OUTLOOK EXPRESS EMAIL CLIENT SETUP

Summary

This Installation Job Aid covers:

• The process to setup the Outlook Express client to work with WildBlue Email: <u>STEP 1. BEFORE YOU BEGIN</u> <u>STEP 2. CONFIGURE OUTLOOK EXPRESS</u> <u>STEP 3. FINALIZING EMAIL CONFIGURATION</u>

Step By Steps

STEP 1. BEFORE YOU BEGIN

Before beginning the Outlook Express configuration the Customer needs to answer the following questions:

• What do you want your display name to be? (Usually the Customer's First and Last name)*

IMPORTANT: The Display Name is the Name that appears in the From field for an outgoing *Email message.*

• What do you want for your Username and Password for the WildBlue email account?

STEP 2. CONFIGURE OUTLOOK EXPRESS

1. Open Outlook Express by double-clicking the Outlook Express icon on the desktop



2. The **Outlook Express Query** window will open if Outlook Express is not the default mail client on the PC. Ask the customer if they would like to change the PC default mail client. Click on the **Yes** button to make Outlook Express the default mail client or the **NO** button if another application will be the default mail client. (see Graphic below)



3. When the **Internet Connection Wizard/Your Name** window opens, click on the **Display name** field, enter in the Customer's *Display Name* and then click on the **Next** button to open the **Internet Connection Wizard/Email Internet Address** window. (see Graphic below).

our Name	
When you send e-mail, Type your name as you	your name will appear in the From field of the outgoing message would like it to appear.
Display name:	Customer Display Name
	For example: John Smith
	< Back Next > Can

4. On the **Internet Connection Wizard/Email Internet Address** window click on the **E-mail address** field, enter the Customer's *Email Address*, and then click on the **Next** button to open the **Internet Connection Wizard/ E-mail server names** window. (see Graphic below)

IMPORTANT: The email address in the E-mail address field must be in the following format:

.org

Someone@domain.com*

NOTICE: The extension to the right of the period can be any Internet domain type; common types are:

.coop

.edu

ternet Connection Wiza	ırd	
Internet E-mail Address		尜
Your e-mail address is the	e address other people use to send e-mail messages to you.	
<u>E</u> -mail address:	customer email address For example: someone@microsoft.com	

- 5. On the **Internet Connection Wizard/E-mail server names** window click on the down-arrow button to the right of the "**My incoming mail server is a**" field and select <u>*POP3*</u>. Then enter the following information:
 - Incoming (POP3, IMAP or HTTP) server field:

.net

.com

mail.wildblue.net

• Outgoing mail (SMTP) server field:

mail.wildblue.net

Finally, click on the Next button to open **Internet Connection Wizard**/I**nternet mail logon** window. (see Graphic below)

iternet Connection Wizard	2
E-mail Server Names	×
My incoming mail server is a POP3 server.	
Incoming mail (POP3, IMAP or HTTP) server:	
mail.wildblue.net	
An SMTP server is the server that is used for your outgoing e-m.	ail.
mail.wildblue.net	
mail.wildblue.net	
mail.wildblue.net	
mail.wildblue.net	

- 6. On the **Internet Connection Wizard**/Internet mail logon window enter the following information:
 - Account name field: Customers email account name
 - Password field: Customers email password

IMPORTANT: The Account name field must match the E-mail address field on the Internet Connection Wizard/Email Internet Address window up to, but not including the @wildblue.net portion of the address. For example:

- E-mail address field: test@wildblue.net
- Account Name field: test

After completing the **Account name** and **Password** fields, check the **Remember password** checkbox, and then click on the **Next** button to complete the email connection configuration and open the **Internet Connection Wizard/congratulations** window. (see Graphic below)

ternet Mail Logon	
Type the account nam	ne and password your Internet service provider has given you.
Account name:	Customer email account name
Password: If your Internet service p (SPA) to access your ma	Customer email account password emember password provider requires you to use Secure Password Authentication ail account, select the 'Log On Using Secure Password neck box.
Authentication (SPA)' ch	5 1 A 4 4 4 (CDA)
Authentication (SPA)' ch	Password Authentication (SPA)

7. On the **Internet Connection Wizard/congratulations** window, click on the **Finish** button to complete the email connection configuration and open the **Internet Accounts** window. (see Graphic below)

Congratulations		米
		43
You have successfully entered	all of the information required to set up	your account.
To save these settings, click Fir	iish.	
	< Back Fini	sh Cancel

STEP 3. FINALIZING EMAIL CONFIGURATION

1. In the **Internet Accounts** window, click on the **Mail** tab. The new account connection information displays in the **Account**, **Type**, and **Connection** columns. Click on the email domain address in the **Account** column to highlight it, then click on the **Properties** button to open the **mail.wildblue.net Properties** window.(see Graphic below)

ll Mail	News	Directory Service		<u>A</u> dd I
Account		Туре	Connection	<u>R</u> emove
ail.wildblue	e.net n	nail (default)	Any Available	Properties Set as Default Import Export
				Set Order

2. On the **mail.wildblue.net Properties** window click on the **Servers** tab to open the **Servers** tab display.(see Graphic right).

General Servers	Connection	Security	Advanced		
Mail Account					
Type th servers Server	ne name by wi . For example ".	hich you w e: "Work" (ould like to refer to or "Microsoft Mail	o these	
mail wildblue	net				
User Information -					
Name:	Customer D)isplay Nan	ne		
Organization:					
E- <u>m</u> ail address:	Customer Email Address				
Reply address:					
Include this ac	V Include this account when receiving mail or synchronizing				
		sooning m		9	
	-			_	

3. On Servers tab display in the mail.wildblue.net Properties window, check the 'My server requires authentication" checkbox, and then click on the Settings button to open the Out Going Mail Server window. (see Graphic below).

General	Servers	Connection	Security	Advanced	
Server <u>M</u> y ir	Information acoming m	ail server is a	POP3	server.	
Incor	ming mail (POP3): mai	il.wildblue	net	
Outg	oing mail (SMTP): ma	il.wildblue	net	
Incomin	ng Mail Ser	ver			
Aged	Account name:		Customer Account		
Pass	word:	•••			
Outgoir	og on usin ng Mail Ser v server re	♥ F g <u>S</u> ecure Pass ver equires authen	Remember ; sword Auth tication	entication	

- 4. On the **Outgoing Mail Server** window check on the log on using radio button, and then enter the following information:
 - Account name field: *Customers email account name*
 - Password: Customer's email password"

IMPORTANT: The Account name field must match the E-mail address field on the Internet Connection Wizard/Email Internet Address window up to, but not including the @wildblue.net portion of the address. For example:

- *E-mail address field:* test@wildblue.net
- Account Name field: test

Click on the OK button to save the settings and close the **Outgoing Mail Server** window. (see Graphic below)

Outgoing Mail Serve	er 🔹 💽 🔀					
Logon Information <u>U</u> se same settings <u>log</u> on using	s as my incoming mail server					
Account name:	Account name: customer email name					
Password:	customer email password					
	Remember password					
Log on using S	ecure Password Authentication					
	OK Cancel					

- 5. After the **mail.wildblue.net Properties** window appears, click on the **OK** button to close the window.
- 6. After the Internet Accounts window appears, click on the OK button to close the window.

Notes

IMPORTANT: The Account name *field must match the* E-mail address *field on the* Internet Connection Wizard/Email Internet Address window up to, but not including the @wildblue.net portion of the address