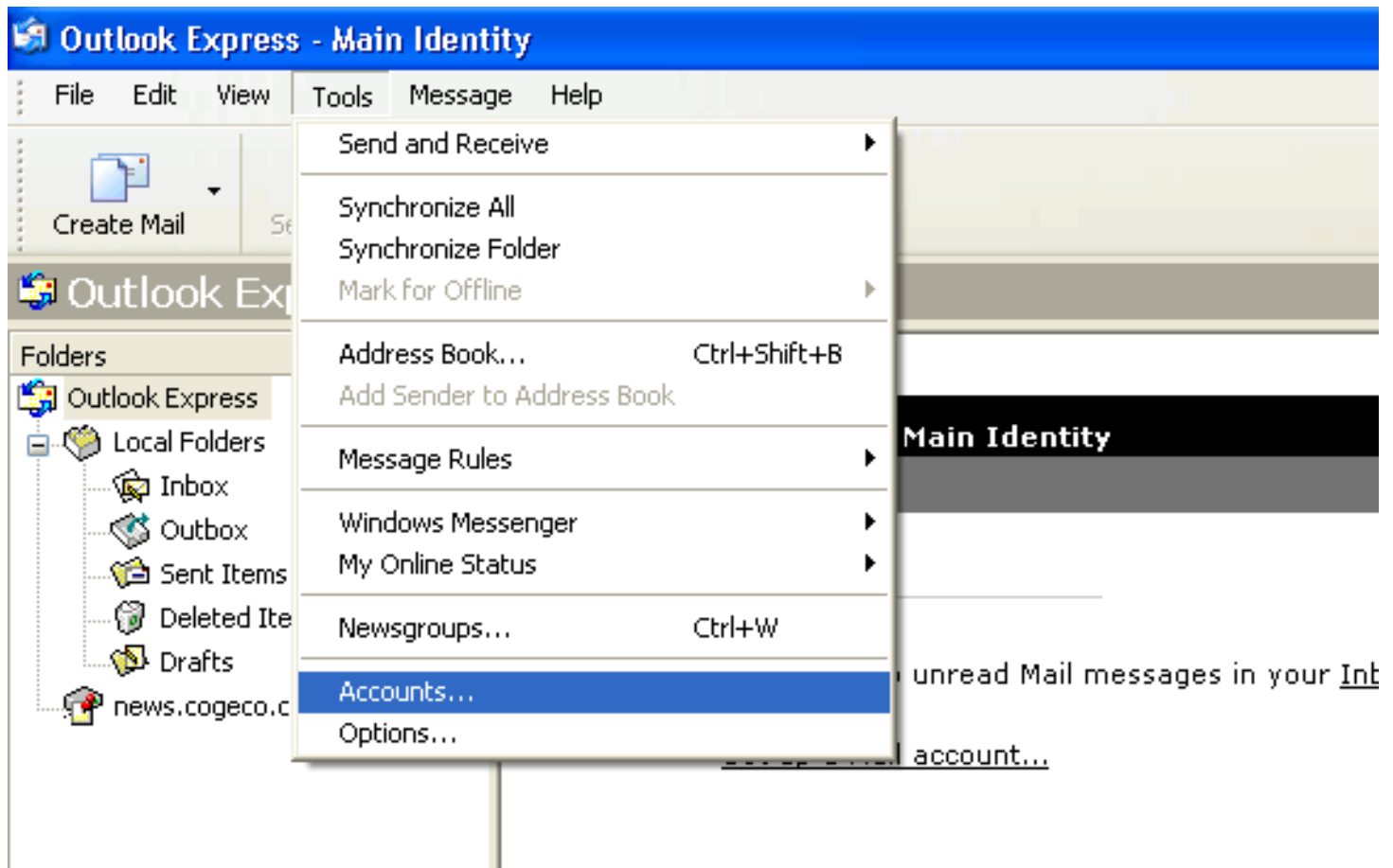


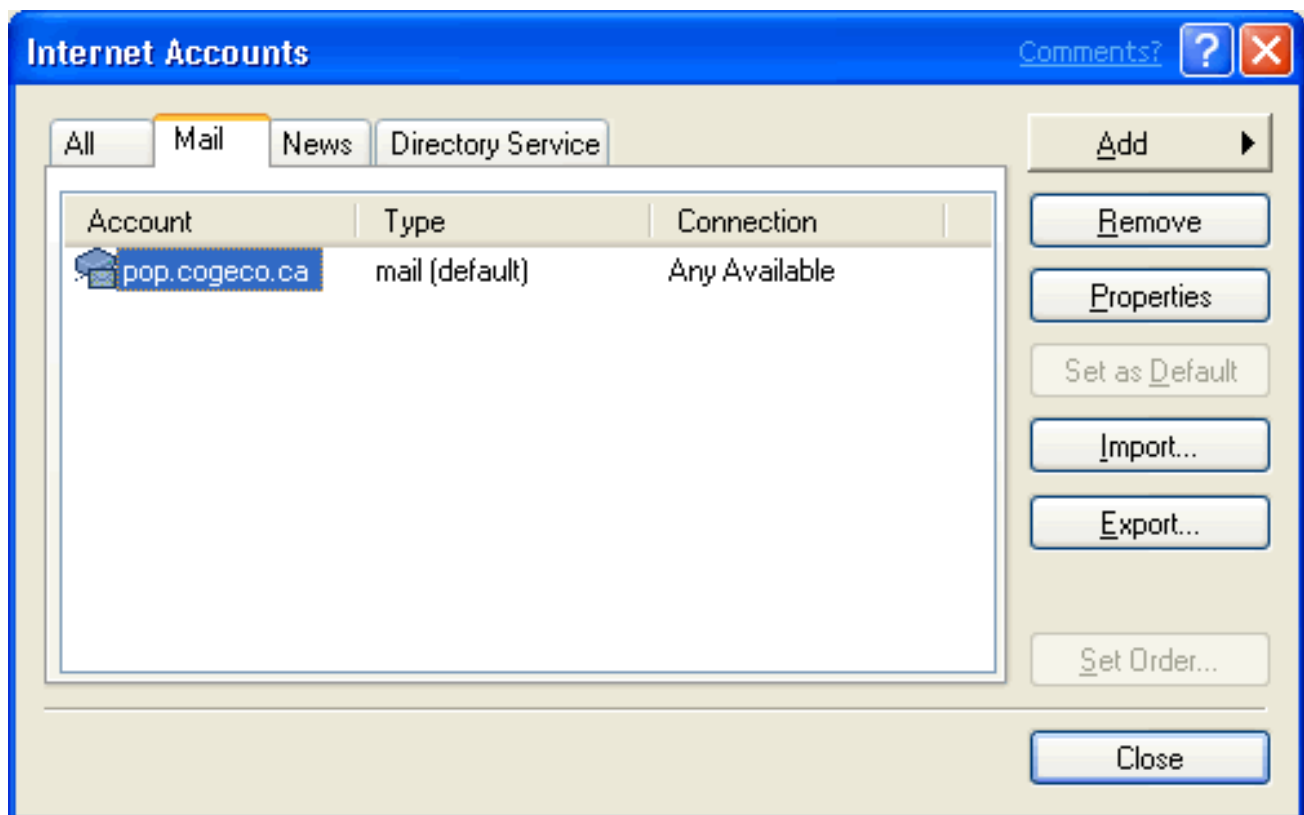
Outlook Express 6

How to check the settings of an existing email account

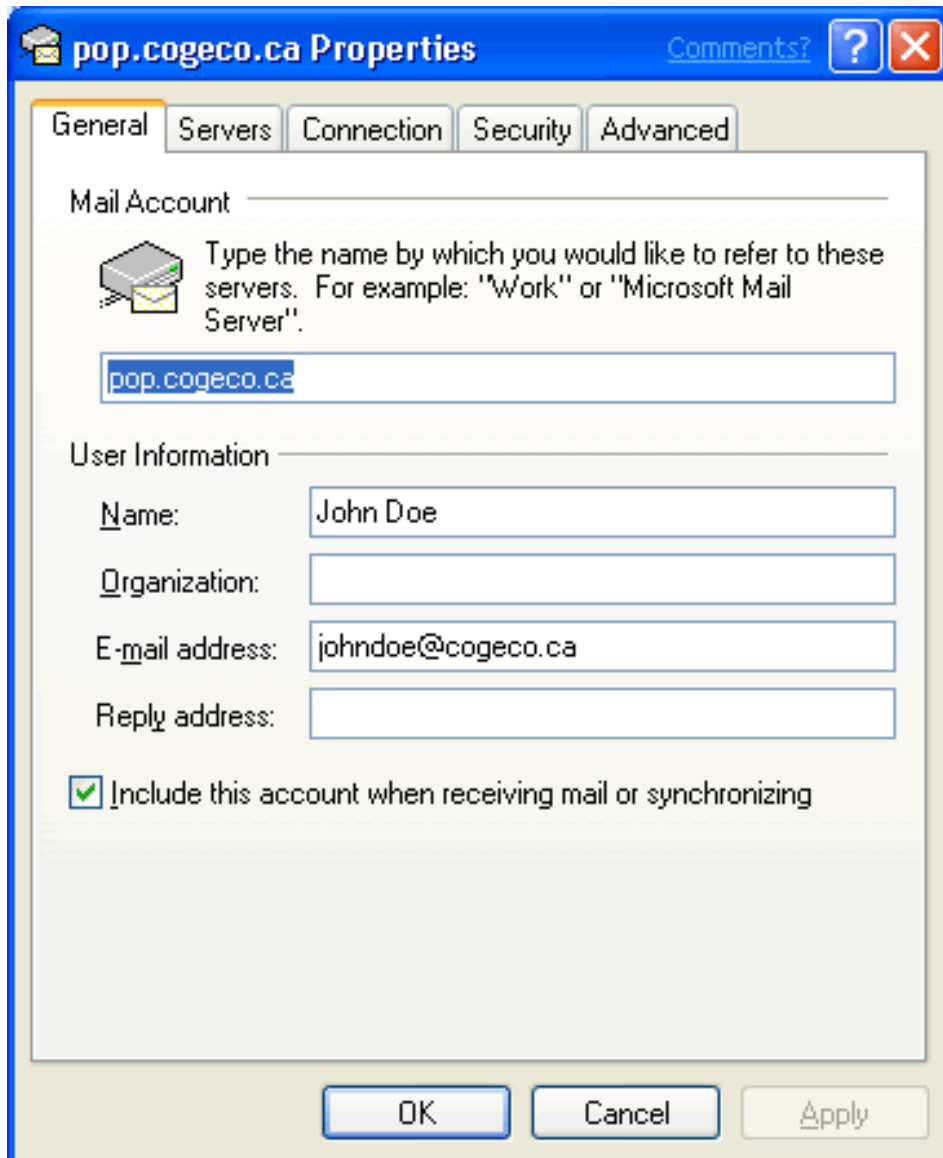
1. Launch Outlook express
2. Click on **Tools** and select Accounts...



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 mail server 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 an email message from you.



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 (parent) account. If you have forgotten your primary (parent) account's password, you must call Cogeco to have it reset.

