

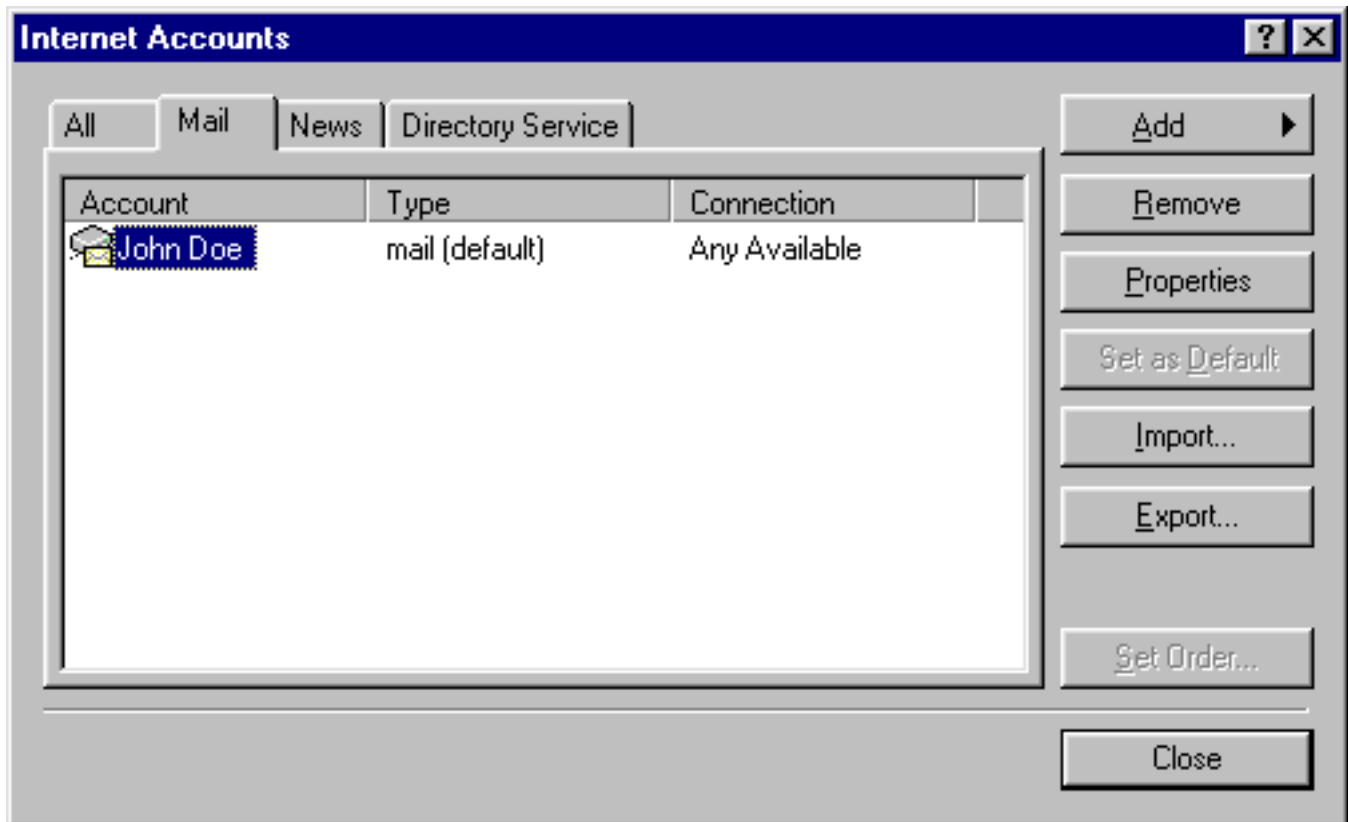
Outlook Express 5.5M

How to check the settings of an existing email profile

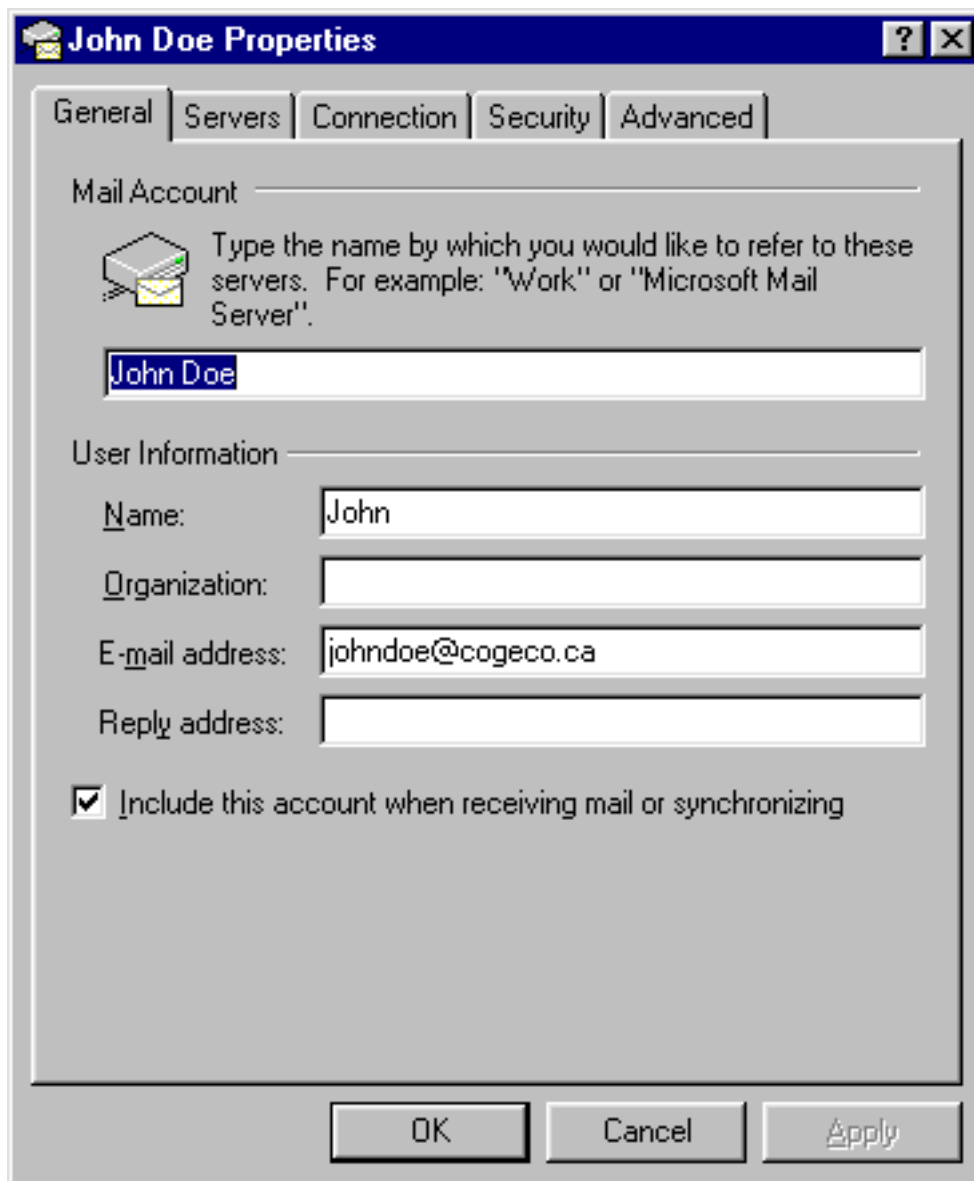
1. Launch Outlook express
2. Click on **Tools** and select **Accounts...**



3. Click on the **Mail** tab to get a list of all the profiles. Select the profile that you would like to check and click on the **Properties** button.



3. The properties will show you the settings for the profile. The first tab that is automatically selected is **General**. The first text box contains the name of the profile. This is used to identify the profile and it can be anything you desire. In this example, it is the user's name.
4. The **Name** field is what appears in the from field when you send an email. It can be your first name, last name, both names or an alias. There is no restriction.
5. The **E-mail address** field must contain your email address. This is the address that email will go to when someone replies to you.




