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# Configuring Outlook Express for Your PhD E-Mail

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This tutorial explains how to use Microsoft Outlook Express to connect to your e-mail account at PhD Computing.

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# 1. Configuring Outlook Express for E-Mail

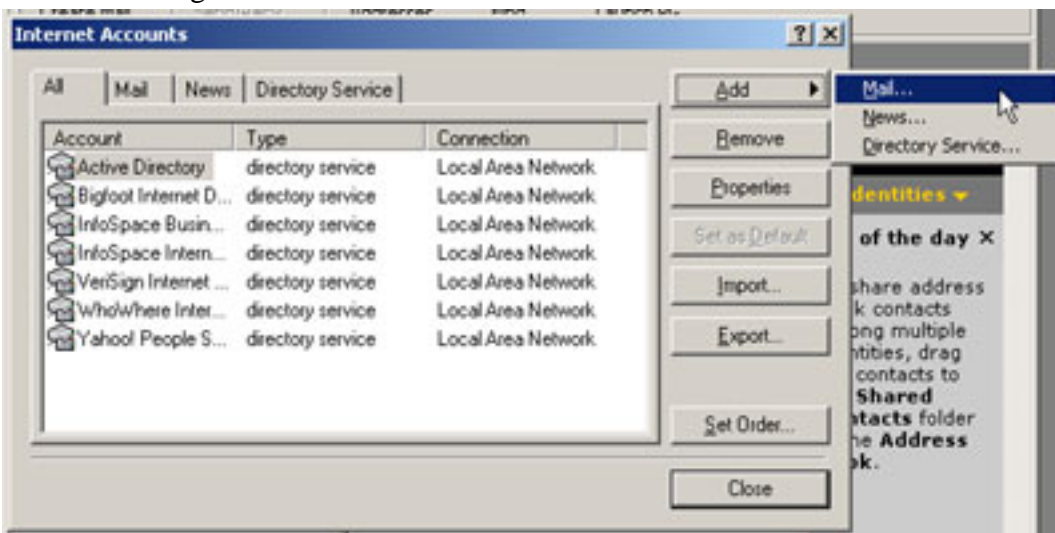
## 1.1. Adding a new Mail Account

If you have never configured Outlook Express for an e-mail account before, you can skip to the next step.

Once Outlook Express has started, and you are at the main screen, Choose the option Accounts from the Tools menu.



