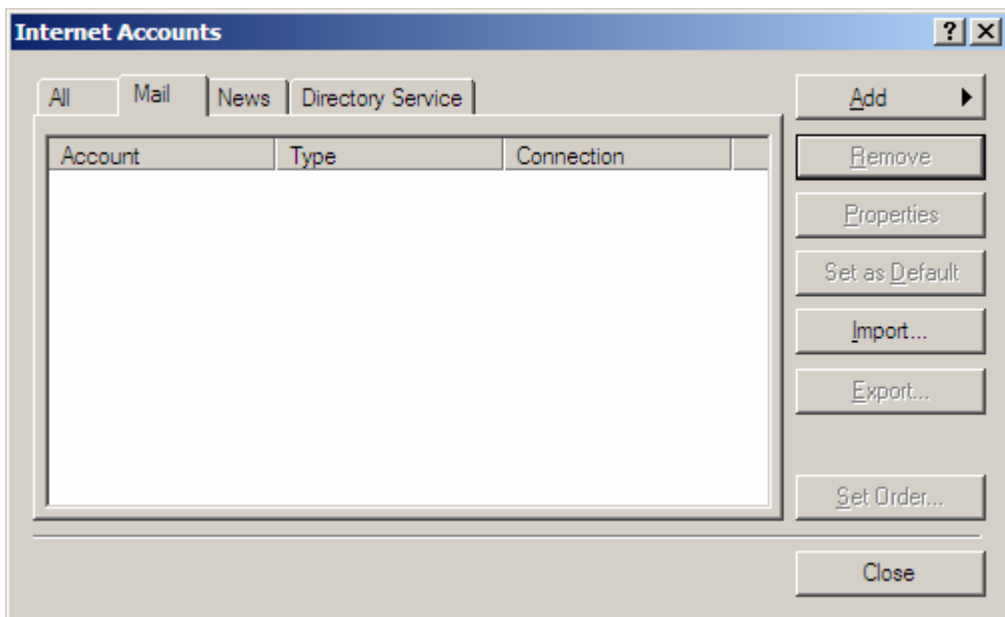
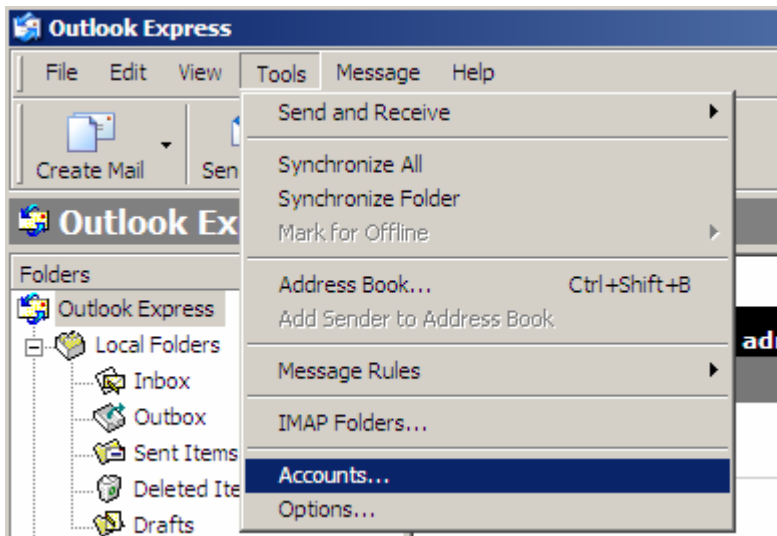
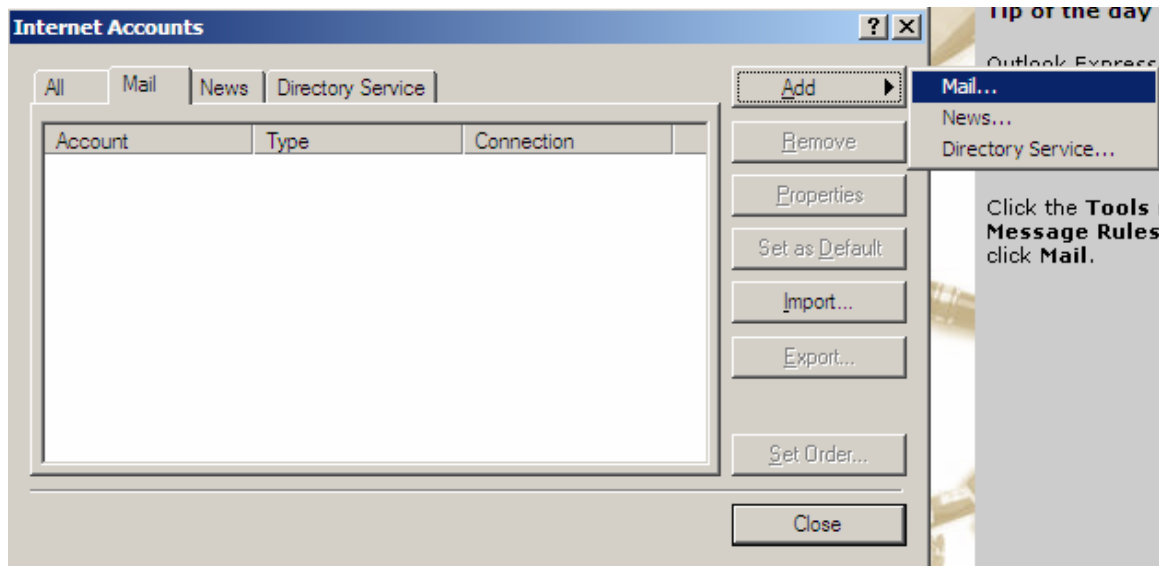