The image shows a screenshot of a Windows-style dialog box titled "John Doe Properties". The dialog has a blue title bar with a question mark and a close button. Below the title bar are five tabs: "General", "Servers", "Connection", "Security", and "Advanced". The "General" tab is selected. The dialog contains the following fields and options:

- Mail Account:** A text box containing "John Doe".
- User Information:**
 - Name:** A text box containing "John".
 - Organization:** An empty text box.
 - E-mail address:** A text box containing "johndoe@cogeco.ca".
 - Reply address:** An empty text box.
- Include this account when receiving mail or synchronizing**

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

6. Click on the **Servers** tab to display the Server Information. The first box should indicate that the server is a POP3 server. The Incoming mail server is **pop.cogeco.ca** and the Outgoing mail sever is **smtp.cogeco.ca**
7. The Account name should be your full email address. Enter the password for the account in the **Password** field. If you do not remember the password for a secondary (child) account, you can set a new one by logging in to self care using your primary account. If you have forgotten your primary (parent) account's password, you must call Cogeco to have it reset.



John Doe Properties [?] [X]

General Servers Connection Security Advanced

Server Information

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

Incoming mail (POP3): pop.cogeco.ca

Outgoing mail (SMTP): smtp.cogeco.ca

Incoming Mail Server

Account name: johndoe@cogeco.ca

Password: [REDACTED]

Remember password

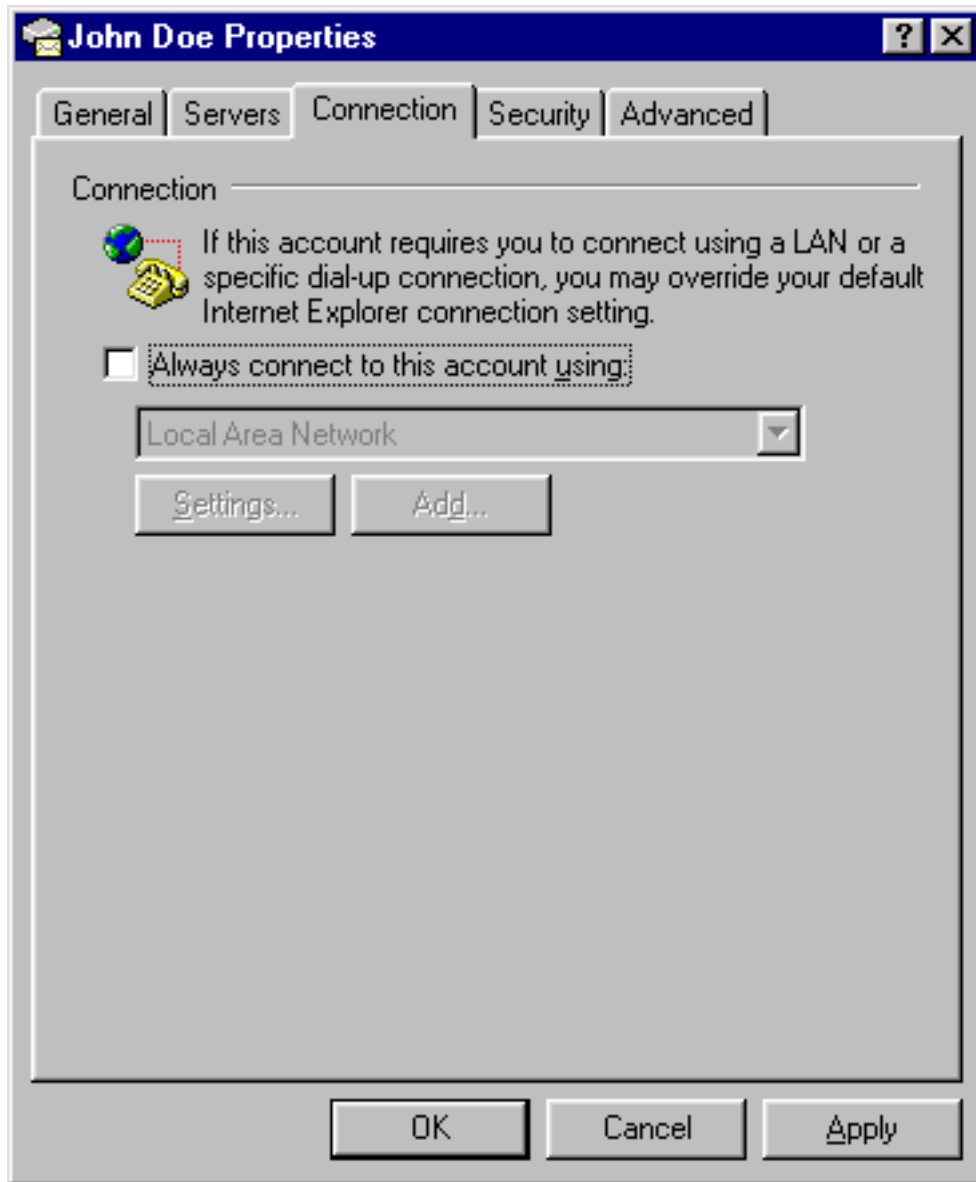
Log on using Secure Password Authentication