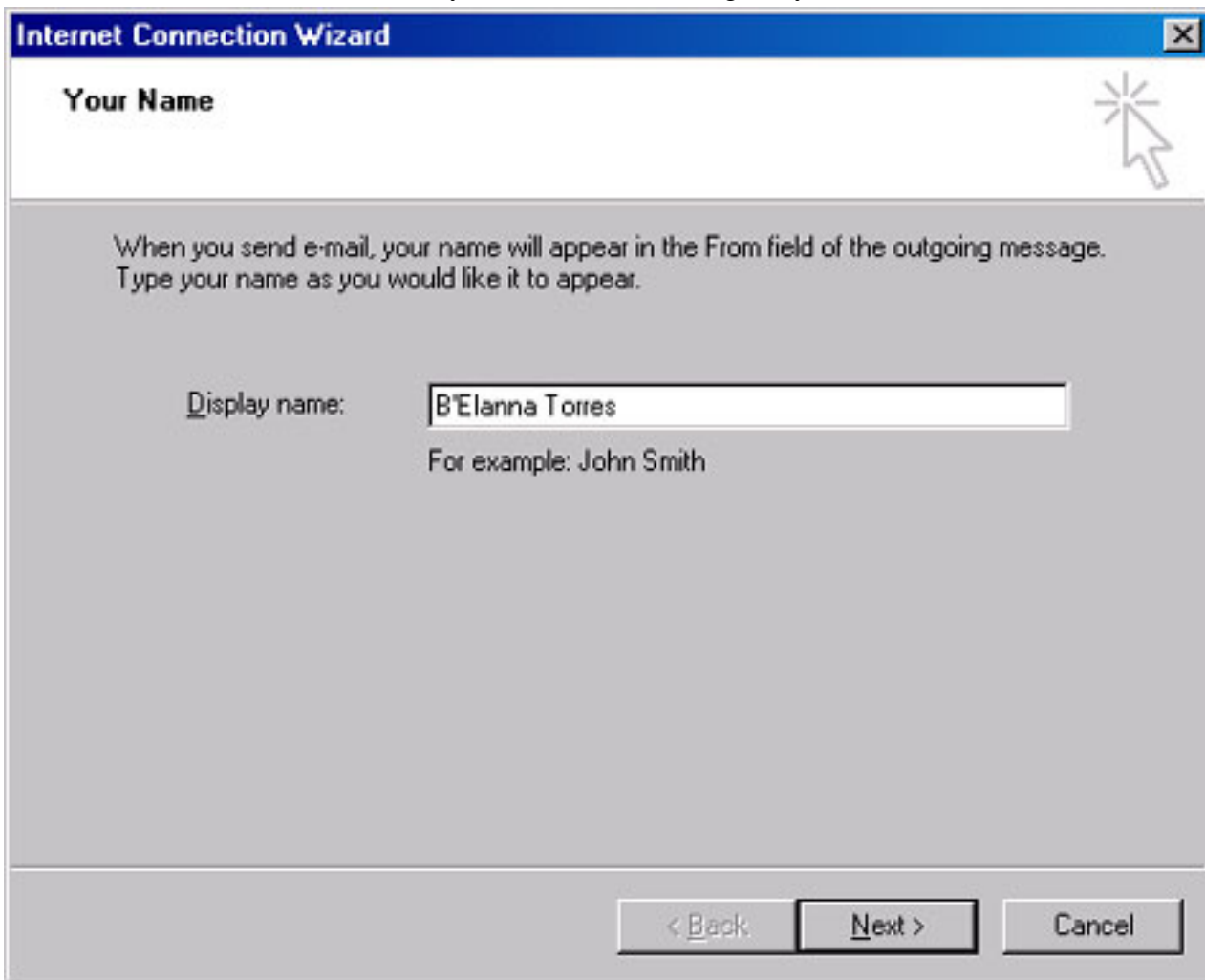
At the window that appears, click on the button Add then on Mail... from the flyout menu that appears. This starts the configuration wizard.



## 1.2. Configuring Your E-Mail Account

The first option you will need to fill in is the name you want displayed on e-mail that you send. You should

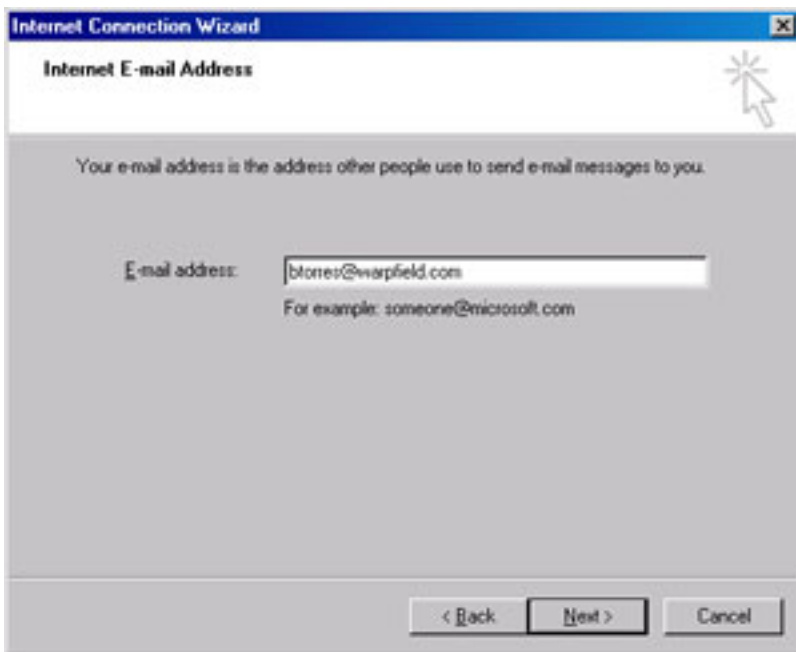
enter your full name or a nickname that people will recognize. To avoid your e-mail being detected as SPAM by some filters, it is recommended that you not use the "@" sign in your name.



