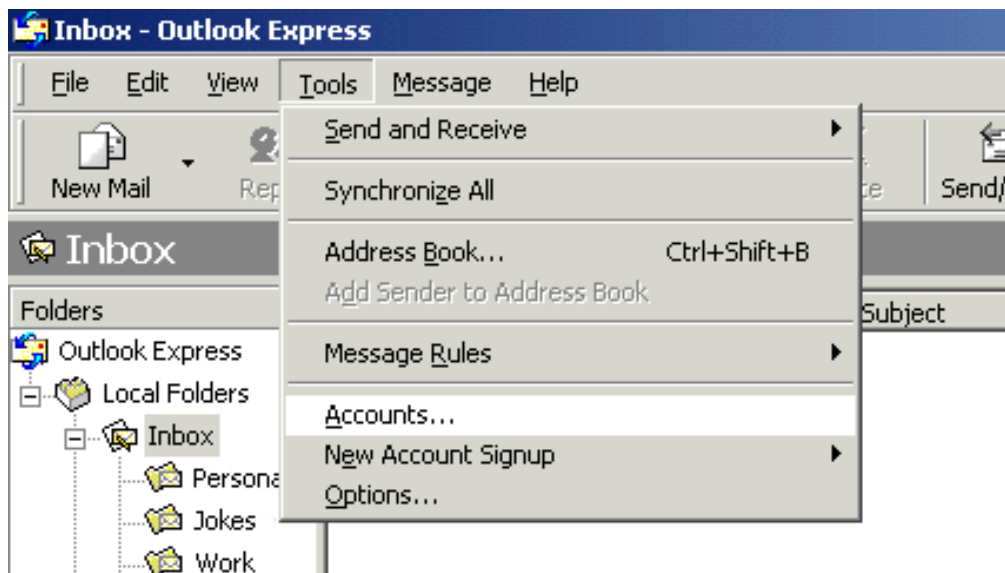


## Outlook Express 5.5

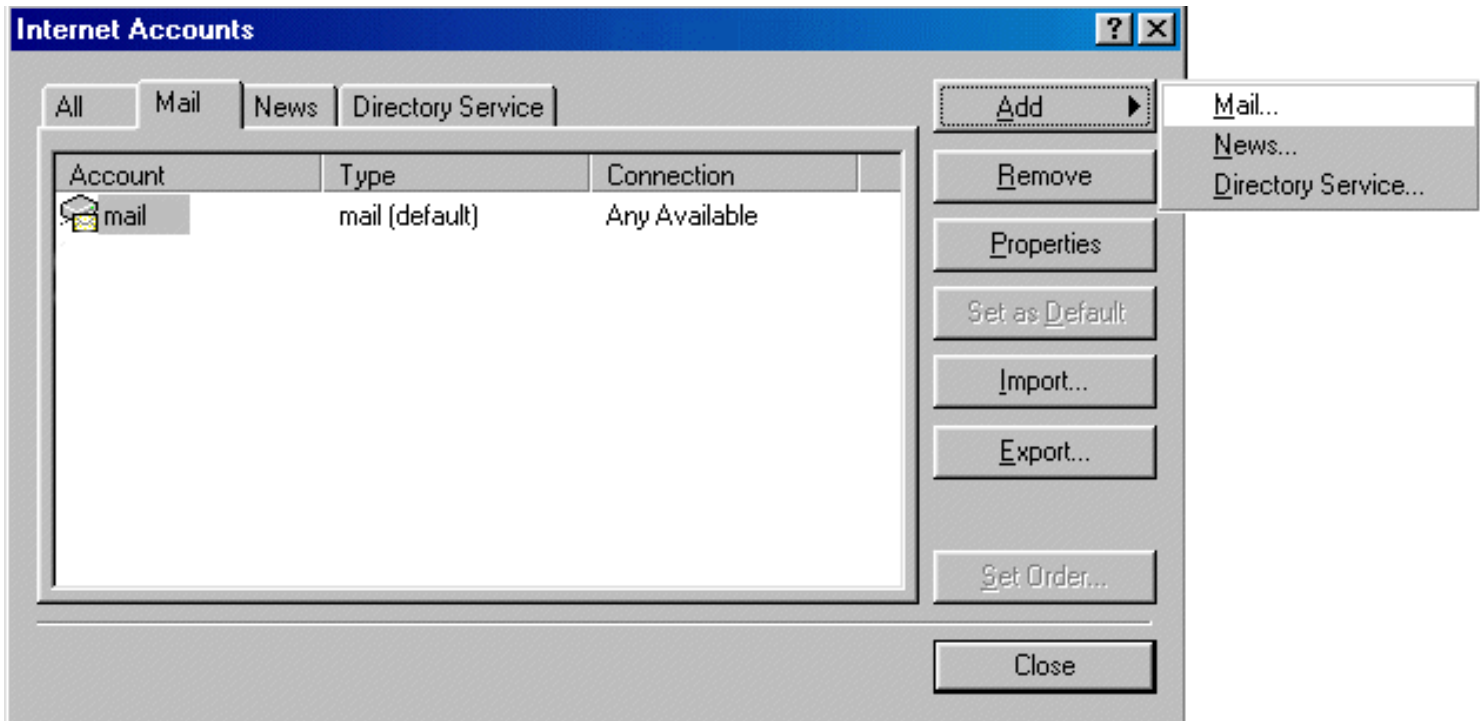
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### How to add an account.

