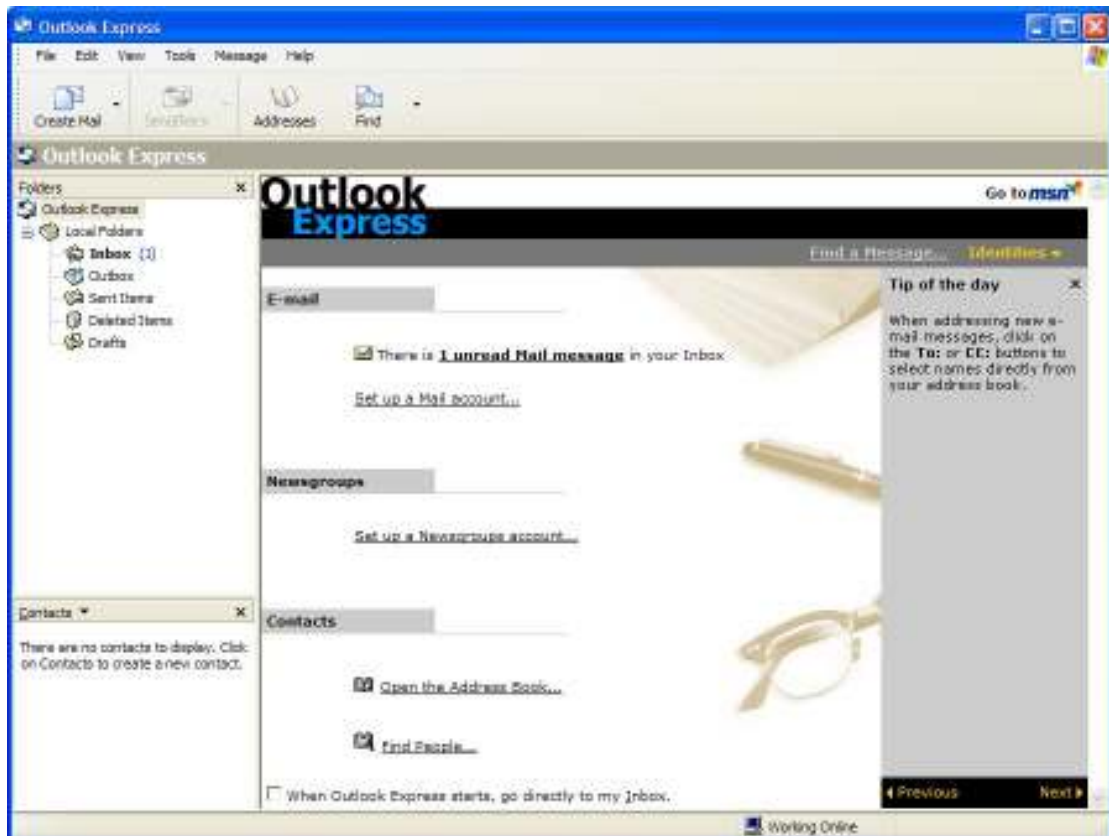


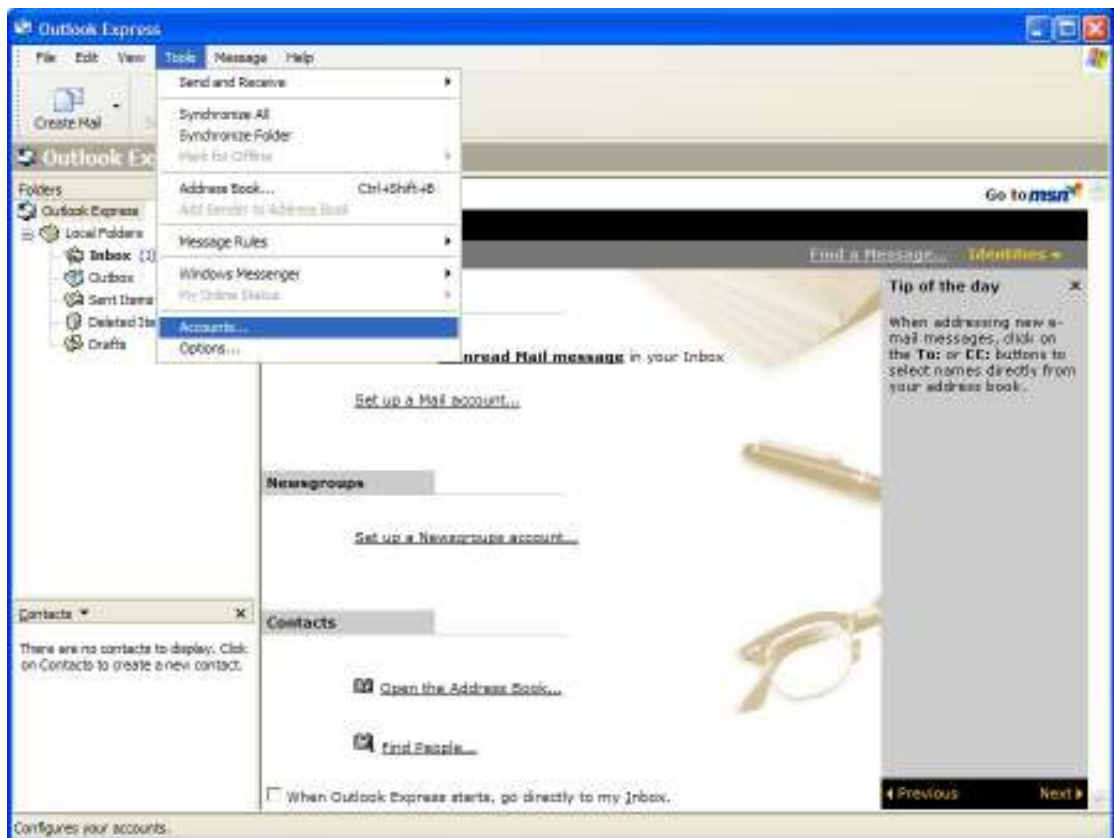
Setting up email in outlook express

Setup based on outlook express 6.

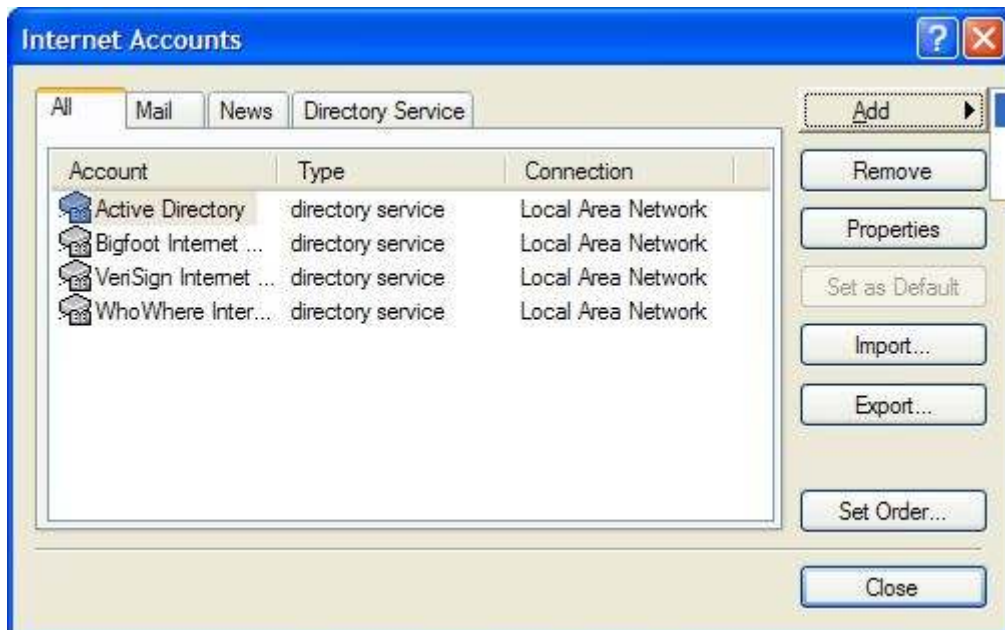
1. Open Outlook express, If this is the first time that you have done this you will be greeted with a wizard for creating a new account, if you get this skip to step 5.
2. You should now have the outlook express window open:



