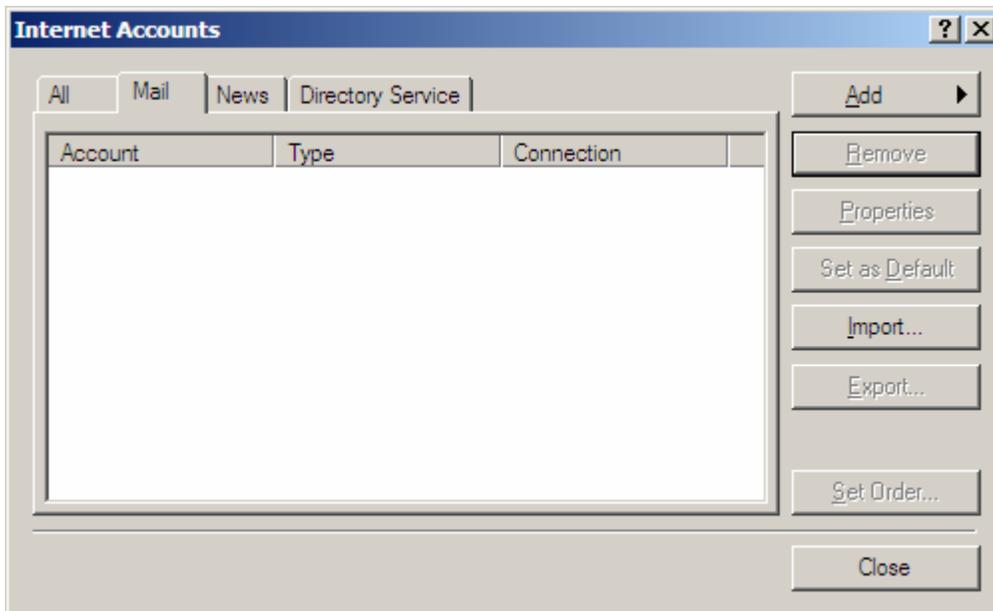
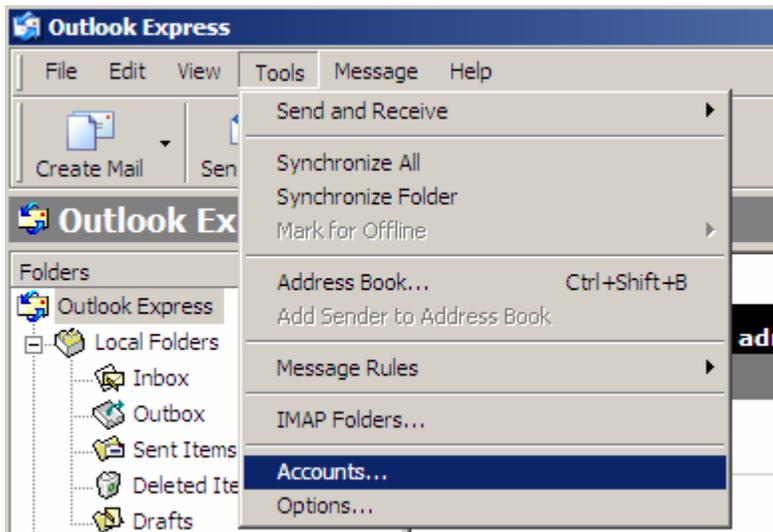
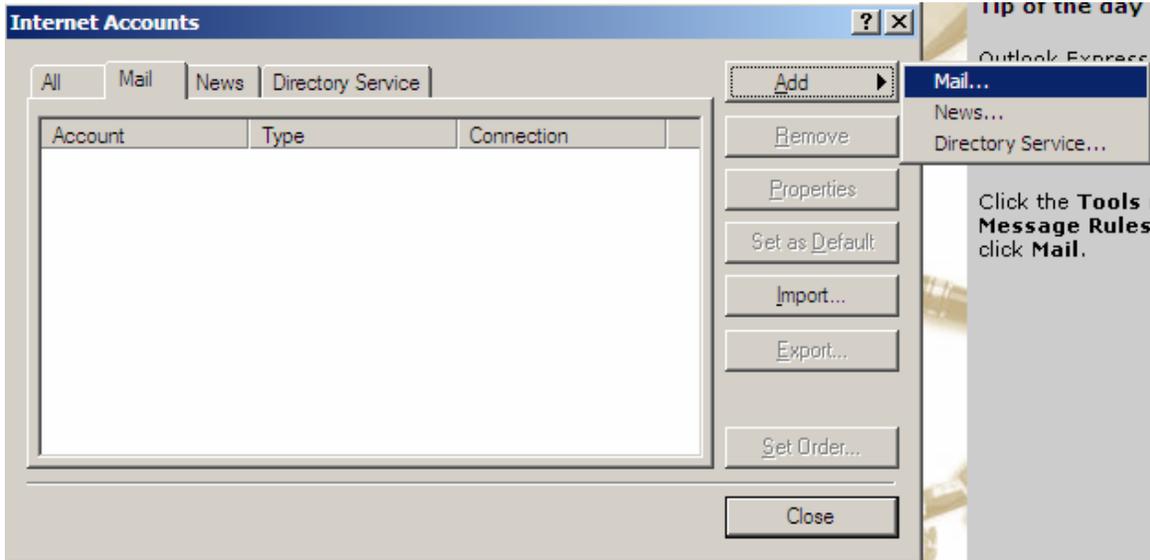


