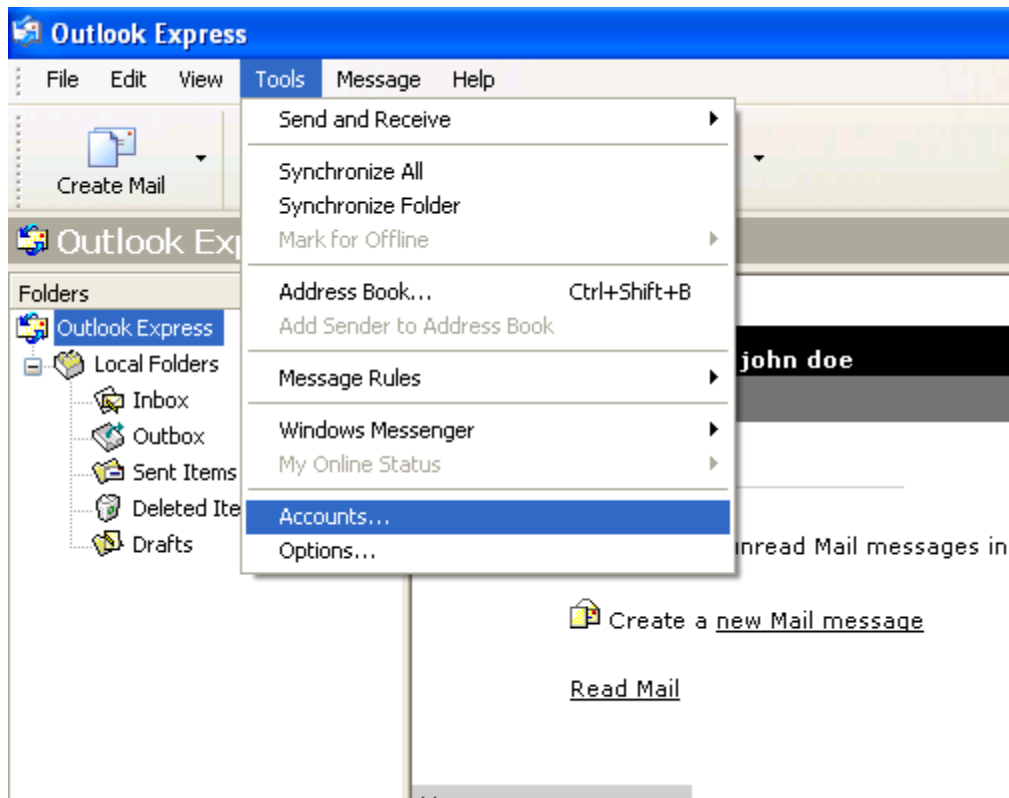


Configuring Microsoft Outlook Express to use your Generic Lions Email Account.

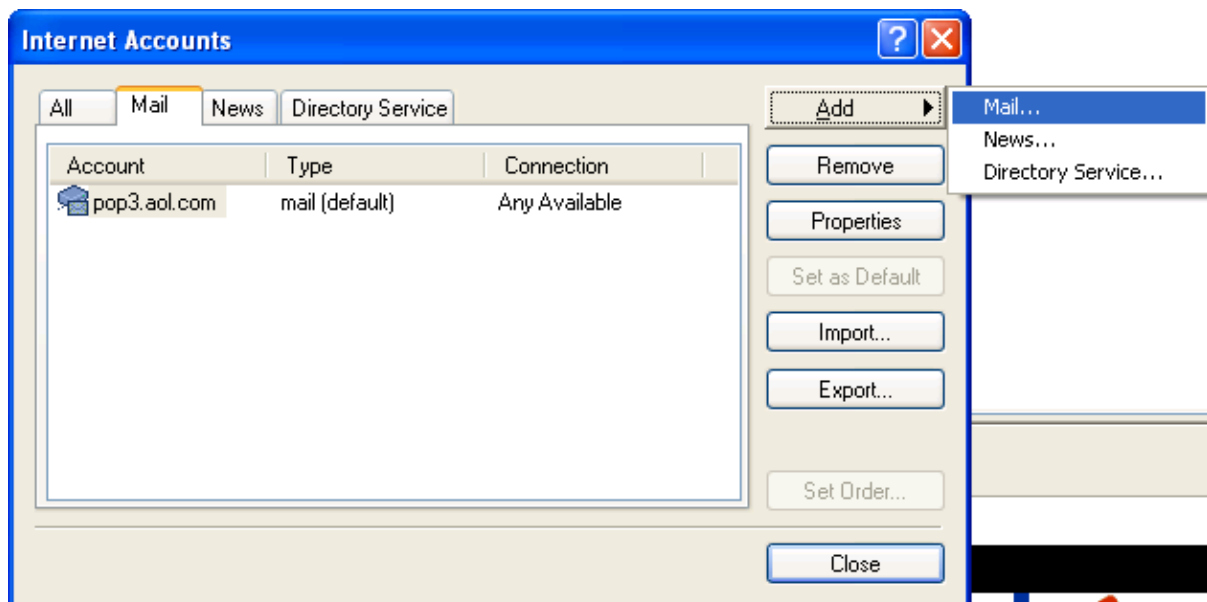
This Guide is based upon Microsoft Outlook Express 6, as installed with Microsoft Windows XP.

