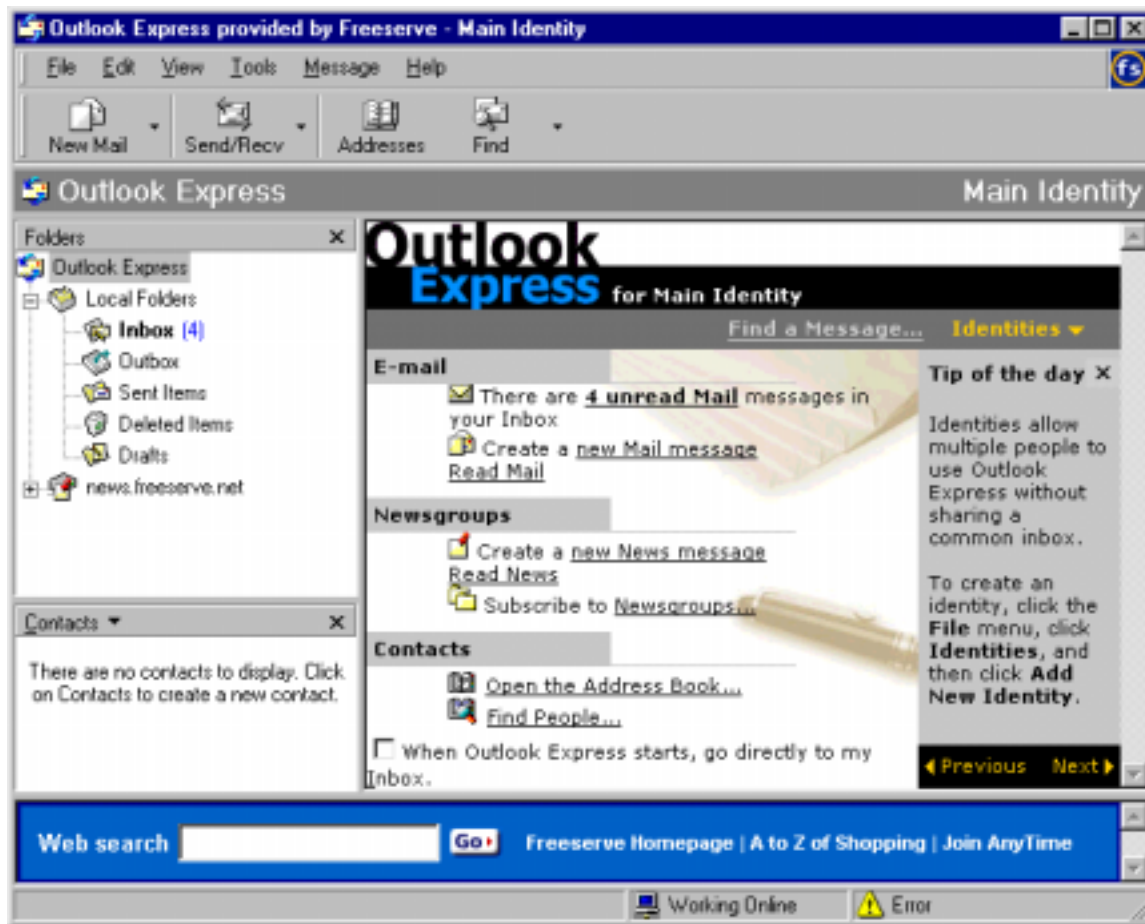




How to add a POP mailbox in Outlook Express

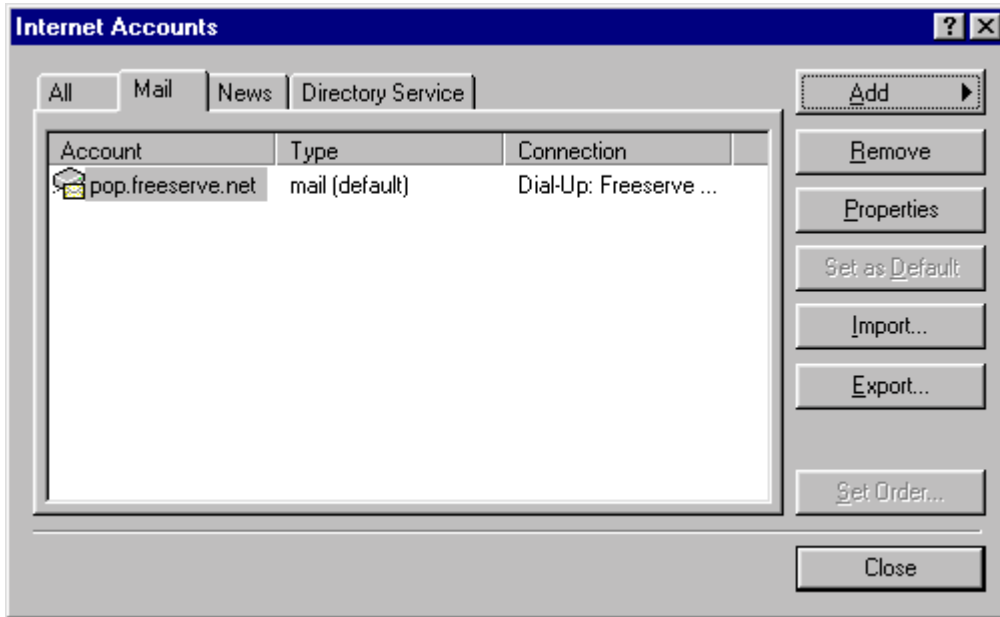
How to add a POP mailbox in Outlook Express

Startup Outlook Express and you should see a screen similar to the one below.



