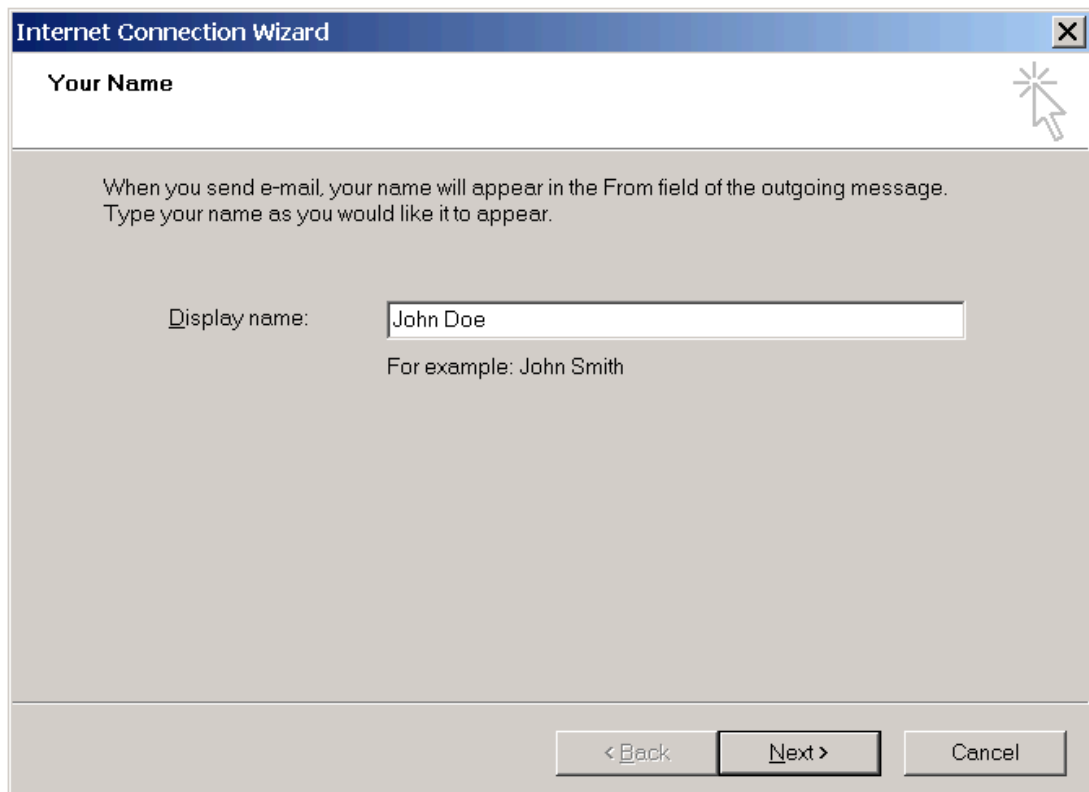


Access from Microsoft Outlook Express

The instructions provided in this section were verified against Microsoft Outlook Express 6. They might not work with earlier or later versions of Microsoft Outlook Express.

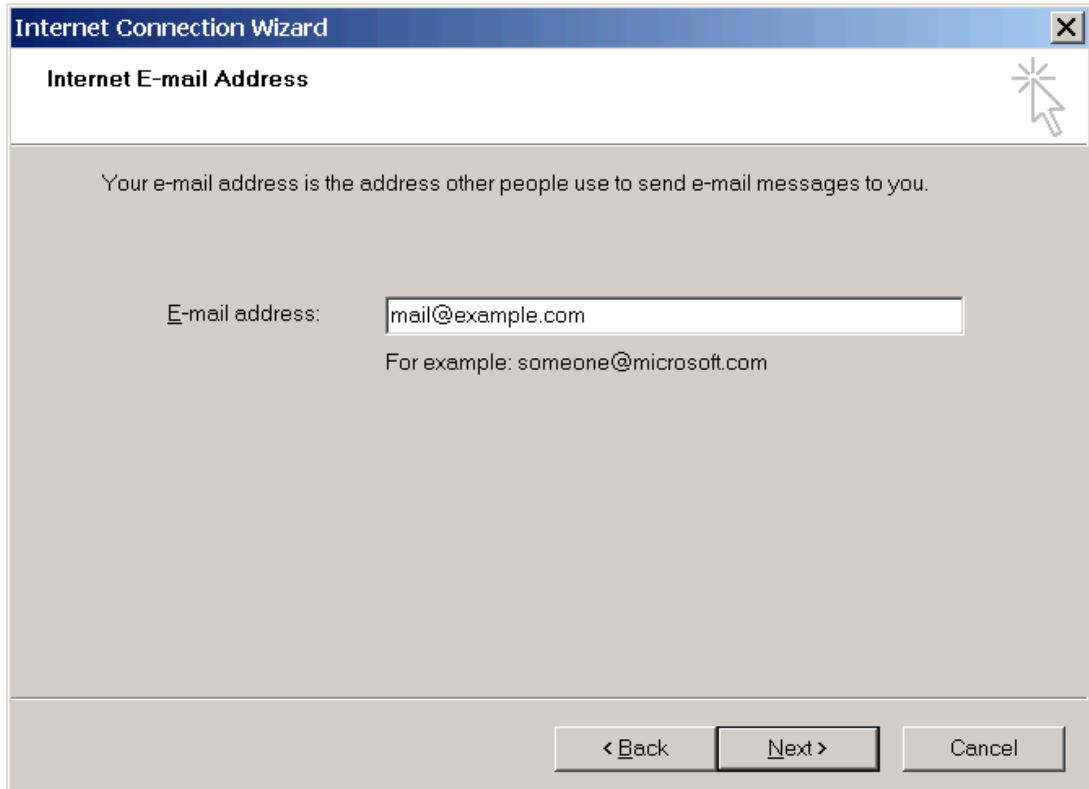
To set up Microsoft Outlook Express:

1. Open Microsoft Outlook Express.
2. Go to **Tools > Accounts**.
3. Click the **Add** button and select the **Mail** item.
4. Enter your name as you want it to appear in any messages you send, and click **Next**.



The screenshot shows a dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Your Name". Below the heading, there is a text box containing "John Doe". To the left of the text box is the label "Display name:". Below the text box, there is a smaller text box containing "John Smith" with the text "For example: John Smith" above it. At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

5. Type your email address, and click **Next**.



6. Specify the following settings:
 - Protocol of your incoming mail server.

If you want to keep copies of messages on the server, select the **IMAP** option. If you do not want to keep any messages on the server, select the **POP3** option. Selecting IMAP will also allow you to train the SpamAssassin spam filter on email messages you receive, if SpamAssassin is enabled on the server.

- Incoming mail server. Specify your website's Internet address.
- Outgoing mail server. Specify your website's Internet address.

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

- A label: "My incoming mail server is a" followed by a dropdown menu showing "POP3" and the text "server."
- A label: "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "example.com".
- A label: "An SMTP server is the server that is used for your outgoing e-mail."
- A label: "Outgoing mail (SMTP) server:" followed by a text input field containing "example.com".
- At the bottom, three buttons: "< Back", "Next >", and "Cancel".

7. Click **Next**.
8. Specify the following:
 - Your account name. Type your email address in the **Account name** box.
 - Your password. Most likely, this password coincides with the password you use for logging in to Plesk.
 - **Remember password** checkbox. Leave it selected if you do not want to be prompted to enter password each time your email program connects to the mail server to check for new mail, and click **Next**.

Internet Connection Wizard [X]

Internet Mail Logon [Help]

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

Account name:

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

9. To complete setting up your email program, click **Finish**.