

How to.....

Set up an email account

Instructions for Microsoft Outlook Express or Microsoft Outlook program

1. Open **Outlook Express** or **Outlook**.
2. Click the **Tools** from the menu on top and choose **Accounts...** then select the **Mail** tab.
3. Now click the **Add** button on the top right and select **Mail...**
4. In the "**Display name**" box, type your full name and click **Next**.
5. In the "**E-mail address**" box, type your e-mail address username@hisemail.net (the address you are currently trying to setup) and click **Next**
6. In the "**My incoming mail server...**" box, **POP3** should be selected.
7. In the "**Incoming mail (POP3 or IMAP) server**" box below, type **mail.hisemail.net**
8. In the "**Outgoing mail (SMTP) server**" box, type **mail.hisemail.net** and click **Next**.
9. In the "**Account name**" box, type in the username (**assigned by mail host**). In the "**Password**" box, type in your password (**assigned by mail host**) and click **Next**.
10. For the question that asks you "**Which method do you want to use to connect to the Internet**", choose "**Connect using my local area network (LAN)**" if you have a high speed connection (DSL, RoadRunner, T1). Otherwise, choose "**Connect using my phone line**". Click **Next** and then click **Finish**.
11. Last, click the **Close** button. Your e-mail account is setup! You may now send and receive e-mail. Assuming you type everything correctly and in the right place.

Tips....

*Passwords **are** case sensitive.

*You **can** setup up more than one email account on your computer.

*Your username will be the same word that is in front of "@" in the email address.

Example:

If email address is, user@hisemail.net the username is "**user**".

*Generally your incoming and outgoing mail server will be the same.

*Generally your incoming and outgoing mail server will be the same as the last part of your email address.

Example 1:

If email address is user@hisemail.net the incoming and outgoing mail server is "**mail.hisemail.net**"

Example 2:

If email address is, user@hawaiiinformation.com the incoming and outgoing mail server is "**mail.hawaiiinformation.com**"