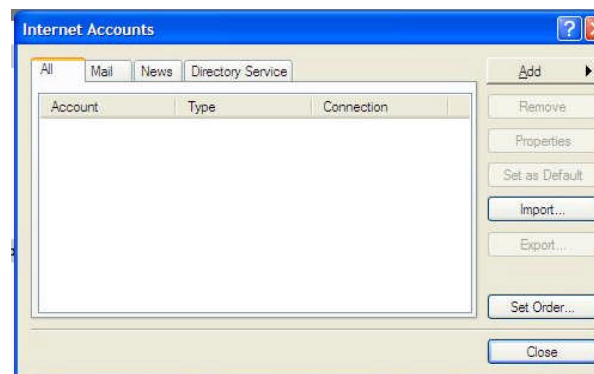


# Setting up Outlook Express for Manxnet Mail

- First, you'll need to open your Outlook Express program - by double clicking the icon (envelope with 2 blue arrows) - or by going through the Start Menu bar and clicking programs and then Outlook Express. Once opened if the application prompts you to dial up - click 'work offline' for now until we have set up the new accounts.

Once you've got the program open:

Click **Tools** and select **Accounts**.  
Click the **Mail** tab.

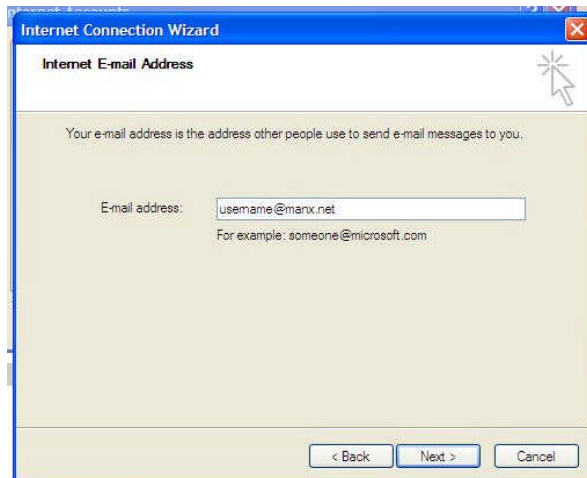


Click the **Add** button and select the **Mail** option.

In the **Display Name** field, enter your name any way you would like it to appear in the mail you send to others (commonly your own name - although if you want to remain anonymous you can enter a nickname etc.). Then click the **Next** button.

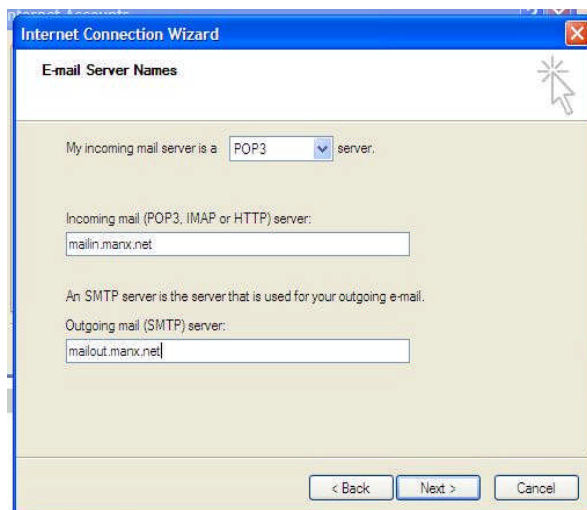


In the **E-mail Address** field, enter your full Manxnet Mail email address. Click on the **Next** button.



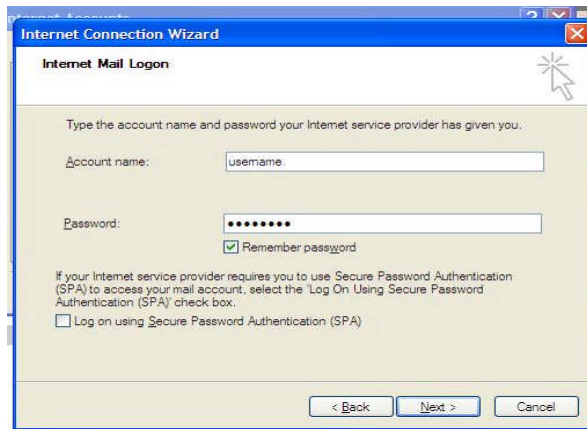
For **E-mail Server Names**, enter this information:

- My incoming mail server is a **POP3 server**
- Incoming mail (POP3 or IMAP) server: **mailin.manx.net**
- Outgoing mail (SMTP) server: **mailout.manx.net**



Then click **Next**.

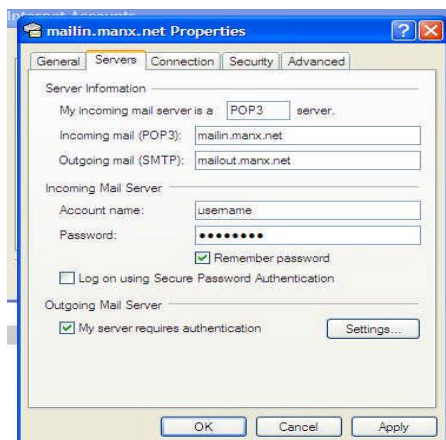
On the **Internet Mail logon** your **Account Name** should already be filled in which is the first part of your e-mail address. Type in your **password** in the **password box** and if you want Outlook Express to remember your password tick the '**remember password**' box.



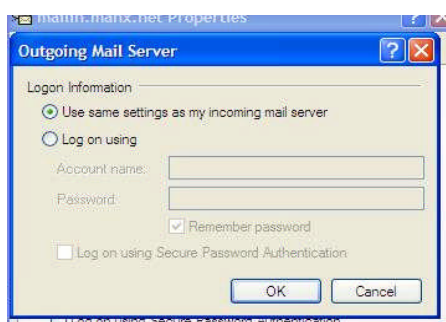
Click next then click **finish** to create your new Manxnet Mail account in Outlook Express.

Your new account should now be created which you will see in the Internet Accounts menu.

Highlight the account you have just created and click **Properties** and when this new window opens click the **Servers** tab



Tick the 'My server requires authentication' button and then click **Settings**



Ensure that the option **Use same settings as my incoming mail server** is selected and click **OK**

Click **OK** in the Properties window and then close the Internet accounts screen. You can now start to compose and receive emails.

If you have any problems with this procedure or require further information please visit our website located at <http://www.manxtelecom.com/support> or contact our Service Centre on **624 624** at any time.