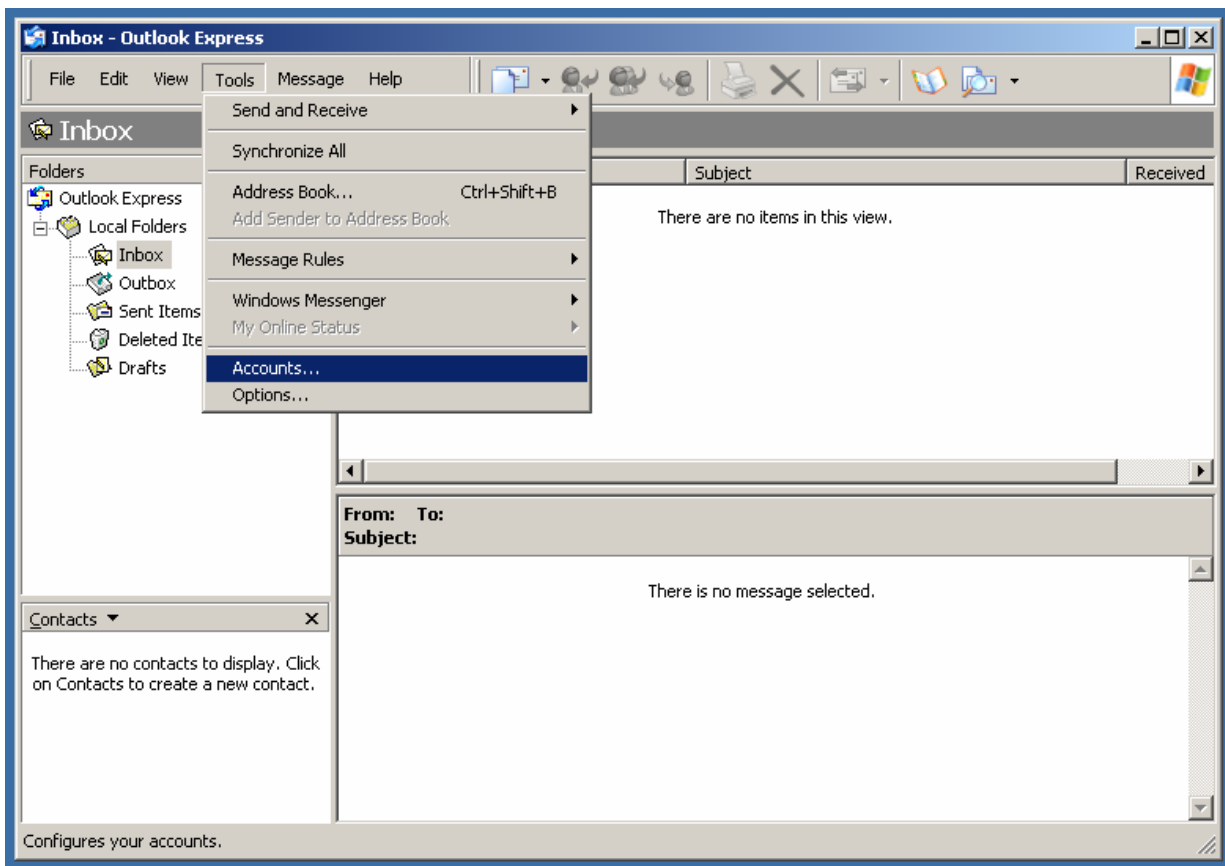