Receiving Merit Email Using Outlook Express

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



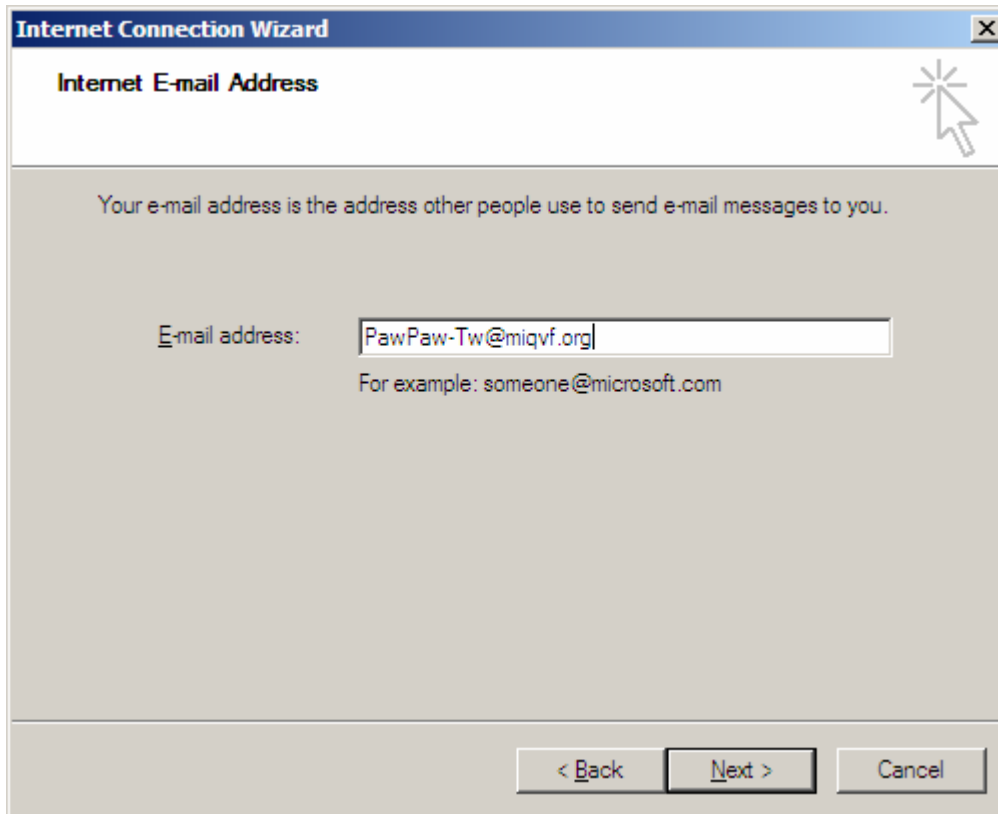
2. Select the **Mail** tab, click the “**Add**” button and select “**Mail**” from the menu



