OUTLOOK EXPRESS EMAIL CLIENT SETUP

| |
|---|
| **Summary** |
| **This Installation Job Aid covers:**
• The process to setup the Outlook Express client to work with WildBlue Email:
STEP 1. BEFORE YOU BEGIN
STEP 2. CONFIGURE OUTLOOK EXPRESS
STEP 3. FINALIZING EMAIL CONFIGURATION |
| **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)
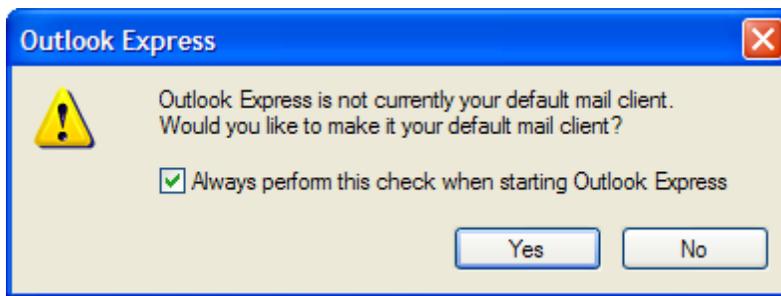
3. When the **Internet Connection Wizard/Your Name** window opens, click on the **Display name** field, enter in the Customer's *Display Name* and then click on the **Next** button to open the **Internet Connection Wizard/Email Internet Address** window. (see Graphic below).
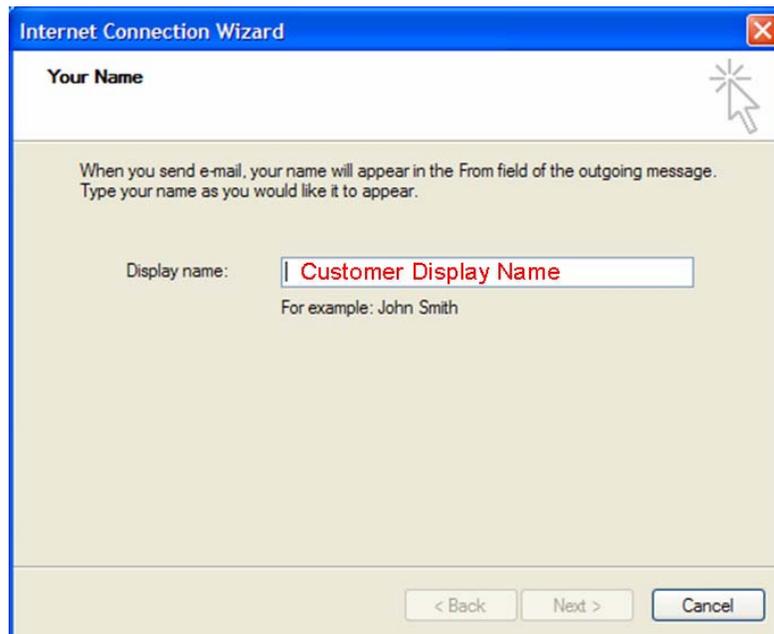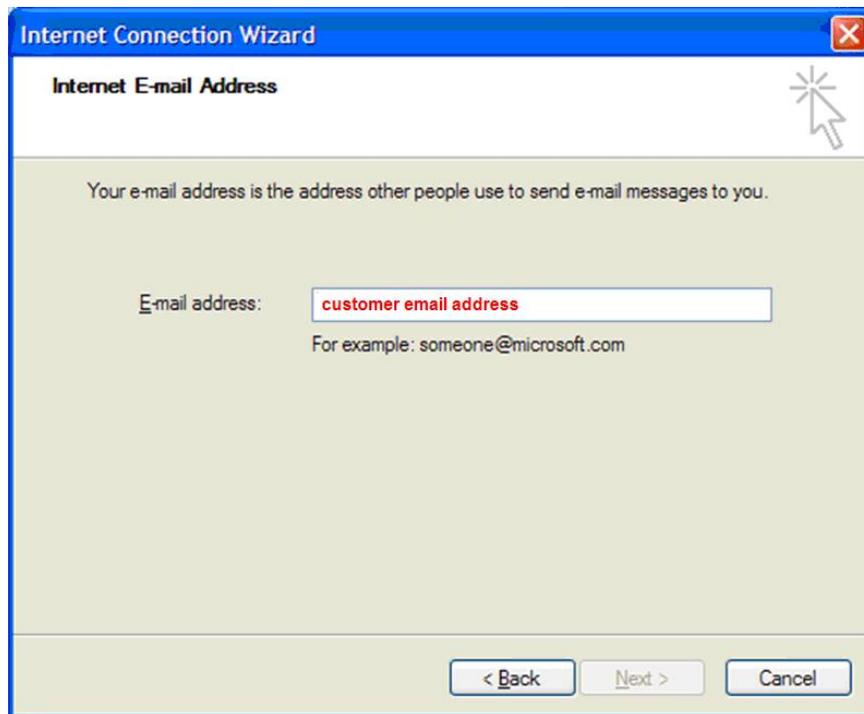
4. On the **Internet Connection Wizard/Email Internet Address** window click on the **E-mail address** field, enter the Customer's *Email Address*, and then click on the **Next** button to open the **Internet Connection Wizard/ E-mail server names** window. (see Graphic below)

