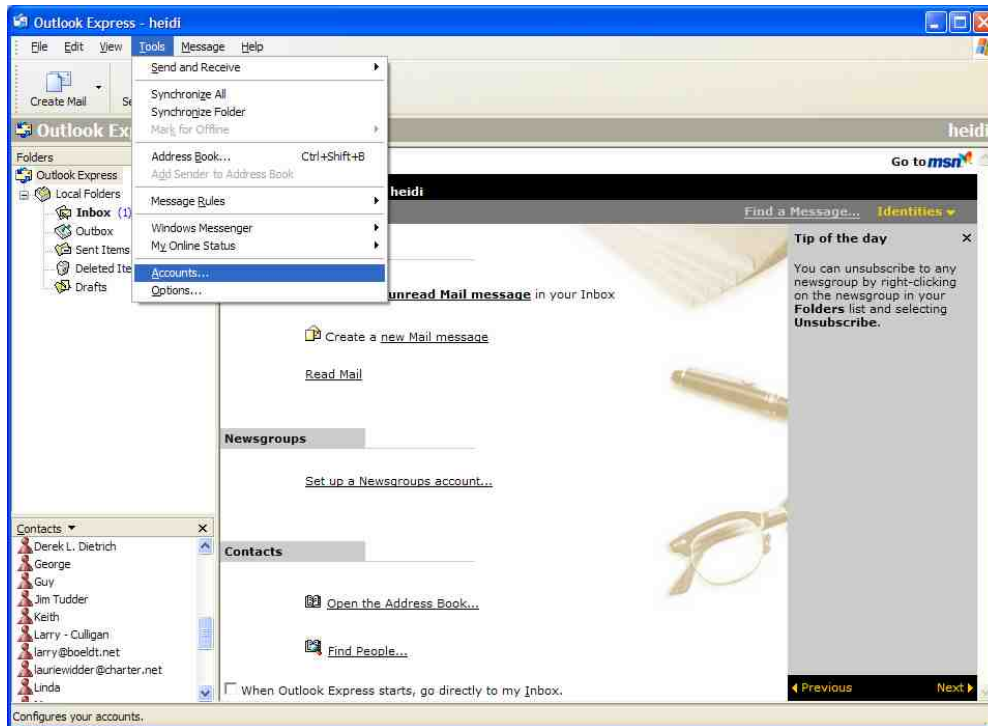
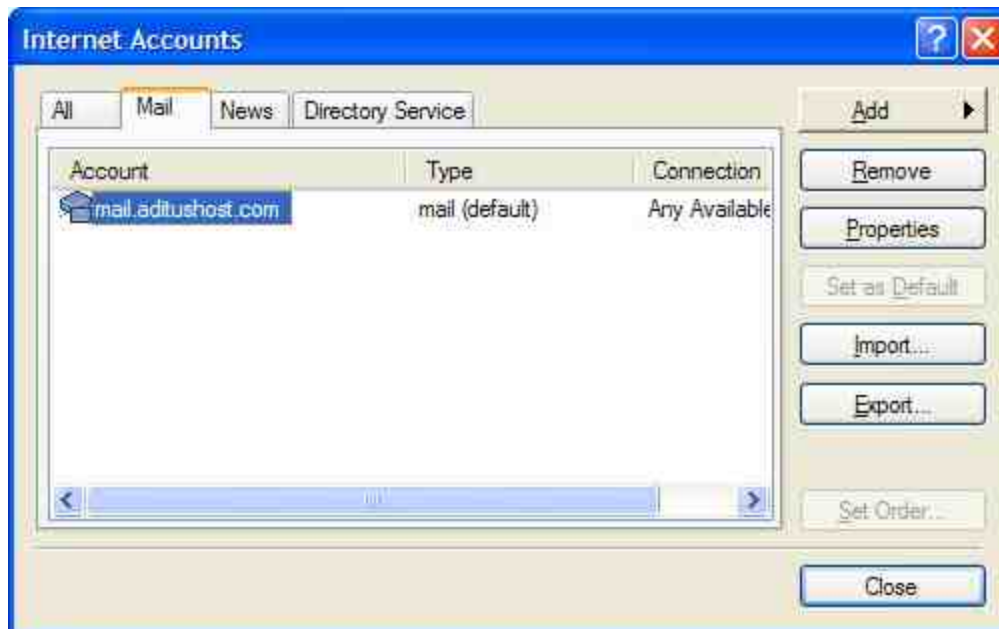