Select

- Tools / Accounts

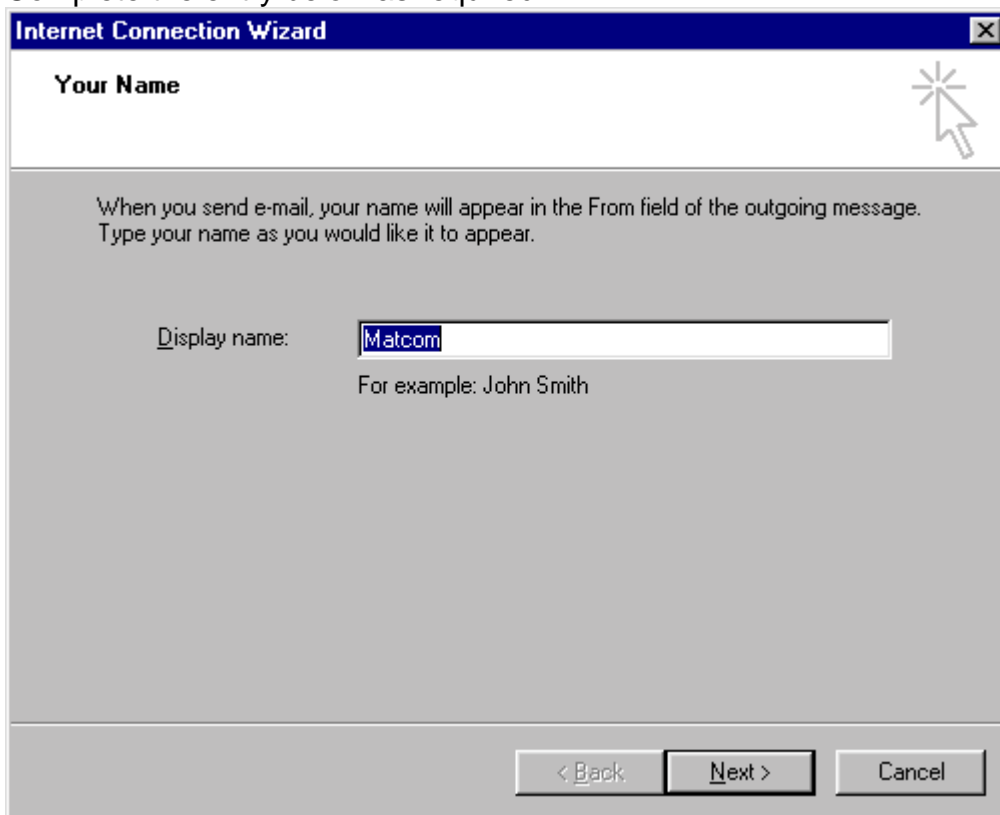


Select

Add

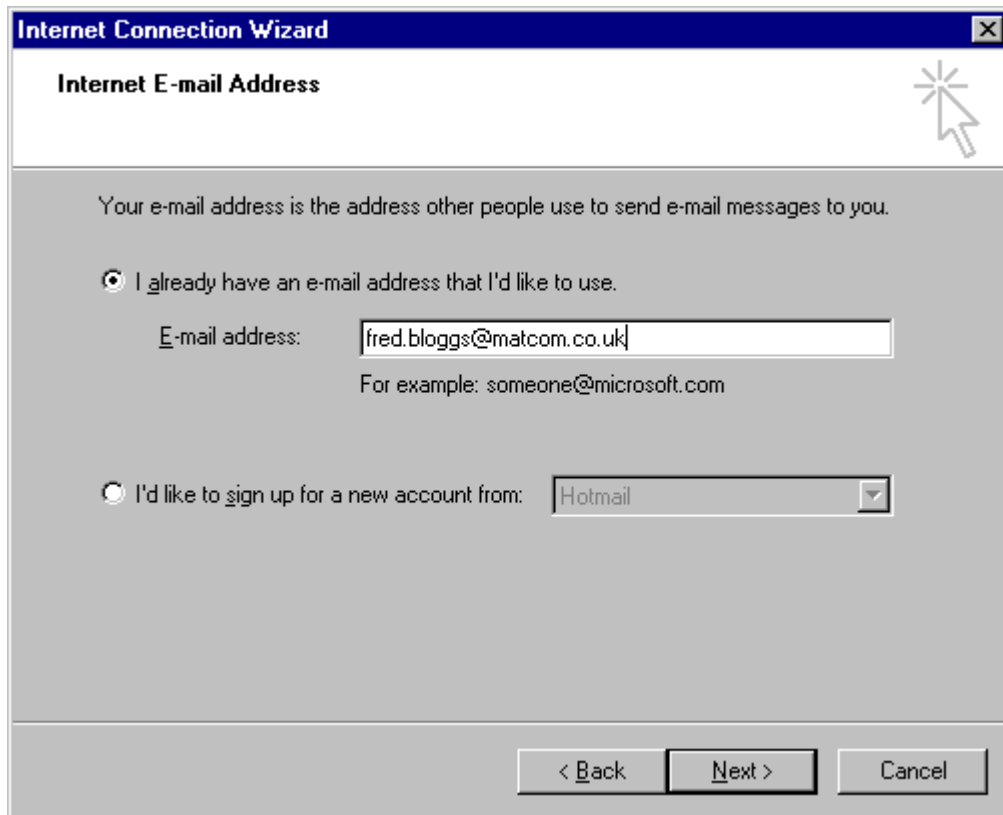
Choose "Mail..." from the pop up list.

