Outlook Express email client configuration

Step 1: Open Outlook Express. Do not worry about any errors that you may receive. Step 2: Go to tools and then to accounts.



Step 3:Make sure the All or mail tabs are displayed. Select the add button on the upper right and then select mail.

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Step 4: Input the name that you would like displayed in the Display name blank. I chose the email address. You can choose your name if you prefer.

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Click the "Next" button.

Step 5: Input your new email address in the E-mail address blank. Example: newcustomer@ckswireless.com.

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Click the "Next" button.

Step 6: On the next page you will be entering your pop3 and smtp server settings. Make sure Outlook Express is setup to receive incoming mail from a POP3 server. In the Incoming mail server blank enter mail.ckswireless.com. Enter the same information in the Outgoing mail (SMTP) server blank, mail.ckswireless.com.

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Click the next button.

Step 7: The internet mail login page has the account name and password blanks. The username will be your entire email address. Example: <u>newcustomer@ckswireless.com</u>. The password will be the password you chose at the time of your email address choice.

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Click the "Next" button.

After you click next you will be brought to the finish page. Click the finish button.

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Step 8: After you finish setup you will be returned to the Internet Accounts page. You need to highlight the new email account and then click the properties button, 3rd down from the top on the right side of the page.



Then select the servers tab from the top of the page and make sure the configuration is as follows:

At the bottom of the page is a box that needs to be checked, "My Server Requires Authentication." After you check the box, the settings button right next to it will become bold. Click on the Settings button and ensure that the "Use the same settings as my incoming mail server" button is selected and then click "OK". On the properties page click the "Apply" button and then the "OK" button. On the Accounts page you can now click the "Close" button and start sending and receiving email.

NOTE: Please respond to the test email message that you receive from CKS Wireless so that we know everything is working.





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