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' window, specifically the 'Internet E-mail Address' step. The window has a blue title bar with the text 'Internet Connection Wizard' and a close button. Below the title bar, the text 'Internet E-mail Address' is displayed. A mouse cursor is pointing at a star icon in the top right corner. The main area of the window contains the text: '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 'PawPaw-Tw@miqvf.org'. Underneath the input field, there is a hint text: 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Internet Connection Wizard

Internet E-mail Address

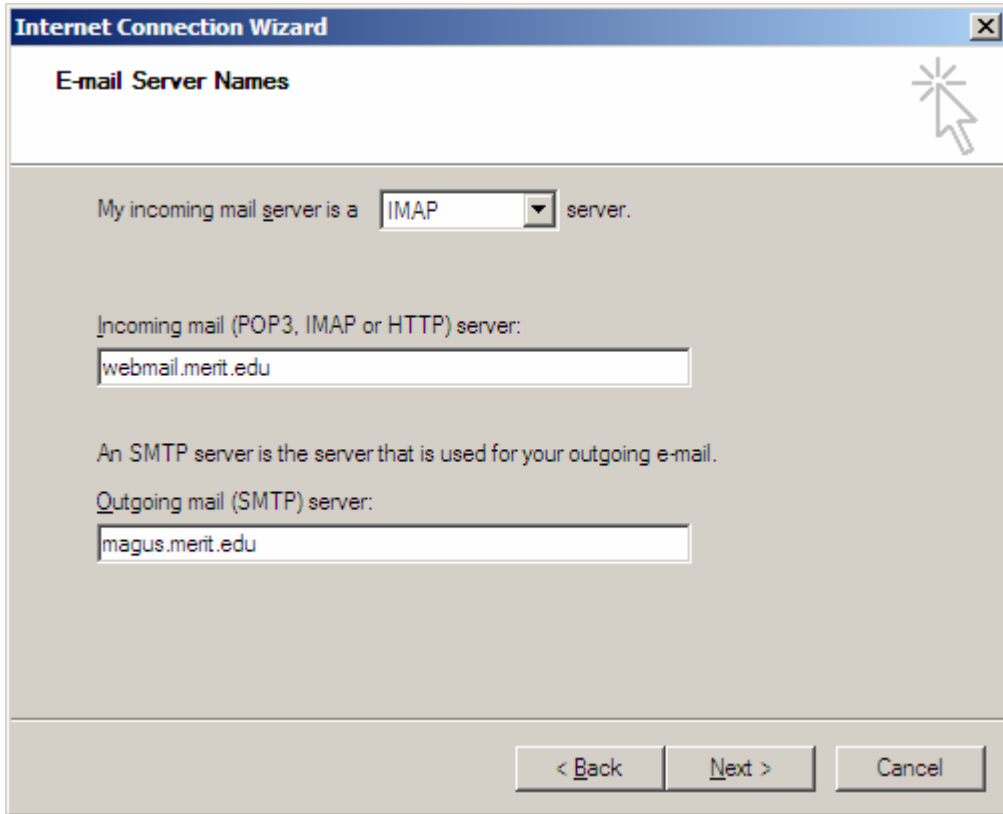
Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address: PawPaw-Tw@miqvf.org

