Configuring Outlook Express to download e-mail

1) Start Outlook Express

2) Click on the "Tools" menu and then click on "Accounts"

3) Click the "Add" button and then select "Mail" option

4) Select the "Display name" as your name

5) Click on "Next"

6) Enter the email address allotted to you

7) Click on "Next"

8) Enter the "Incoming mail server" as the POP3 server name provided

9) Enter the "Outgoing mail server" as the SMTP server name provided

10) Click on "Next"

11) Provide the account name as per the username allotted for this account

12) Provide the password as per the password allotted for this account

13) Make sure that the "Save password" option is ticked

14) Click on "Next"

15) Click on "Finish"

16) Next double click the newly created account to open its properties

17) Click on the "Servers" tab and enable the "My server requires authentication" option

18) Click on "OK" to close the box and then "OK" again to close the "Internet Accounts" dialog box

Whenever you want to check for e-mail, make sure you are connected to the Internet and then run Outlook Express and select the "Send and Receive" button on the toolbar.

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