### Creating a New Mail Account



From Microsoft Outlook Express click Tools | Accounts



If you see an account you can choose properties and skip to the next section



## ***Outlook Express Mail Configuration***

A screenshot of the 'Internet Connection Wizard' window, specifically the 'Your Name' step. The window has a blue title bar with the text 'Internet Connection Wizard' and a close button. The main area is light beige. At the top, it says 'Your Name' with a question mark icon. Below that, a message states: '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.' There is a text input field with 'My Name' entered. Below the field, it says 'For example: John Smith'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

This is just for display so whatever is here is fine, most people type their name



## ***Outlook Express Mail Configuration***

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 red close button. Below the title bar, the text 'Internet E-mail Address' is displayed. A mouse cursor is pointing at a small icon in the top right corner. The main area 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 text input field with the placeholder text 'myemail@mydomain.com'. Underneath the input field, it says 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Enter your e-mail address here and click next



## ***Outlook Express Mail Configuration***

A screenshot of the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The dialog has a blue title bar with the text 'Internet Connection Wizard' and a close button. The main area is light beige. At the top, it says 'E-mail Server Names'. Below this, there's a section for incoming mail: 'My incoming mail server is a POP3 server.' with a dropdown menu showing 'POP3'. Underneath, it says 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text box containing 'mail.aditushost.com'. Then, it says 'An SMTP server is the server that is used for your outgoing e-mail.' followed by 'Outgoing mail (SMTP) server:' and another text box containing 'mail.aditushost.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at a question mark icon in the top right corner of the dialog box.

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a POP3 server.

Incoming mail (POP3, IMAP or HTTP) server:  
mail.aditushost.com

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

Outgoing mail (SMTP) server:  
mail.aditushost.com

< Back Next > Cancel

Your E-Mail server names should both be mail.aditushost.com



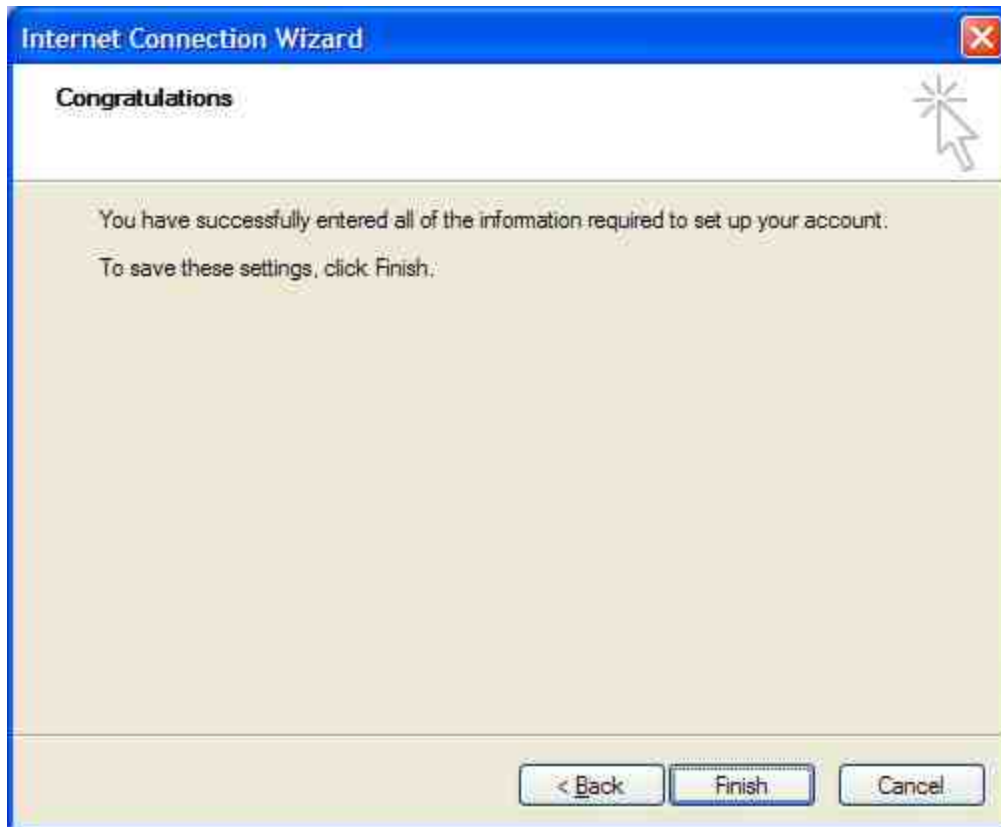
## Outlook Express Mail Configuration

A screenshot of the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The dialog has a blue title bar with the text 'Internet Connection Wizard' and a close button. The main area is light beige. At the top, it says 'Internet Mail Logon' with a help icon. Below that, a instruction reads: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the text 'myemail@mydomain.com' and 'Password:' with masked characters '.....'. Below the password field is a checked checkbox labeled 'Remember password'. Further down, a paragraph explains: '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 is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