3. Open the tools menu and select "Accounts..."



4. Select "Add -> Mail Account"

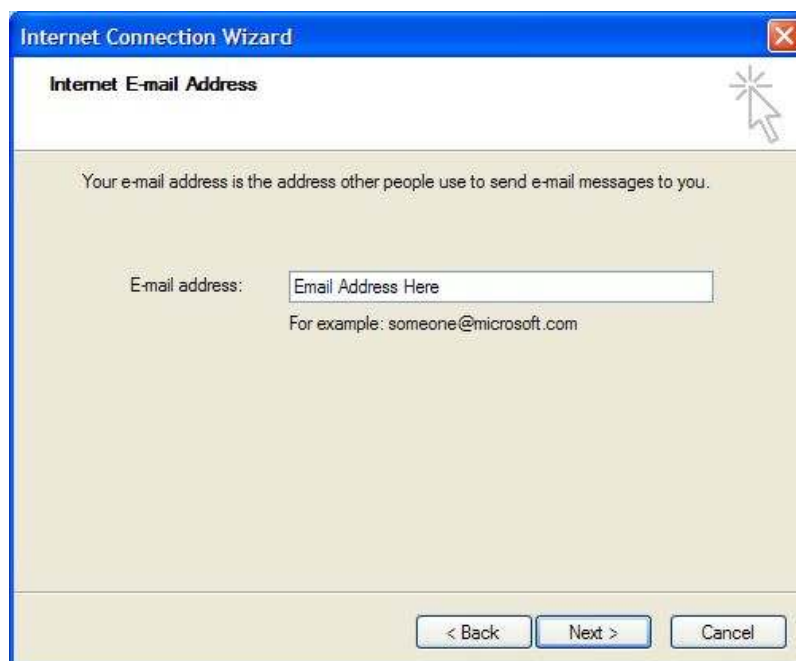


5. Under “Display Name” enter your name (We recommend adding the company name in brackets at the end)



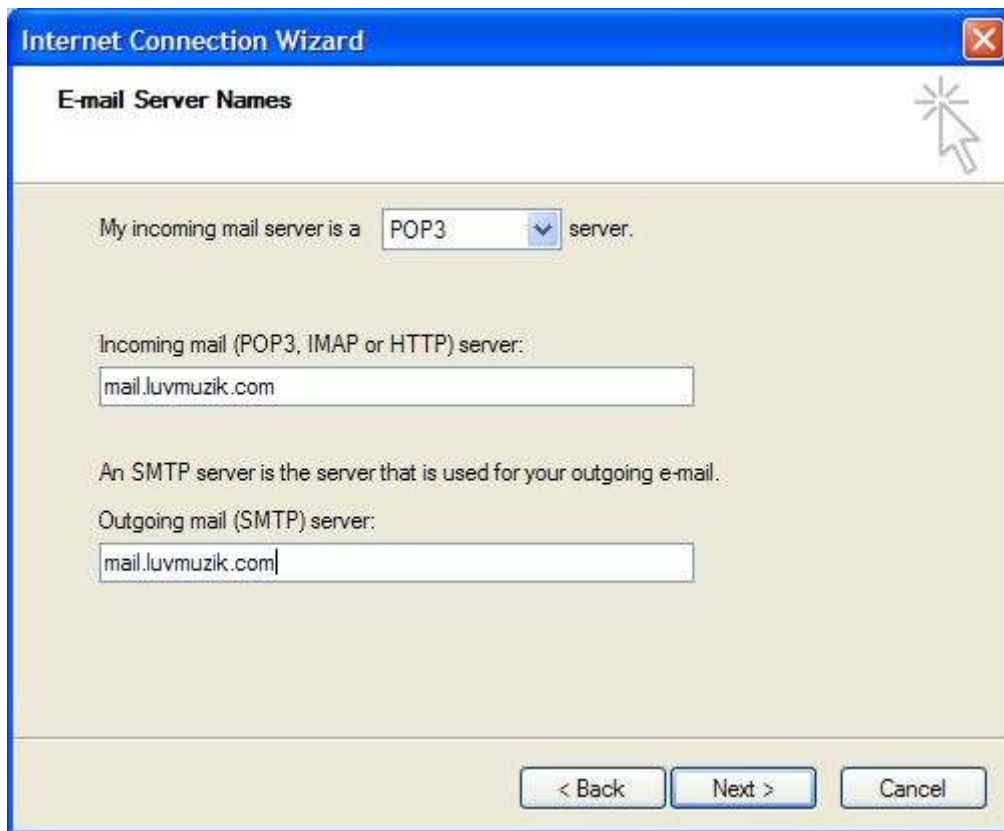
The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box containing 'Your Name|'. To the right of the text box, there is a mouse cursor icon. Below the text box, there is a label 'Display name:' and a text box containing 'Your Name|'. Below the text box, there is a text label 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Click next and on the following screen enter the email address that you have been given.