Receiving Merit Email Using Outlook Express

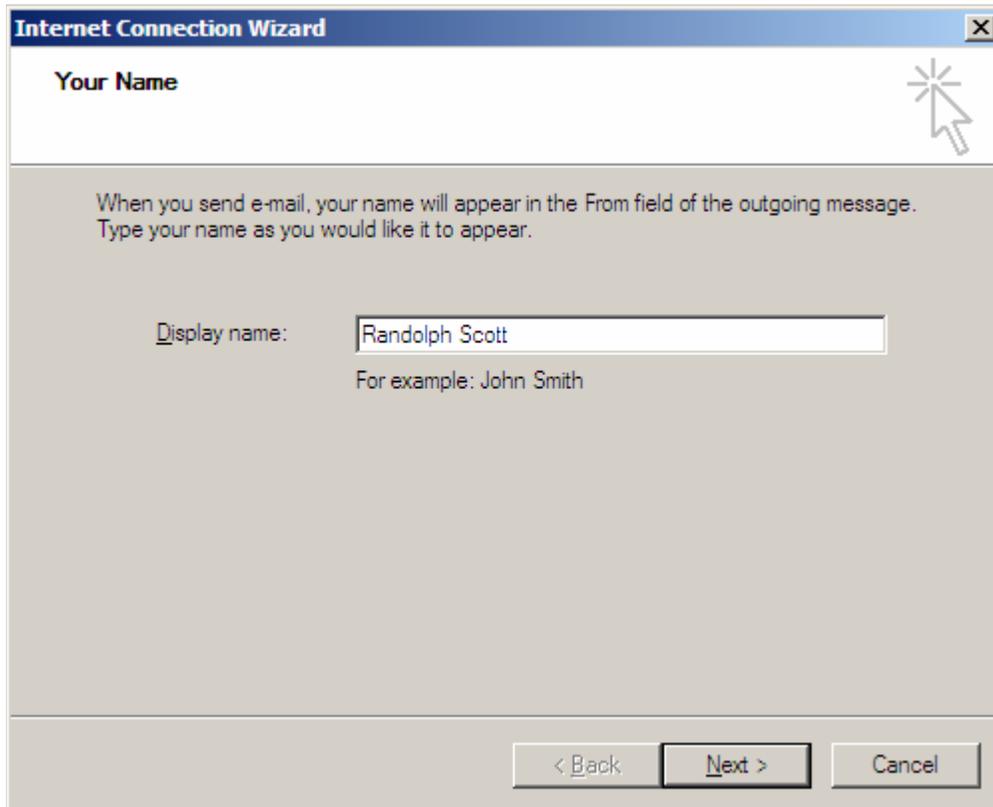
1. Open Outlook Express. Select “**Accounts**” in the **Tools** menu to open the **Internet Accounts** screen.