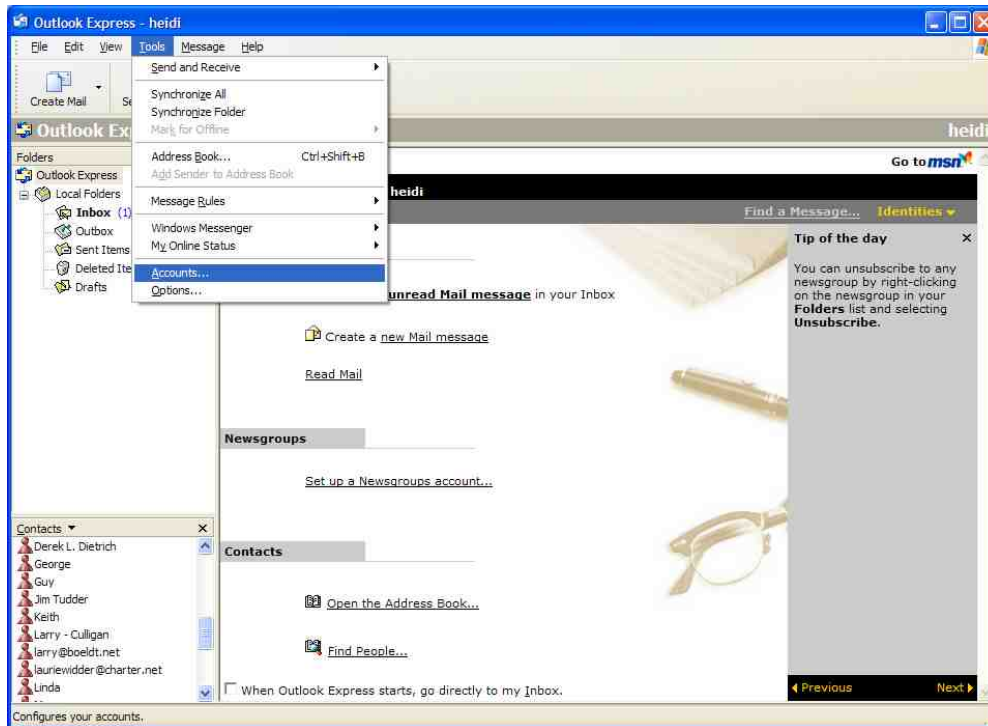
Your Internet Mail login settings here, your Account Name is your e-mail address



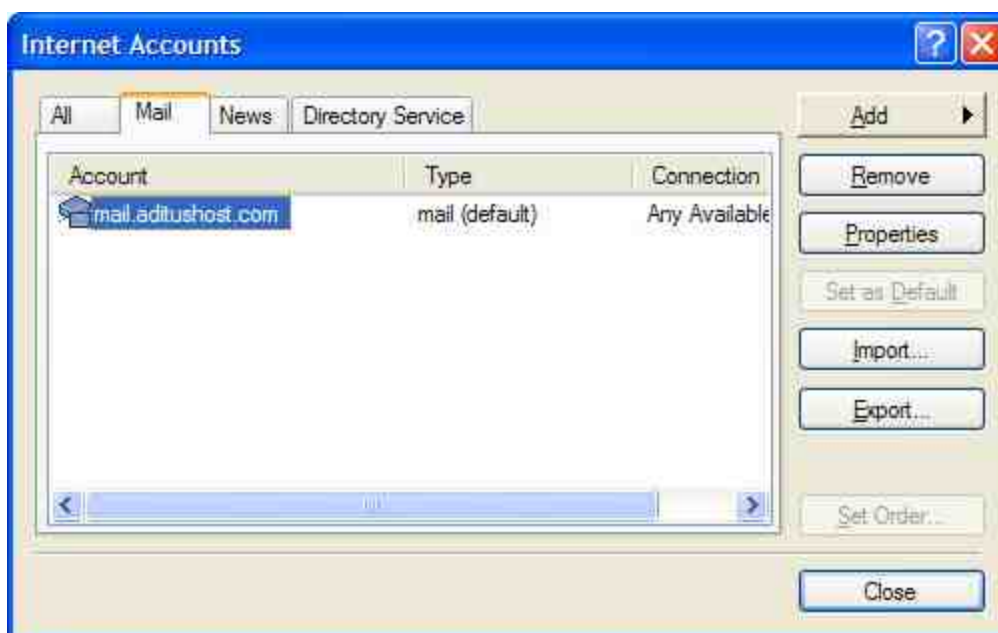
## ***Outlook Express Mail Configuration***



### Changing an Existing Account



From Microsoft Outlook Express click Tools | Accounts



From the mail tab, select your account and choose properties.