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box containing 'Email Address Here'. To the right of the text box, there is a mouse cursor icon. Below the text box, there is a text label 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Click next, you will now be prompted to enter your server settings,
 - * Your incoming mail server is a **POP3** server
 - * Your Incoming and outgoing mail servers are both **mail.luvmuzik.com**



The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window has a blue title bar and a close button in the top right corner. The main area is light beige and contains the following text and fields:

- 'My incoming mail server is a **POP3** server.' (The 'POP3' is in a dropdown menu.)
- 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text box containing 'mail.luvmuzik.com'.
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by a text box containing 'mail.luvmuzik.com'.
- At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

8. Click Next, you will now have to enter your account name and password, these have been sent to you by the mail server administrator in a separate email. Be sure to tick the "Remember password option"

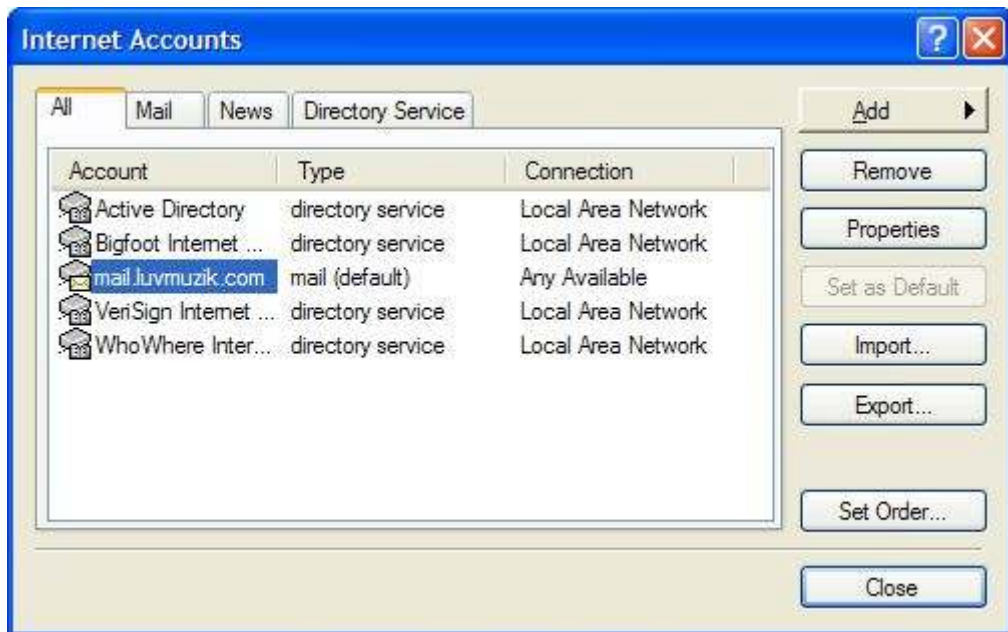


The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window has a blue title bar and a close button in the top right corner. The main area is light beige and contains the following text and fields:

- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text box containing 'david@domain'.
- 'Password:' followed by a text box containing seven dots.
- A checked checkbox labeled 'Remember password'.
- Below this, there is a paragraph: '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.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.
- At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

9. If you skipped the first 4 steps because of the wizard you now need to complete step 1 and then return here.

You should now have an entry for mail.luvmuzik.com in your accounts list. Highlight this by clicking on it once and then click on the properties button.



10. You should now have the screen shown below, select the "Servers" tab at the top of the page.



11. Tick the box at the bottom of the servers tab which says “My server requires authentication” and then press the settings button.



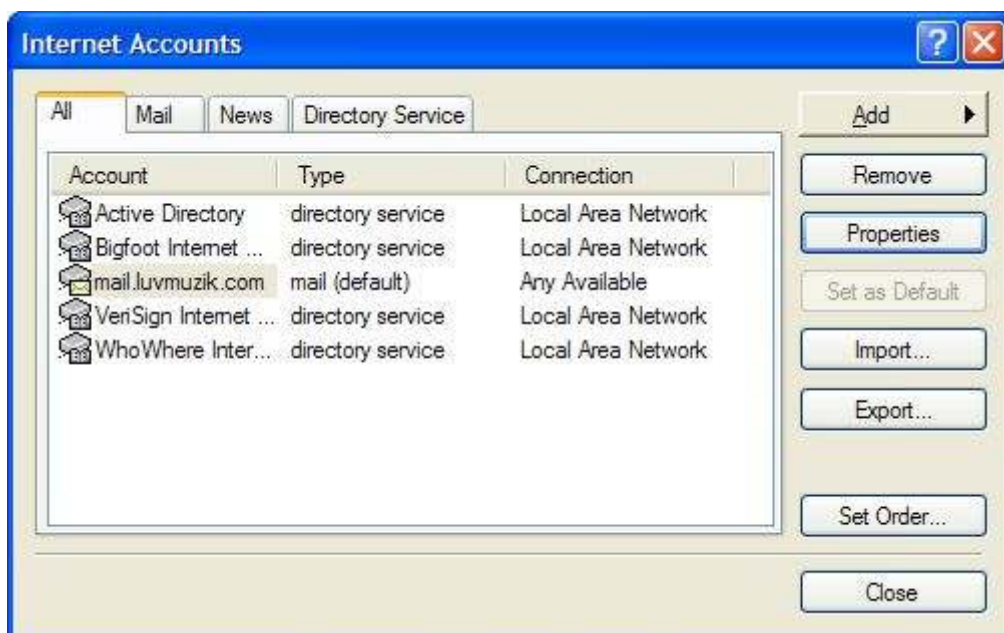
Make sure the first option is selected (As in the image below) and then press OK.