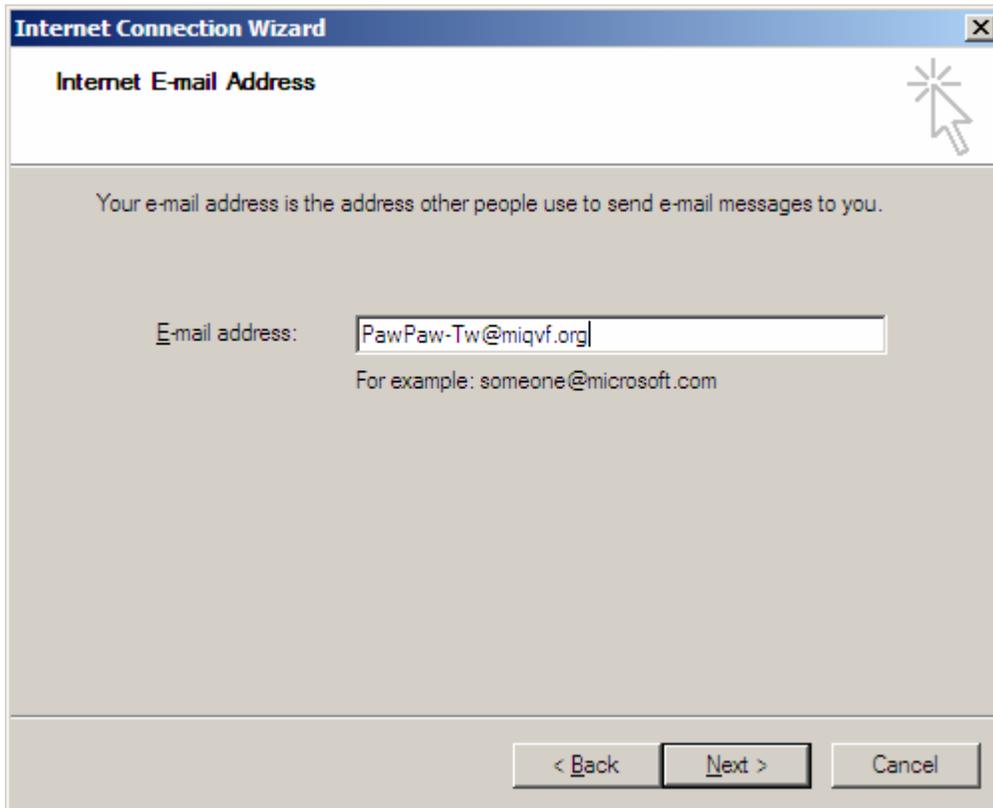
2. Select the **Mail** tab, click the “**Add**” button and select “**Mail**” from the menu



