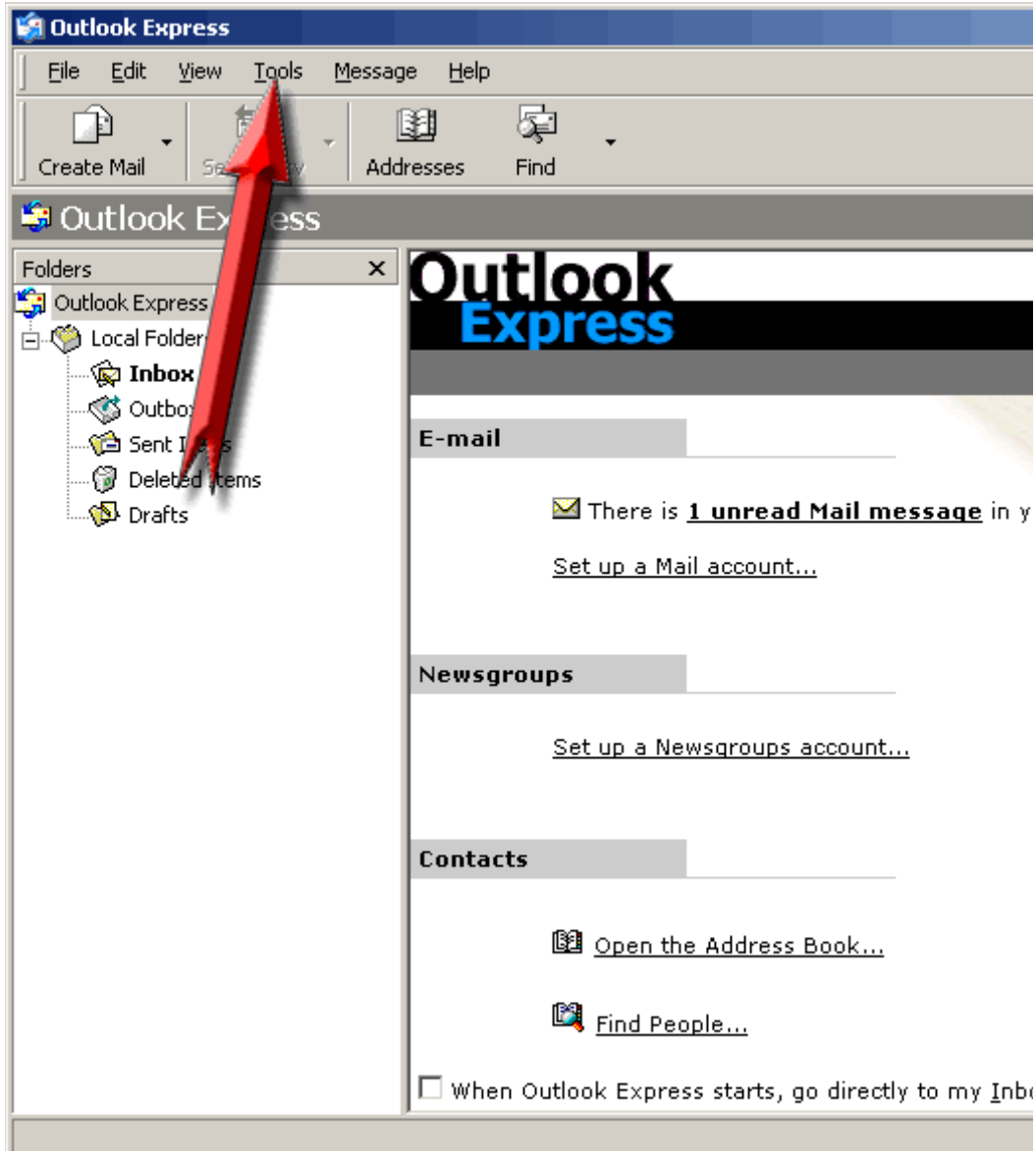


## POP3 Instructions

### Outlook Express 6

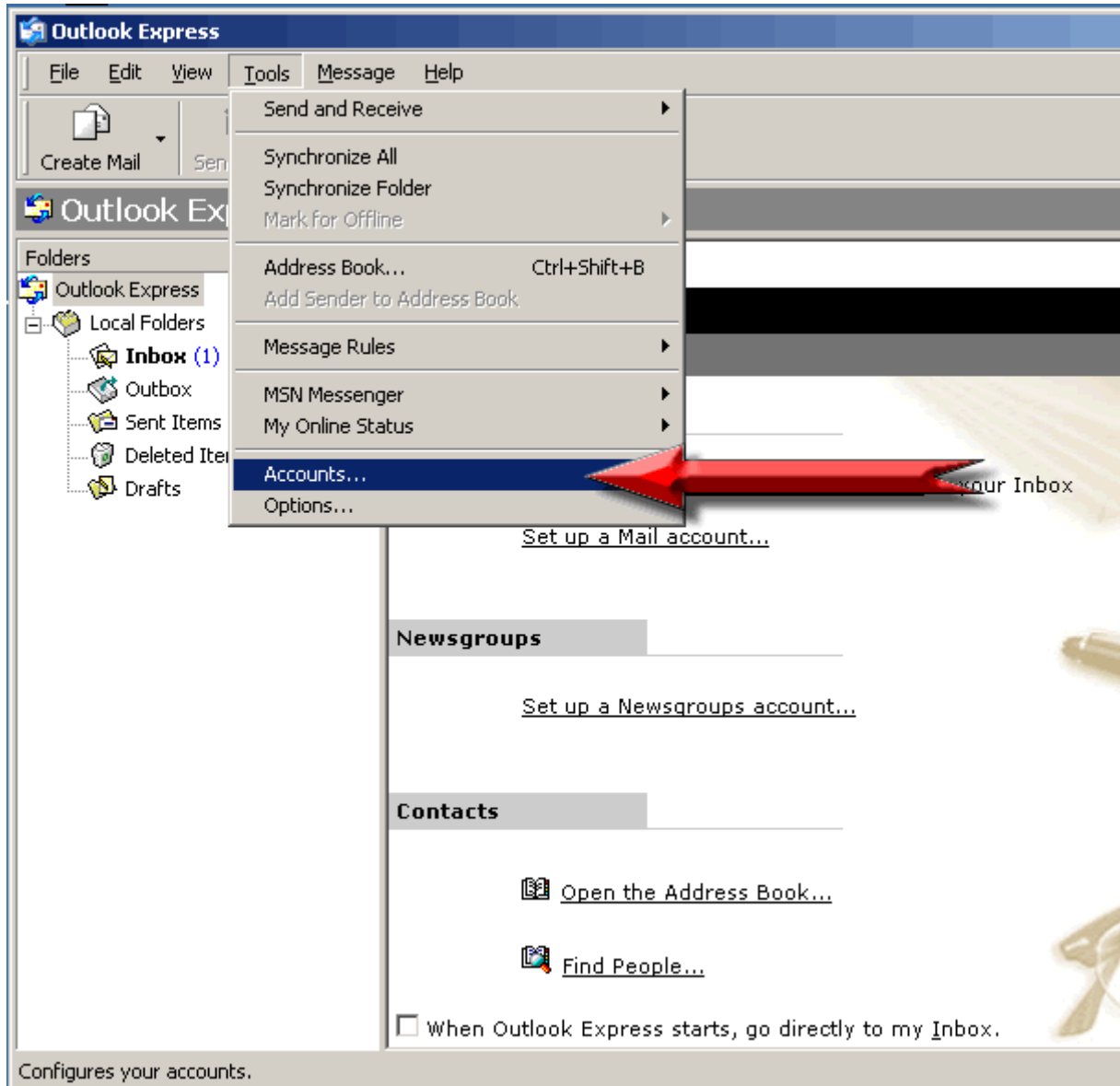
