Outlook Express Settings
USER GUIDE

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CONTENTS

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**.
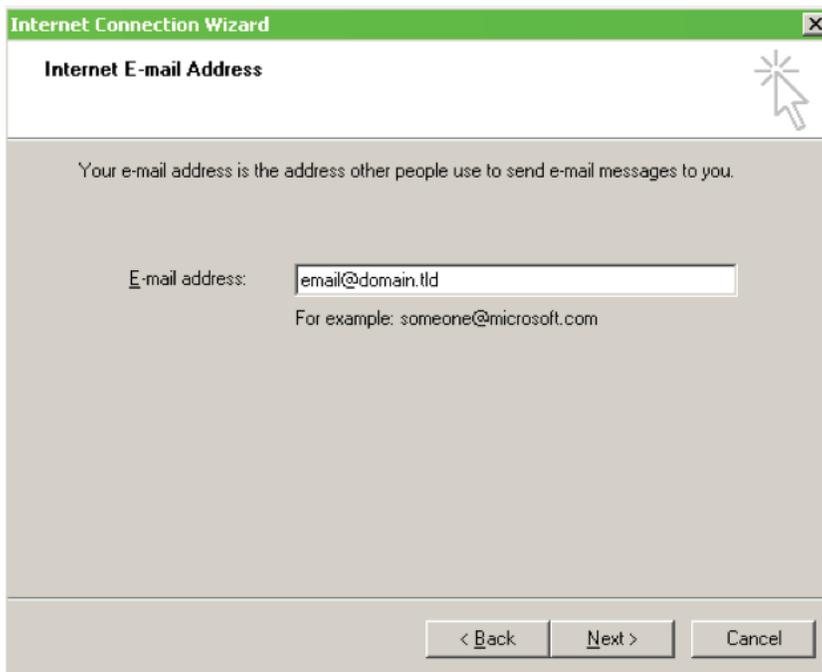

Step 2: Setup Wizard

In the setup wizard, fill-in your **Display Name**. This is the name others will see when you email them. Click **Next**.
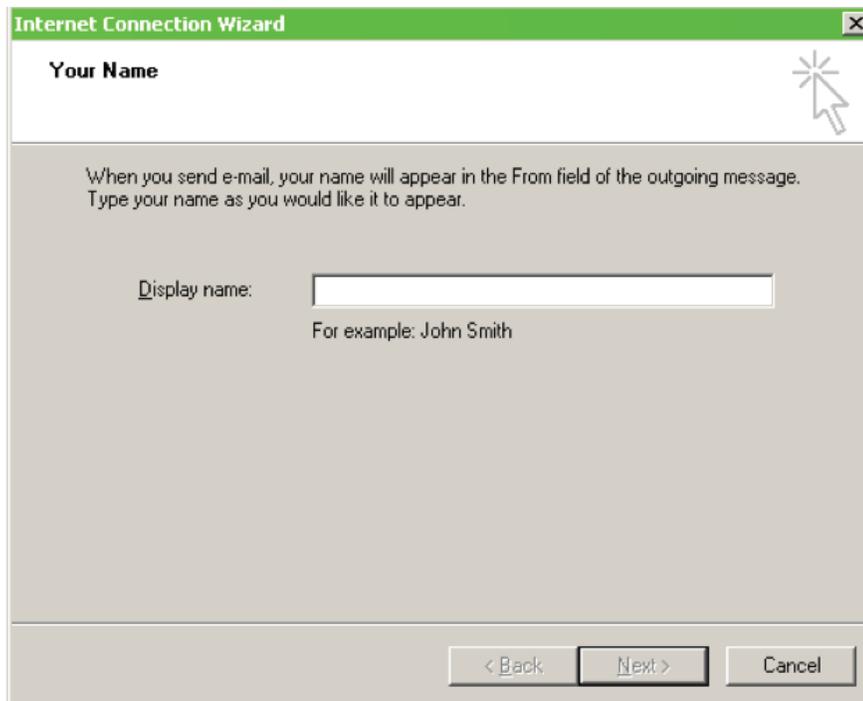
Step 3: E-Mail Address

