

## Microsoft Outlook 2003

Outlook allows you to add a new email account to your existing profile.

### Microsoft Outlook 2003

To add a new email account to your existing profile:

1. From the Tools menu, select "E-mail Accounts."
2. Click the "Add New email account " option .and click Next
3. Select Type "IMAP", click Next
4. In the Your Name box, type your name as you would like it to appear when you send a message."
5. In the Email Address box, enter your email address (for example, "user@yahoo.com")
6. In the box labeled "Incoming mail server (IMAP) type (IP provided by Wired Alley)
7. In the box labeled "Outgoing mail server (SMTP) put in your ISP outgoing smtp server (contact your ISP for this information along with your username and password for the outgoing mail server. You will need to ask if the server requires you to authenticate as a secured server
8. In the boxes labeled "User Name" and "Password" (Wired Alley will supply you with this. Be sure to check remember password but DO NOT check Log on using Secured Password)
9. Select "More Settings..." button
10. In the popup window change the Mail Account name to ie "My Company"
11. In the box labeled "Organization" type the name of your company
12. In the "Reply E-Mail" type your new email address (or a different email if you want replies sent to an alternative email instead of the email provided by Wired Alley) don't click OK just yet
13. Select the "Outgoing Server" tab and check the box below labeled "My outgoing server..."
14. Select "Log on using" and type in the user name and password provided by your ISP's outgoing (SMTP) server
15. Click OK ...the dialog box should close
16. Select Next in the Window titled "Internet E-mail Settings (IMAP)
17. Click "Finish"

Your email will in the tree list of Outlook on the left of the window. Click on the Inbox to retrieve mail from your new Wired Alley hosted email account

Cont...for Outlook Express on next page

## Microsoft Outlook Express

Outlook allows you to add a new email account to your existing profile. This means you do not have to replace your current settings in order to send and receive

### Microsoft Outlook Express

To add a new email account to your existing profile:

1. From the Tools menu, select "Accounts."
2. Click the "Add" button.
3. From the Add menu, click "Mail."
4. In the Display Name box, type your name as you would like it to appear when you send a message, and click "Next."
5. In the Email Address box, enter your email address (for example, "user@domain.com") and click "Next."
6. In the box labeled "My incoming mail server is a..." select "IMAP" server.
7. Type "(IP provided by Wired Alley)" in the Incoming Mail (IMAP) Server box.
8. Type your ISP's outgoing server name or IP in the Outgoing Mail (SMTP) Server box.
9. Click "Next."
10. In the Account Name box, enter your USER ID (your email address without the "@domain.com").
11. In the Password box, enter your password.
12. Check "Remember Password" if you do not want Outlook to prompt you for your password each time you check your mail.
13. Do **not** check the box labeled "Log on using Secure Password Authentication (SPA)."
14. Click "Next."
15. Click Finish
16. You'll See a New Account Called (IP provided by Wired Alley), click Properties to Rename it to whatever you'd like and then Click "Apply"
17. Next Click "Servers" tab and check "My server requires authentication" box and click on the "Settings..." button
18. Select Log on Using
19. enter in the username and password that was provided by your ISP for the SMTP settings
20. Close the Window by clicking "Close"