Outgoing Mail Server

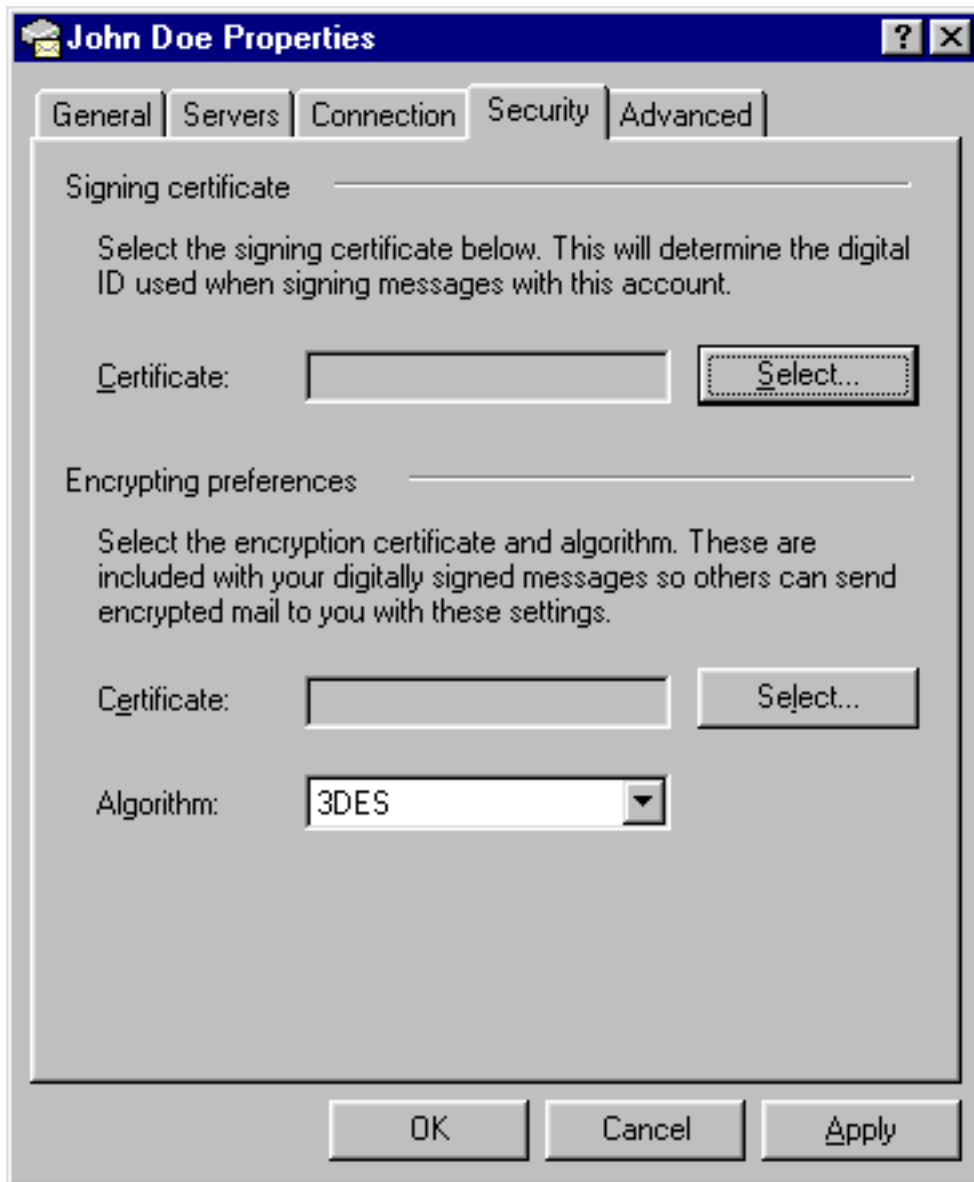
My server requires authentication [Settings...]