For example: someone@microsoft.com

< Back Next > Cancel

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



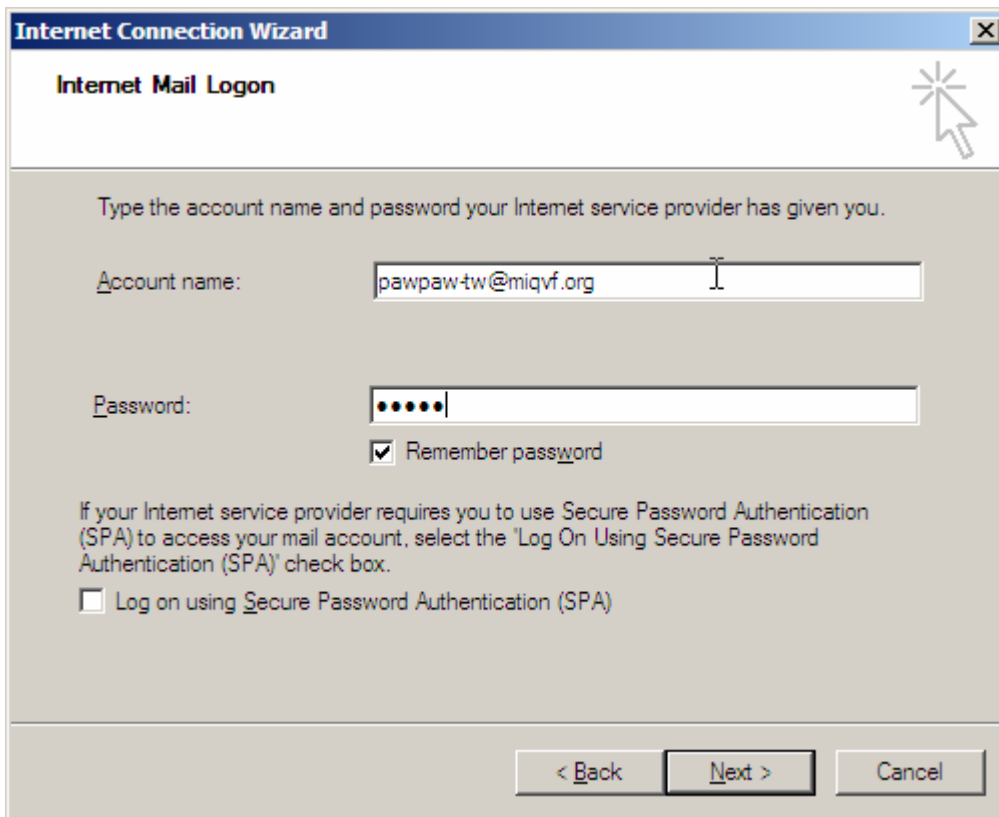
The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The main content area has a light gray background. It contains the following elements:

- A label "My incoming mail server is a" followed by a dropdown menu showing "IMAP" and a small downward arrow, and then the word "server."
- A label "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "webmail.merit.edu".
- A label "An SMTP server is the server that is used for your outgoing e-mail." followed by a label "Outgoing mail (SMTP) server:" and a text input field containing "magus.merit.edu".
- At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

A mouse cursor is visible in the top right corner of the dialog box, pointing towards the close button.

- 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 Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window has a title bar with 'Internet Connection Wizard' and a close button. The main area contains instructions: 'Type the account name and password your Internet service provider has given you.' Below this are two input fields. The 'Account name:' field contains 'pawpaw-tw@miqvf.org'. The 'Password:' field contains five dots. Below the password field is a checked checkbox labeled 'Remember password'. Further down is a paragraph of 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.' Below this text is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Internet Connection Wizard