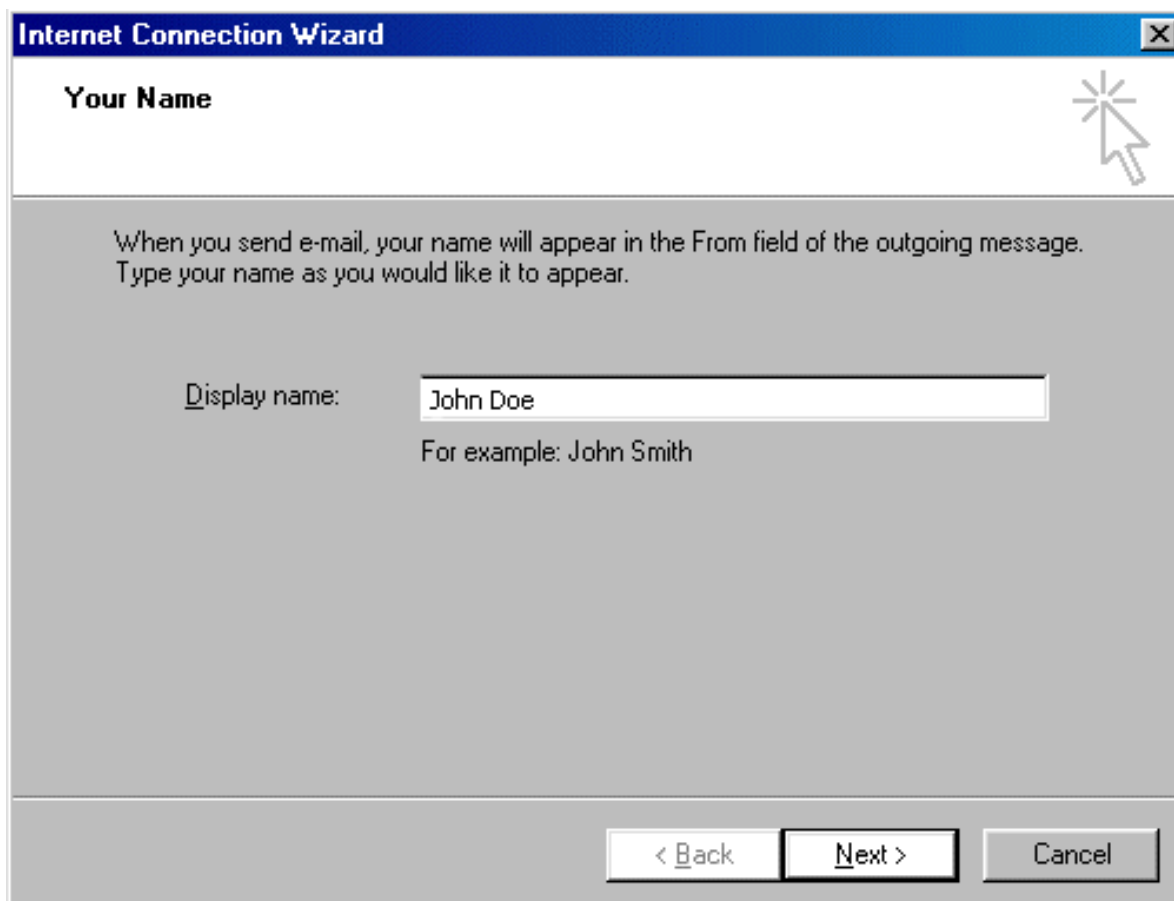
1. Launch Outlook Express
2. Click on **T**ools and select **A**ccounts