Note that these instructions are not exhaustive as many ISP have specific email settings, so some additional configuration may be required, refer to either your ISP or the Communications Officer.

1. Open Outlook Express.
2. In the menu bar, go to the **Tools** drop-down menu and select **Accounts**.

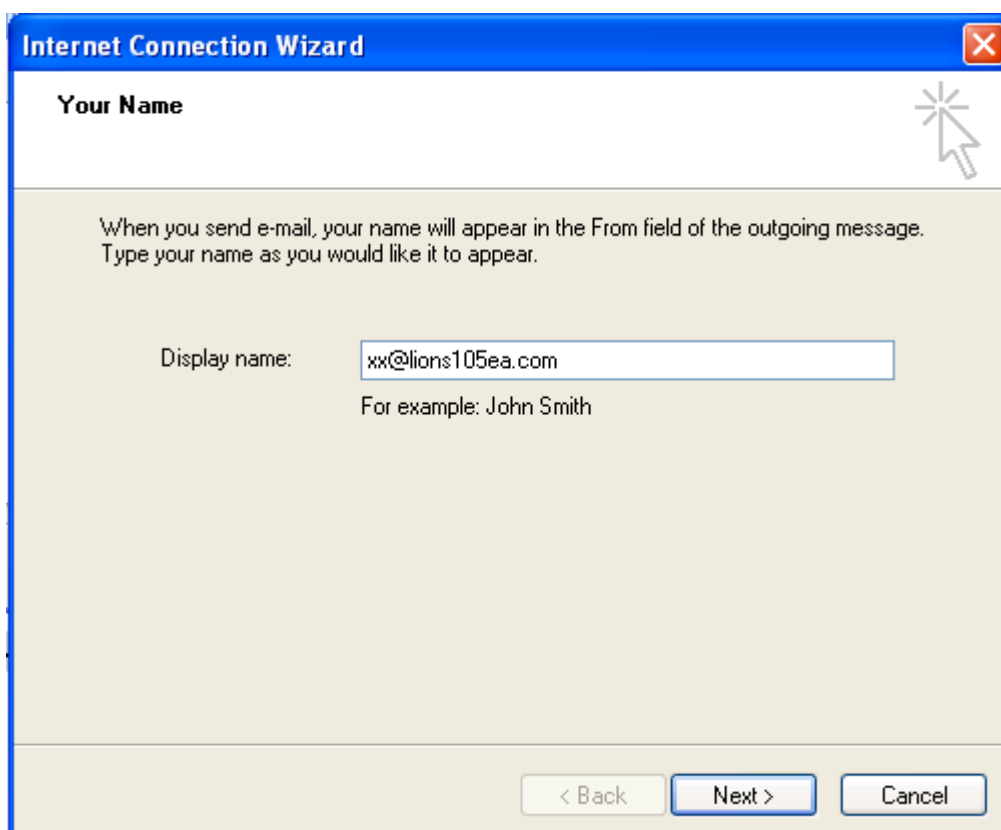


3. On the page that shows, click **Add** and select **Mail**. If you have already configured Outlook Express for your personal mail then you will see one entry already here.



