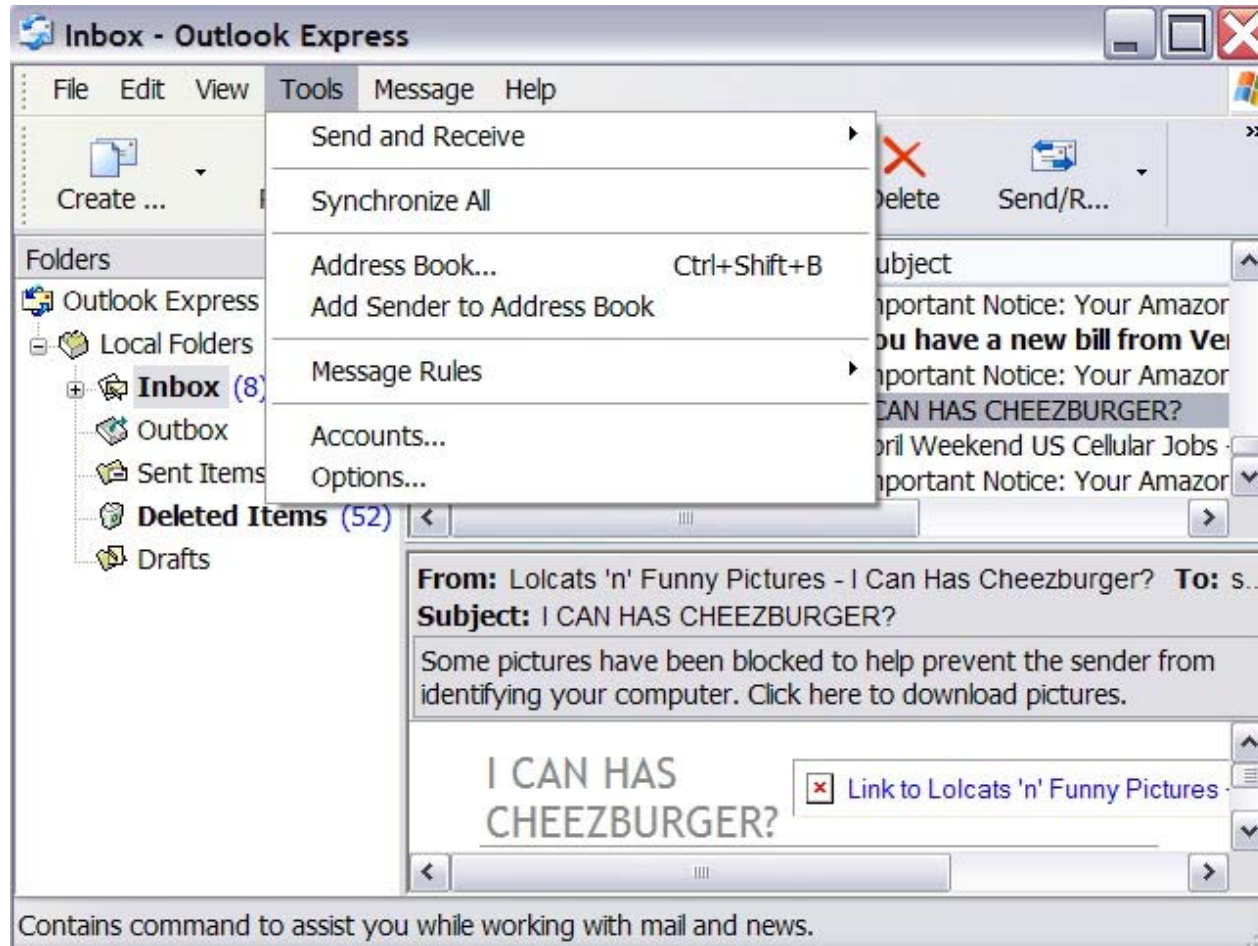