The screenshot shows a Windows-style dialog box titled "pop.cogeco.ca Properties". The "Servers" tab is selected. The "Server Information" section shows "My incoming mail server is a POP3 server." Below this, the "Incoming mail (POP3)" field contains "pop.cogeco.ca" and the "Outgoing mail (SMTP)" field contains "smtp.cogeco.ca". The "Incoming Mail Server" section has "Account name" set to "johndoe@cogeco.ca" and "Password" masked with dots. The "Remember password" checkbox is checked, and the "Log on using Secure Password Authentication" checkbox is unchecked. The "Outgoing Mail Server" section has the "My server requires authentication" checkbox unchecked and a "Settings..." button. At the bottom are "OK", "Cancel", and "Apply" buttons.

pop.cogeco.ca Properties

Comments? ? 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: ●●●●●●●●

Remember password

Log on using Secure Password Authentication

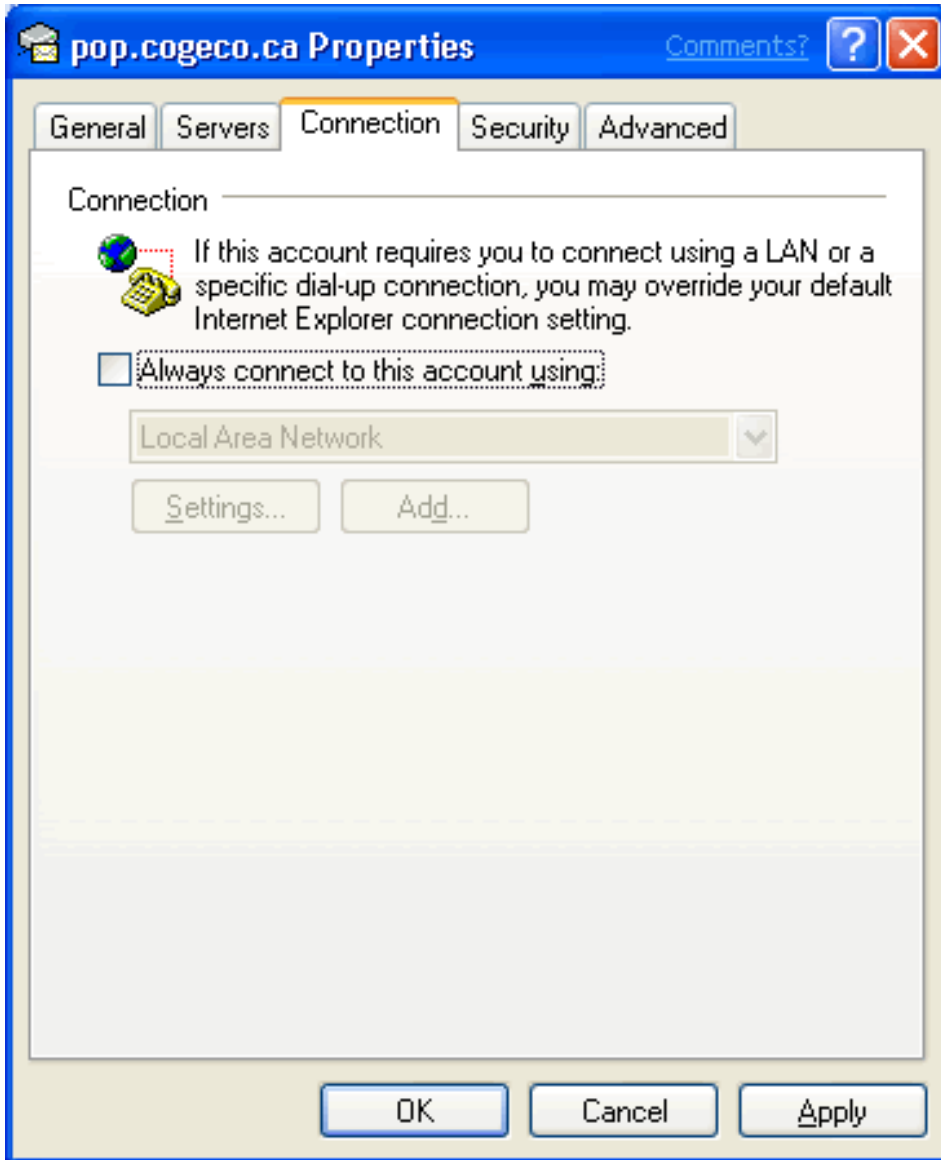
Outgoing Mail Server

My server requires authentication

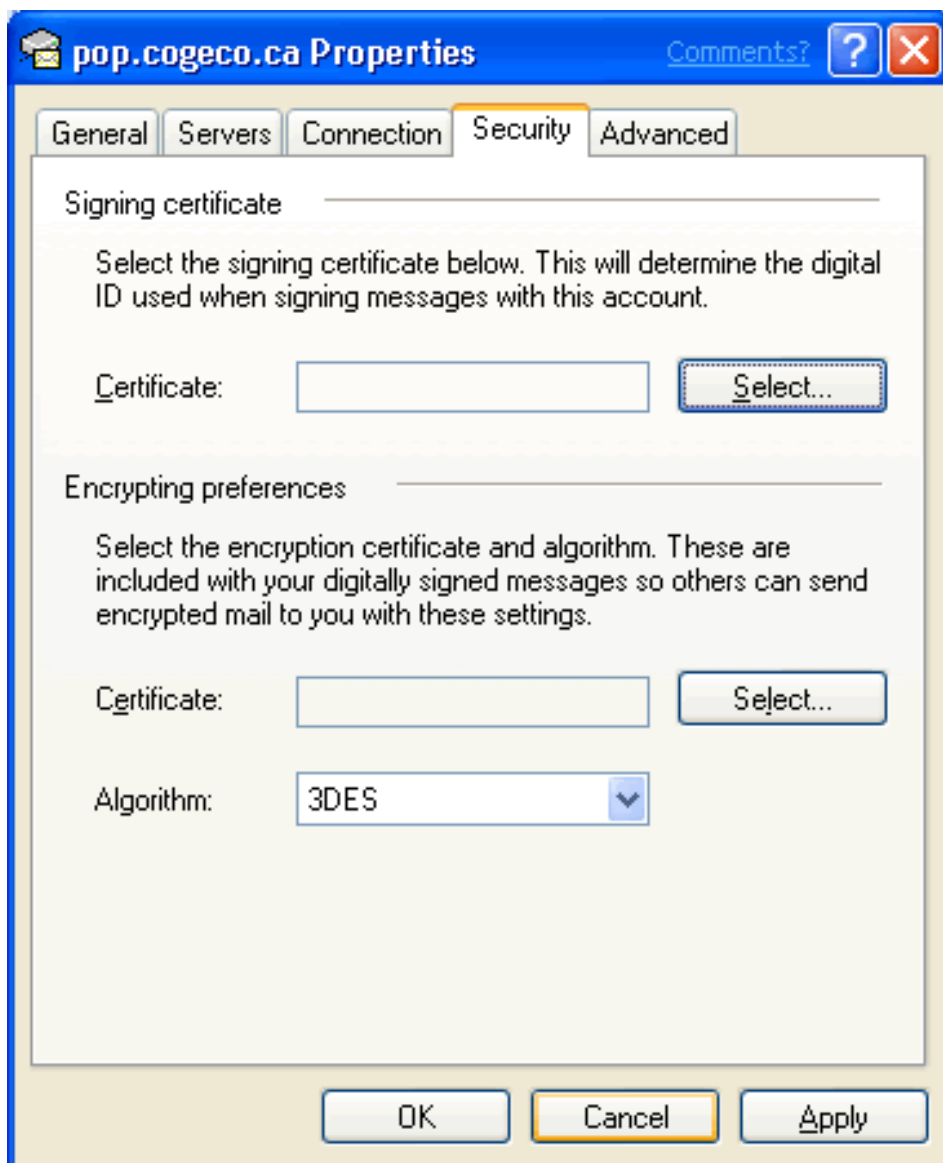
Settings...