3. Type in the name you want to appear in the “**From**” field of your outgoing mail and click “**Next**”.

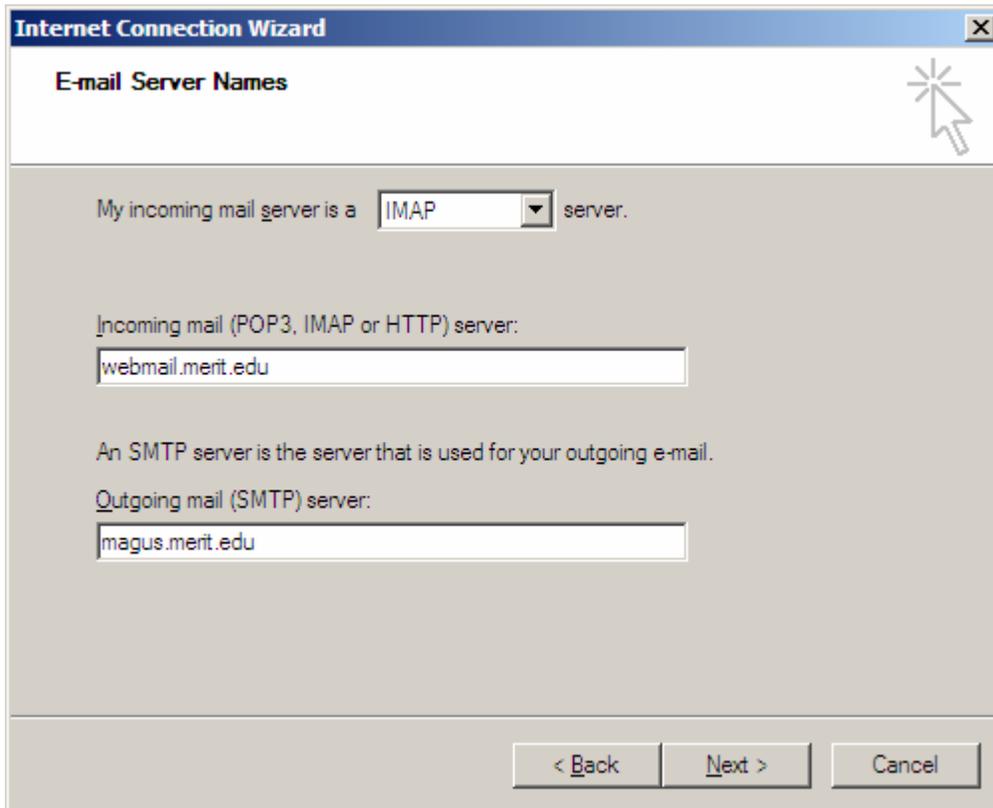


4. Type your email address in the **E-mail address** field and click “**Next**”.



The image shows a screenshot of the "Internet Connection Wizard" dialog box, specifically the "Internet E-mail Address" step. The window title bar reads "Internet Connection Wizard" and "Internet E-mail Address". The main text says, "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 "PawPaw-Tw@miqvf.org". Underneath the input field, it says "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.

5. Select the type of incoming email server and type in the server addresses.



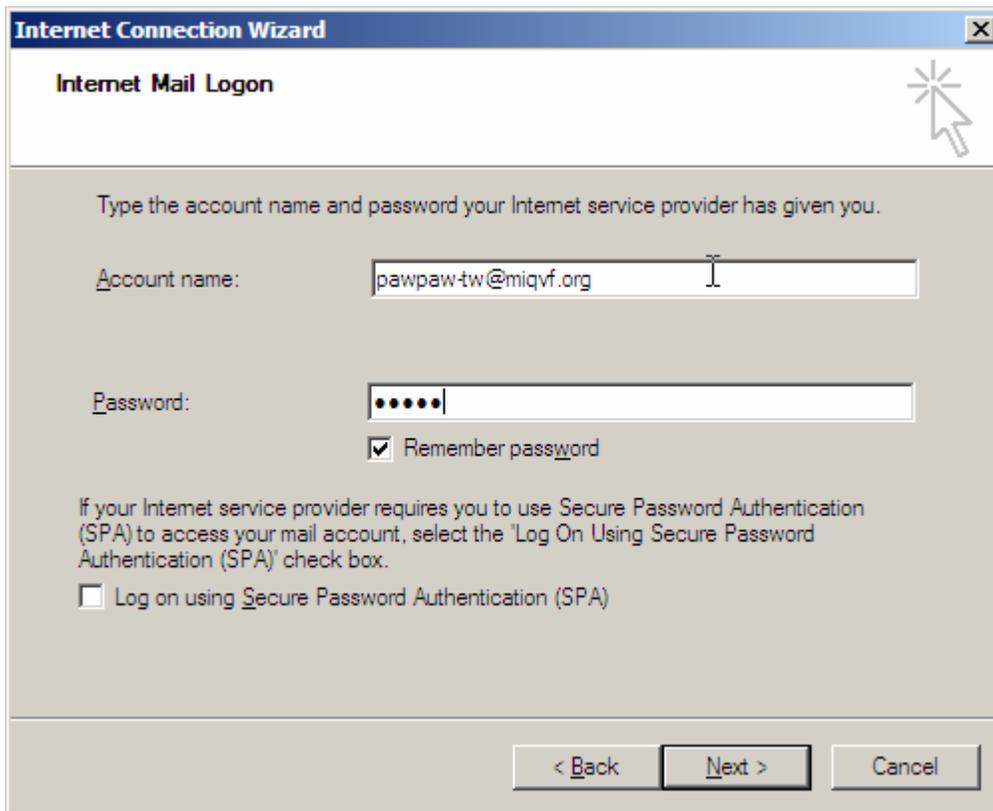
The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The window contains the following text and input fields:

- "My incoming mail server is a server." (The dropdown menu is currently set to "IMAP")
- "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text box containing "webmail.merit.edu"
- "An SMTP server is the server that is used for your outgoing e-mail."
- "Outgoing mail (SMTP) server:" followed by a text box containing "magus.merit.edu"