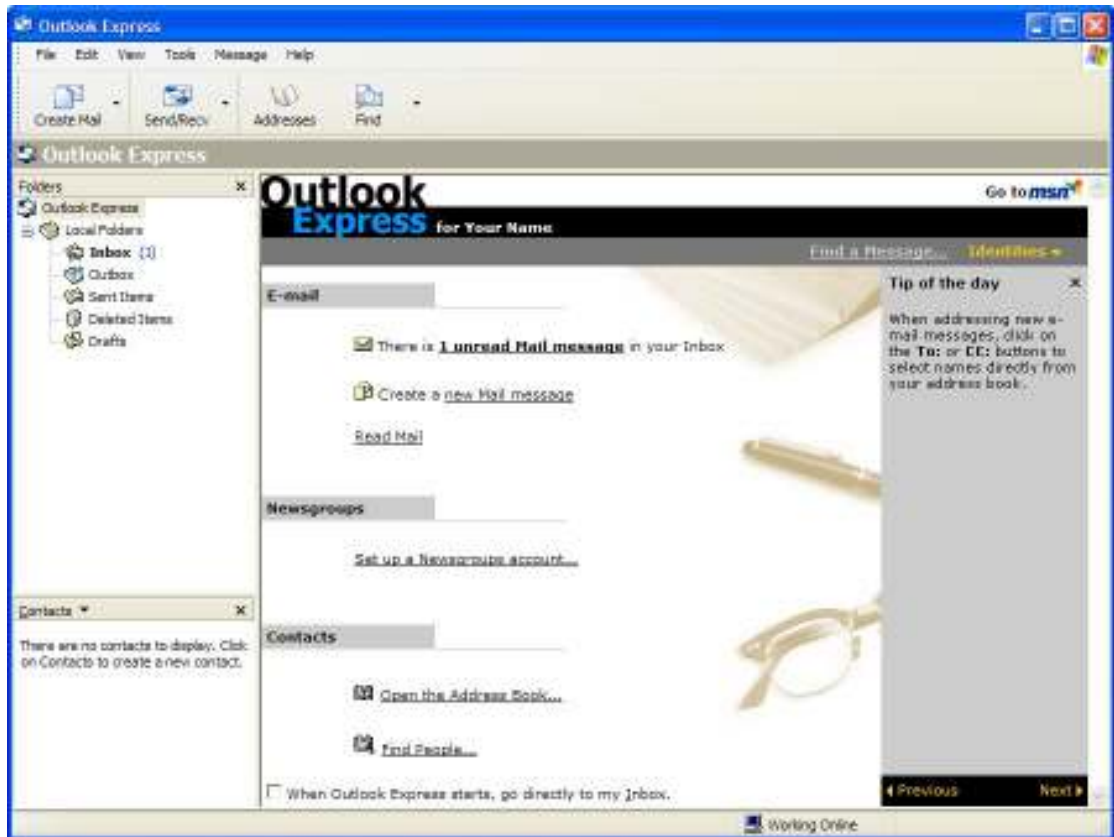
12. The rest of these settings are correct, press OK



13. Finally close the “internet accounts window” by clicking either on the close button or on the X on the top right.



14. You can now press “Send/Receive” and you should start receiving your emails.



15. If you have multiple accounts in outlook (if you use it for your personal mail as well) you will have to be sure that when you compose your email that you select the luvmuzik account as the one that you want to send the mail through.
More information can be provided on this at request.