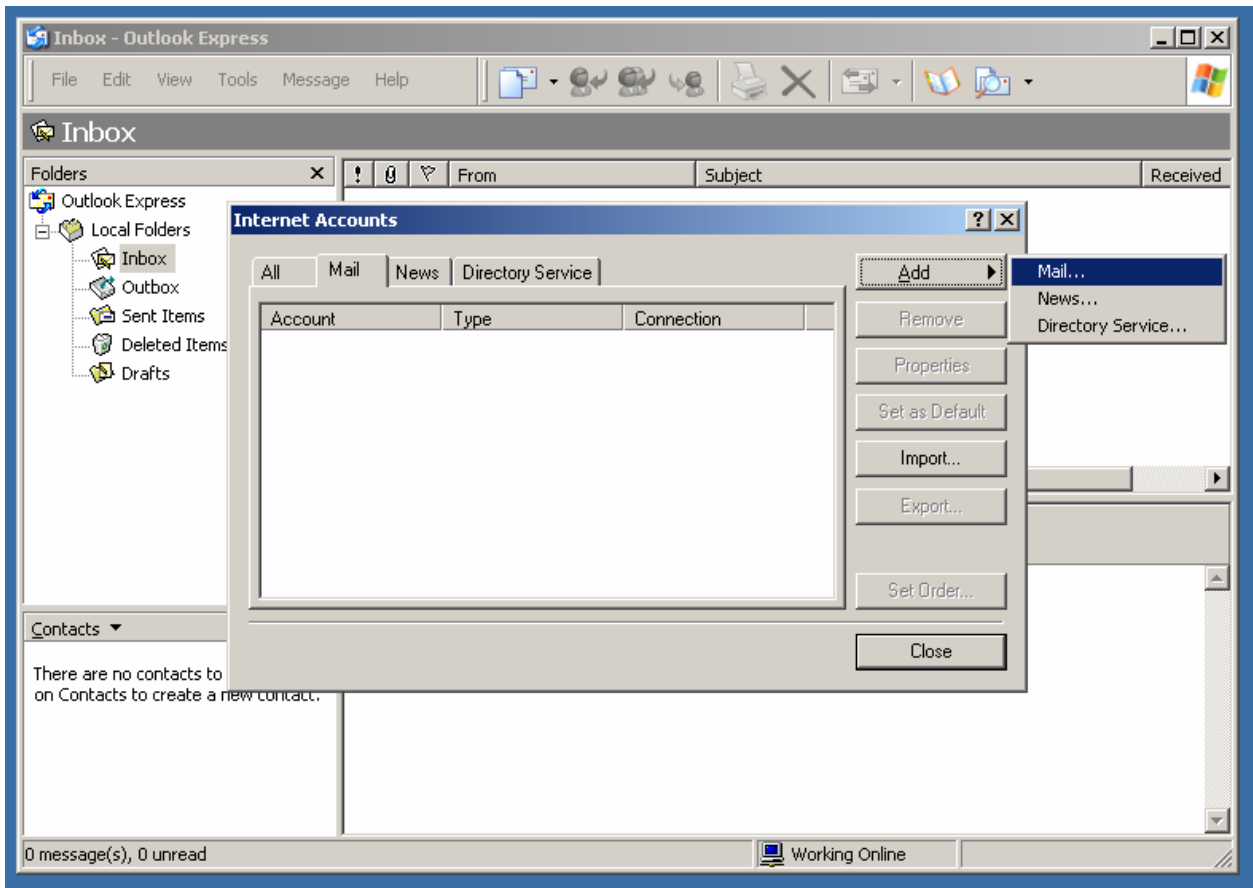
Outlook Express configuration guide.