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

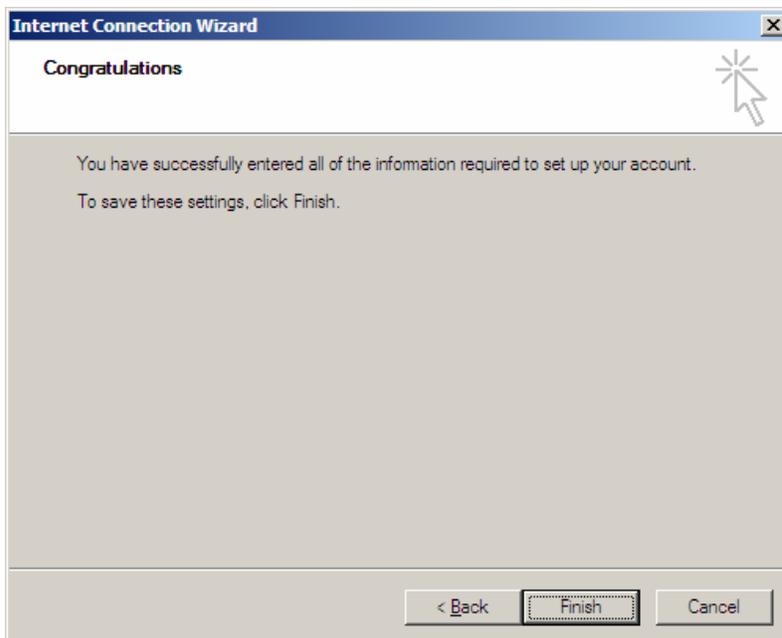
- A. Select IMAP from the menu
- B. Type **webmail.merit.edu** as the incoming mail server.
- C. Type **magus.merit.edu** as the outgoing mail server.
- D. Click the "**Next**" button.

6. Type in your **Account name** (email address) and your **Password**. Click the **Next** button.



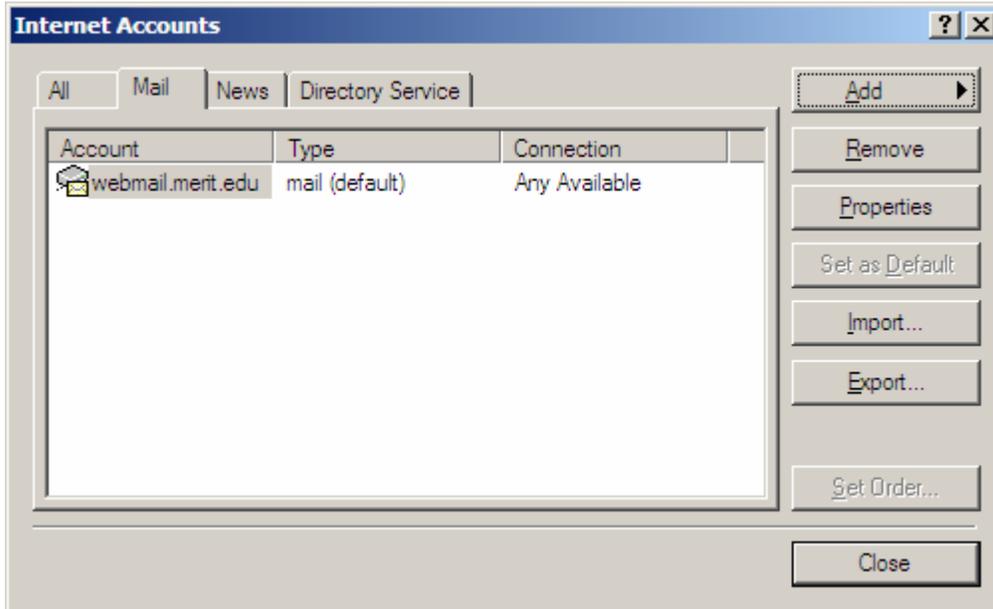
The screenshot shows the 'Internet Mail Logon' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text prompt: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the value 'pawpaw-tw@miqvf.org' and 'Password:' with five dots. A checked checkbox labeled 'Remember password' is below the password field. Below that, there is a text prompt: '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.' and an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Click the **Finish** button.