Internet Mail Logon

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

Account name: pawpaw-tw@miqvf.org

Password: •••••

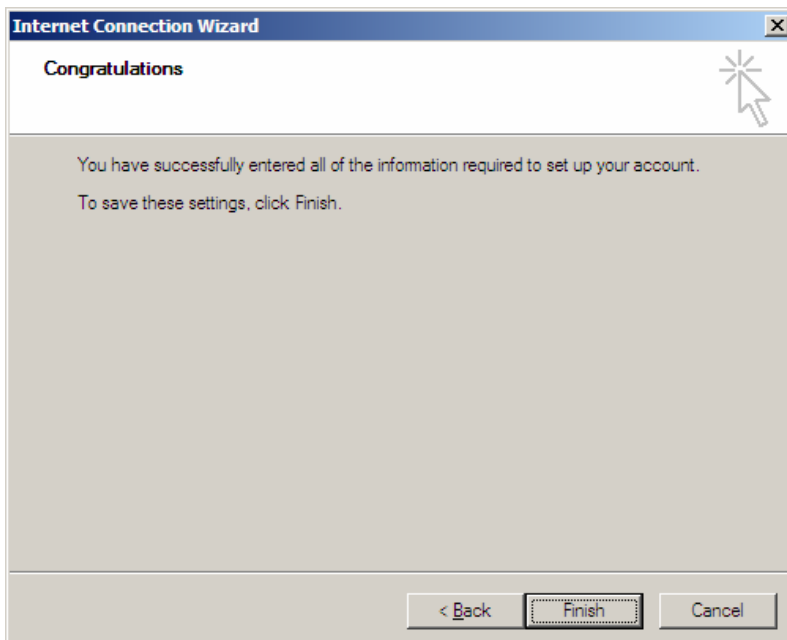
☒ Remember password

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

7. Click the **“Finish”** button.



The screenshot shows the 'Internet Connection Wizard' window with the 'Congratulations' tab selected. The window has a title bar with 'Internet Connection Wizard' and a close button. The main area contains a message: 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.' At the bottom right are three buttons: '< Back', 'Finish', and 'Cancel'. A mouse cursor is pointing at the 'Finish' button.

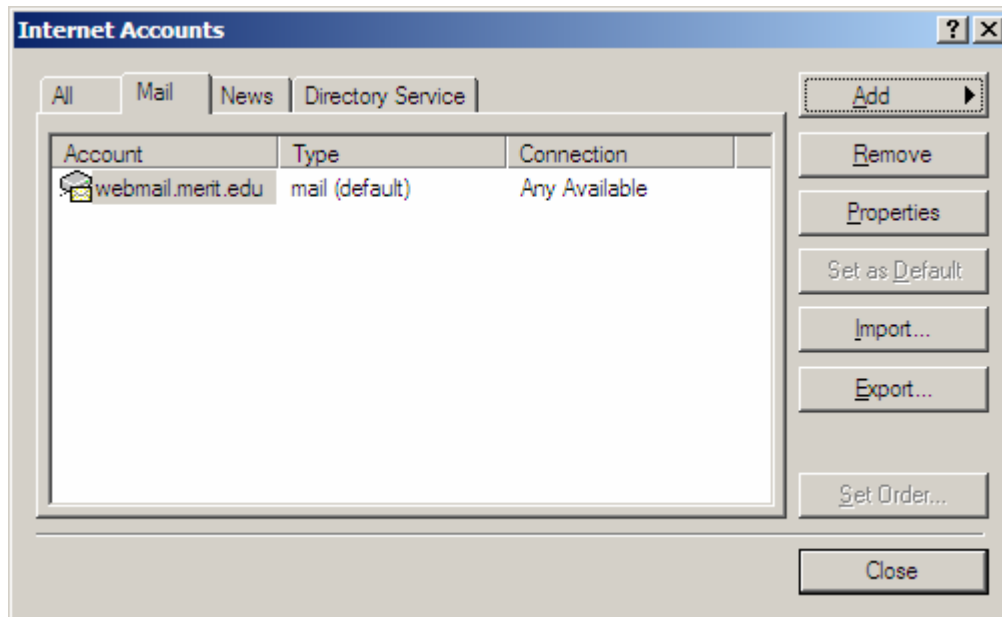
Internet Connection Wizard

Congratulations

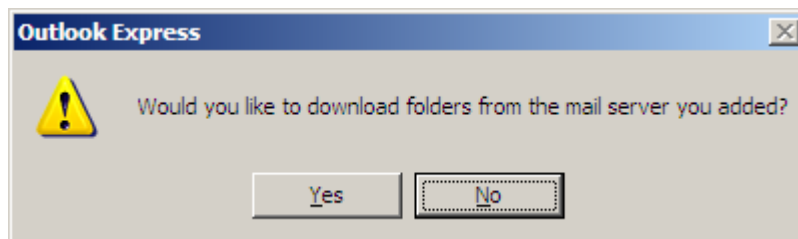
You have successfully entered all of the information required to set up your account.
To save these settings, click Finish.