This document assumes that you have already setup your email account using the eSuite.ca customer care site. If you do not currently have your eSuite.ca Email login and password credentials please login to the eSuite.ca Customer Care Site located at <http://customers.esuite.ca>, or contact eSuite.ca technical support for assistance at 416-853-1000

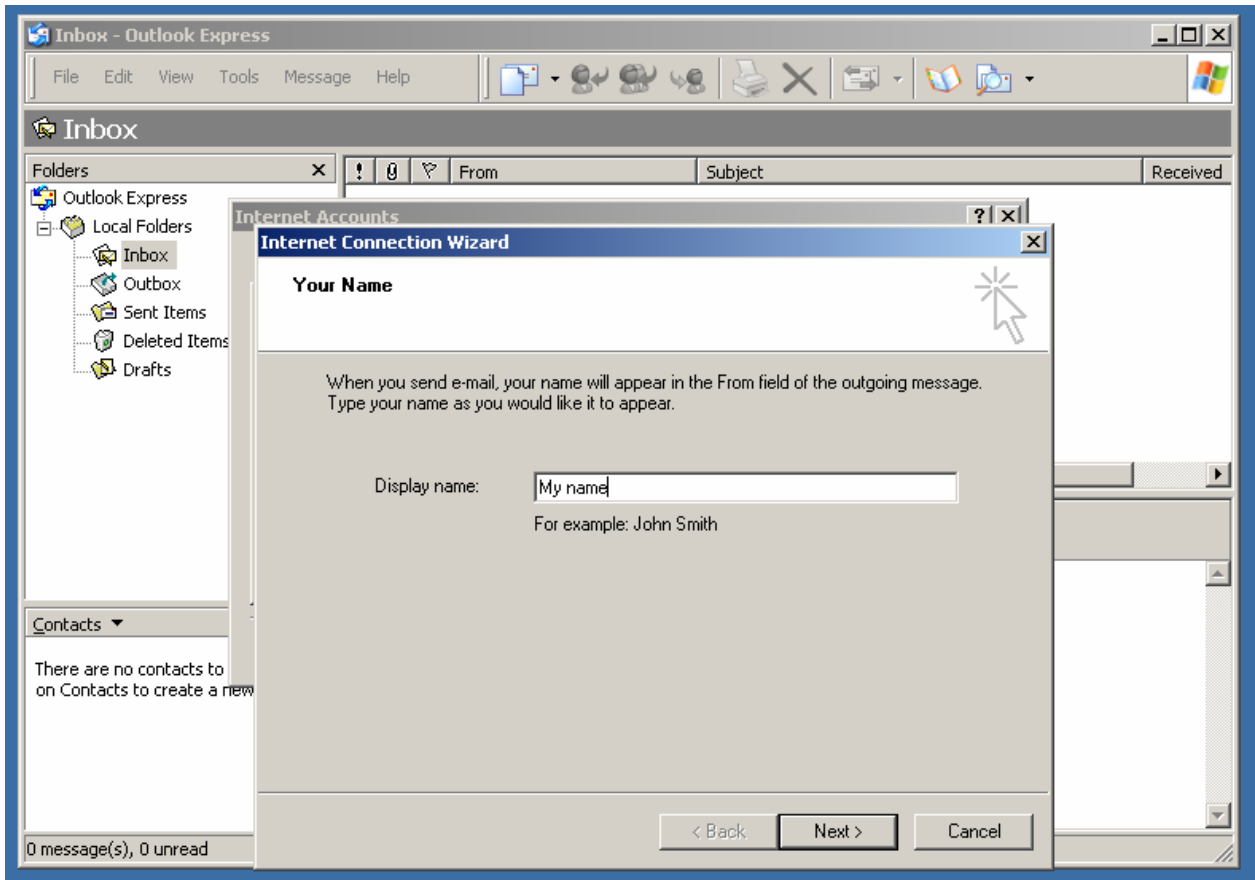
SETTING UP YOUR E-MAIL ON OUTLOOK EXPRESS



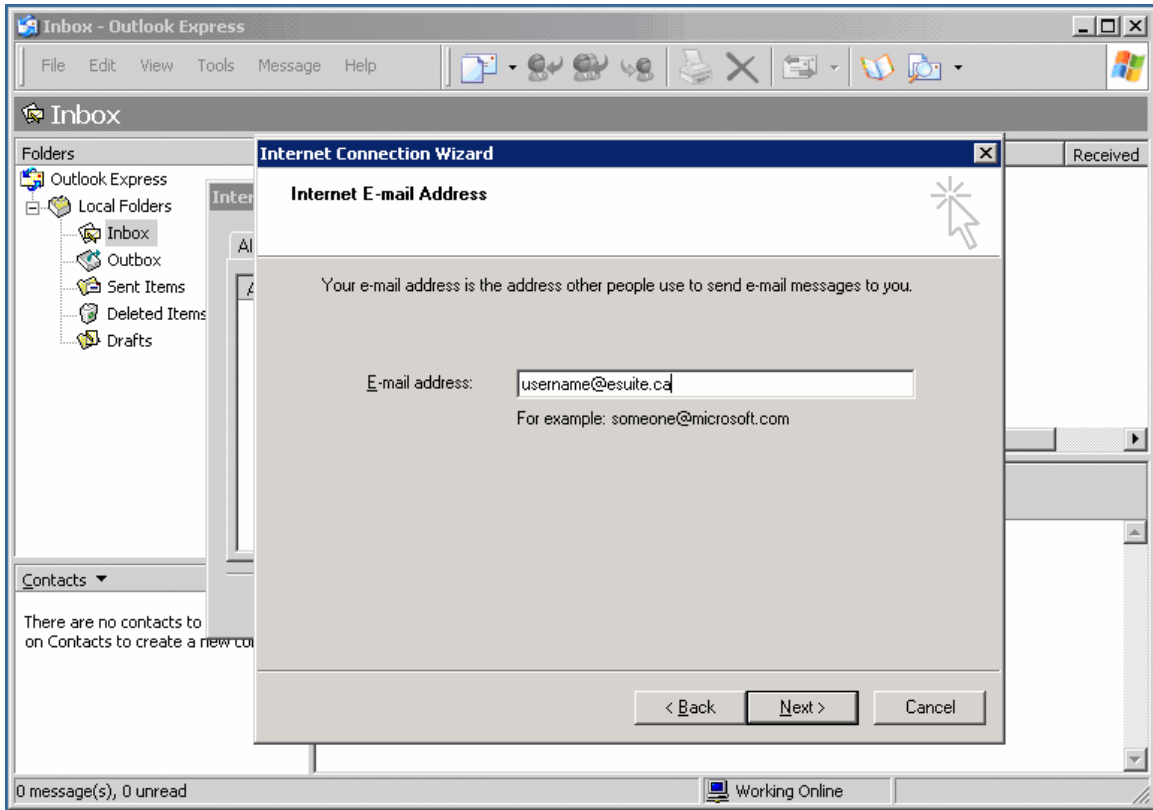
- On the main window of Outlook Express, click on **Tools** and then **Accounts**.



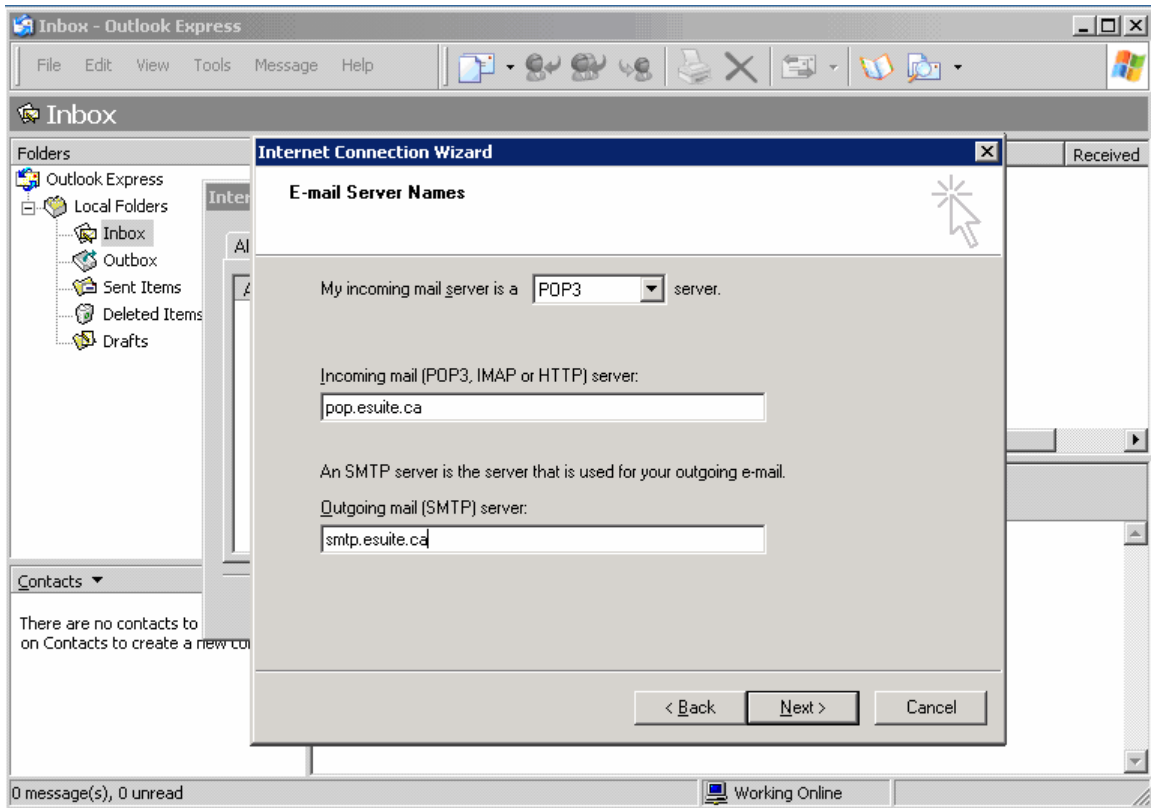
- Click on the **Mail** tab within the Internet Accounts window.