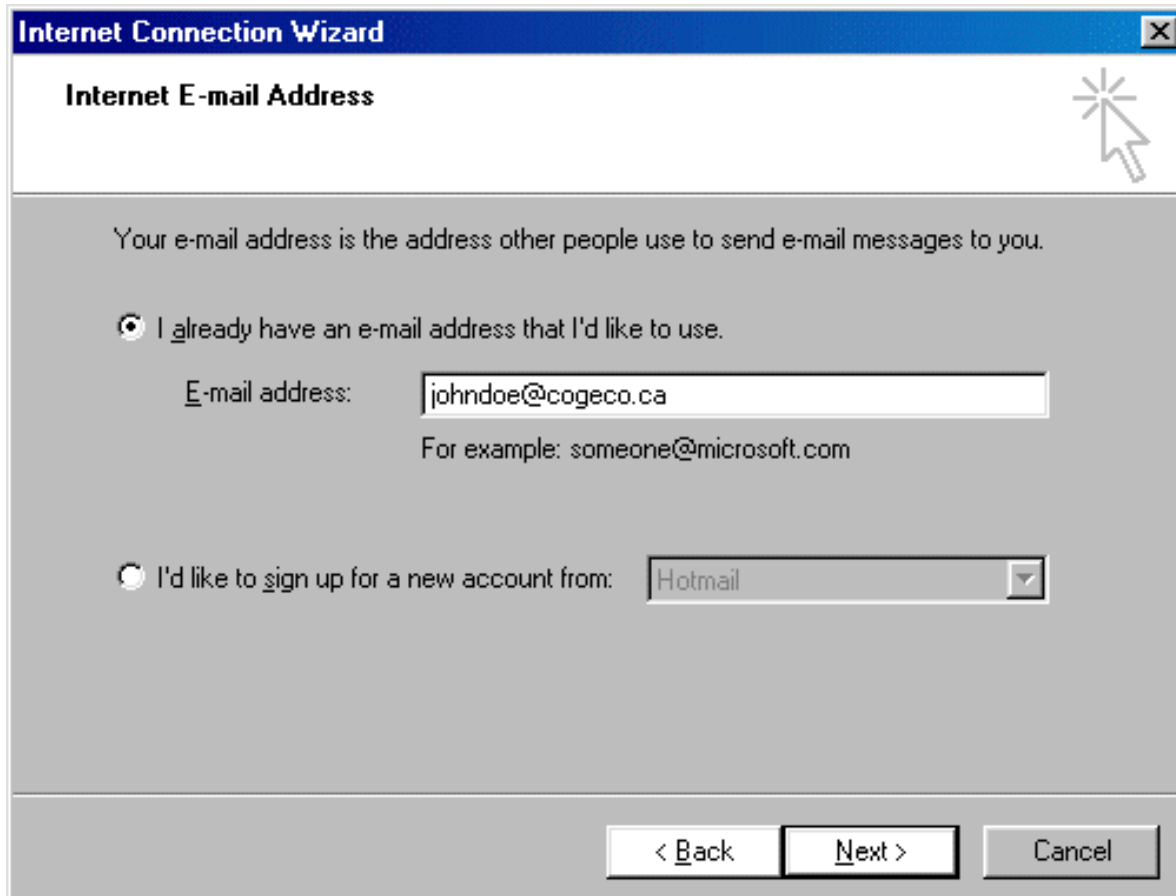
- Click on the **Mail** tab to bring up a list of all the mail accounts. If there are no accounts set up, the window will be blank. Click the **Add** button, and select **Mail**.