Complete the entry below as required...



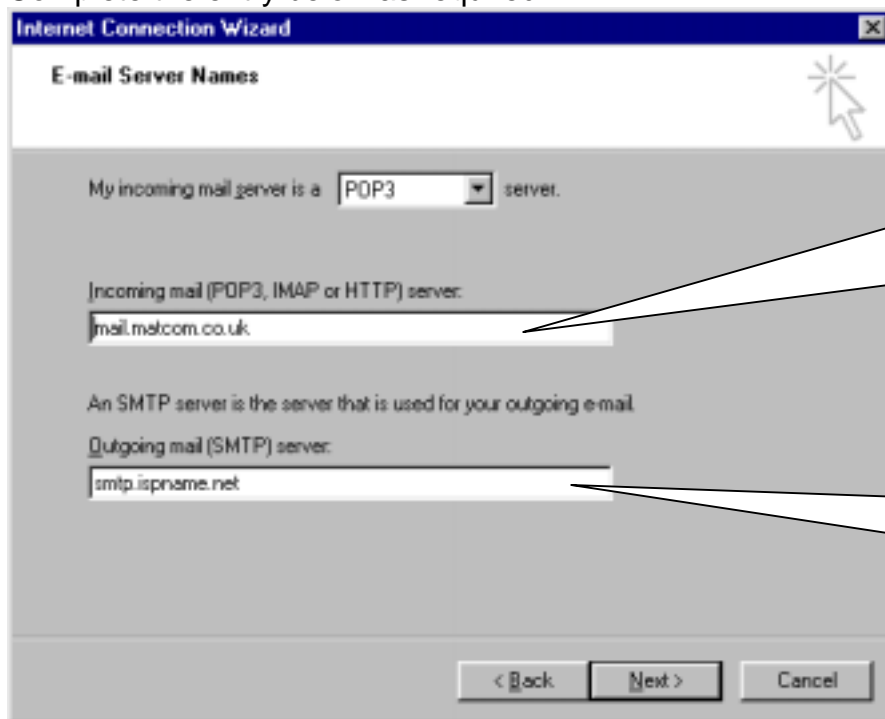
Press Next once you have completed the entry.