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

   Someone@domain.com*

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

   | *.com* | *.net* | *.org* | *.coop* | *.edu* |

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 *POP3*. Then enter the following information:
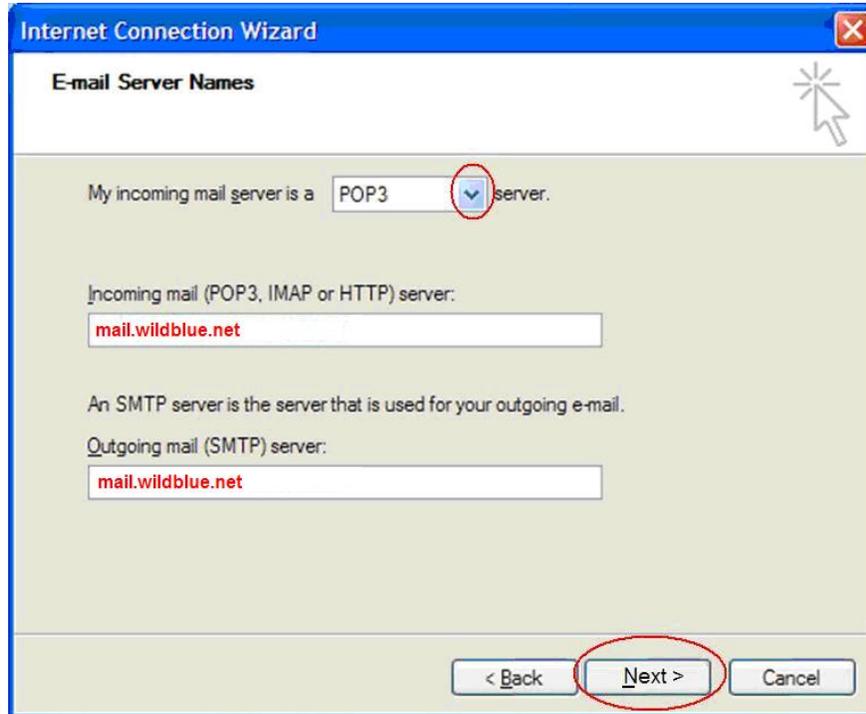
   o **Incoming (POP3, IMAP or HTTP) server** field:

   mail.wildblue.net

   o **Outgoing mail (SMTP) server field**:

   mail.wildblue.net

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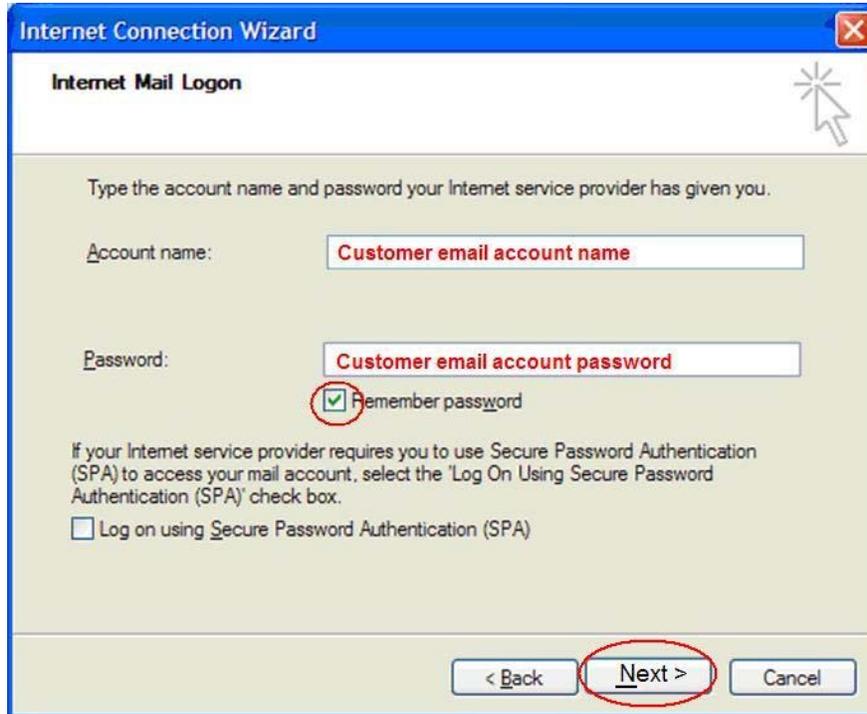
(see Graphic below)