## ***Outlook Express Mail Configuration***

A screenshot of the 'mail.aditushost.com Properties' dialog box. The 'General' tab is selected, showing fields for 'Mail Account' (mail.aditushost.com), 'User Information' (Name: My Name, Organization: , E-mail address: myemail@mydomain.com, Reply address: ), and a checked box for 'Include this account when receiving mail or synchronizing'. The dialog has OK, Cancel, and Apply buttons at the bottom.

mail.aditushost.com Properties

General Servers Connection Security Advanced

Mail Account

Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".

mail.aditushost.com

User Information

Name: My Name

Organization:

E-mail address: myemail@mydomain.com

Reply address:

☒ Include this account when receiving mail or synchronizing

OK Cancel Apply

Under the General Tab, make sure e-mail address is correct also make sure include this account when receiving mail or synchronizing is checked.





## Outlook Express Mail Configuration

Under servers, choose POP3 as your incoming server.

Incoming mail is mail.aditushost.com

Outgoing mail is mail.aditushost.com  
(NOTE: IF YOU EXPERIENCE TROUBLE WITH THIS SETTING USE THE MAIL OR SMTP SERVER PROVIDED BY YOUR ISP, ALSO CONTACT [sales@aditushost.com](mailto:sales@aditushost.com) AND LET US KNOW THE INFORMATION SO WE CAN ENSURE PROPER IDENTIFICATION OF YOUR ISP'S MAIL SERVER)

Type your e-mail address under account name, and your password provided by Aditus in the password field.

A screenshot of the 'mail.aditushost.com Properties' dialog box in Outlook Express. The 'Servers' tab is selected. Under 'Server Information', 'My incoming mail server is a' is set to 'POP3'. The 'Incoming mail (POP3)' field contains 'mail.aditushost.com' and the 'Outgoing mail (SMTP)' field also contains 'mail.aditushost.com'. In the 'Incoming Mail Server' section, the 'Account name' is 'myemail@mydomain.com' and the 'Password' is masked with dots. The 'Remember password' checkbox is checked. The 'Log on using Secure Password Authentication' checkbox is unchecked. In the 'Outgoing Mail Server' section, the 'My server requires authentication' checkbox is unchecked. At the bottom are 'OK', 'Cancel', and 'Apply' buttons. A 'Settings...' button is located next to the 'My server requires authentication' checkbox.



## ***Outlook Express Mail Configuration***



If you use dialup to access the internet, check the "Always Connect to this account using" checkbox and choose the correct connection from the dropdown. Your ISP can provide instructions on how to configure your modem.



## Outlook Express Mail Configuration



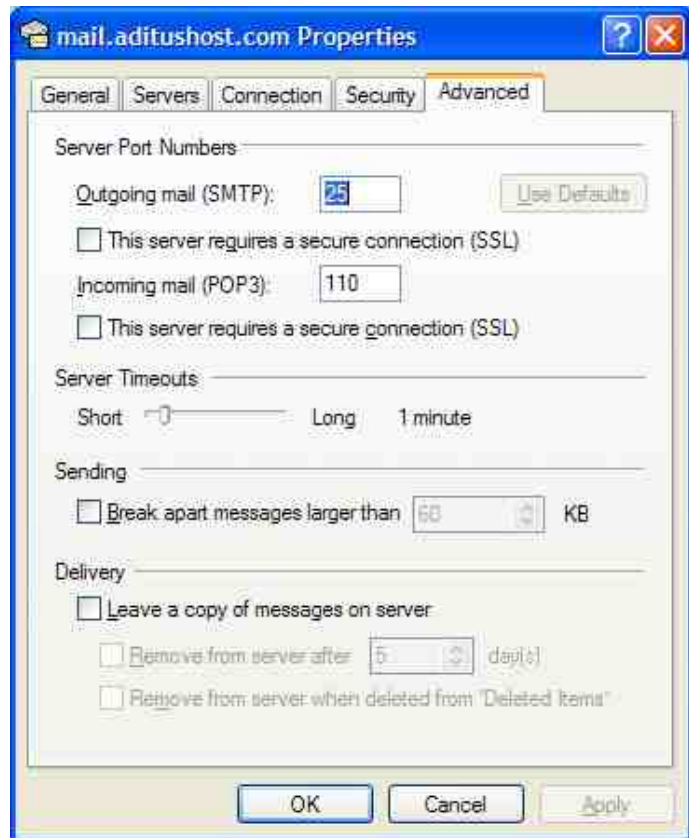
Make sure your setup looks like this screen.



## Outlook Express Mail Configuration

Under advanced, make sure the SMTP server is 25 and the POP3 server is 110.

Click OK when you are done. Your mail is configured.



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