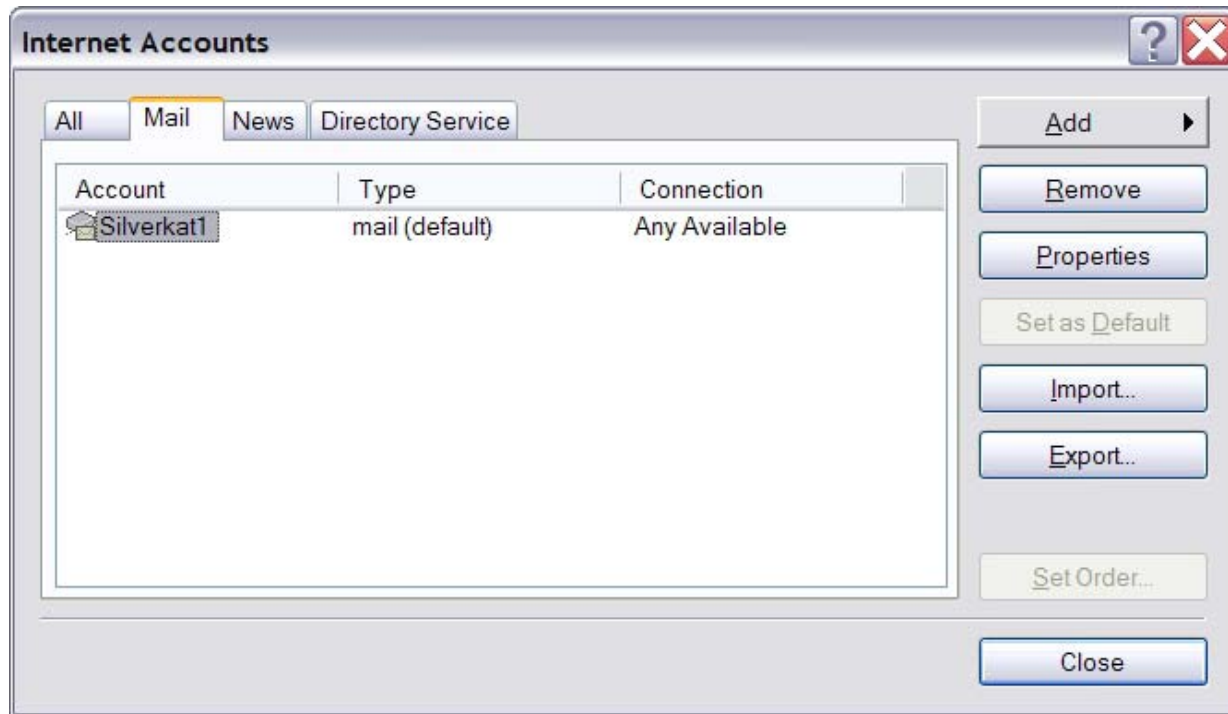


