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Broadband Solutions Built For Business

Outlook Express Mail Setup

- 1. At the top of the page, click **Tools**, then select **Accounts** from the drop-down menu. The first creen appears below.
- 2. Select Add and click Mail from the drop-down menu.
- 3. Click on Email Accounts.
- 4. Type in your real name and click Next.
- Usually, you will type in your username@snworks.com and click next. If we are hosting a Web Site for you, you would type in username@your-site-name.com, where the your-site-name is your domain name. Click Next.
- 6. Type in "mail.snworks.com" on both the incoming and outgoing lines of the form, and click next.
- 7. Type in your username and password on the appropriate lines. Check or uncheck "remember password." DO NOT check the box that says, "Log on using Secure Password Authentication (SPA) Click Next, then click finish. Outlook express will open and ask you if you want to connect.
- 8. Important: Make sure the in the account name field you type in you whole email address.
- 9. Congratulations! Your e-mail is set up.

rnet Connection Wizard			
E-mail Server Names			×
My incoming mail server is a POP3	server.		
Incoming mail (POP3, IMAP or HTTP) serve	n	_	
mail.synergy-networks.com			
An SMTP server is the server that is used fo	r your outgoing	e-mail.	
Outgoing mail (SMTP) server:			
mail.synergy-networks.com			
	< <u>B</u> ack	<u>N</u> ext >	Cancel

ernet Accounts			?
All Mail News	Directory Service		<u>A</u> dd)
Account	Туре	Connection	<u>R</u> emove
Bigfoot Internet D	directory service	Local Area Network	
RainfoSpace Busin	directory service	Local Area Network	Eroperties
🖓 InfoSpace Intern	directory service	Local Area Network	Set as Default
Rail.synergy-netw	mail (default)	Any Available	our de pleidait
Switchboard Inter	directory service	Local Area Network	Import
ReveniSign Internet	directory service	Local Area Network	
MoWhere Inter	directory service	Local Area Network	Export
Mahoo! People S	directory service	Local Area Network	
			<u>S</u> et Order
			Close

Internet Connection Wizard		×
Your Name		×
When you send e-mail, you Type your name as you wo	ur name will appear in the From field of the outgoing messag ould like it to appear.	e.
<u>D</u> isplay name:	For example: John Smith	
	<u> < B</u> ack <u>N</u> ext.> Ca	ncel

ernet E-mail Addres	55
Your e-mail address is	the address other people use to send e-mail messages to you.
I already have an	e-mail address that I'd like to use.
<u>E</u> -mail address:	username@snworks.com
	For example: someone@microsoft.com
I'd like to sign up I	for a new account from: Hotmail
	< <u>B</u> ack <u>N</u> ext> Ca
t Connection Wiza	rd
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t Connection Wize ernet Mail Logon Type the account name: Eassword: If your Internet service (SPA) to access your Authentication (SPA) Log on using Sec	rd we and password your Internet service provider has given you. Username we are a service provider has given you. Provider requires you to use Secure Password Authentication mail account, select the Log On Using Secure Password check box. wre Password Authentication (SPA)
t Connection Wize ernet Mail Logon Type the account name: Eassword: If your Internet service (SPA) to access your Authentication (SPA) Log on using Sec	rd we and password your Internet service provider has given you. Username we are a service provider has given you. Provider requires you to use Secure Password Authentication mail account, select the 'Log On Using Secure Password check box. wre Password Authentication (SPA)
t Connection Wize ernet Mail Logon Type the account nar Account name: Password: If your Internet service (SPA) to access your Authentication (SPA) Log on using Sec	rd username voider has given you. Username voider has given you. voider has given you. voider has given you. voider has given you. voider requires you to use Secure Password Authentication mail account, select the Log On Using Secure Password check box. ure Password Authentication (SPA)