- The first screen will prompt you to enter your name. This is what recipients will see in the From field in the emails that you send. Click **Next >** to continue after you have entered a name.



5. Click on the first radio button, and enter your email address. After entering your email address, click the **Next >** button to continue. The email address must be created on Cogeco's server before adding it to your email program.



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 "Internet E-mail Address". Below the title is a mouse cursor icon. The main content area contains the following text and controls:

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.

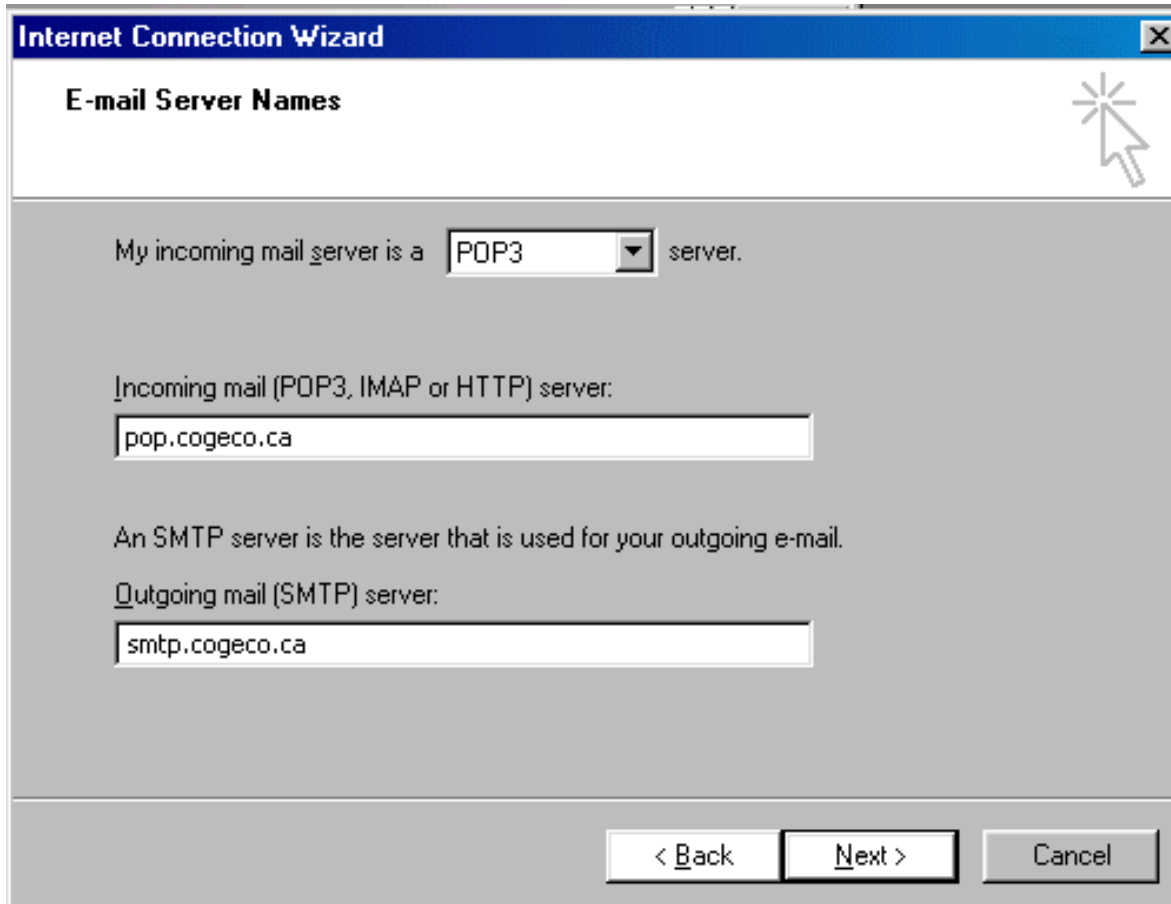
E-mail address:

For example: someone@microsoft.com

I'd like to sign up for a new account from:

At the bottom of the dialog, there are three buttons: "< Back", "Next >" (which is highlighted with a black border), and "Cancel".

