Pa ver equires auth	Remember assword Auth entication	pass <u>w</u> ord nentication	j <u>e</u> ttings

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	×
<u>.</u>	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.

Account(s):	1AP Folders Disolay folders which contain:			<u>? ×</u>
imap.1and1	All Visible			Show Hide Heset List
I		<u>G</u> o to	ОК	Cancel

You have now successfully setup Outlook Express.