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)

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)
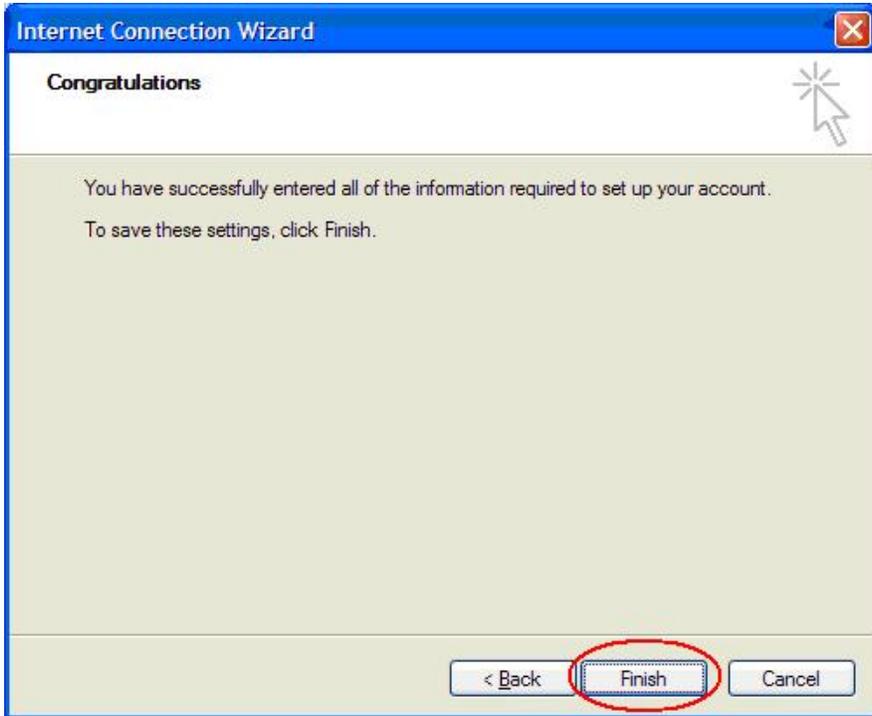
STEP 3. FINALIZING EMAIL CONFIGURATION