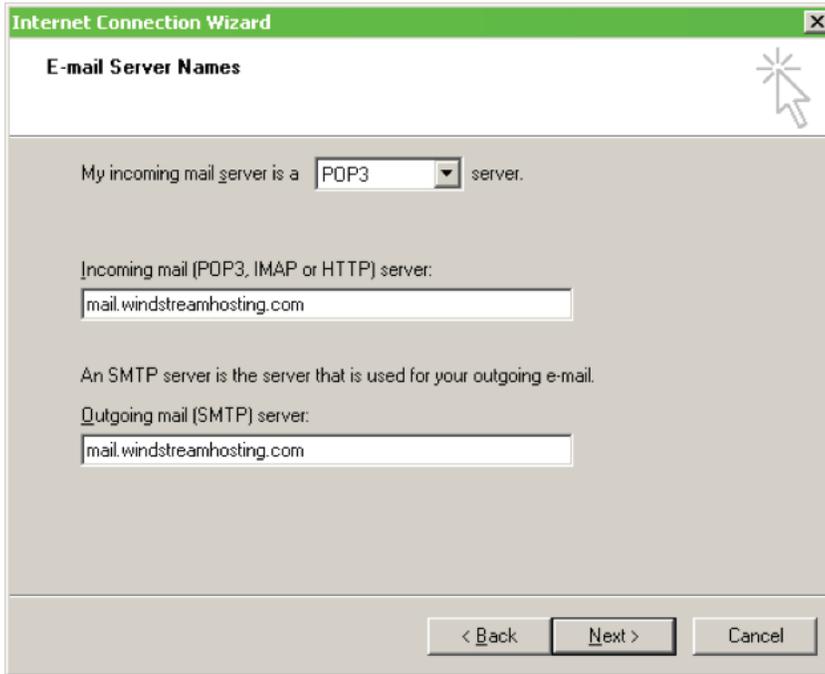Enter your full email address in the **E-mail address** field and click **Next**.

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

E-mail Server Names

My incoming mail server 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.

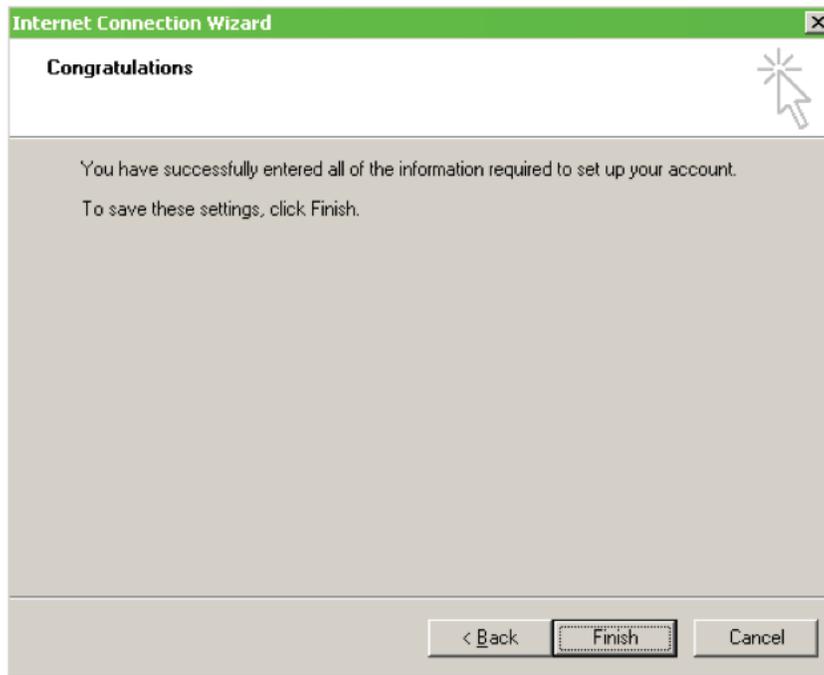Outgoing mail (SMTP) server:

mail.windstreamhosting.com

[< Back] [Next >] [Cancel]

Step 5: Login Info

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

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name: email.domain.tld

Password: ••••••••

☑ Remember password

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.