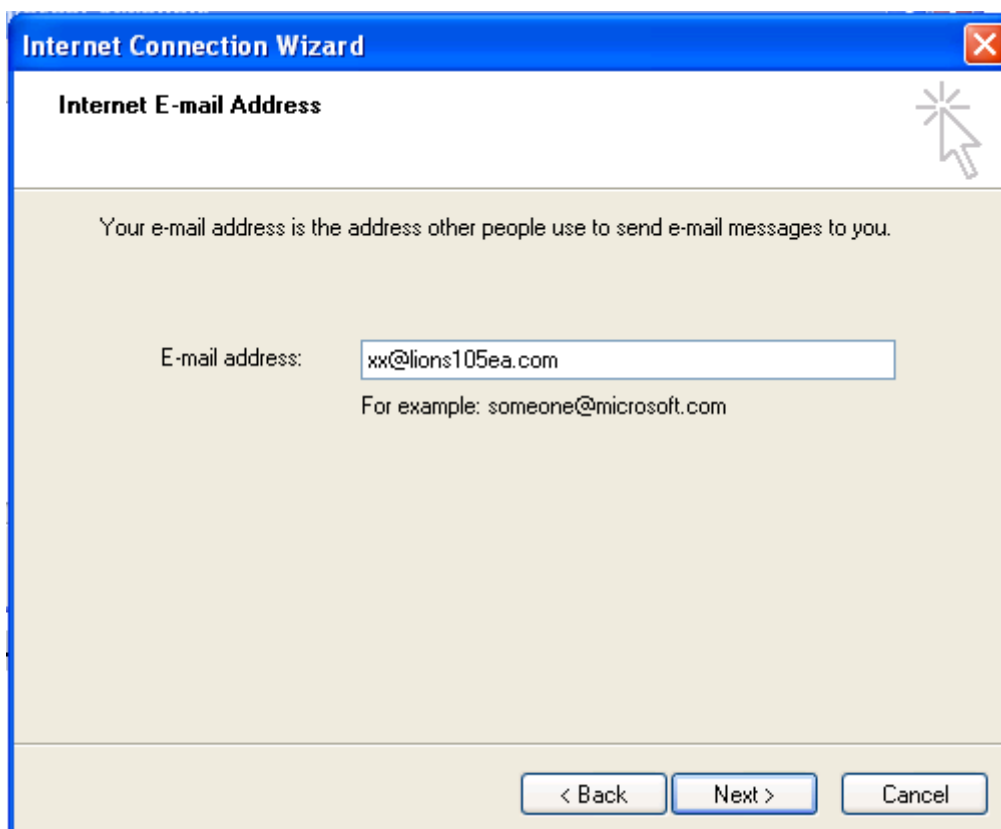
4. On the wizard page that shows, enter your Lions Title, or Generic Email address and click **Next** to proceed.

Note: this email will appear when you send out emails using this account.



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 with a mouse cursor icon pointing to it. The text inside the text box reads: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this text, there is a label 'Display name:' followed by a text input field containing 'xx@lions105ea.com'. Below the input field, there is a note: 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. On the page that shows, enter your **Email Address**, this will be your Generic Email Address and click **Next** to proceed.



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 with a mouse cursor icon pointing to it. The text inside the text box reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this text, there is a label 'E-mail address:' followed by a text input field containing 'xx@lions105ea.com'. Below the input field, there is a note: 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. In the form that shows:
- in the drop-down box, choose **POP3** as your **incoming server**;
 - enter the **Mail Server Name** for both **Incoming Mail** and **Outgoing Mail**, **this will be the same as your existing personal email account and will be advised by your ISP**;
 - click **Next** to proceed.

The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "E-mail Server Names". In the top right corner of the dialog area, there is a mouse cursor icon pointing at a starburst symbol. The main content area contains the following text and controls:

My incoming mail server is a server.