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)
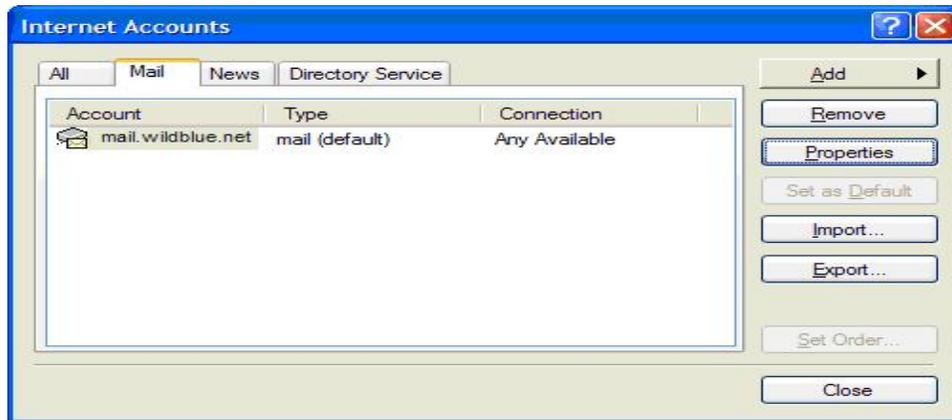
2. On the **mail.wildblue.net Properties** window click on the **Servers** tab to open the **Servers** tab display.(see Graphic right).
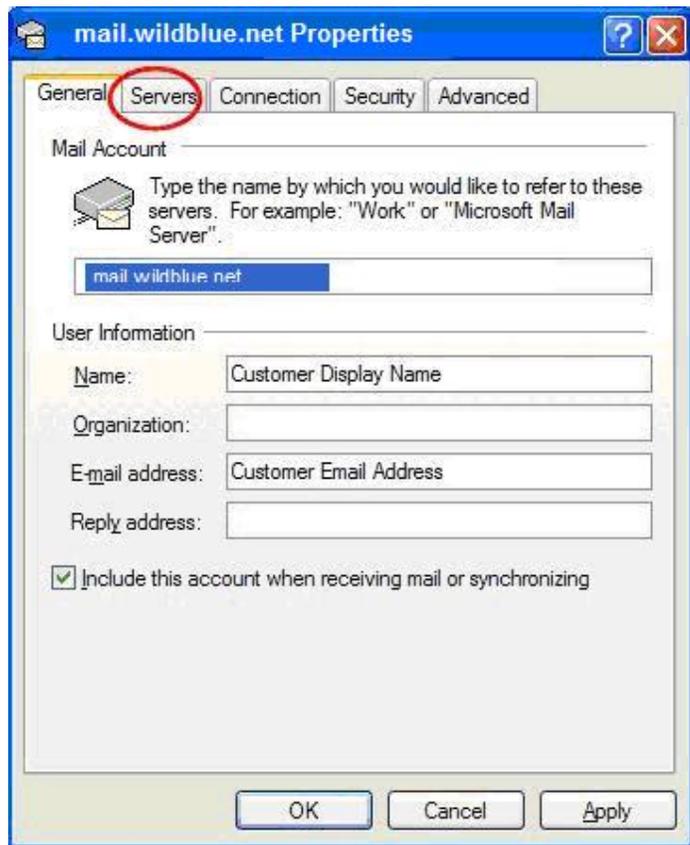
3. On **Servers** tab display in the **mail.wildblue.net Properties** window, check the '**My server requires authentication**" checkbox, and then click on the Settings button to open the **Out Going Mail Server** window. (see Graphic below).
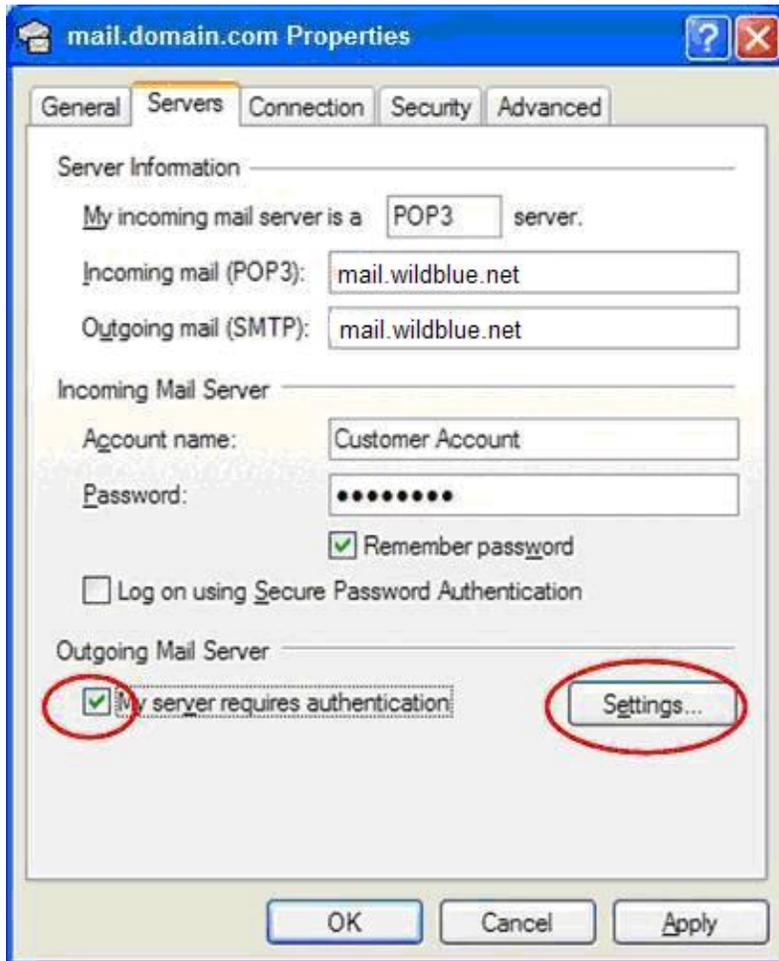
4. On the **Outgoing Mail Server** window check on the log on using radio button, and then enter the following information:

- 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)

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*