



ADVANCED COMPUTER &
COMMUNICATION
SYSTEMS, INC.

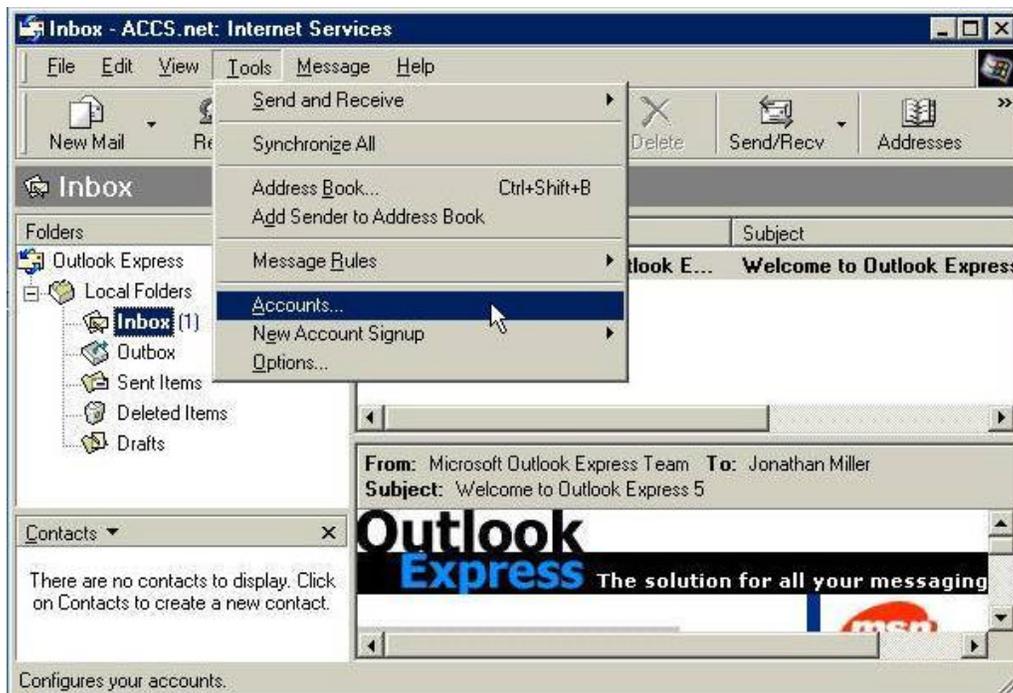
47 North Jackson Street
Frankfort, IN 46041
Phone (765) 659-4671
Fax (765) 654-7106
Internet Support: internet@accs.net
Web Site: www.accs.net

Setting up Outlook Express 5 for e-mail

Step 1

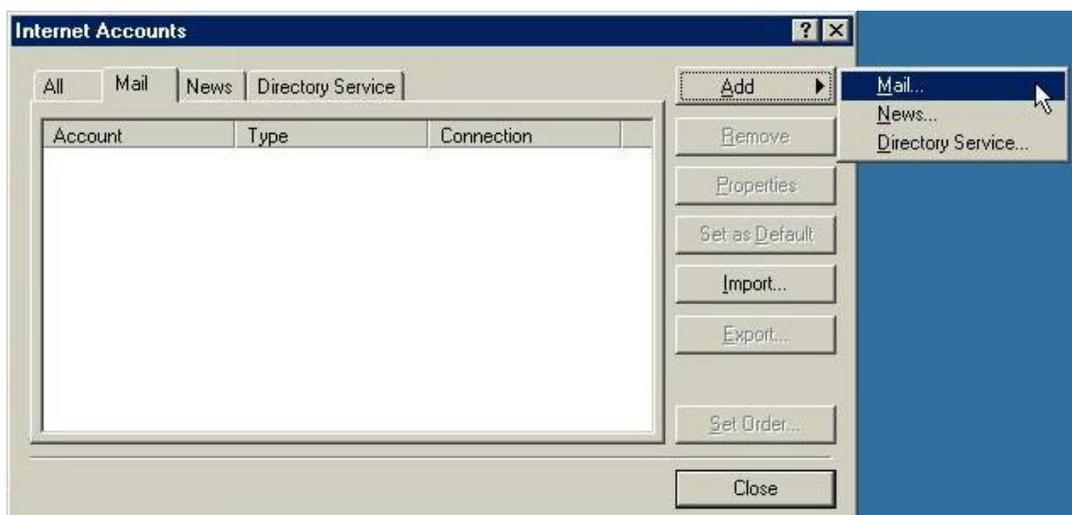
Find the 'Outlook Express' icon on your desktop and **double-click** on it. This will open 'Outlook Express'.

The first time Outlook Express is opened it will automatically start the mail wizard. If it does not start the wizard, then **left-click** on 'Tools' at the top, then **left-click** on 'Accounts'.



Step 2

Left-click on the 'Add' button and then left-click on 'Mail'. If the mail wizard automatically started up, then you can skip this step.





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Step 3

This first screen is where you type in your full name, or the name you want other people to see when they receive e-mail from you. Simply, type your name in the blank and **left-click** on the 'Next' button to continue.

Step 4

Now 'Outlook Express' wants to know what your e-mail address is. Your email address should be listed on your sign-up sheet. It will be in the format of *username@accs.net*

Once you have typed in your ACCS email address into the 'Email address' blank, **click 'Next'** to continue.



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Step 5

This is the 'E-Mail Server Names' window. Leave the top blank set at '**POP3**'. Then type in **mail.accs.net** into the Incoming & Outgoing mail blanks. Your screen should match exactly to the one shown. Once this is complete, **click** on the '**Next**' button to continue.

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a POP3 server.

Incoming mail (POP3, IMAP or HTTP) server:
mail.accs.net

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:
mail.accs.net

< Back Next > Cancel

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name: username

Password: xxxxxxxx

Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

Step 6

Now Outlook Express wants your email username and password. Your email username and password match your ACCS username and password exactly. So type in your ACCS username into the '**Account Name**' blank and type in your ACCS password into the '**Password**' blank. Then, check the box that reads '**Remember password**'. Once this is complete, **click** '**Next**' to continue.

* Remember, type in your username and password in all small letters.



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Step 7

This is the last screen, you have completed setting up your email. **Click** on the **'Finish'** button to save the new email settings.

If your **'Internet Accounts'** window is open simply **click** on the **'Close'** button.



To send a New Message in Outlook Express, simply **click** on the **'New Mail'** button on your Outlook Express toolbar. To check for new mail **click** on the **'Send/Recv'** button on your toolbar.



Free Internet Technical Support

Phone: (765) 659-4671

Email: internet@accs.net

Hours: Mon-Fri 8a-5p

Remember if you have any trouble please give us a call. We have professionals on staff that have experience troubleshooting/fixing all sorts of networking and computer hardware problems. ACCS has been building/maintaining business networks and computers for over 20 years!