- Click on the **Add** button then select **Mail**.



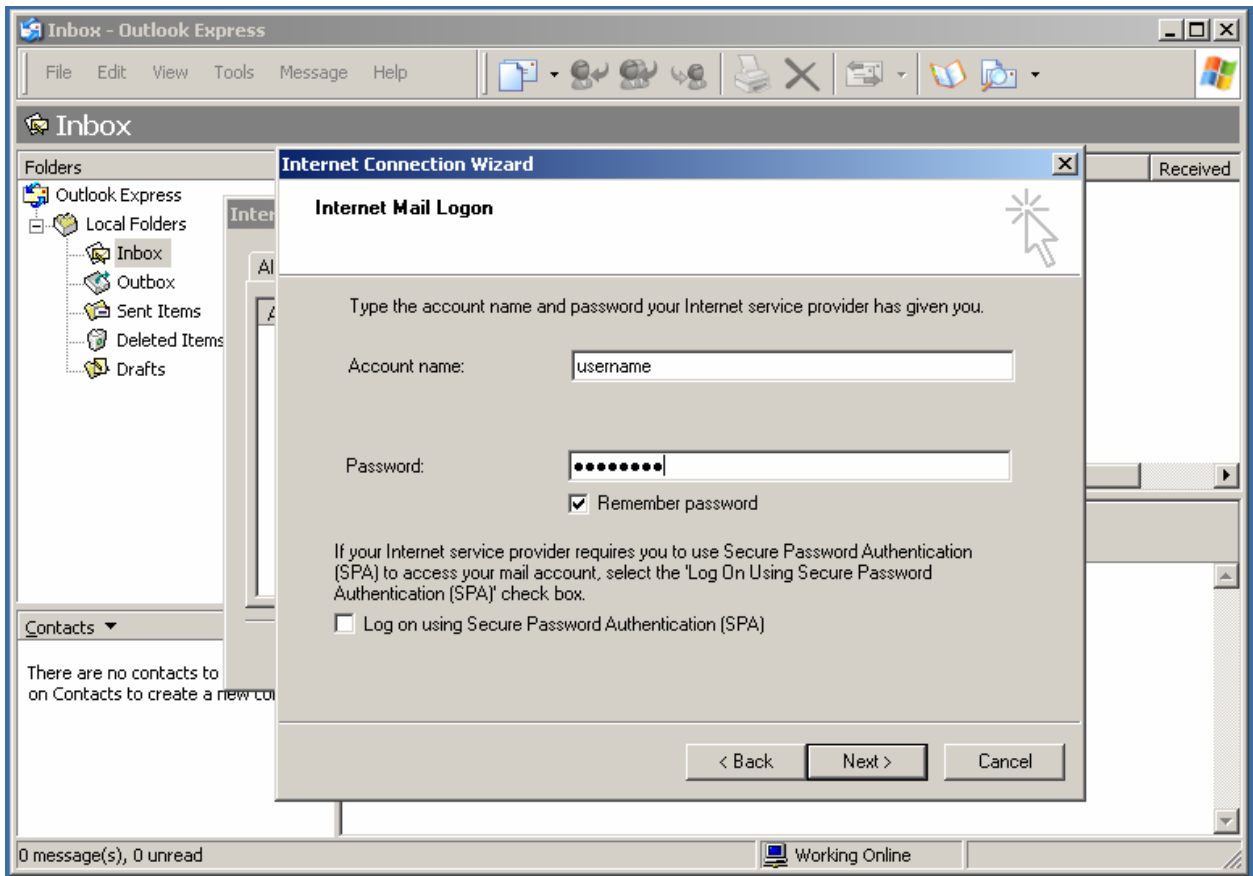
- Enter the name you want to be displayed whenever you send an e-mail. Then click **Next**



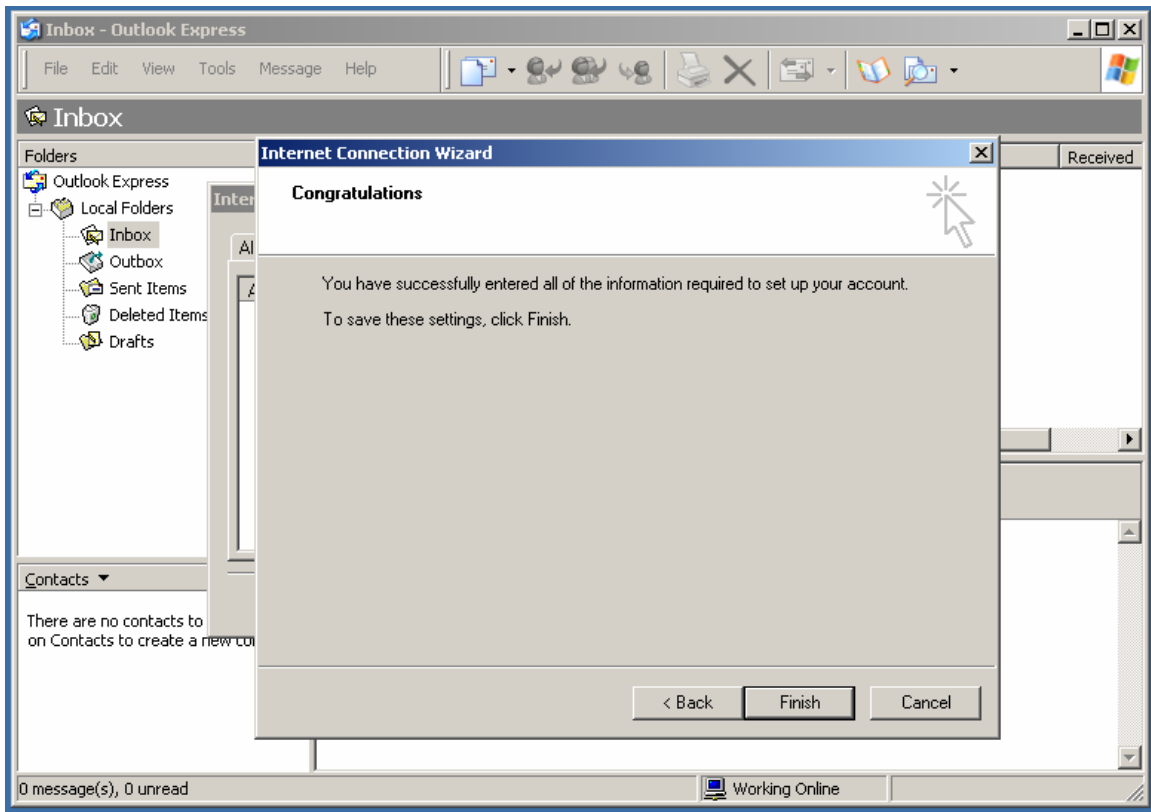
- Enter your e-mail address. (For Outlook Express 5, you will first have to select “I already have an e-mail address that I’d like to use”). Click **Next**



- Make sure that you have **POP3** selected for “My incoming mail server”.
- Then enter **pop.esuite.ca** for the Incoming (POP3) mail server
- Then enter **smtp.esuite.ca** for the Outgoing mail (SMTP) server.
- Click **Next**



- Enter your E-mail username in the **Account name** textbox and your password in the **Password** textbox.
- If you don't want to type your password every time you check your e-mail, place a checkmark on **Remember Password**.
- Click **Next**



- Click **Finish** to complete the E-mail setup. You should now be able to send and receive E-mail when you click on the Send/Receive button of the Outlook Express main window.