

How to Configure Microsoft Outlook Express 6 for yourdomainname.com E-mail

Email Type:
@yourdomainname.com



Use this document if:

- You need to configure Microsoft Outlook Express 6 for yourdomainname.com e-mail.

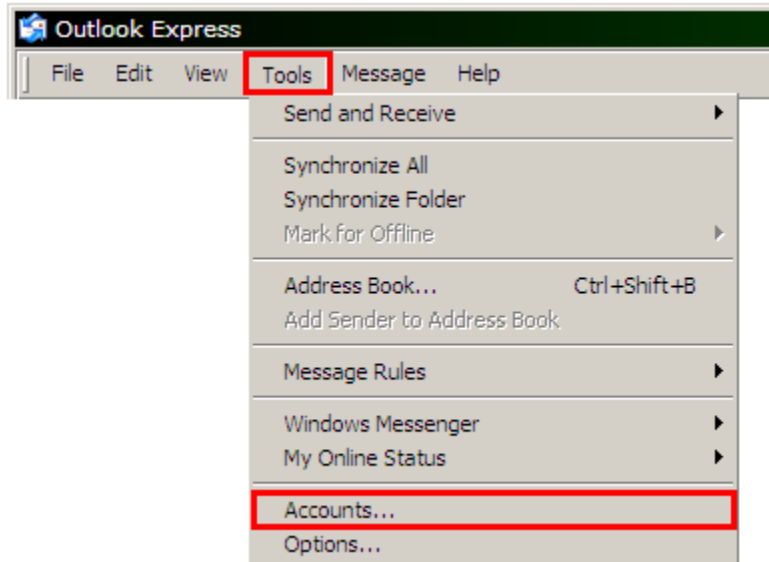
This document assumes:

- You know your yourdomainname.com e-mail address and password.
- You have a working copy of Microsoft Outlook Express 6.
- You have a working Internet connection.

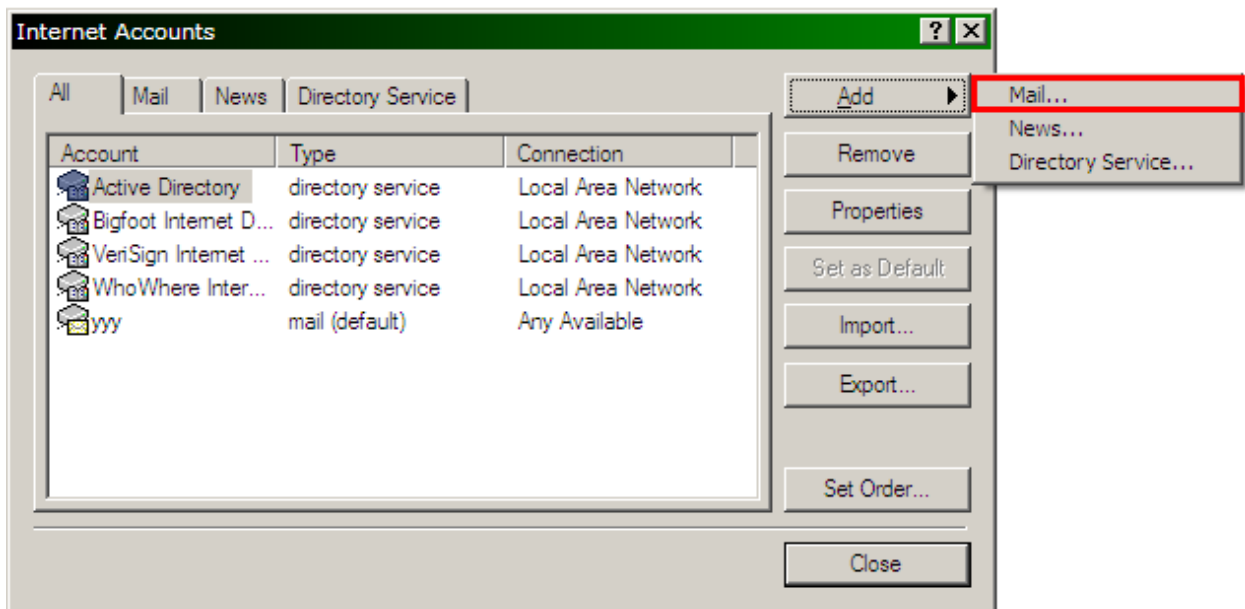
1. Open Outlook Express using the icon on your desktop or Start menu.



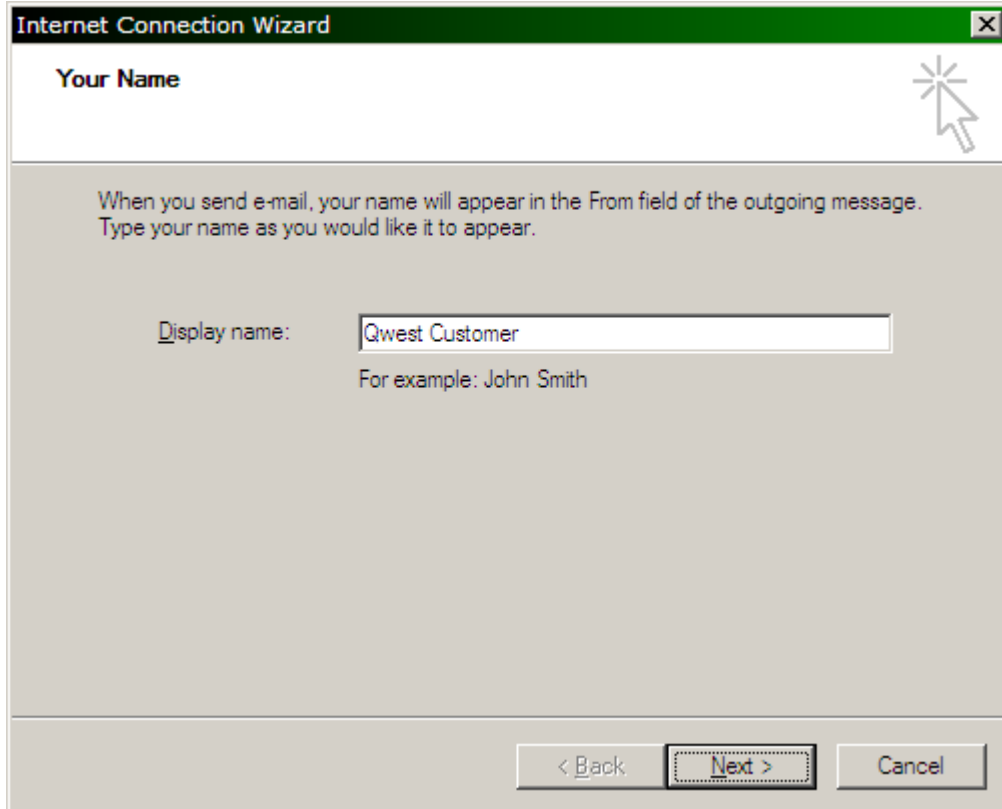
2. If this is your first time running Outlook Express, the new account wizard will start automatically. Otherwise, select **Tools**, then **Accounts...**



3. In the 'Internet Accounts' dialog box, select **Add**, then **Mail...**

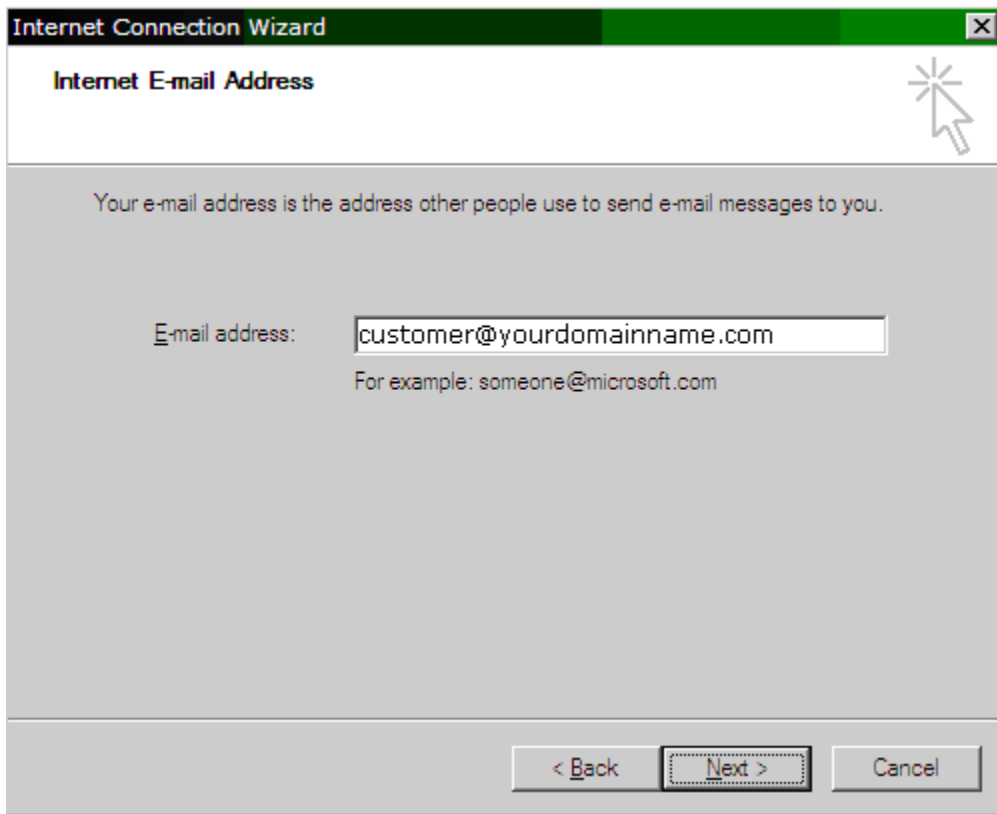


4. Type in your name as you would like it to appear on outgoing mail and select **Next**.



The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. The window has a white header area with the text "Your Name" and a mouse cursor icon. Below the header is a grey area containing the following text: "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 is a text input field with the label "Display name:" and the text "Qwest Customer" inside. Underneath the input field is the text "For example: John Smith". At the bottom of the window are three buttons: "< Back", "Next >" (which is highlighted with a dotted border), and "Cancel".

5. Type in your full yourdomainname.com e-mail address and select **Next**.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet E-mail Address". Below the sub-header is a text box containing "customer@yourdomainname.com". Below the text box is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Internet Connection Wizard

Internet E-mail Address

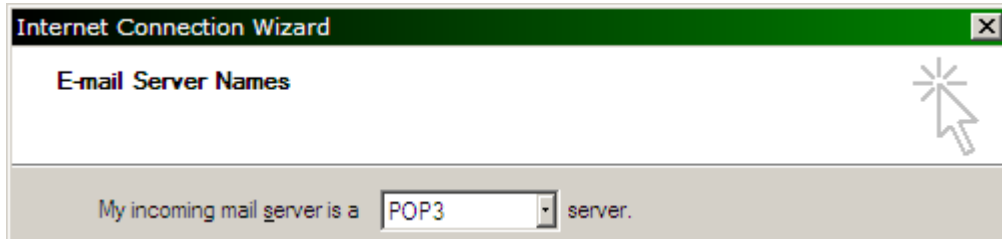
Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

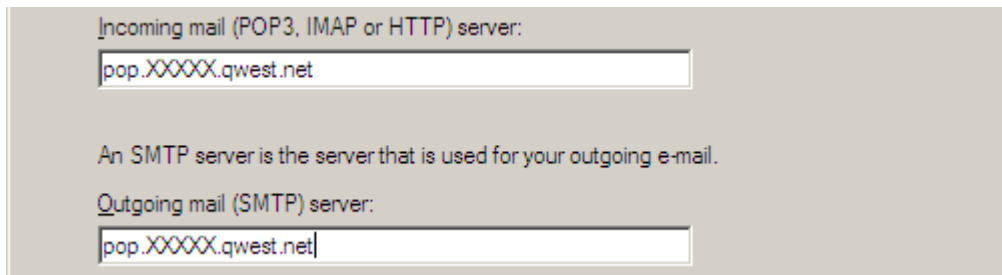
For example: someone@microsoft.com

< Back Next > Cancel

6. Make sure the 'My incoming mail server is a' dropdown box is set to **POP3**.



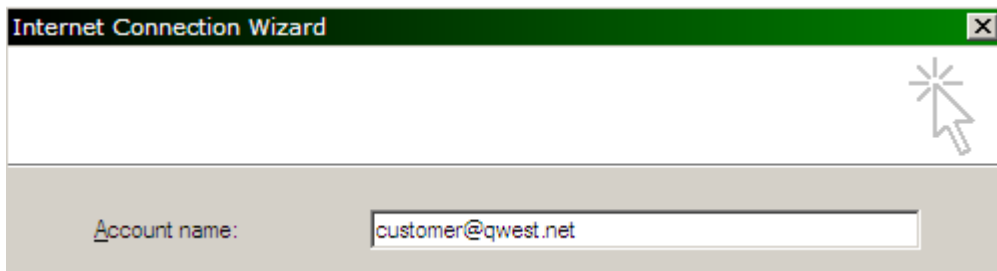
7. Using the list at the end of this document, enter an Incoming and Outgoing mail server (they will be the same).



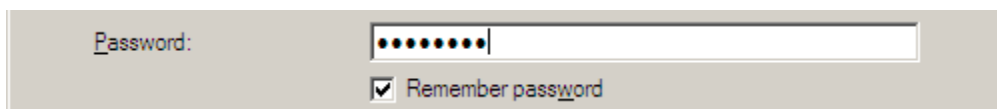
8. Select **Next**.



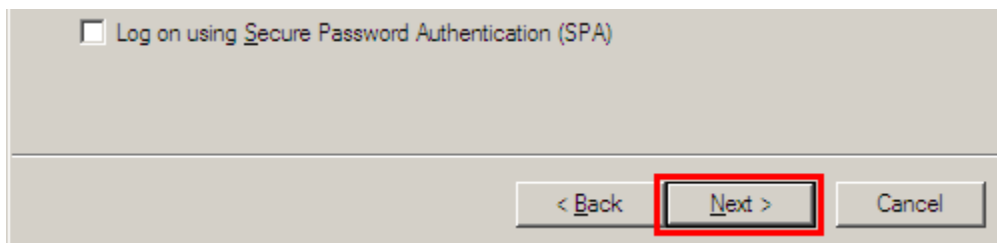
8. In the 'Account Name:' box, type in your **Account name**. This is NOT the same as your email address.




9. In the 'Password:' box, type in your password (Remember, passwords are CaSe SeNSiTiVe).



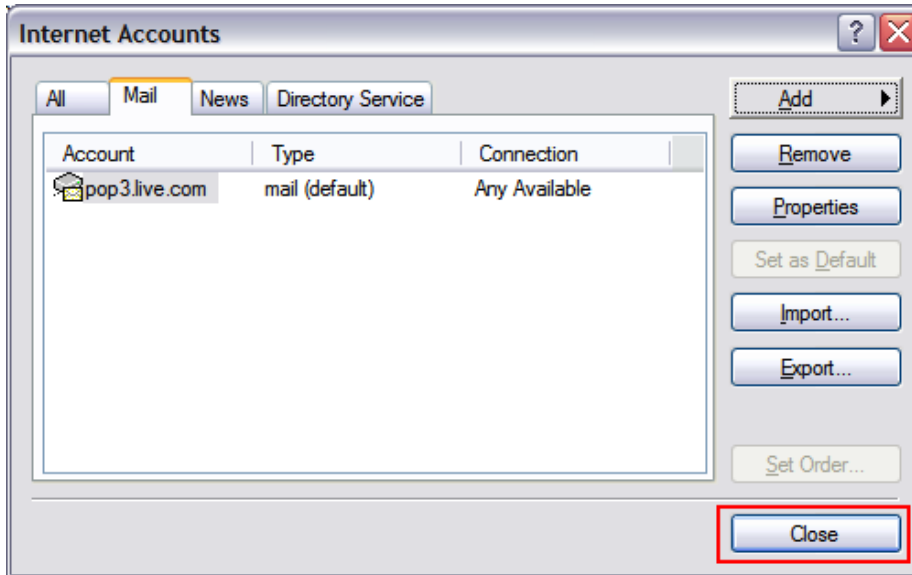
10. Do *not* check the **Log on using Secure Password Authentication (SPA)** box. Select **Next**.



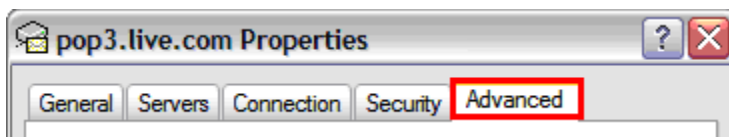
14. To complete the process select **Finish**.



15. Select the **Mail** tab, double click on your email account.



16. Select the **Advanced** tab.

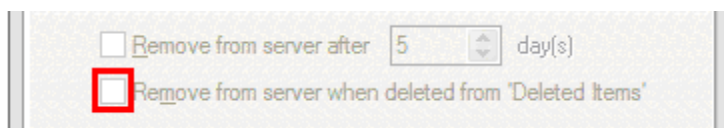


17. If you would like to maintain a backup copy of your email on the e-mail server:
a. Check the box next to **Leave a copy of messages on the server**. Otherwise, Outlook will download all e-mail to your local computer and remove it from the Qwest server. Once downloaded, these e-mails can no longer be obtained or viewed using another computer.



Read this if you checked the box in **19a**.

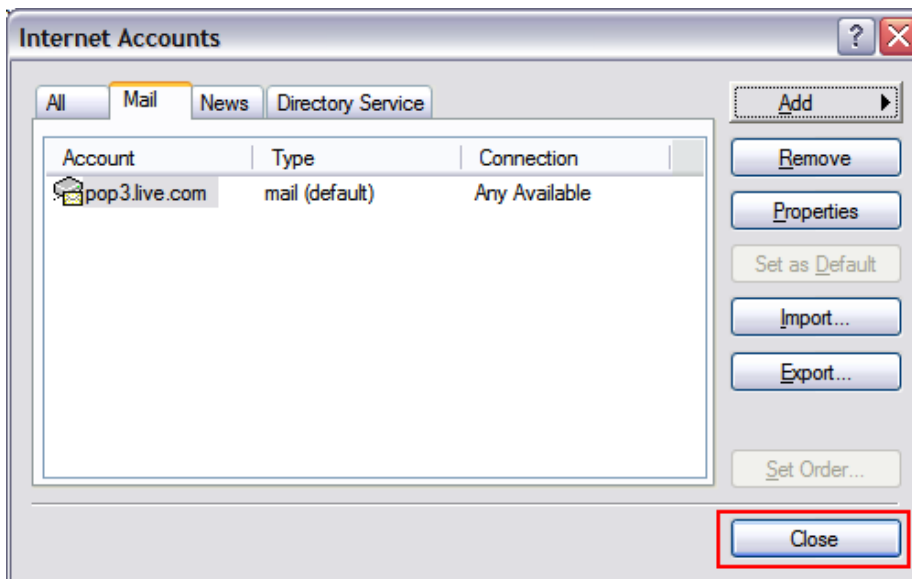
- b.** Checking the box next to **Remove from server when deleted from 'Deleted Items'** tells the remote Qwest e-mail server to delete the server copy of a particular e-mail when deleted from your local computer. If left unchecked, the Qwest e-mail server will maintain a backup copy of deleted e-mails, and can still be obtained or viewed using another computer.



18. Select **OK**.



19. To complete the process select **Close**.





Qwest Mail Servers

Arizona

- Tucson- pop.tcsn.qwest.net
- Phoenix- pop.phnx.qwest.net

Colorado

- Colorado Springs- pop.clsp.qwest.net
- Denver- pop.dnvr.qwest.net

Idaho

- Boise- pop.bois.qwest.net

Iowa

- Des Moines- pop.desm.qwest.net
- Cedar Rapids- pop.cdrr.qwest.net
- Davenport- pop.dvnp.qwest.net

Minnesota

- Duluth- pop.dlth.qwest.net
- Minneapolis/St. Paul- pop.mpls.qwest.net
- Rochester- pop.roch.qwest.net
- Saint Cloud- pop.stcd.qwest.net

Montana

- Billings- pop.blng.qwest.net
- Missoula- pop.mssl.qwest.net

Nebraska

- Omaha- pop.omah.qwest.net

New Mexico

- Albuquerque- pop.albq.qwest.net

North Dakota

- Bismarck- pop.bsmr.qwest.net
- Fargo- pop.farg.qwest.net

Oregon

- Eugene- pop.eugn.qwest.net
- Portland- pop.ptld.qwest.net

South Dakota

- Sioux Falls- pop.sxfl.qwest.net

Utah

- Salt Lake City- pop.slkc.qwest.net

Washington

- Seattle- pop.sttl.qwest.net
- Spokane- pop.spkn.qwest.net

Wyoming

- Cheyenne- pop.chyn.qwest.net