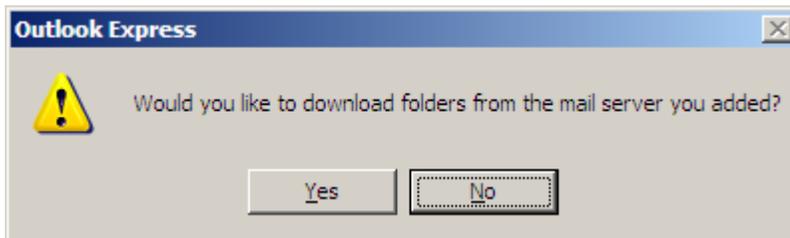


The screenshot shows the 'Congratulations' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Congratulations'. Below the heading, there is a text prompt: 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.' At the bottom, there are three buttons: '< Back', 'Finish', and 'Cancel'.

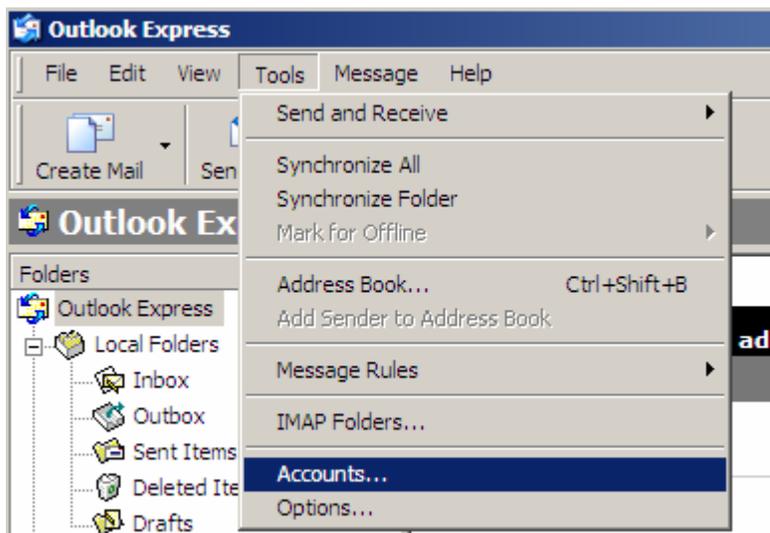
8. Select the “**Close**” button to close the **Internet Accounts** screen.



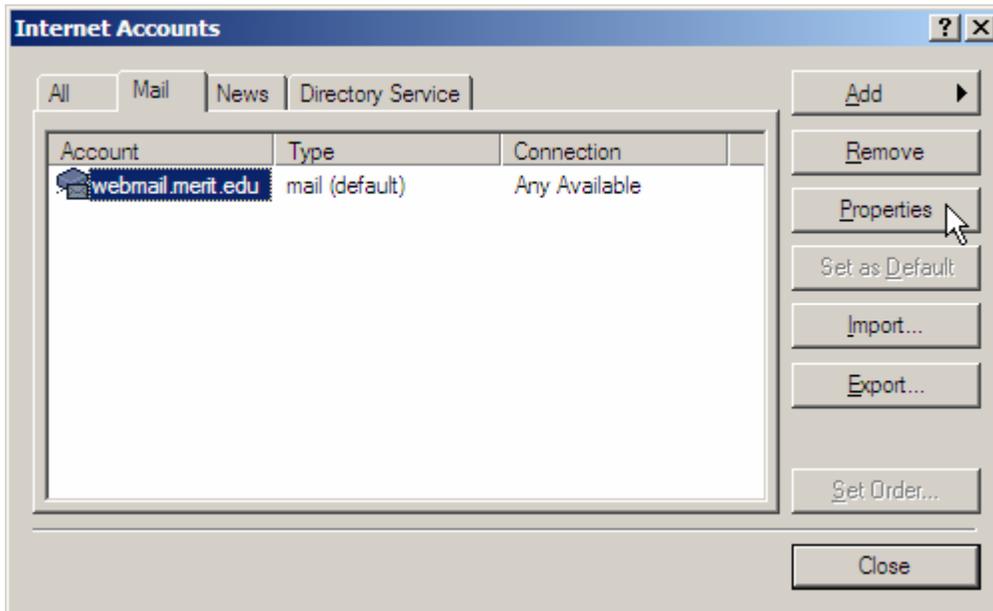
9. Select the “**No**” button when asked to download folders from the mail server.