Configure Outlook Express to Check Bburyes Email

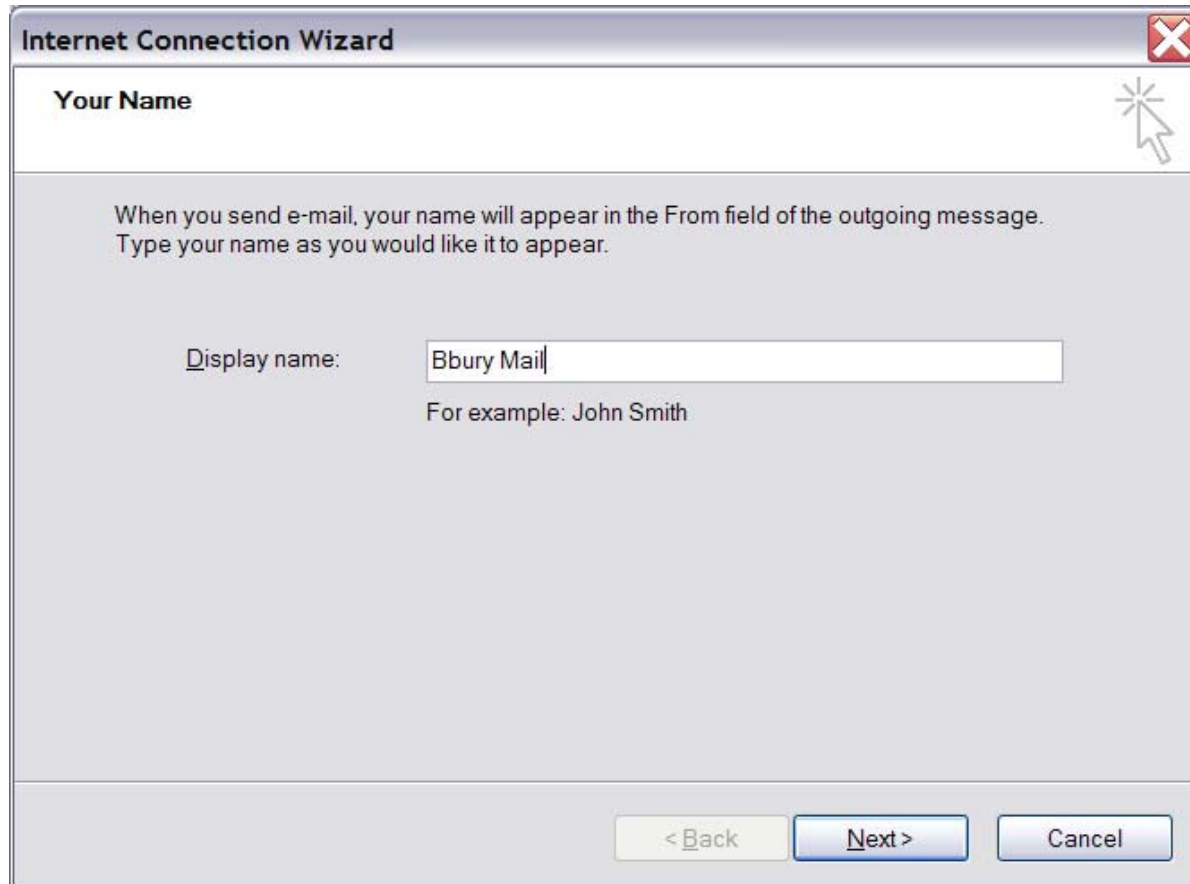
1. Open Outlook Express and click on “tools” in the menu bar.



2. Select “Accounts, then “Add”, then “mail”.



3. Name the mail account. Use your own name here. Click “next”.



The image shows a screenshot of the 'Internet Connection Wizard' dialog box. The title bar reads 'Internet Connection Wizard' and has a red close button in the top right corner. The main area is titled 'Your Name' and contains the following text: '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 'Bbury Mail'. Underneath the input field is the example text 'For example: John Smith'. At the bottom of the dialog box are three buttons: '< Back' (disabled), 'Next >' (active), and 'Cancel'.