Complete the entry below as required...



Press Next once you have completed the entry.

Complete the entry below as required...



Enter the Pop mail server name as provided by Matcom here. This is normally in the format **mail.yourdomainname.co.uk**

Put the name of the SMTP server as provided by your ISP here.

Press Next once you have completed the entry.

Complete the entry below as required...

Internet Connection Wizard

Internet Mail Logon

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

Account name: matwebxx-mail

Password: xxxxxxx

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)

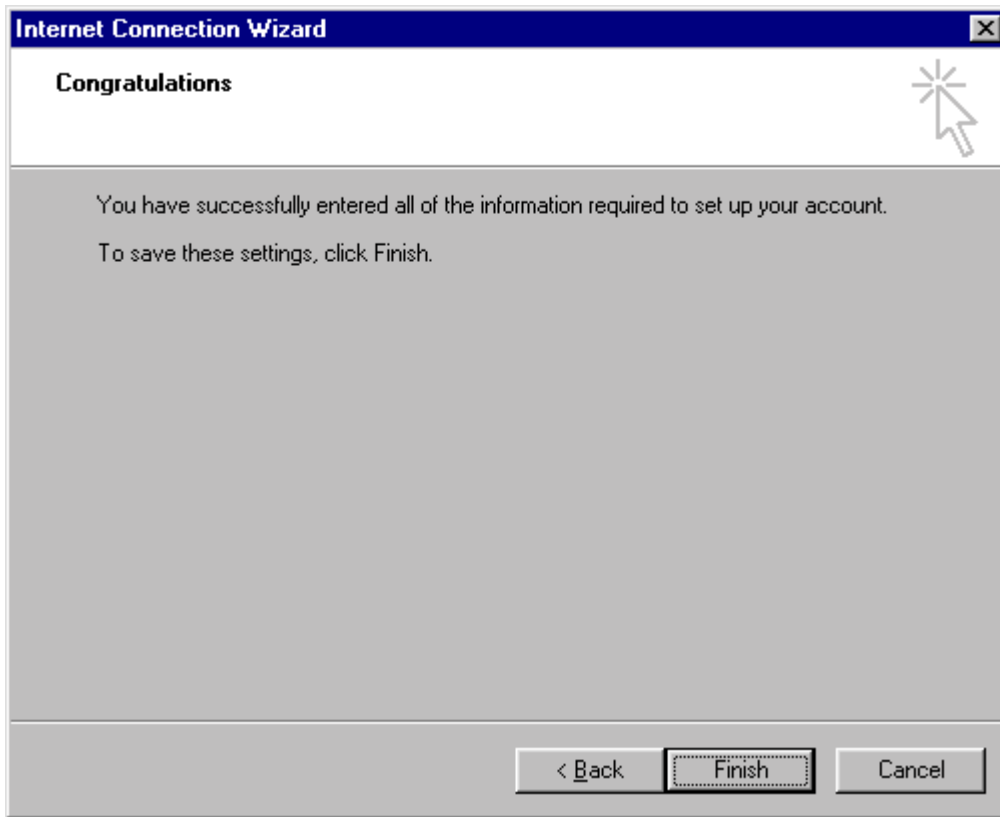
< Back Next > Cancel

Enter the POP account name as provided by Matcom here.

