

Configuring an email account using Microsoft Outlook Express, or similar POP3 email software

Web Studio Seattle support document: hosting-email-oe-windows
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Time required to complete configuration: Approximately 4-7 minutes

- 1) Start your email software (Outlook or Outlook Express, etc.)
- 2) From the **'Tools'** menu, select **'Accounts'**
- 3) Within the resulting dialogue box, click the **'Mail'** tab
- 4) Click the **'Add'** button, located up/right
Choose **'Mail'** from the pop-up options
- 5) The Internet Connection Wizard will start and walk you through the steps to configuring an email account.
- 6) Carefully read each step, and provide the information as prompted.

Your full email address is as follows:
accountname@domainname
example: john@webstudioseattle.com

Choose **POP3** as your mail protocol. [POP 3 is the default selection].

Mail servers:

Incoming Mail Server: mail.yourdomainname.com
example: mail.webstudioseattle.com

Outgoing Mail Server: mail.yourdomainname.com
example: mail.webstudioseattle.com

Account Name:

Type your entire email address.
example: john@webstudioseattle.com

Web Studio Seattle

Configuring an email account using Microsoft Outlook Express, for Windows

Password:

If you'd like to avoid a password prompt each time you connect to send/receive email, enter the password that was provided by Web Studio Seattle (or the password you chose via your Web Mail control panel). Also, check the 'Remember Password' box.

Alternatively, if you prefer to enter a password each time you connect to send/receive mail, leave the password field blank. Make certain that the 'Remember Password' box is unchecked.

Secure Password Authentication (SPA)

Incoming Mail Server:

Uncheck the box 'Log On Using Secure Password Authentication'.

Outgoing Mail Server:

Check the box 'My Server Requires Authentication'. Click the "Settings" or "More Settings" button and choose "Use Same Settings As My Incoming Mail Server".

Now that you have provided your email software with the needed information, click 'Finish' or 'Save'. Send a test email to yourself to confirm that you are able to successfully send mail. After you've sent the email to yourself, you can confirm that you're able to receive mail by clicking the '**Send/Recv**' button. The message you sent to yourself should be delivered to your 'InBox' in 90 seconds or less.

If you're having difficulty establishing a successful email configuration, please recheck your settings, inspecting for typos or other errors. If you're still experiencing problems, please contact Web Studio Seattle technical support:

www.SeattleWebHost.com/support

For information regarding the use of the Outlook Express software, please refer to the Help menu or Microsoft's web pages:

<http://office.microsoft.com/en-us/outlook/HA011248131033.aspx>

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