6. Select **POP3** as the server type. The incoming server must be **pop.cogeco.ca** and the outgoing server must be **smtp.cogeco.ca**. Click **Next >** to continue.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "E-mail Server Names". Below this, there is a text field for the incoming mail server type, which is set to "POP3". Below that is a text input field containing "pop.cogeco.ca". Further down, there is a text input field for the outgoing mail server, containing "smtp.cogeco.ca". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

**Internet Connection Wizard** [X]

**E-mail Server Names**

My incoming mail server is a **POP3** server.

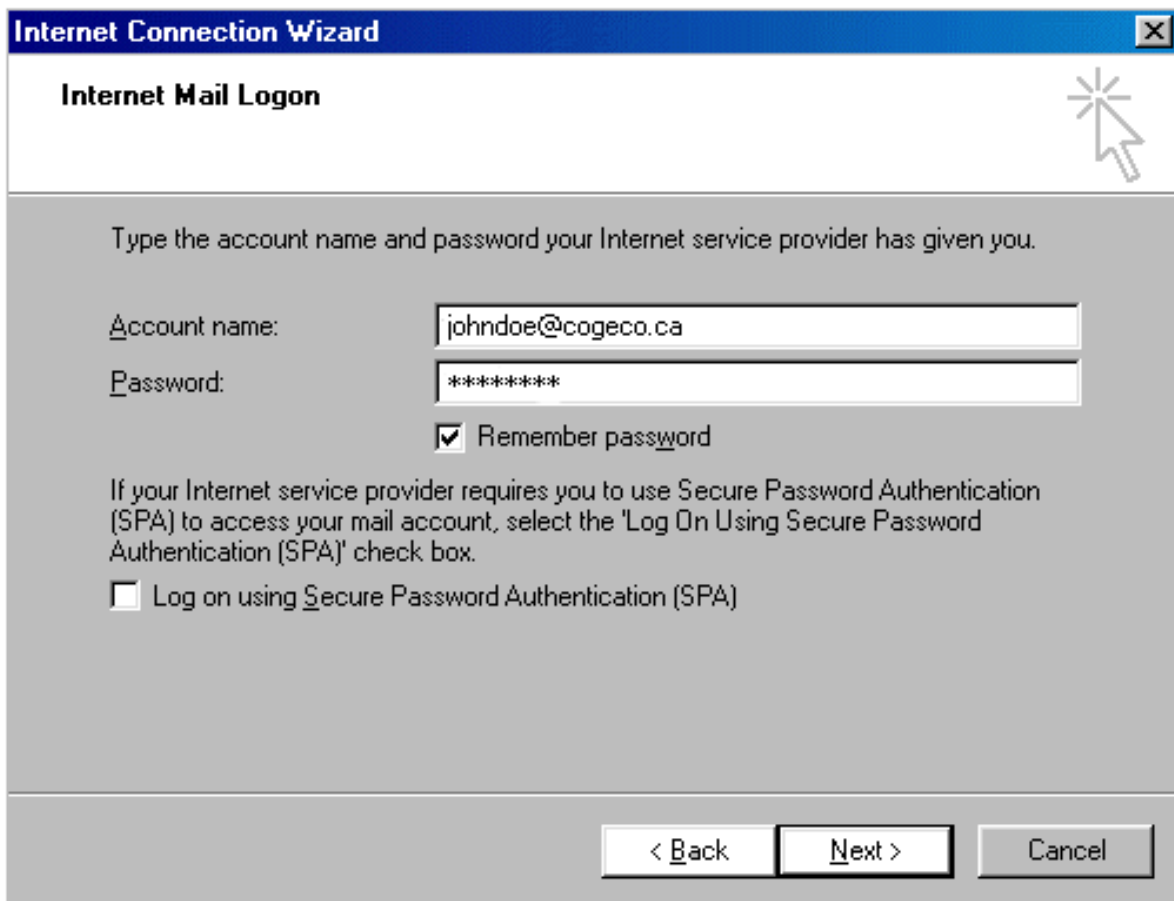
Incoming mail (POP3, IMAP or HTTP) server:

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

Outgoing mail (SMTP) server:

< Back   **Next >**   Cancel

7. Enter your email address in to the **Account name** field and enter your password in the **Password** field. If you have forgotten the password for your primary (parent) account, you must call Cogeco to set a new one. If you have forgotten the password for a secondary (child) account, you can login to self care with the primary (parent) account and reset it. Click **Next >** to continue.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main area contains a text prompt: "Type the account name and password your Internet service provider has given you." Below this are two input fields: "Account name:" with the value "johndoe@cogeco.ca" and "Password:" with masked characters "\*\*\*\*\*". A checked checkbox labeled "Remember password" is positioned below the password field. A paragraph of instructions follows: "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, there are three buttons: "< Back", "Next >", and "Cancel".

**Internet Connection Wizard** [X]

**Internet Mail Logon** [Help Icon]

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

Account name: johndoe@cogeco.ca

Password: \*\*\*\*\*

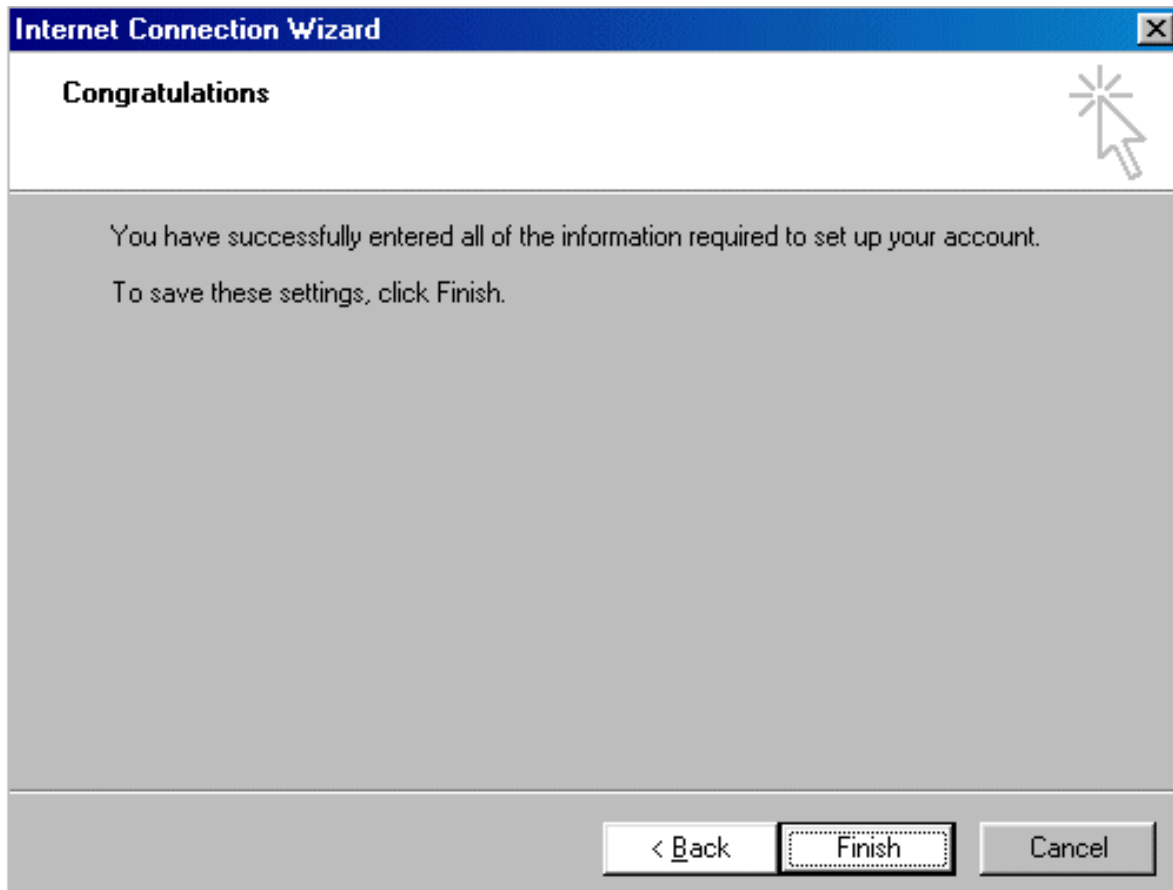
Remember password

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

- Click **Finish** on this screen to complete the set up.



- You will be returned to the accounts screen. Click **Close** to return to Outlook Express.

