Outlook Express Settings USER GUIDE



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Overview

In order to use Outlook Express with your Windstream Hosted Email, please follow the steps in this guide.

Step 1: Tools

Open Outlook Express. If this is your first time using this program, a setup wizard will appear to help you setup your email account. If you do not see a setup wizard, click **Tools** on the top menu and then select **Accounts**. Click on the **Mail** tab at the top and click **Add**, then **Mail**.

🗐 Outlook Express		
<u>Eile E</u> dit <u>V</u> iew	<u>T</u> ools <u>M</u> essage <u>H</u> elp	
	Send and Receive	۲
Create Mail Sen	Synchronize All Synchronize Folder	
😂 Outlook Ex	Mark for Offline	Þ
Folders	Address Book Ctrl+Shift+B Add Sender to Address Book	
🖻 🦃 Local Folders	Message <u>R</u> ules	۲
- 🌾 Outbox	Accounts	
- 🌾 Sent Items	Options	

Step 2: Setup Wizard

In the setup wizard, fill-in your **Display Name**. This is the name others will see when you email them. Click **Next**.

Internet Connection Wizard		×
Your Name		×
When you send e-mail, you Type your name as you wo	ir name will appear in the From field of the outgoing messag uld like it to appear.	ge.
<u>D</u> isplay name:	For example: John Smith	
	< <u>B</u> ack <u>N</u> ext > Ca	ancel

Step 3: E-Mail Address

Enter your full email address in the E-mail address field and click Next.

Internet Connection Wizard		X
Internet E-mail Address		${\sim}$
Your e-mail address is the a	address other people use to send e-mail messages to you.	
<u>E</u> -mail address:	email@domain.tld	
	For example: someone@microsoft.com	
	< <u>B</u> ack <u>N</u> ext> C	ancel

Step 4: Server Settings

On the Email Server Names screen, fill in the Incoming and Outgoing server names and click Next.

Use the image and chart below for the correct server names.

Server Settings		
Incoming Server (POP)	mail.windstreamhosting.com	
Incoming Server (IMAP)	mail.windstreamhosting.com	
Outgoing Server (SMTP)	mail.windstreamhosting.com	
Incoming Server (SSL)	securemail.windstreamhosting.com	
Outgoing Server (SSL)	securemail.windstreamhosting.com	
Username	Your entire email address	
Password	Your email address password	

I

nternet Connection Wizard	×
E-mail Server Names	×
My incoming mail <u>s</u> erver is a POP3 Server.	
Incoming mail (POP3, IMAP or HTTP) server:	
mail.windstreamhosting.com	
An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server:	
mail.windstreamhosting.com	
< <u>B</u> ack 1	Next > Cancel

Step 5: Login Info

. Fill in your Account name and Password. Make sure the Account name is your full email address.

Internet Connection Wizard		X
Internet Mail Logon		ž
Type the account name and	password your Internet service provider has given you.	
Account name:	email.domain.tld	_
Password:		
If your Internet service provide (SPA) to access your mail acc Authentication (SPA)' check b I Log on using <u>S</u> ecure Pass	✓ Remember password r requires you to use Secure Password Authentication ount, select the 'Log On Using Secure Password ox. word Authentication (SPA)	
	< <u>B</u> ack <u>N</u> ext > Ca	ancel

Step 6: Finish

Click the **Finish** button to finish setting up your account.

Internet Connection Wizard	X
Congratulations	×
You have successfully entered all of the information required to set up your account.	
To save these settings, click Finish.	
< <u>B</u> ack [Finish] Ca	ancel

Step 7: Internet Accounts

You will now be at the Internet Accounts screen. Select your mail account that was just setup and click **Properties**.

In	ternet Accounts			? ×
	All Mail News	Directory Service	•]	Add
	Account	Туре	Connection	<u>R</u> emove
	Mail.windstreamh	mail (default)	Any Available	Properties
				Set as <u>D</u> efault
				Import
				Export
				<u>S</u> et Order
				Close

Step 8: Servers Tab

Click the Servers tab at the top. Now, under **Outgoing Mail Server**, check the option for **My** server requires authentication.

😪 mail.windstreamhosting.com Properties 🛛 🔹 🔀		
General Servers Connection Security Advanced		
Server Information		
My incoming mail server is a POP3 server.		
Incoming mail (POP3): mail.windstreamhosting.com		
Outgoing mail (SMTP): mail.windstreamhosting.com		
Incoming Mail Server		
Agcount name: email.domain.tld		
Password:		
I▼ Remember pass <u>w</u> ord		
Log on using Secure Password Authentication		
Outgoing Mail Server		
My server requires authentication Settings		
OK Cancel Apply		

Step 9: Advanced Tab

Click the **Advanced** tab at the top. Make sure the server port numbers for the Outgoing (SMTP) and Incoming mail servers match the settings below.

Default Port Settings		
Incoming Server	110	
Outgoing Server	25	

IMAP Port Settings		
Incoming Server	143	
Outgoing Server	25	

SSL Port Settings		
Incoming Server	995	
Outgoing Server	465	

Note: Outgoing port of 1025 can be used if your service provider blocks port 25.

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amail.windstreamhosting.com Properties
General Servers Connection Security Advanced
Server Port Numbers
Qutgoing mail (SMTP): 25
This server reguires a secure connection (SSL)
Incoming mail (POP3): 110
This server requires a secure <u>c</u> onnection (SSL)
Server Timeouts Short Long 1 minute
Sending
☐ <u>B</u> reak apart messages larger than 60 KB
Delivery
Leave a copy of messages on server
🗖 🗄 emove from server after 🗧 🚊 day(s)
☐ Remove from server when deleted from 'Deleted Items'
OK Cancel Apply

Step 10: Apply

Click **Apply** and then **OK** at the bottom. Your mail account is now setup. You may try to send and receive email.

data. voice. network. cloud.