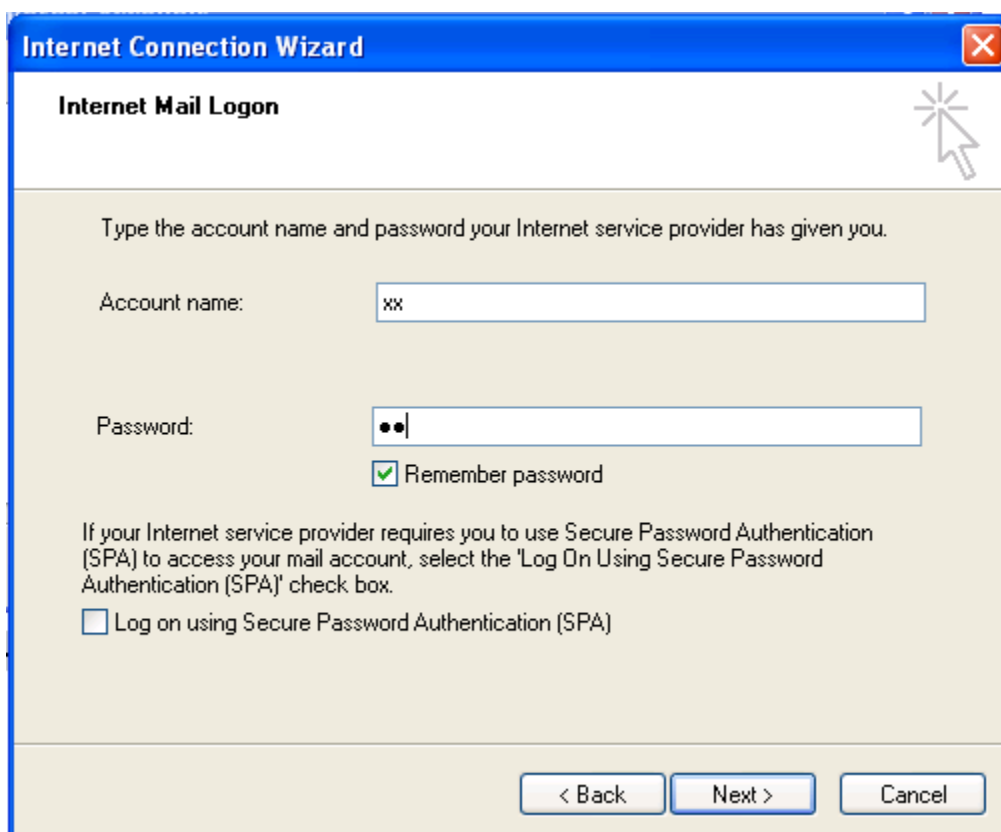
Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

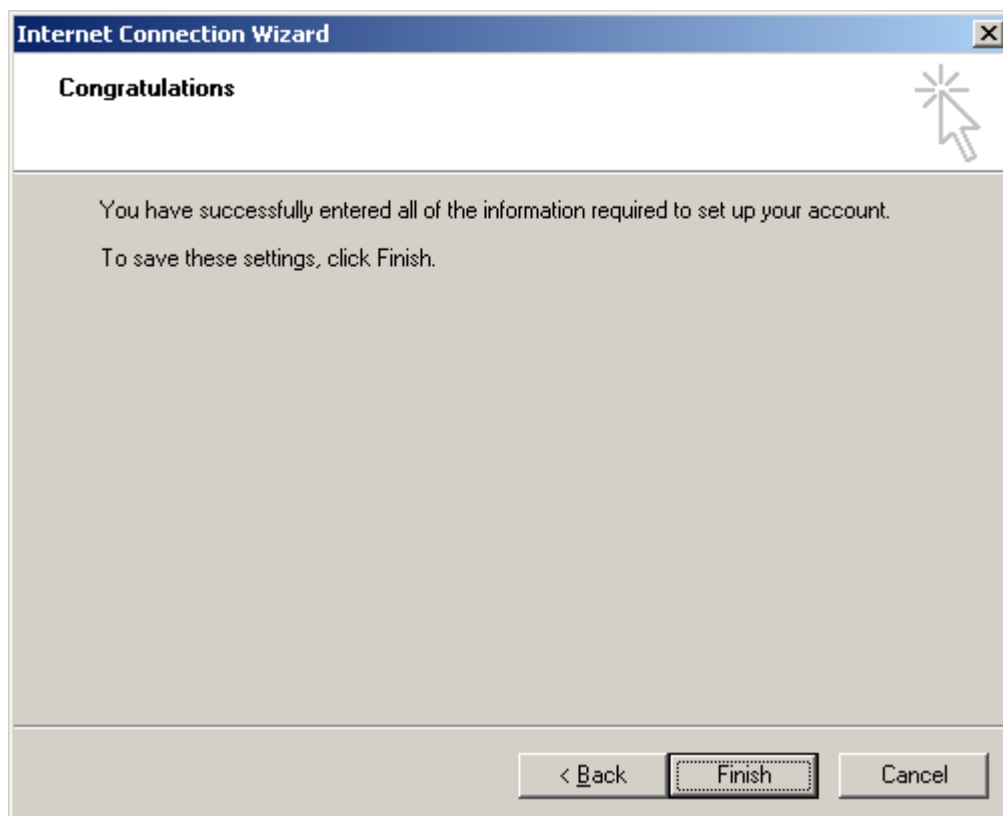
7. On the page that appears:
 - make sure to enter **full** email address in the **Account Name** field, this will be your existing personal email address or an account name as advised by your ISP;
 - enter mailbox password in the **Password** field, this will be your existing personal email address password, or an account password as advised by your ISP;
 - check the **Remember Password** box to avoid entering it every time you check or send email;
 - click **Next** to proceed.