☑ Log on using Secure Password Authentication (SPA)
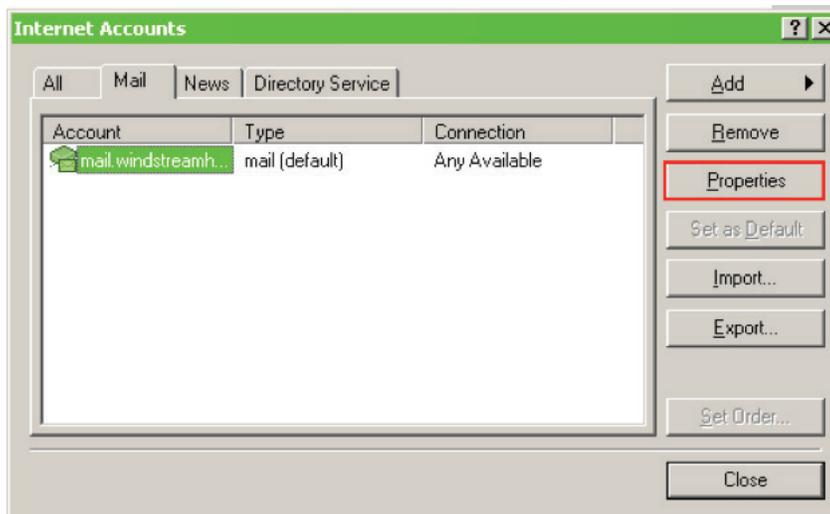
[< Back] [Next >] [Cancel]

Step 6: Finish

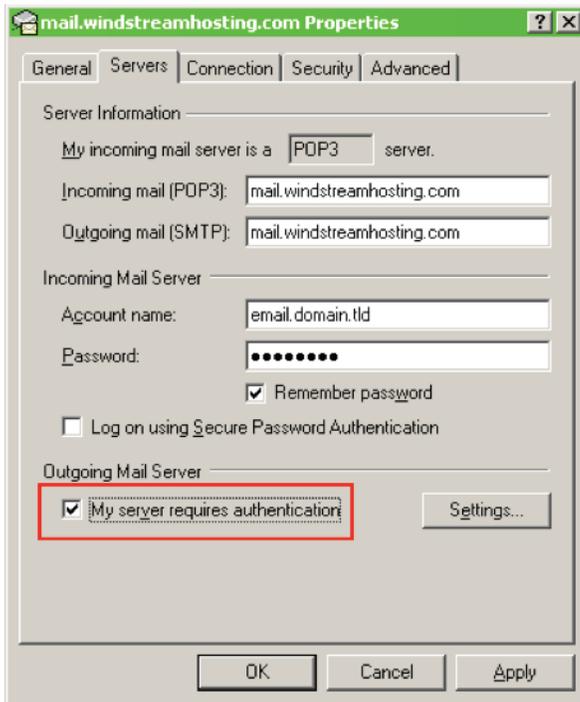Click the **Finish** button to finish setting up your account.

Step 7: Internet Accounts

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

Step 8: Servers Tab

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


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.
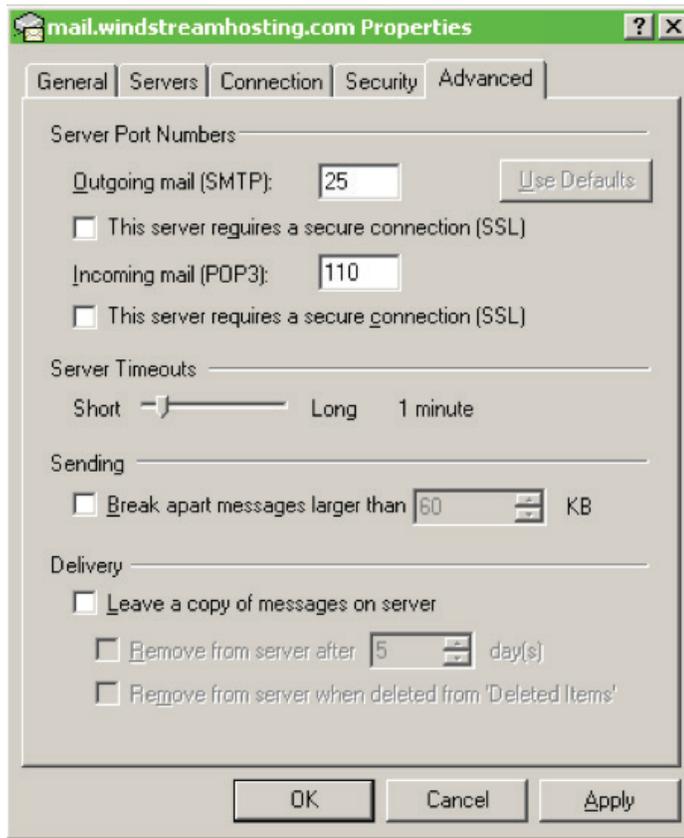
Step 10: Apply

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

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