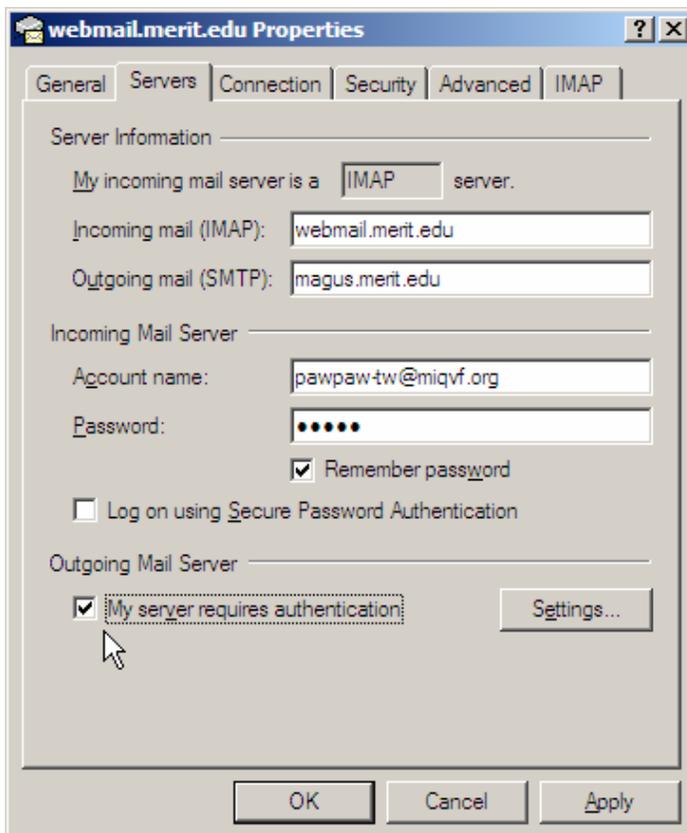
10. Once again select “**Accounts**” in the Tools menu.



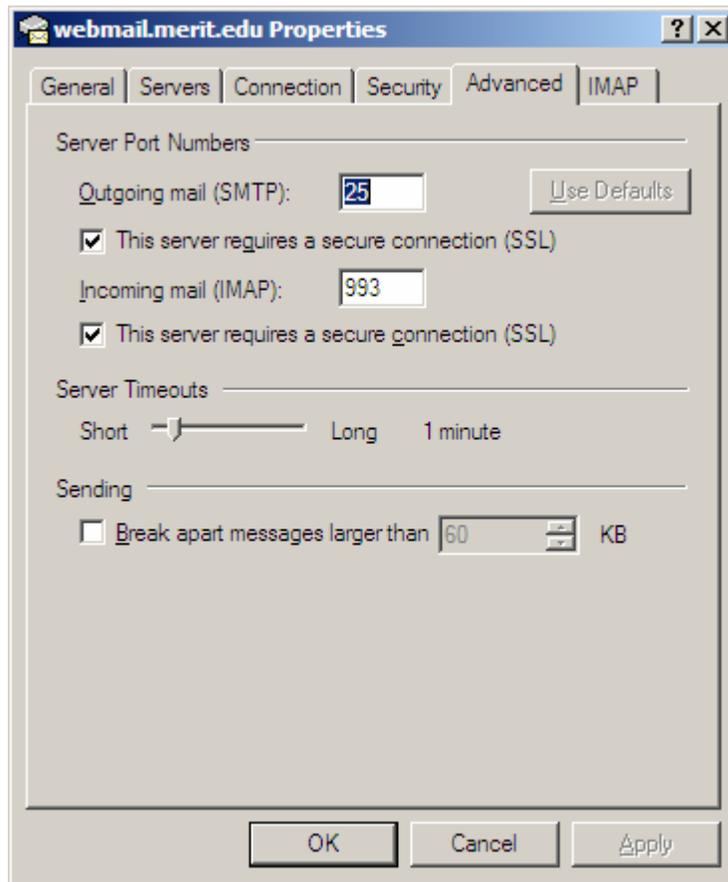
11. Select the **Mail** tab and highlight your email account. Click the **“Properties”** button to open the **Properties** screen.



12. Select the **“Servers”** tab to view your email server settings. Check the box next to **“My server requires authentication”**.



13. Now select the **Advanced** tab so that the **Port Numbers** can be set.



- A. The port number for the **Outgoing Mail** should be set to “25”.
- B. The port for the **Incoming Mail** should be set to “993”.
- C. Put check marks in both “**This server requires a secure connection (SSL)**” fields
- D. Click “**OK**”.

14. Select the “**Yes**” button when asked to download folders from the mail server.

