

Getting Started – Configuring Your Computer Network Settings

Mitchell Telecom uses the following for their mail server setup:

Server Type: **POP3**

Incoming Mail Server: **pop.mitchelltelecom.net**

Outgoing Mail Server: **mail.mitchelltelecom.net**

How to Set Up Outlook Express

Before you can use Outlook Express to send and receive e-mail, you need to set up an account. You can have more than one account—for business, online shopping, and so on—and each person who uses your computer may have their own, completely separate account. Outlook Express gracefully handles it all.

Start Outlook Express

There are many ways to start Outlook Express, but here's a sure-fire way to find and start it.

1. Click the **Start** button.
2. Point to **All Programs**.
3. Click **Outlook Express**.

These first three steps are shown in the image below:



Opening Outlook Express from the Start menu

4. If asked whether you'd like to open this particular account automatically every time you start Outlook Express, click **Yes** (if you do) or **No** (if you don't).
If you don't want to be asked this question again, click to check the **Always perform this check...** box.
5. Check **When Outlook Express starts, go directly to my Inbox**.
Outlook Express directs all incoming mail to the Inbox, so it makes sense to bypass this opening page. If you don't see the list of folders and contacts on the left, click **Layout** on the **View** menu. Click **Contacts** and **Folder List** to check them, and then click **OK**.



Set Up an Outlook Express E-Mail Account

The Internet Connection Wizard makes short work of setting up your online mailbox by walking you through each step for every e-mail account you set up.

1. Before you get going, make sure you know your email address and password.

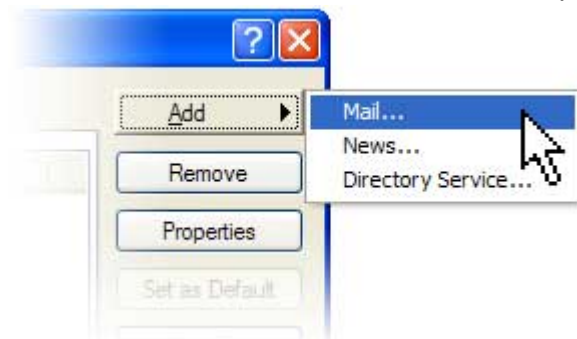
First, information about the e-mail servers:

- The type of e-mail server you use: **POP3**
- The name of the incoming e-mail server: **pop.mitchelltelecom.net**
- The name of the outgoing e-mail server: **mail.mitchelltelecom.net**

Second, information about your account:

- Your account name and password

2. Start Outlook Express, and on the **Tools** menu, click **Accounts**.
If the Internet Connection Wizard starts up automatically, skip ahead to step 4.
3. Click **Add**, and then click **Mail** to open the Internet Connection Wizard.



4. Mail option from the Add button
5. On the **Your Name** page of the wizard, type your name as you want it to appear to everyone who gets e-mail from you, and then click **Next**. Most people use their full name, but you can use any name—even a nickname—that people will recognize.
6. On the **Internet Explorer Address** page, type your e-mail address, and then click **Next**.
7. On the **E-mail Server Names** page, fill in the first block of information that you gathered from Mitchell Telecom in step 1, and then click **Next**.

8. On the **Internet Mail Logon** page, type your account name and password.

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider

Account name: katiemw

Password: ●●●●●●●●●●

Remember password

If your Internet service provider requires you to use Secure Password (SPA) to access your mail account, select the Use On-Line Service

Internet Connection Wizard's Internet Mail Logon

Note: If you're concerned about break-ins to your e-mail, click to clear the check in the **Remember Password** box. You'll then be prompted for the password each time you send or retrieve mail.

9. Click **Next**, and then click **Finish**. You're ready to send your first e-mail!

How to Set Up Outlook

Start Outlook

There are many ways to start Outlook, but here's a sure-fire way to find and start it.

1. Click the **Start** button.
2. Point to **All Programs**.
3. Click **Microsoft Office** and then click **Outlook**.

Set Up an Outlook E-Mail Account

4. On the **Tools** menu, click **E-mail Accounts**.
5. The **E-mail Accounts** command is on the **Tools** menu in Microsoft Office Outlook 2003 and Microsoft Outlook 2002. If you are using an earlier version of Outlook, the following instructions do not apply. Outlook 2000, Outlook 98, and Outlook 97 were released before Microsoft started posting its online Help topics for viewing on the Internet. Therefore, your best opportunity for finding written help is to use the Help that is included within those products.
6. Select **Add a new e-mail account**, and then click **Next**.
7. Select **POP3** e-mail server used for your account, and then click **Next**.
8. In the appropriate boxes, type the information given to you by Mitchell Telecom.
 - Your Name
 - Your E-mail Address
 - The name of the incoming e-mail server: **pop.mitchelltelecom.net**
 - The name of the outgoing e-mail server: **mail.mitchelltelecom.net**
 - Your User Name
 - Your Password

Notes:

You have the option of having Outlook remember your password by typing it in the **Password** box and selecting the **Remember password** check box. While this means that you won't have to type in your password each time you access the account, it also means that the account is vulnerable to anyone who has access to your computer.

9. Click **Test Account Settings** to verify that your account is working. If there is missing or incorrect information, such as your password, you will be prompted to supply or correct it. Be sure your computer is connected to the Internet.

E-mail Accounts [Close]

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:
E-mail Address:

Server Information

Incoming mail server (POP3):
Outgoing mail server (SMTP):

Logon Information

User Name:
Password:
 Remember password
 Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

10. Click **Next**.

11. Click **Finish**.