< Back Finish Cancel

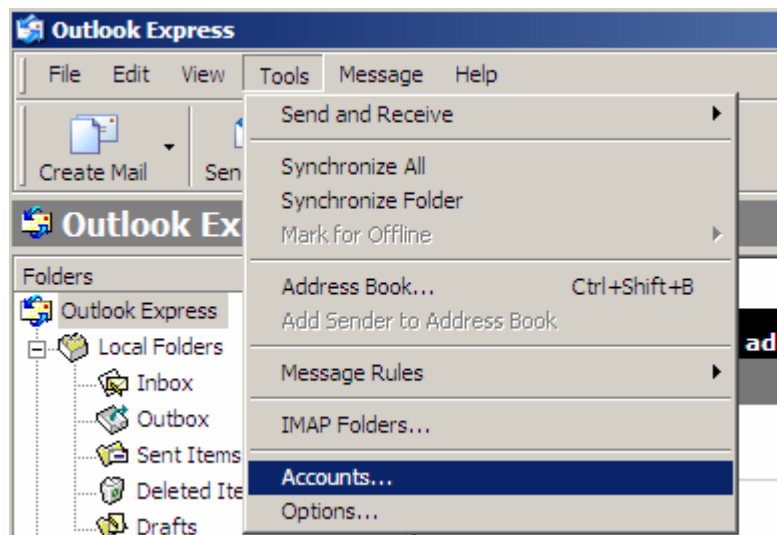
8. Select the “**Close**” button to close the **Internet Accounts** screen.



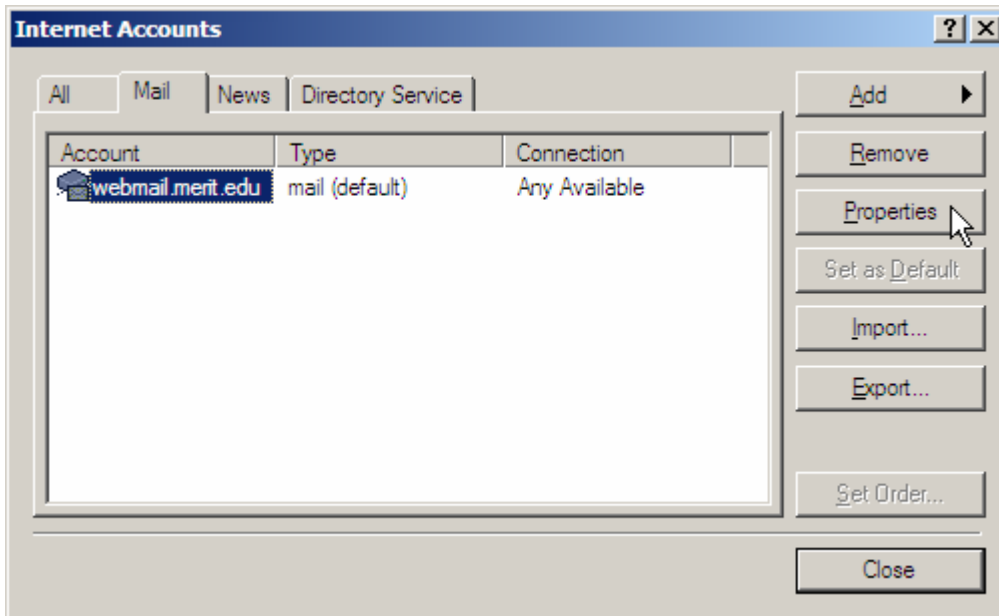
9. Select the “**No**” button when asked to download folders from the mail server.



