

## **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 <a href="http://customers.esuite.ca">http://customers.esuite.ca</a>, or contact eSuite.ca technical support for assistance at 416-853-1000

## SETTING UP YOUR E-MAIL ON OUTLOOK EXPRESS

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on Contacts to create a new	contact.	
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Configures your accounts.		//

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

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

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🔯 Inbox			
Folders	× 9 7 From	Subject	Received
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	Internet Connection Wizard	×	
<ul> <li>Outbox</li> <li>Control Control Cont</li></ul>	Your Name		
Drafts	When you send e-mail, y Type your name as you	your name will appear in the From field of the outgoing message. would like it to appear.	
	Display name:	My name For example: John Smith	
			A
 Contacts ▼			
There are no contacts to on Contacts to create a new			
0 message(s), 0 unread		< Back. Next > Cancel	

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

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🔅 Inbox		
Folders	Internet Connection Wizard	Received
Cocal Folders	Internet E-mail Address	
	Your e-mail address is the address other people use to send e-mail messages to you.	
	E-mail address: username@esuite.ca	
	For example: someone@microsoft.com	
<u>C</u> ontacts •		
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• 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** 

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🕸 Inbox		
Folders	Internet Connection Wizard 🛛 🔀	Received
Coulook Express	E-mail Server Names	
	My incoming mail <u>s</u> erver is a POP3 💌 server.	
	Incoming mail (POP3, IMAP or HTTP) server:	
	An SMTP server is the server that is used for your outgoing e-mail.	
Contacts ▼ There are no contacts to on Contacts to create a new con	jsmtp. esuite. ca	
	< <u>B</u> ack <u>N</u> ext > Cancel	
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- 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

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Folders	Internet Connection Wizard	Received
Outlook Express	Internet Mail Logon	
	<u></u>	
Colliner Colliner	Type the account name and password your Internet service provider has given you.	
Drafts	Account name: username	
	Password:	
	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.	<b></b>
<u>⊂</u> ontacts ▼	Log on using Secure Password Authentication (SPA)	
There are no contacts to on Contacts to create a <del>new co</del> i		
	< Back Next > Cancel	
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- 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

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🕏 Inbox		
Folders	Internet Connection Wizard	Received
Coulook Express	Congratulations	
Sent Items	You have successfully entered all of the information required to set up your account.	
- (i) Deleted Items - (i) Drafts	To save these settings, click Finish.	
Contacts ▼		*
on Contacts to create a r <del>iew co</del> i		
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• 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.