OK Cancel Apply

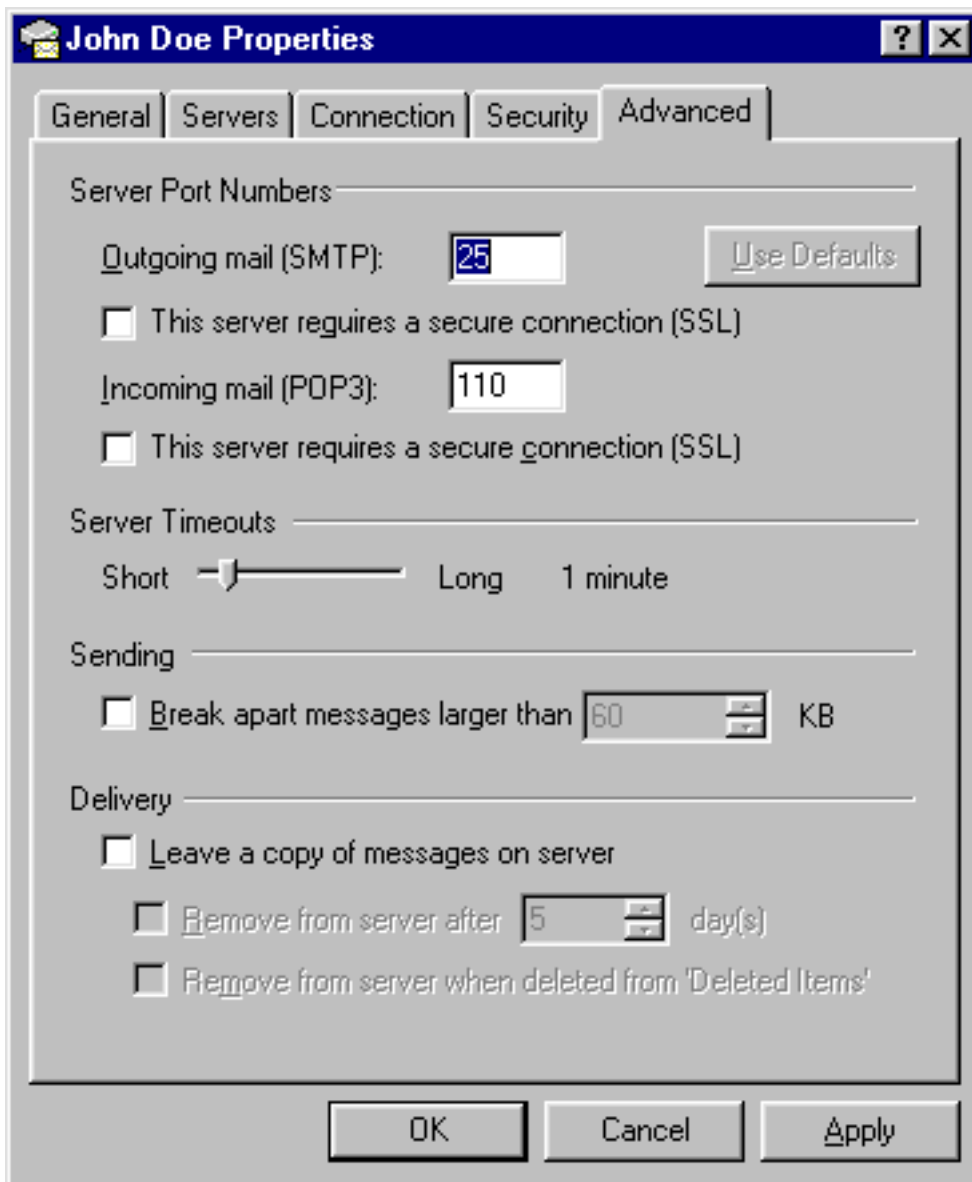
8. Click on the **Connection** tab to check how Outlook Express connects to the Internet. This checkbox should be left empty. Leaving it un-checked makes Outlook Express use the same connection as Internet Explorer. Internet Explorer should be configured to use a LAN as the default connection type.



9. Click on the **Security** tab. The text boxes should be left blank and the **Algorithm** should be set to **3DES**.



10. Click on the **Advanced** tab. The **Outgoing mail** must be set to **25** and the **Incoming mail** must be set to **110**. The rest of the settings should be as they are in the image below.



11. Click **Apply** to save any changes, and click **OK** to return to the program.