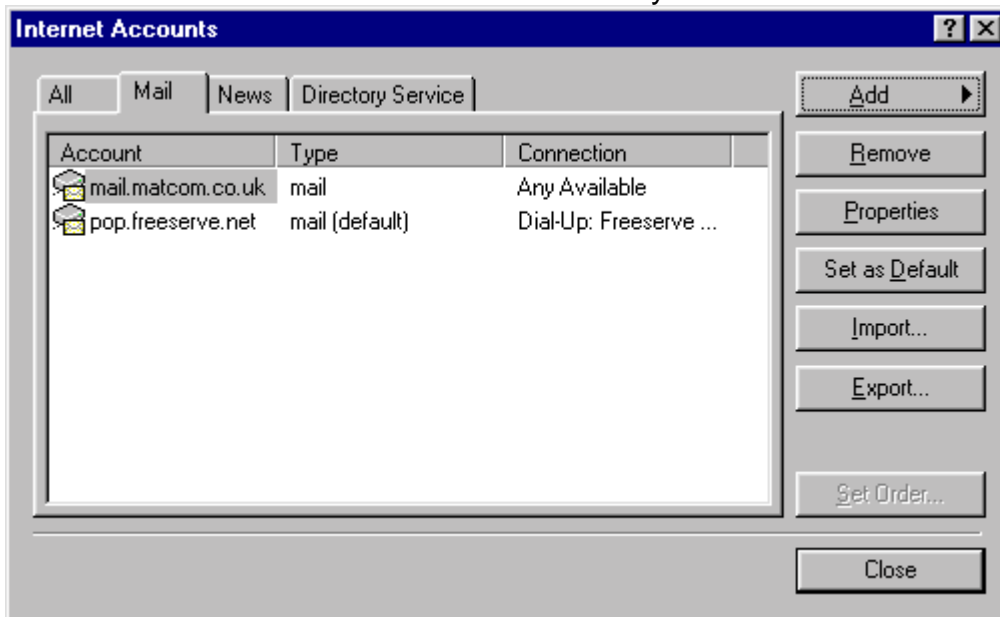
Enter the POP password as provided by Matcom here.

Press Next once you have completed the entry.

That is all for the Wizard simply press the <finish> button shown below.



Your list of mail accounts will have a new entry.



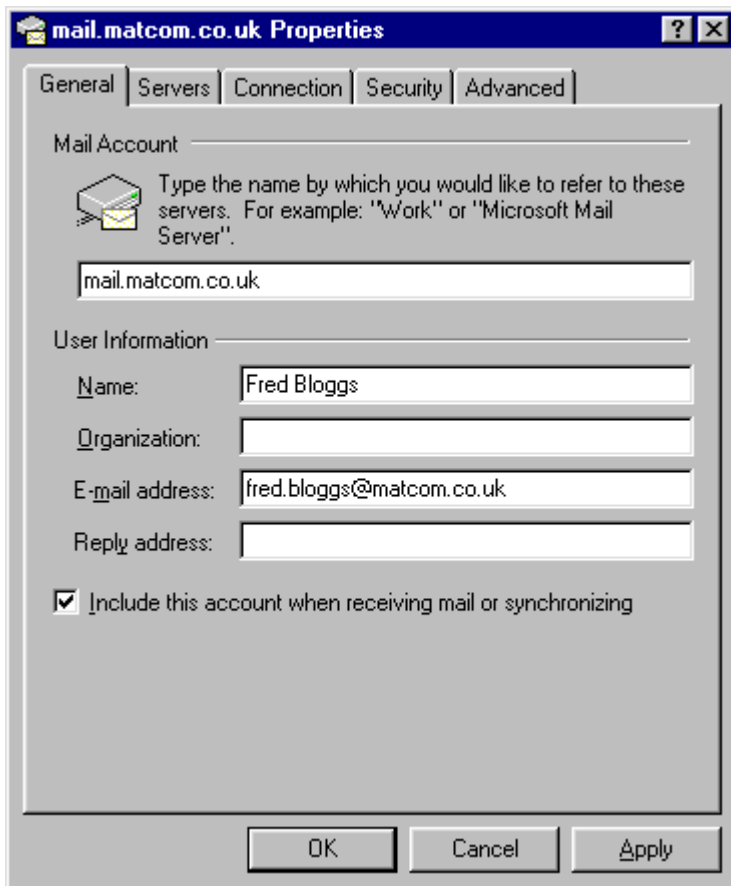
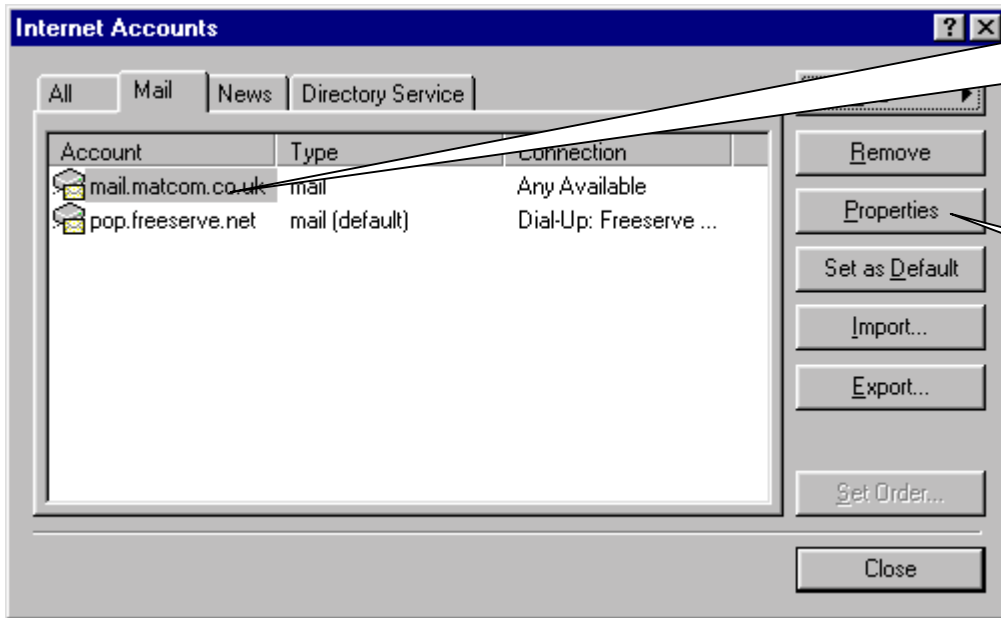
For most users that is that is required to collect your mail. If you wish to view or change any entries you think you may have mistyped see the section "Changing or checking the details for a Mail account".