The image shows a screenshot of the 'Internet Connection Wizard' dialog box, specifically the 'Your Name' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Your Name'. The main 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.' Below this text is a text input field labeled 'Display name:' containing the text 'B'Elanna Torres'. Underneath the input field is the example text 'For example: John Smith'. At the bottom of the dialog box are three buttons: '< Back', 'Next >', and 'Cancel'.

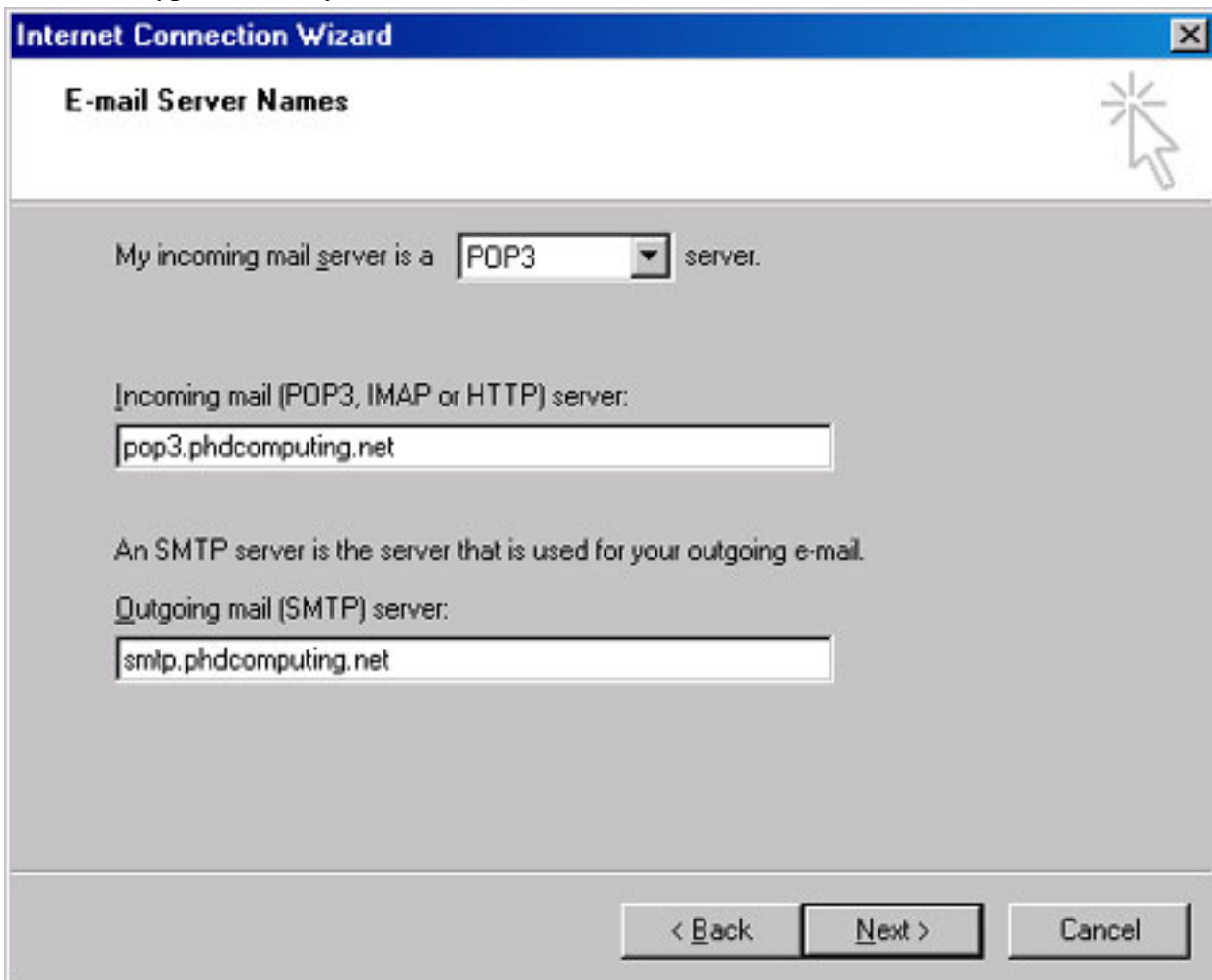
Outlook Express now needs to know your full E-Mail address. It is recommended that you enter your full, formal E-Mail address as given to you when you set your account up.