Internet Connection Wizard

Your Name

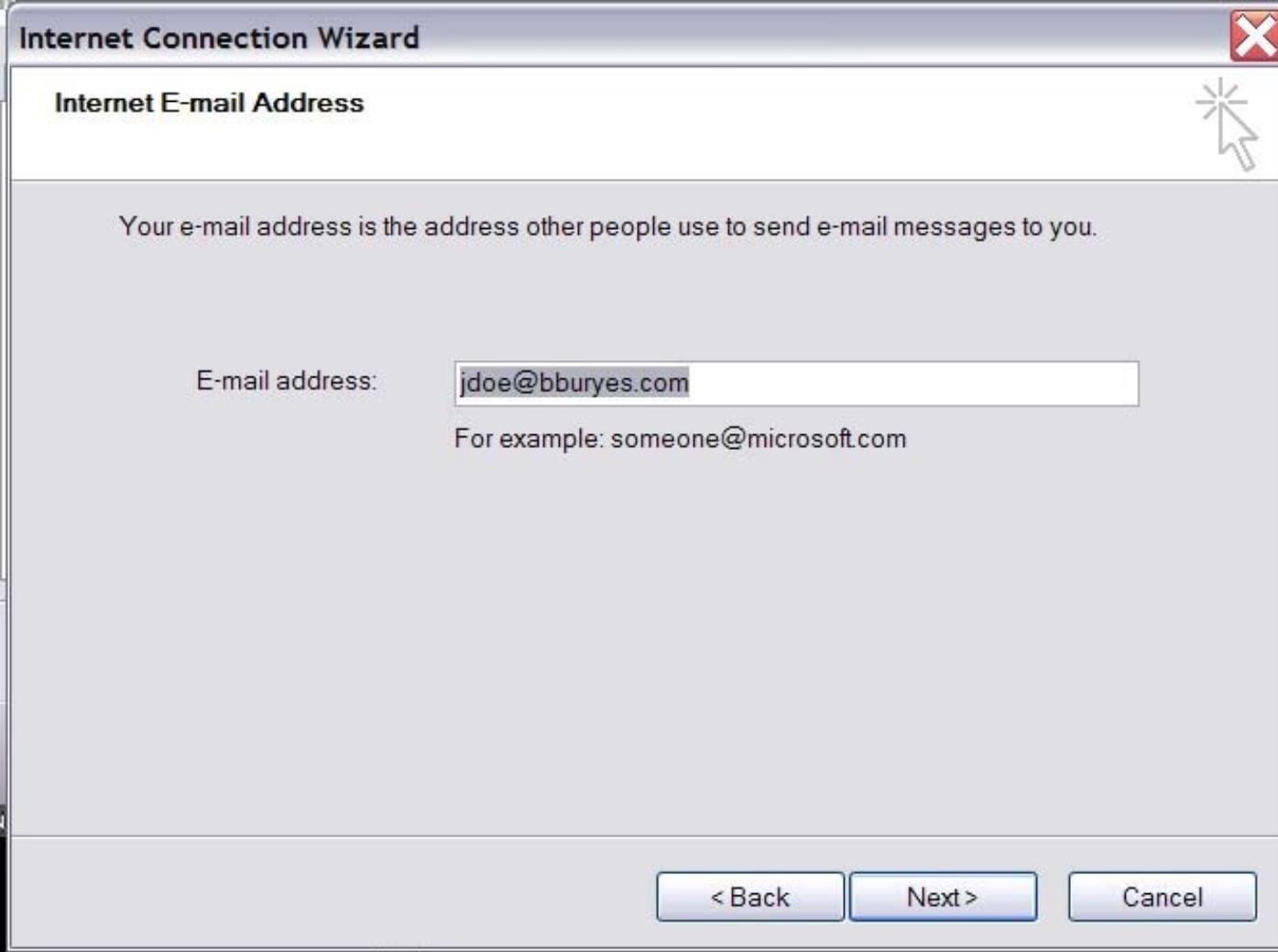
When you send e-mail, your name will appear in the From field of the outgoing message.
Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back Next > Cancel

4. Enter your complete email address. Click “next”.



The image shows a screenshot of the 'Internet Connection Wizard' dialog box, specifically the 'Internet E-mail Address' step. The window title is 'Internet Connection Wizard' and the step title is 'Internet E-mail Address'. The text inside the dialog reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this, there is a label 'E-mail address:' followed by a text input field containing 'jdoe@bburyes.com'. Underneath the input field, there is an example: 'For example: someone@microsoft.com'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is visible over the 'Next >' button.

Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back Next > Cancel

5. In “Incoming Mail Server” window enter mail.bburyes.com
6. Do the same in the “Outgoing Mail Server” window. Click “next”.