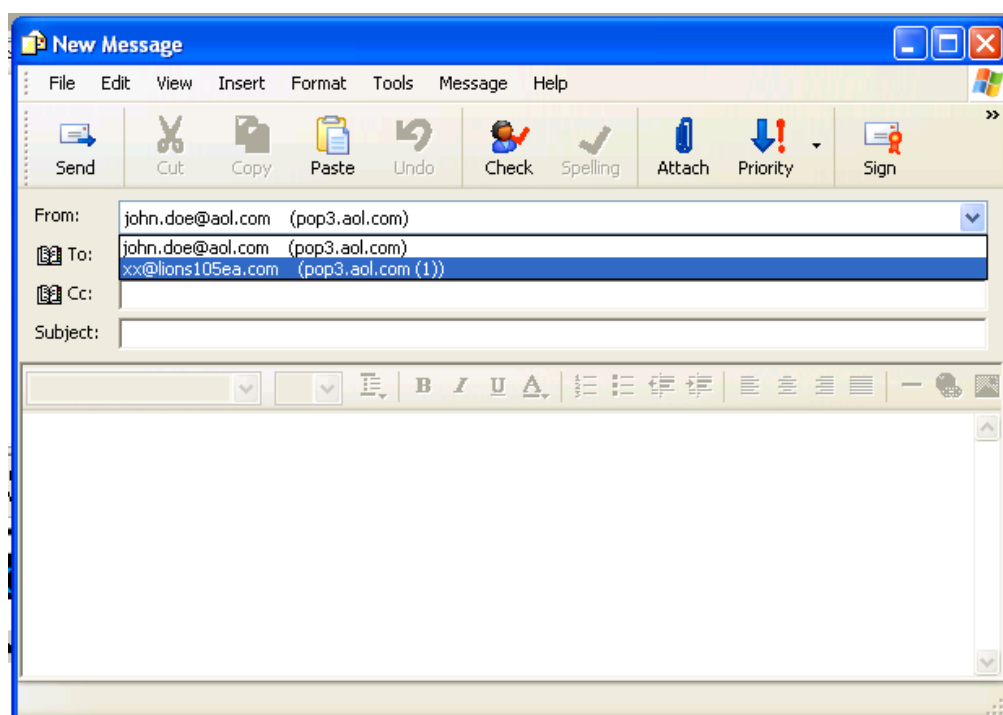
The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog box has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains the following elements:

- A instruction: "Type the account name and password your Internet service provider has given you."
- An "Account name:" label followed by a text input field containing "xx".
- A "Password:" label followed by a password input field containing two black dots.
- A checked checkbox labeled "Remember password".
- A paragraph of text: "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, three buttons: "< Back", "Next >", and "Cancel".

8. On the page that shows, click **Finish** to save settings and get back to the list of email accounts



9. Click "Finish" and your Lions Generic email account is created
10. When constructing a new email, you can use your Generic Email Identity to send an email, this will show your Generic email details to the recipient, to do this, in the New Message Window you will see a "From" box, click on the down arrow and select the account you wish to send the email from.



A useful site that shows this in a video can be found here, <http://video.about.com/email/Outlook-Express-Email.htm>