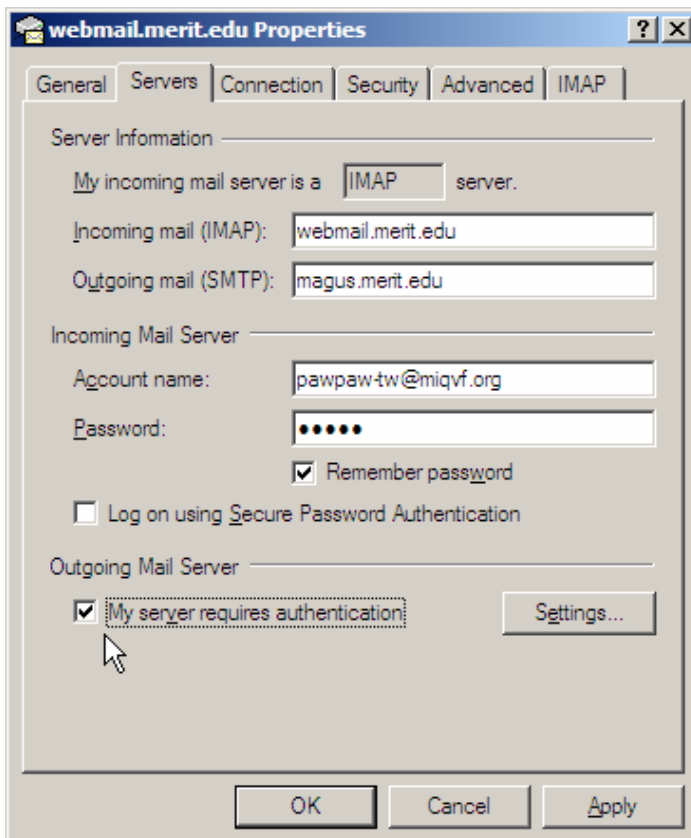
10. Once again select “**Accounts**” in the Tools menu.



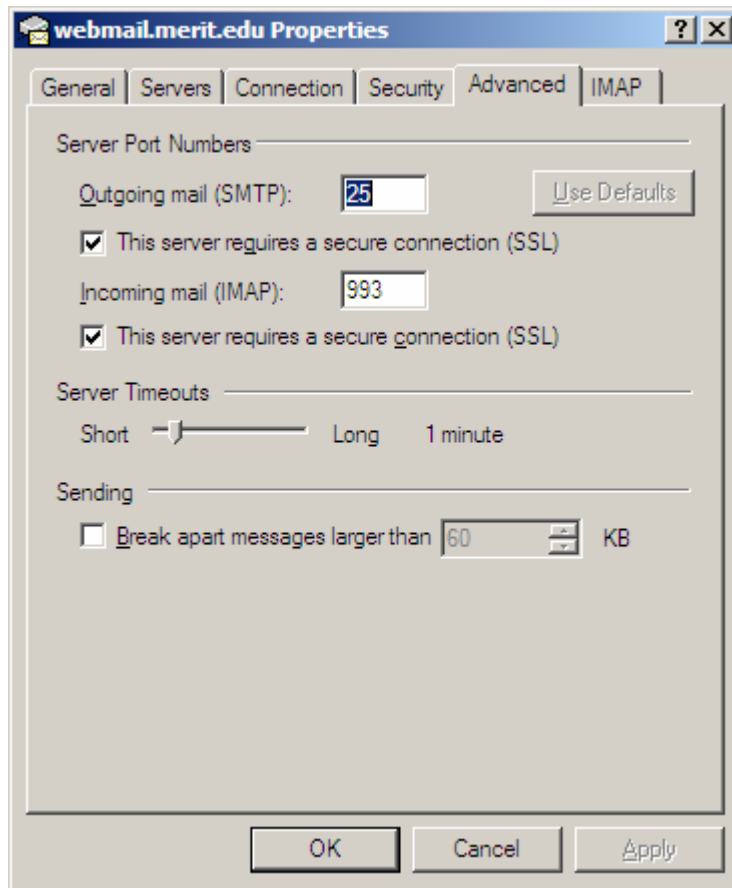
11. Select the **Mail** tab and highlight your email account. Click the “**Properties**” button to open the **Properties** screen.



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.