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

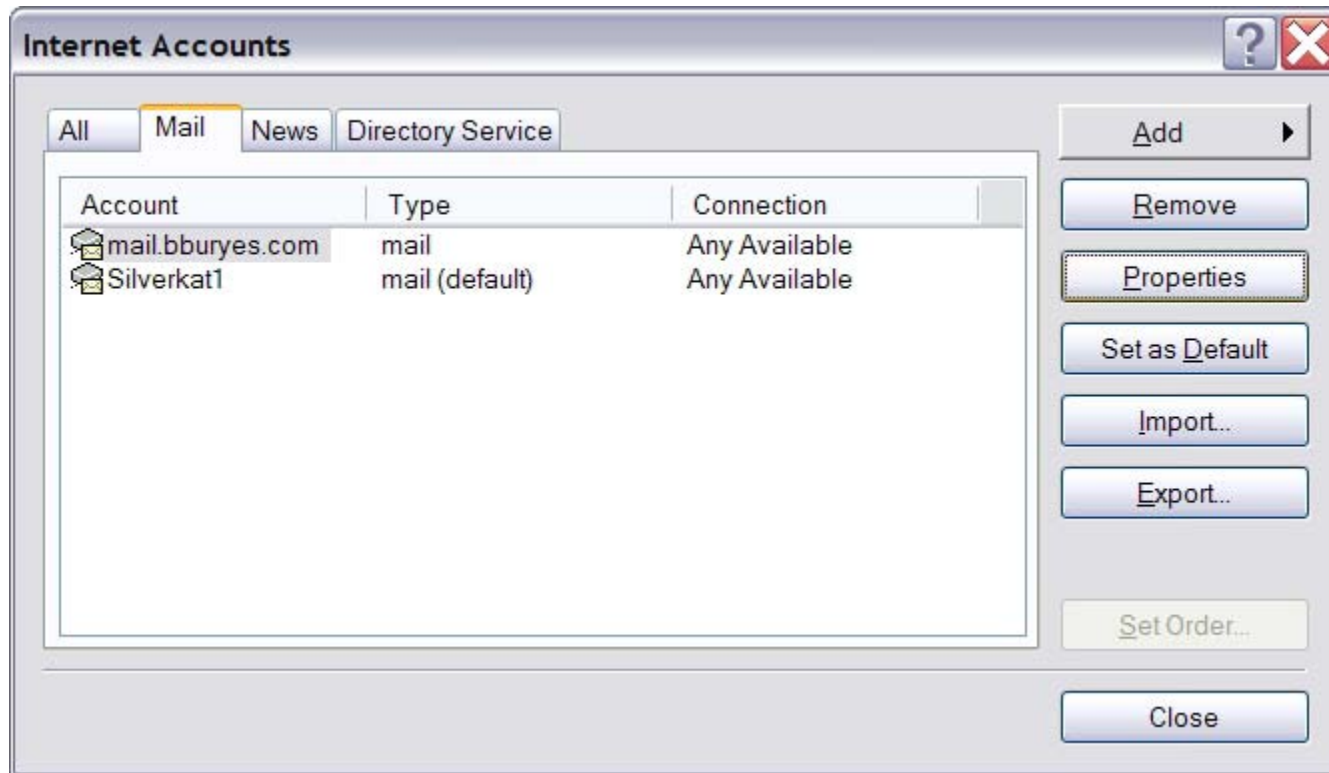
7. Enter your complete email address in the “Account name” window. Enter your password in the “Password” window and leave “Remember password” checked. Click “next”.