## Configuring Outlook Express for Your PhD E-Mail



The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet E-mail Address'. Below the title bar, there is a mouse cursor icon. The main text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this, there is a text input field labeled 'E-mail address:' containing the text 'btorres@warfield.com'. Underneath the input field, there is a smaller text example: 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Now that Outlook Express knows about you, it needs to know about the mail server. Specifically, it needs to know what type of server you want to connect to, and what the name is.



The screenshot shows the 'Internet Connection Wizard' window with the title 'E-mail Server Names'. Below the title bar, there is a mouse cursor icon. The main text reads: 'My incoming mail server is a  server.' Below this, there is a text input field labeled 'Incoming mail (POP3, IMAP or HTTP) server:' containing the text 'pop3.phdcomputing.net'. Below that, there is another text input field labeled 'Outgoing mail (SMTP) server:' containing the text 'smtp.phdcomputing.net'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

The server type you need to choose is POP3. The incoming server is named **pop3.phdcomputing.net**. The outgoing server is **smtp.phdcomputing.net**.

Since Outlook Express now knows the servers you will be using, it needs to know about your account on those servers. The account name is your full e-mail address.



### Note

Your login name must be your full e-mail address or you will get login errors

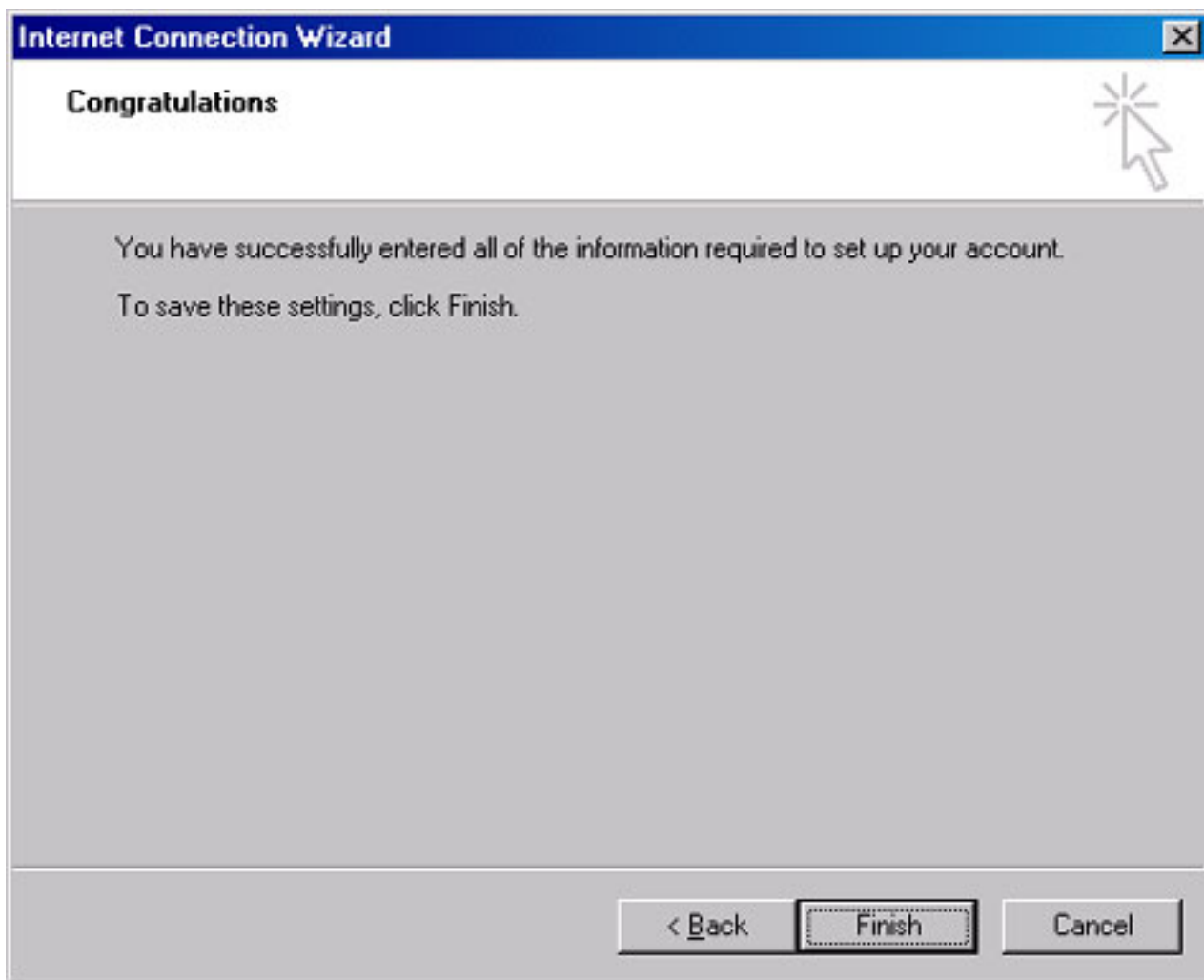
The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" containing "btorres@warfield.com" and "Password:" which is empty. Below the password field is a checkbox labeled "Remember password" which is unchecked. Further down, there is a paragraph: "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." Below this is another checkbox labeled "Log on using Secure Password Authentication (SPA)" which is also unchecked. At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".



