

How to Set Up Outlook Express to Send and Receive Email

You will need the following in order to setup your email account:

- User Account information (username/password)
- Outlook Express (or any similar email client, setup will differ slightly).

1. **Open Outlook Express**

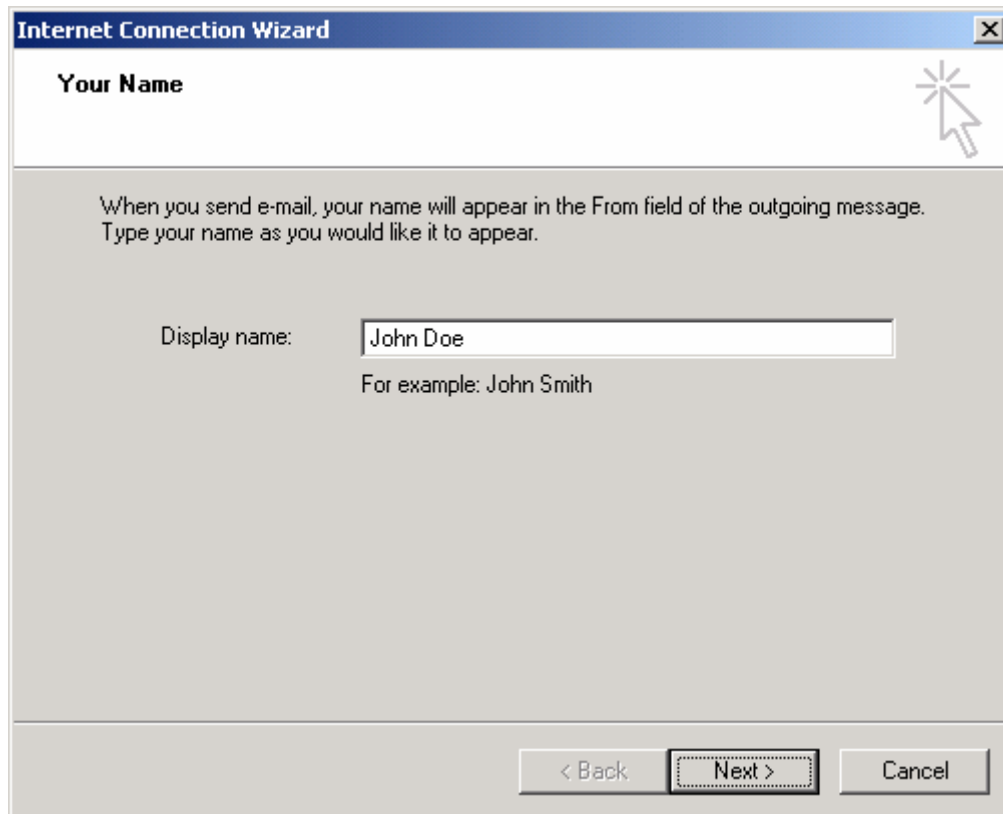


2. From the **Tools** menu, choose **Accounts**.

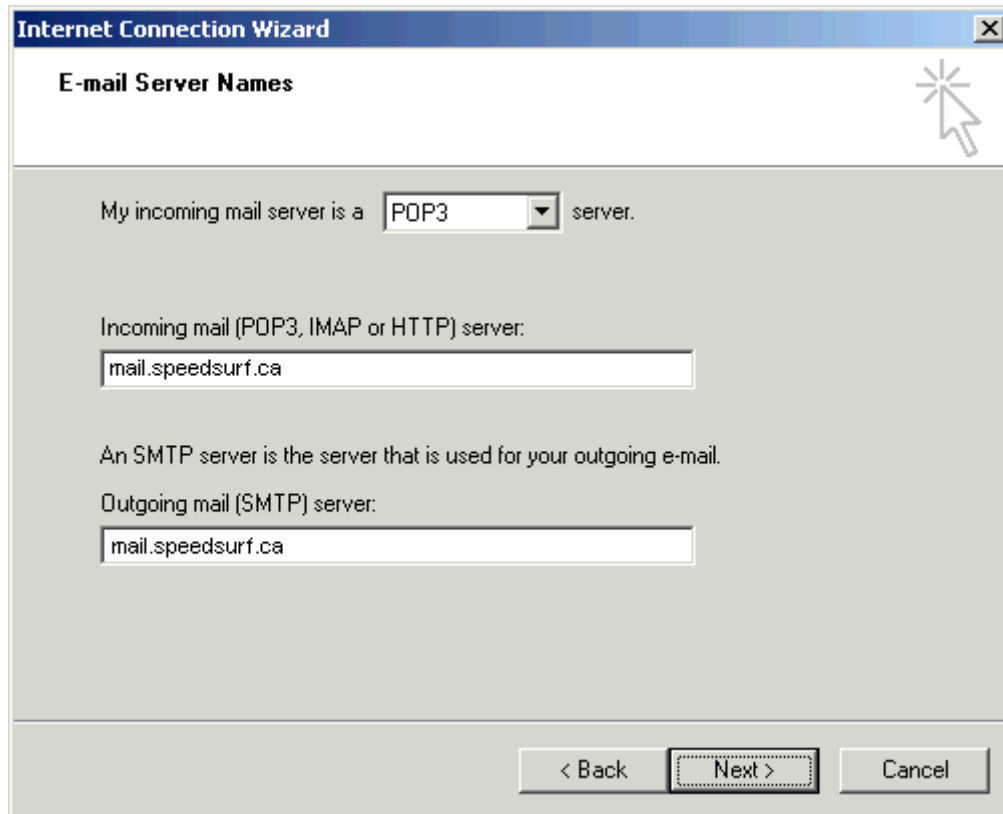
Note: If you have never configured, or used, your Outlook Express email program, at this point the **Internet Connection Wizard** will open automatically. In such a situation, go directly to step 4.

3. Click the **Add** button and choose **Mail**.

4. In the **Display name** field, type your full name. Click the **Next** button when done.

A screenshot of the "Internet Connection Wizard" dialog box. The title bar reads "Internet Connection Wizard" with a close button (X) on the right. The main area has a header "Your Name" with a mouse cursor icon pointing to it. Below the header, there is instructional 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." A text input field labeled "Display name:" contains the text "John Doe". Below the input field, there is an example: "For example: John Smith". At the bottom of the dialog, there are three buttons: "< Back", "Next >" (which is highlighted with a dashed border), and "Cancel".

5. In the **E-mail address** field, type your full **SpeedSurf** email address (e.g. john.doe@speedsurf.ca) Click the **Next** button when done.
6. Make sure the drop down menu has **POP3** selected. In the **Incoming Mail & Outgoing Mail** fields type in mail.speedsurf.ca. Click the **Next** button when done.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "E-mail Server Names". The content area contains the following text and fields:

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

At the bottom of the dialog, there are three buttons: "< Back", "Next >" (which is highlighted with a dashed border), and "Cancel". A mouse cursor is visible over the "Next >" button.

7. In the **Account name** field, type your full pop3 username (e.g. aa0009). In the **Password** field, type your email password. You may check the box next to **Remember password** if you wish to save your password (recommended). Click the **Next** button when done.
8. Click the **Finish** button. Congratulations the setup is complete! You can now use your **SpeedSurf.ca E-mail** account.

How to Access SpeedSurf Webmail

Connect to our website: <http://www.speedsurf.ca>

The login is located on the main page for convenience. Enter your account username into the **Account** field & your account password into the **Password** field. Congratulations, you can now check your email on the go!