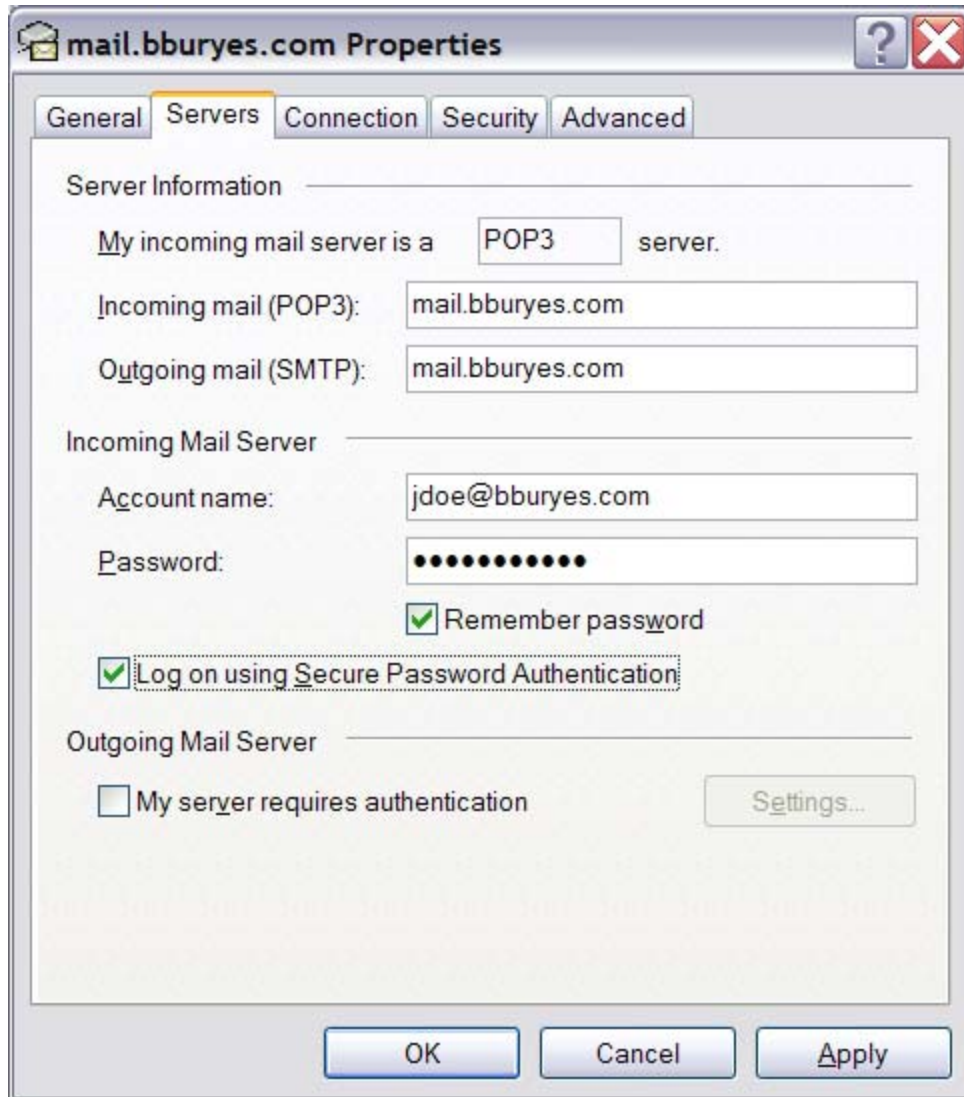


The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog contains the following elements:

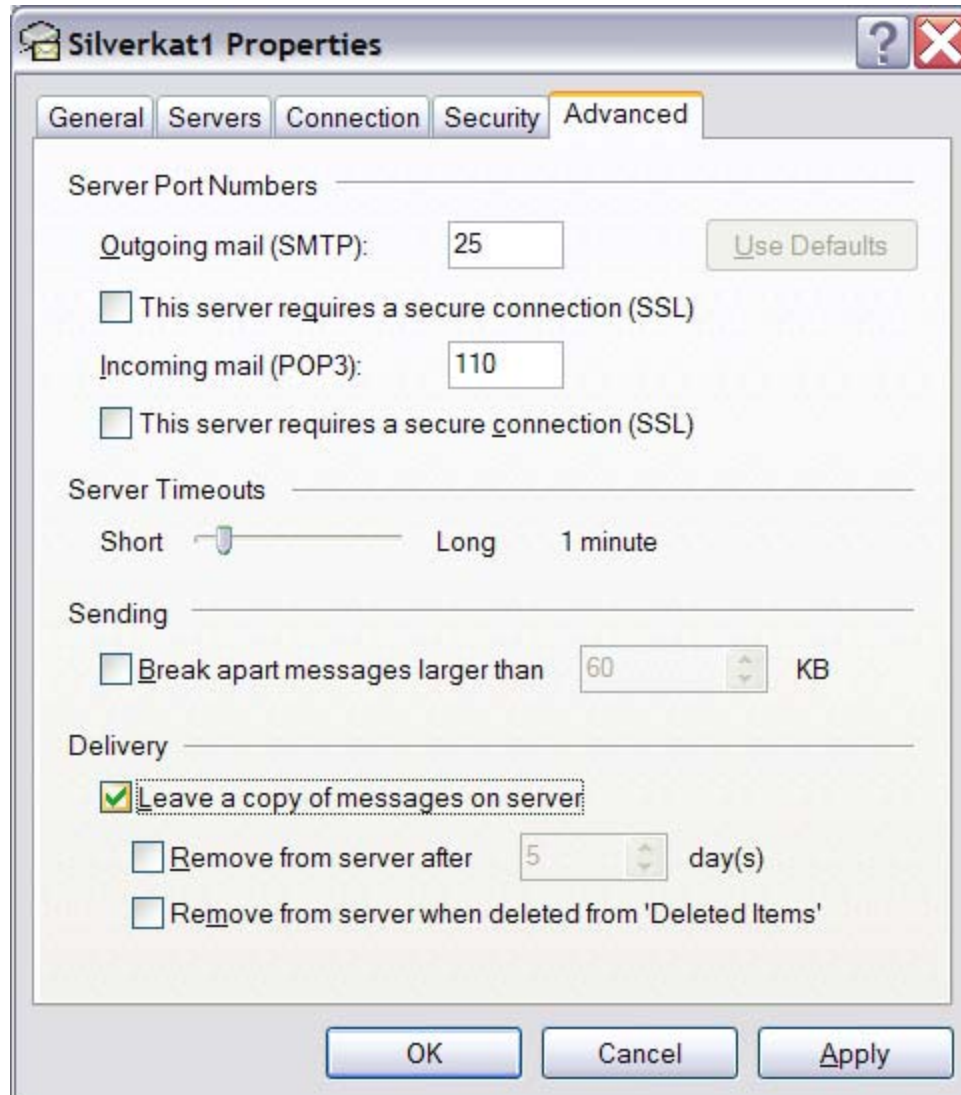
- A title bar with a close button (X) in the top right corner.
- A sub-header "Internet Mail Logon" with a help icon (a starburst with a mouse cursor) to its right.
- Instructional text: "Type the account name and password your Internet service provider has given you."
- An "Account name:" label followed by a text input field containing "jdoe@bburyes.com".
- A "Password:" label followed by a password input field containing ten black dots.
- A checked checkbox labeled "Remember password".
- Additional text: "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."
- An unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- At the bottom, three buttons: "< Back", "Next >", and "Cancel".

8. In the Internet Accounts window click “Properties”.





9. Click the “Servers” tab and then check the box next to “Log on using Secure Password Authentication.”



10. Click on the “Advanced” tab. Check the “Leave a copy of messages on server” box. Also check “Remove from server after 5 days” box. You can adjust this to as many days as you want. If you don’t check this box you’ll have to log onto webmail through the website and delete mail manually.

11. Click “apply”. Now you are ready to check mail using Outlook Express.