OK Cancel Apply

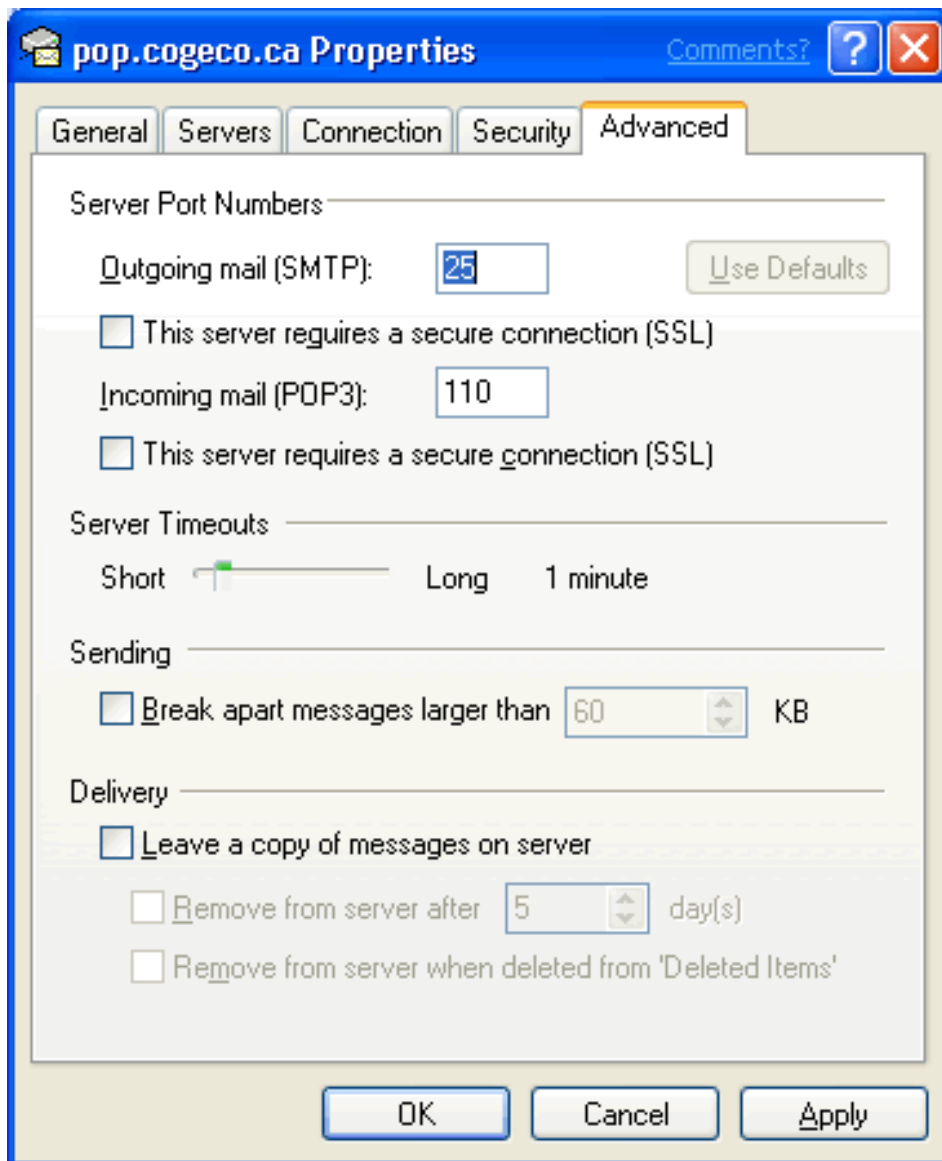
8. Click on the **Connection** tab to check how Outlook Express connects to the Internet. This checkbox should be left empty. Leaving it un-checked makes Outlook Express use the same connection as Internet Explorer. Internet Explorer should be configured to use a LAN as the default connection type.



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 Internet Accounts window.

- Click **Close** to return to the program.