Changing or checking the details for a Mail account.

Each of the tabs for the Properties option are shown on the following pages.

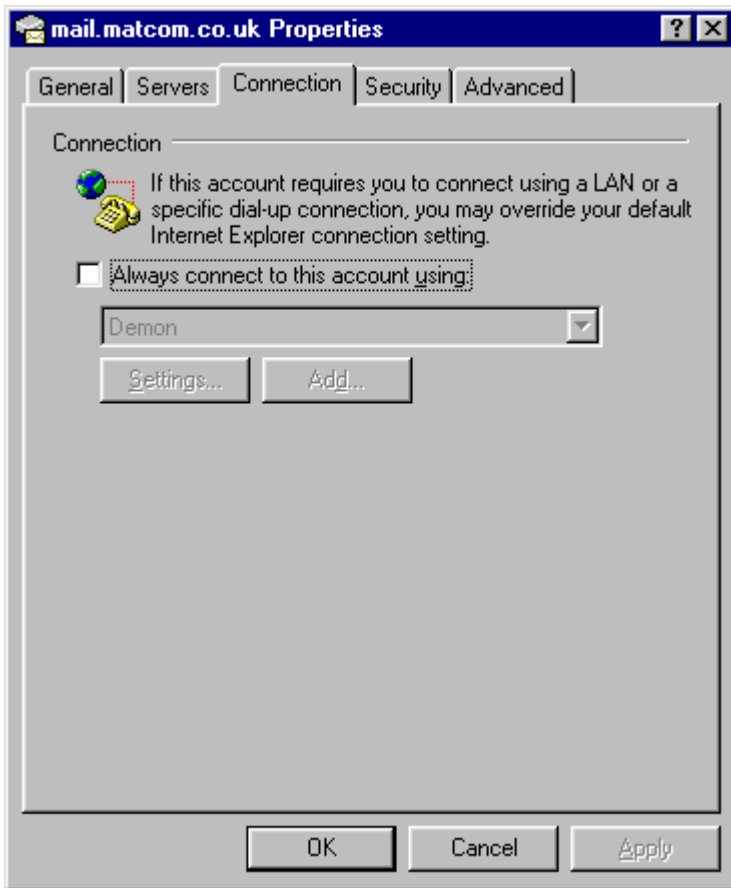
Select the account you wish to view or change.

Click Properties



The screenshot shows the 'mail.matcom.co.uk Properties' dialog box with the 'Servers' tab selected. The 'Server Information' section states 'My incoming mail server is a POP3 server.' Below this, the 'Incoming mail (POP3):' field contains 'mail.matcom.co.uk' and the 'Outgoing mail (SMTP):' field contains 'smtp.ispname.net'. The 'Incoming Mail Server' section includes an 'Account name:' field with 'matwebxx-mail' and a 'Password:' field with asterisks. There is a checked checkbox for 'Remember password' and an unchecked checkbox for 'Log on using Secure Password Authentication'. The 'Outgoing Mail Server' section has an unchecked checkbox for 'My server requires authentication' and a 'Settings...' button. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

The entries on this page are the most commonly required to be checked as they are all too easily mistyped with long names and passwords not being visible when typed.



These settings vary because there are a number of ways to connect to the internet.

