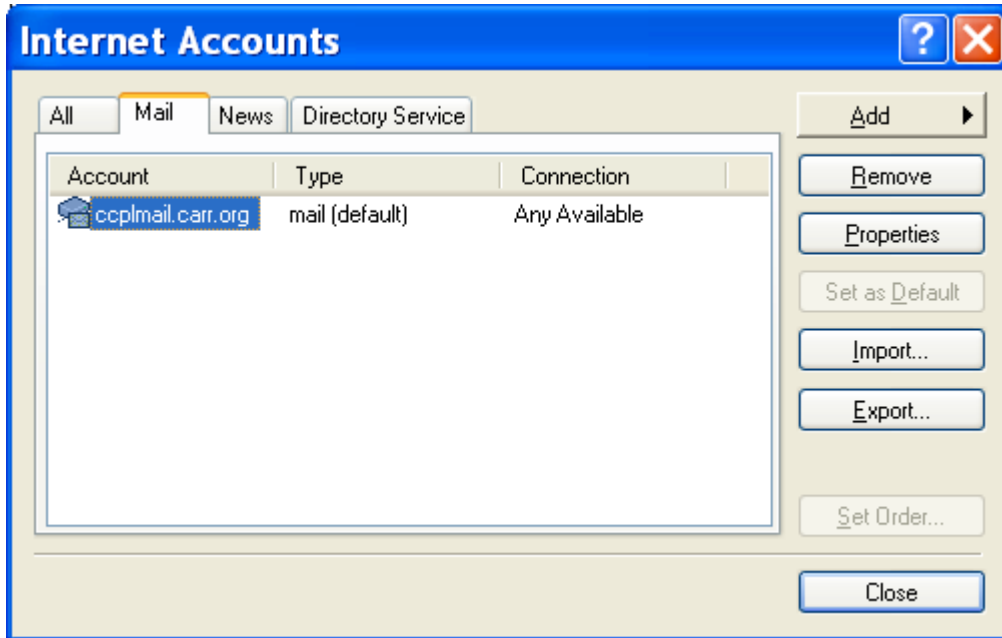


## Outlook Express 4.0 - 6.0 Setup

Open Outlook Express click on "Tools" and then click on "Accounts" click on the "Mail" tab. Then just follow the screens below. The only screen that is different between Outlook Express 4.0 and 5.0 is the "Connection" screen.

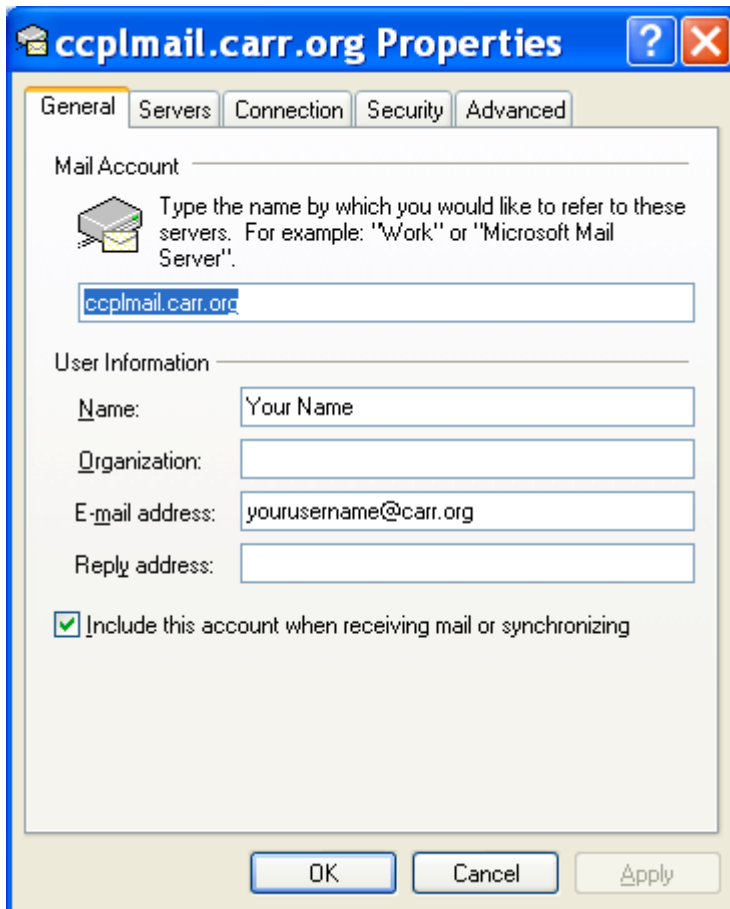
Make sure the account name is highlighted and then select "Properties" on the right. It could be called anything depending on what you named it when it was created.



Below you will see the General settings screen. It will list the account name and then you will see a place for your name and your email address. Make sure you enter your email address the way it was sent to you. It should be all lower case and look like

[logonname@carr.org](mailto:logonname@carr.org)

The "Organization" and "Reply address" fields can be blank. Also, make sure the box is checked at the bottom so that when you open Outlook Express it will check your email automatically.






Select the tab at the top of the page that says "Servers" and make sure that the incoming and outgoing mail server information is **ccplmail.carr.org**

Also your incoming mail server should be a POP3 server.

In the incoming mail server box make sure there is a dot at "Log on using" (Outlook 4.0 only). The account name is your email address. The password is your home phone number with area code and dashes. You can then change this. The password will show up as asterisks (\*\*\*) instead of the characters that you type.

Make sure that "Log on using Secure Password Authentication" is NOT selected. Also make sure that the "My server requires authentication" checkbox is NOT checked.

Click Apply then ok then close.

 **ccplmail.carr.org Properties**  

General Servers Connection Security Advanced

Server Information

My incoming mail server is a  server.

Incoming mail (POP3):

Outgoing mail (SMTP):

Incoming Mail Server

Account name:

Password:

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication