

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

Email Type:
@hotmail.com



Use this document if:

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

This document assumes:

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

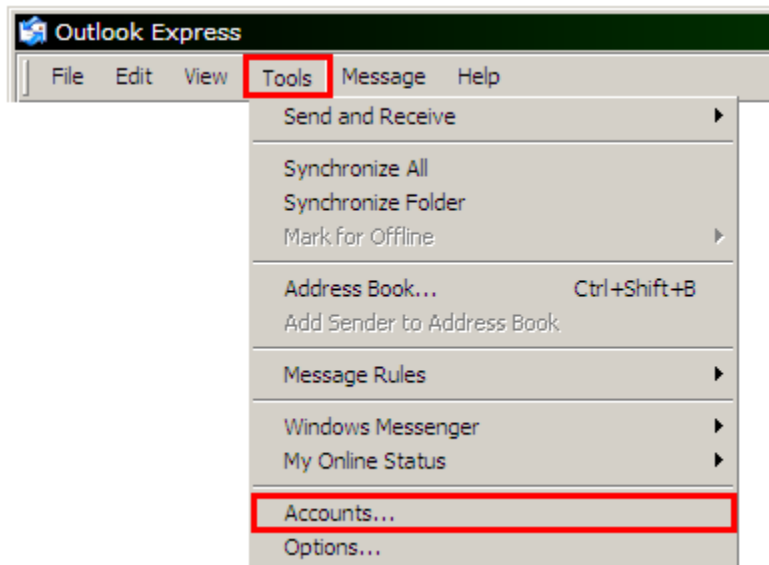
Incoming/Outgoing server info: If you are already familiar with how to configure Outlook Express 6, use the following information. If you need more help, continue reading.

- Incoming Server: pop3.live.com (port 995, SSL enabled)
- Outgoing Server: smtp.live.com (port 25, SSL enabled, requires authentication)

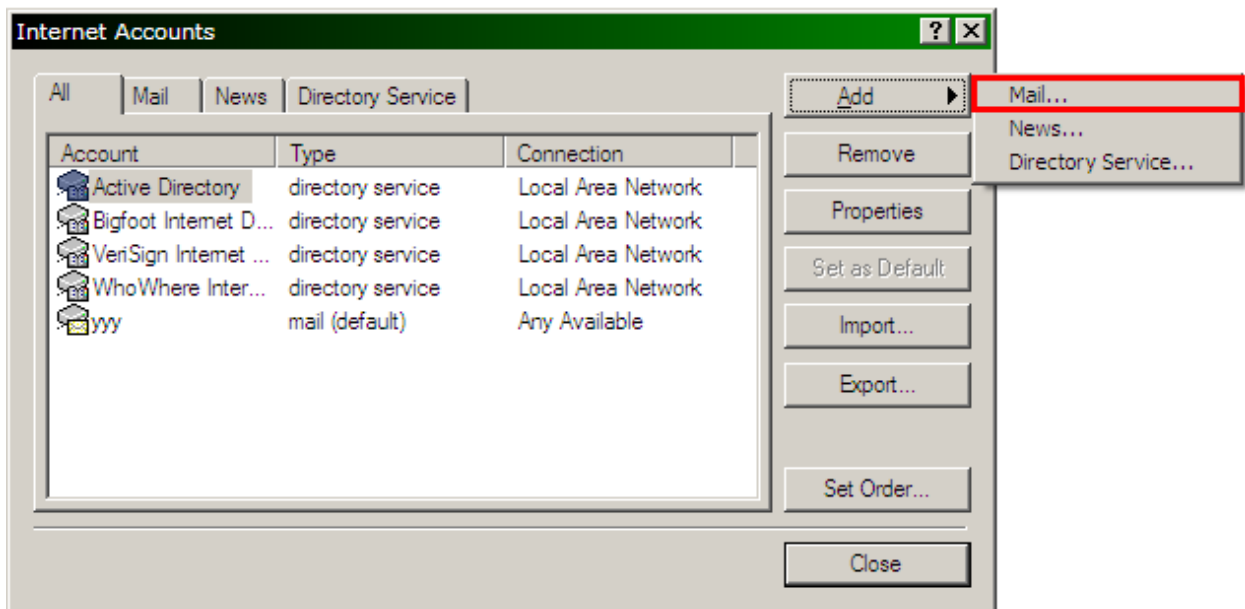
1. Open Outlook Express using the icon on your desktop or Start menu.



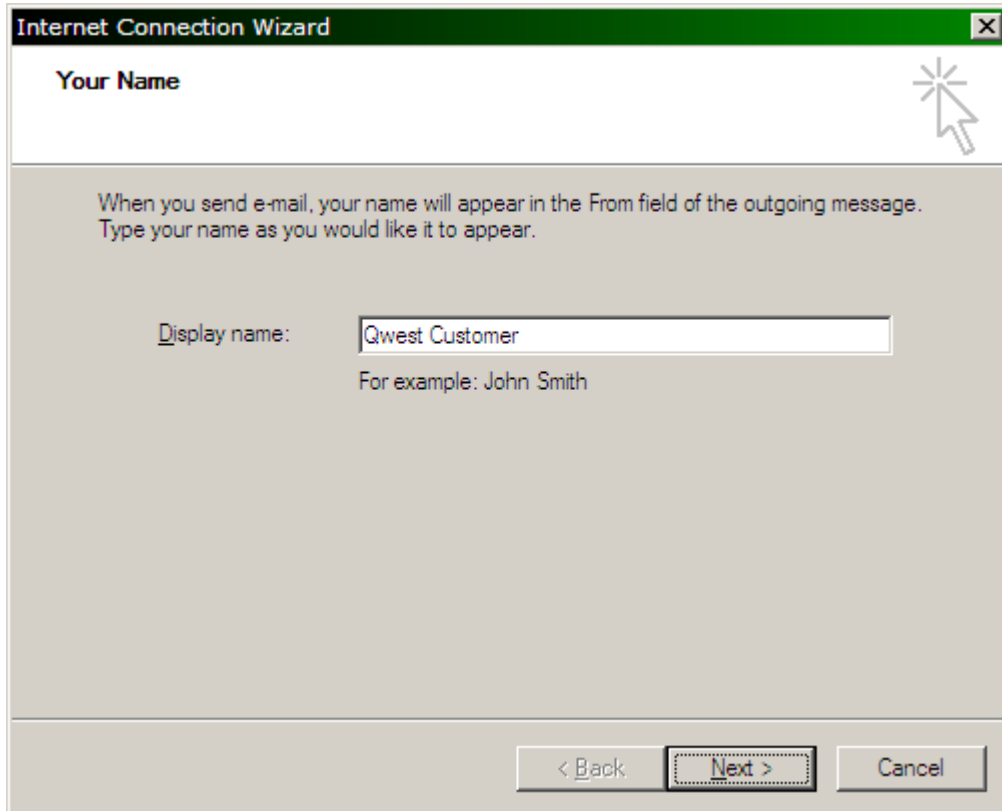
2. If this is your first time running Outlook Express, the new account wizard will start automatically. Otherwise, select **Tools**, then **Accounts...**



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

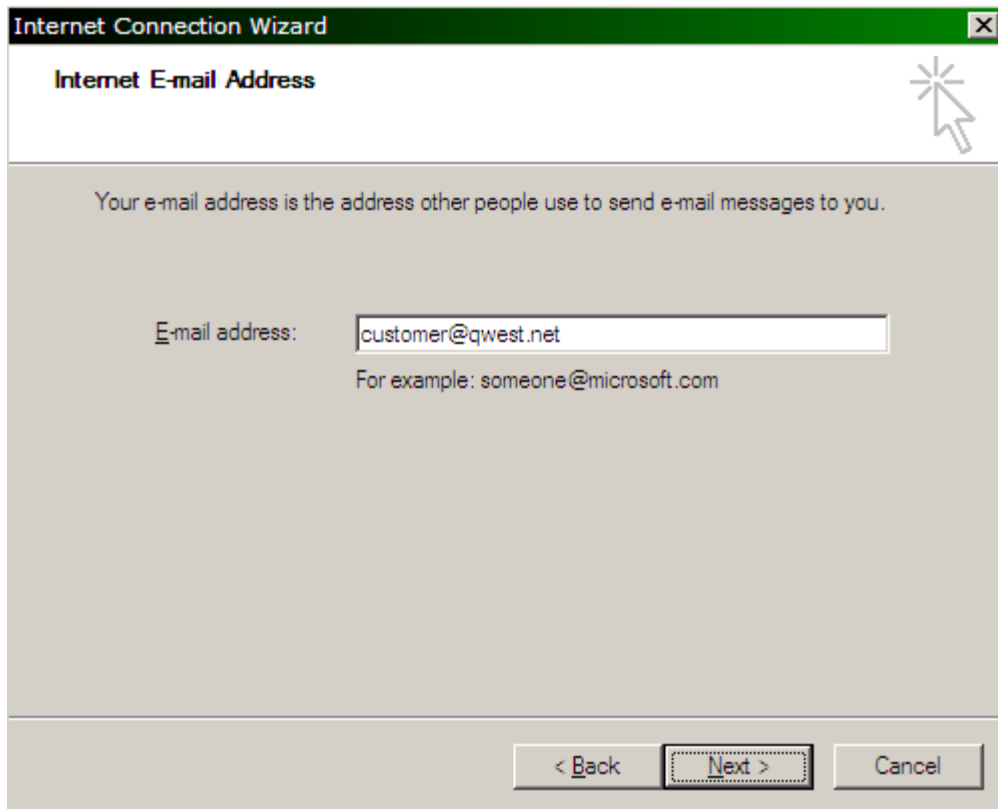


4. Type in your name as you would like it to appear on outgoing mail and select **Next**.



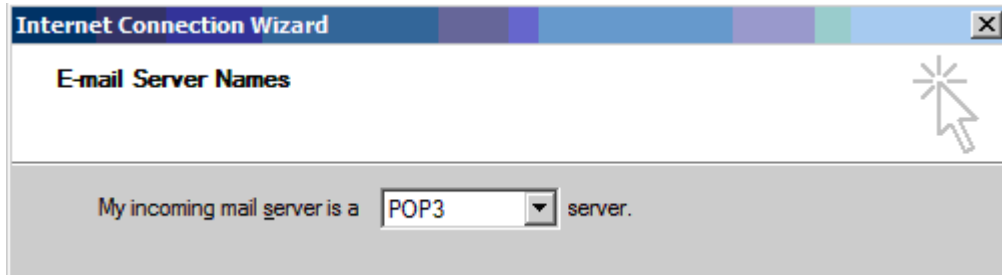
The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Your Name". Below the heading is a mouse cursor icon. The text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a text input field labeled "Display name:" containing the text "Qwest Customer". Below 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 hotmail.com e-mail address and select **Next**.

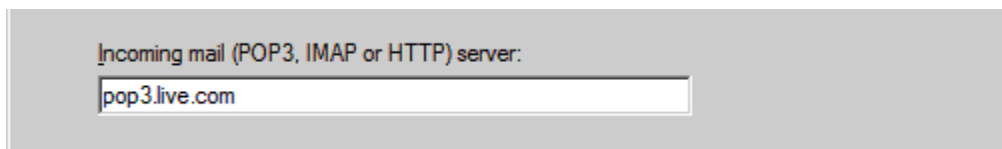


The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "Internet E-mail Address". Below the title, there is a mouse cursor icon pointing to a starburst symbol. The main text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this text is a label "E-mail address:" followed by a text input field containing "customer@qwest.net". Underneath the input field is an example: "For example: someone@microsoft.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >" (which is highlighted with a dashed border), and "Cancel".

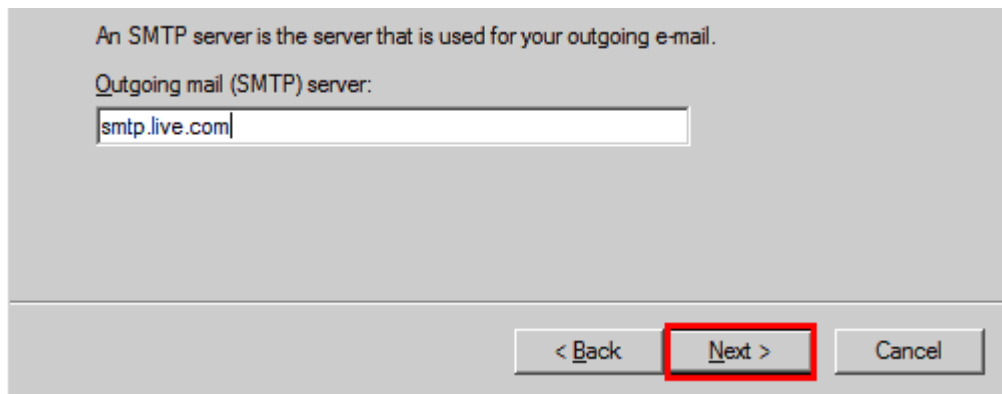
6. Make sure the 'My incoming mail server is a' dropdown box is set to **POP3**.



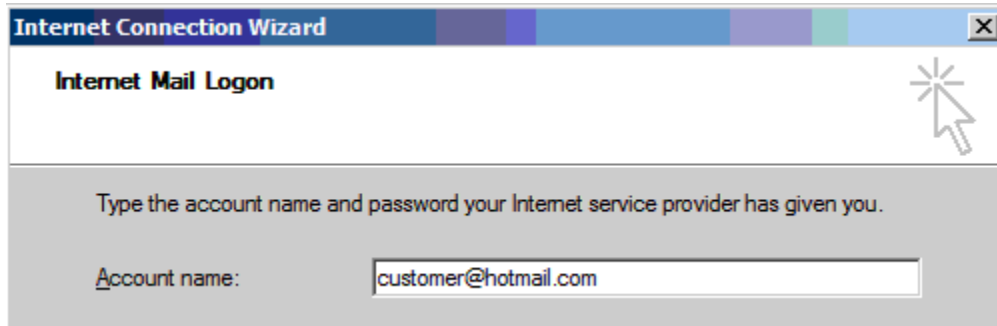
7. In the 'Incoming mail (POP3, IMAP, or HTTP) server:' box, type in **pop3.live.com**.



8. In the 'Outgoing mail (SMTP) server:' box, type in **smtp.live.com**. Then, select **Next**.

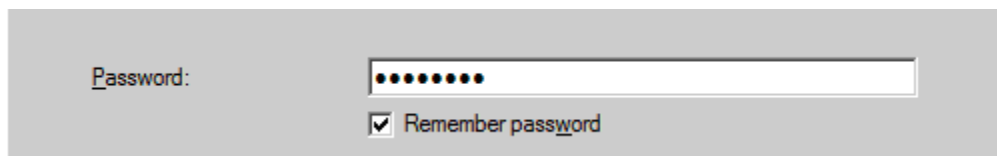


9. In the 'Account Name:' box, type in your full hotmail.com email address.



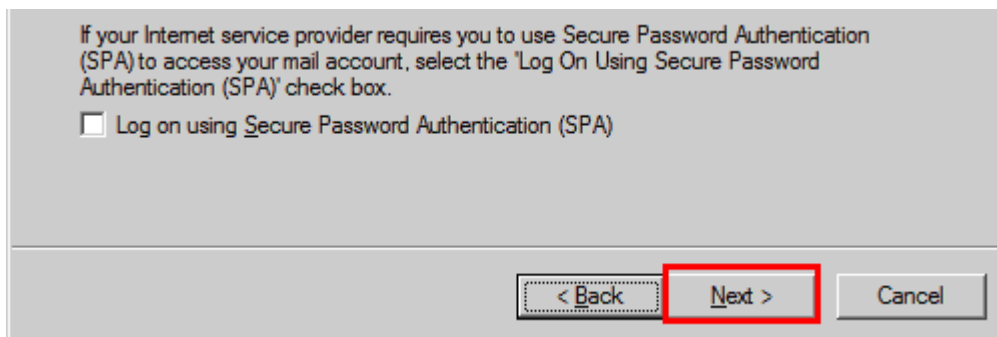
The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". Below the sub-header is a text prompt: "Type the account name and password your Internet service provider has given you." There is a text input field labeled "Account name:" containing the text "customer@hotmail.com". A mouse cursor is visible over a starburst icon in the top right corner of the dialog box.

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



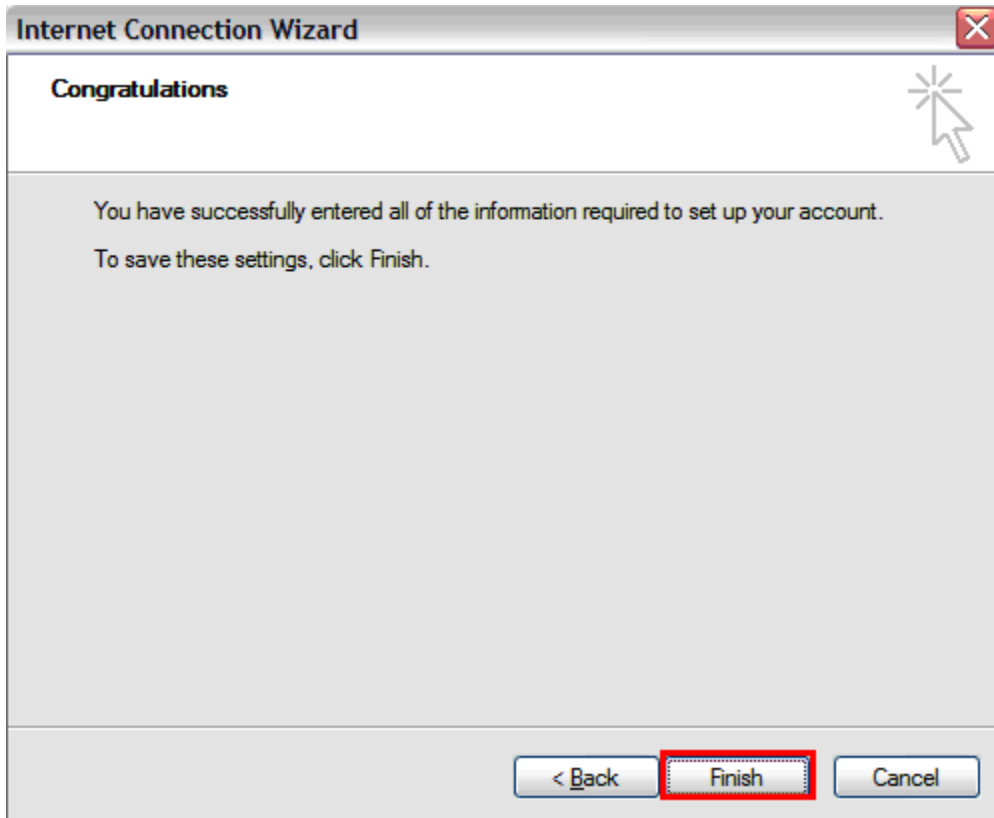
The screenshot shows the "Password:" field with a text input box containing ten dots. Below the input box is a checked checkbox labeled "Remember password".

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

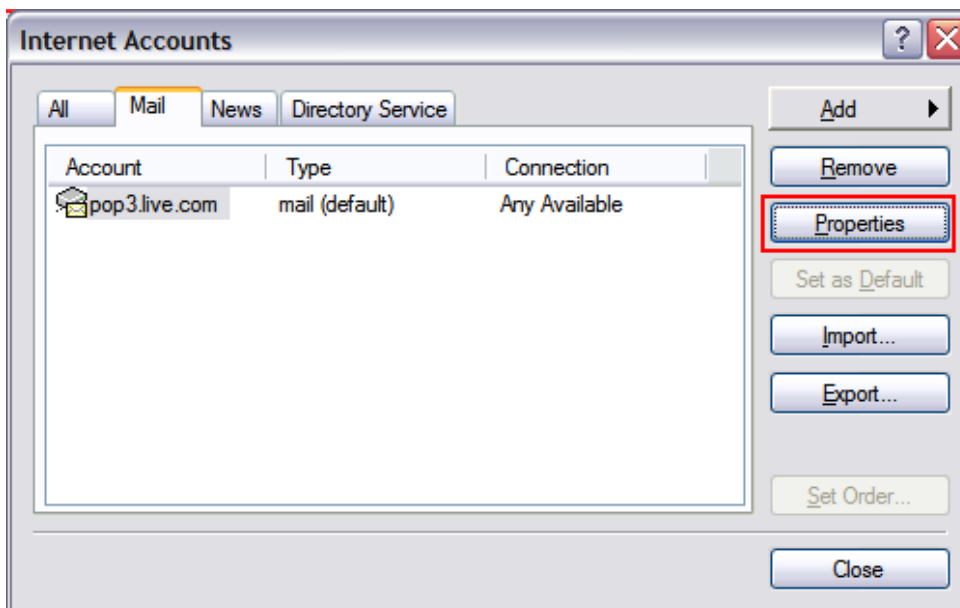


The screenshot shows the "Log on using Secure Password Authentication (SPA)" checkbox, which is unchecked. Below the checkbox is a text prompt: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box." At the bottom of the dialog box are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a red rectangular box.

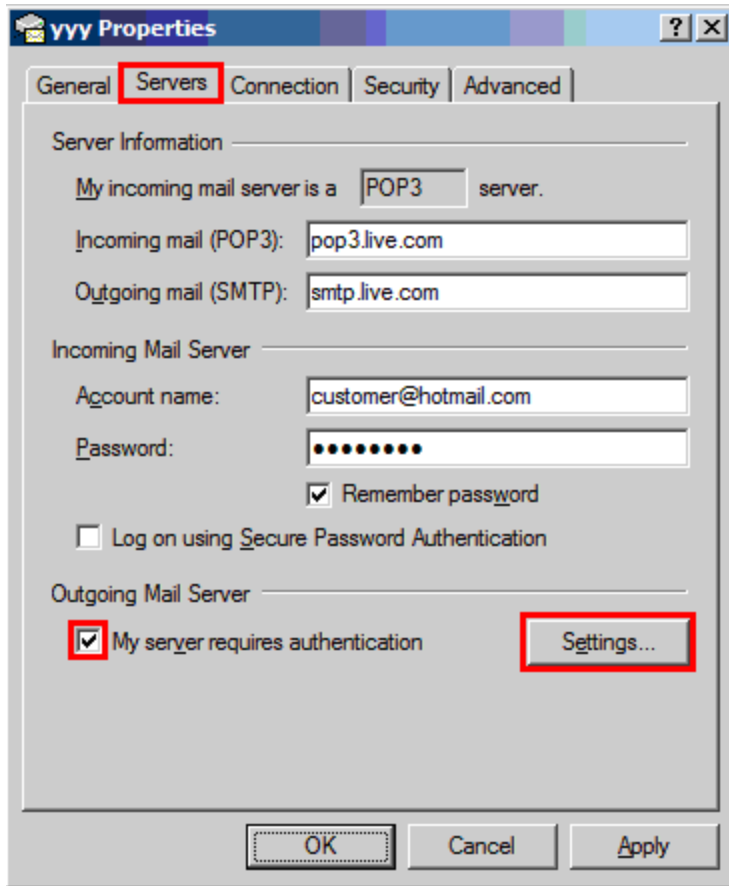
12. Select **Finish** (but there is still more to do).



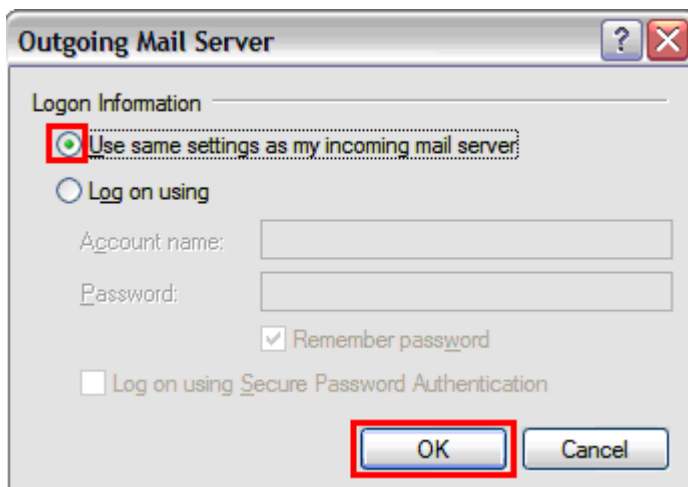
13. In the 'Internet Accounts' dialog box, make sure the account you just created is highlighted and select **properties**.



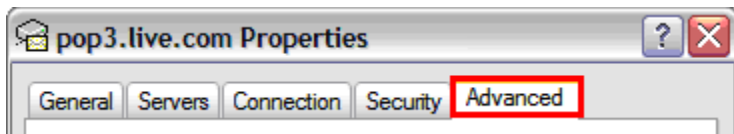
14. In the 'Properties' dialog box, select the **Servers** tab. Check the box labeled **My server requires authentication** and select the **Settings** button.



15. In the 'Outgoing Mail Server' box, select **Use same settings as my incoming mail server** and select **OK**.



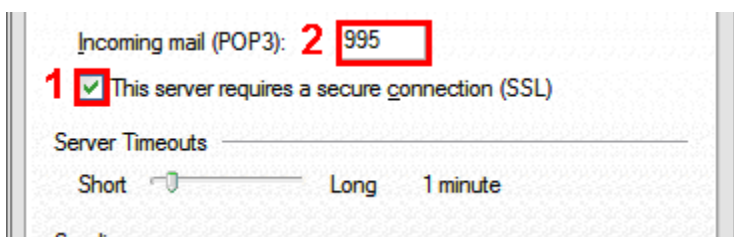
16. Select the **Advanced** tab.



17. Check the box labeled **This server requires a secure connection (SSL)**. Then, in the **Outgoing mail (SMTP)**: box, type 25.



18. Check the box labeled **This server requires a secure connection (SSL)**. Then, in the **Incoming mail (POP3)**: box, type 995.

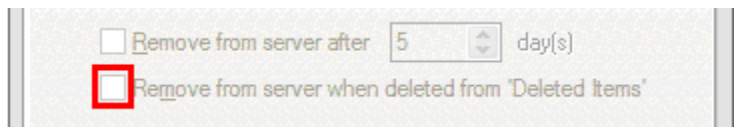


19. If you would like MSN to maintain a backup copy of your email on its e-mail server:
a. Check the box next to **Leave a copy of messages on the server**. Otherwise, Outlook will download all e-mail to your local computer and remove it from the MSN server. Once downloaded, these e-mails can no longer be obtained or viewed using <http://mail.live.com> or <http://hotmail.com>.



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 MSN e-mail server to delete the server copy of a particular e-mail when deleted from your local computer. If left unchecked, the MSN e-mail server will maintain a backup copy of deleted e-mails, and will still be viewable using <http://mail.live.com> or <http://hotmail.com>.



20. Select **OK**.



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