### Note

It is recommended that you uncheck the box Remember Password. This is an extra security precaution. If you are not concerned about your e-mail security, you can check the box, be aware that it allows anyone who sits at your computer to access your e-mail.

After all this information has been entered, Outlook Express will tell you it is done requesting information, and that your account is set up. Once you click Finish, the setup of Outlook Express will be complete.



## 2. Connecting to the E-Mail Server

### 2.1. Logging Onto The Mail Server

Every time you start Outlook Express, it connects to the mail server, and you will need to provide your password. The username you entered when you set up your account will automatically be entered in the username field.



#### Note

It is recommended that you do not check the box Remember Password. This is an extra security precaution. If you are not concerned about your e-mail security, you can check the box, be aware that it allows anyone who sits at your computer to access your e-mail.

The screenshot shows a Windows-style dialog box titled "Logon - pop3.phdcomputing.net". Inside the dialog, there is a yellow padlock icon and the text "Please enter your user name and password for the following server." Below this, the word "Logon" is displayed. The "Server:" field is pre-filled with "pop3.phdcomputing.net". The "User Name:" field contains "btorres@warfield.com". The "Password:" field is filled with seven asterisks. At the bottom of the input area, there is an unchecked checkbox labeled "Remember Password". At the very bottom of the dialog are two buttons: "OK" and "Cancel".