#### Step 1:

Click on tools



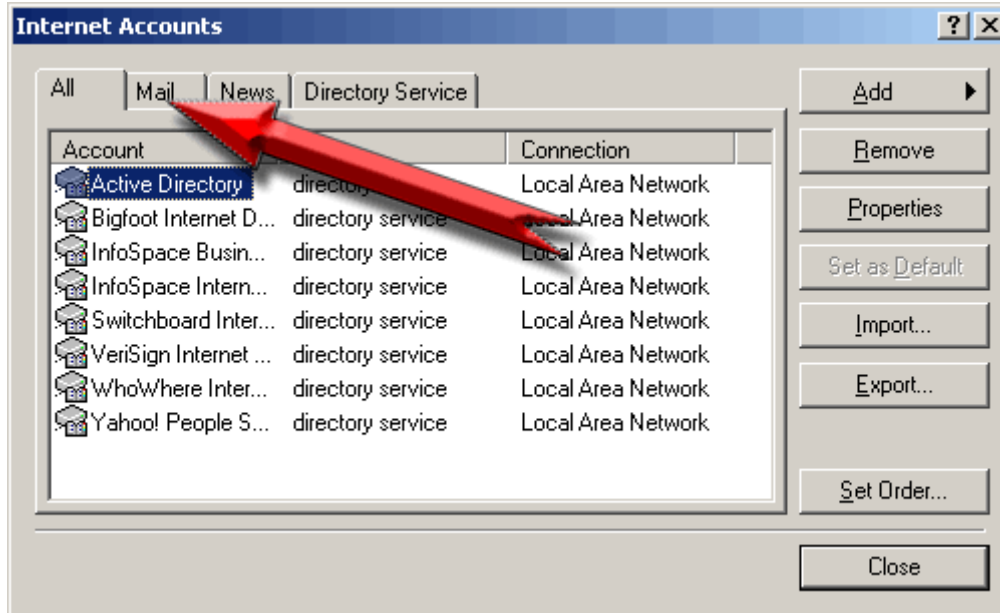
## Step 2:

Select “Accounts”...



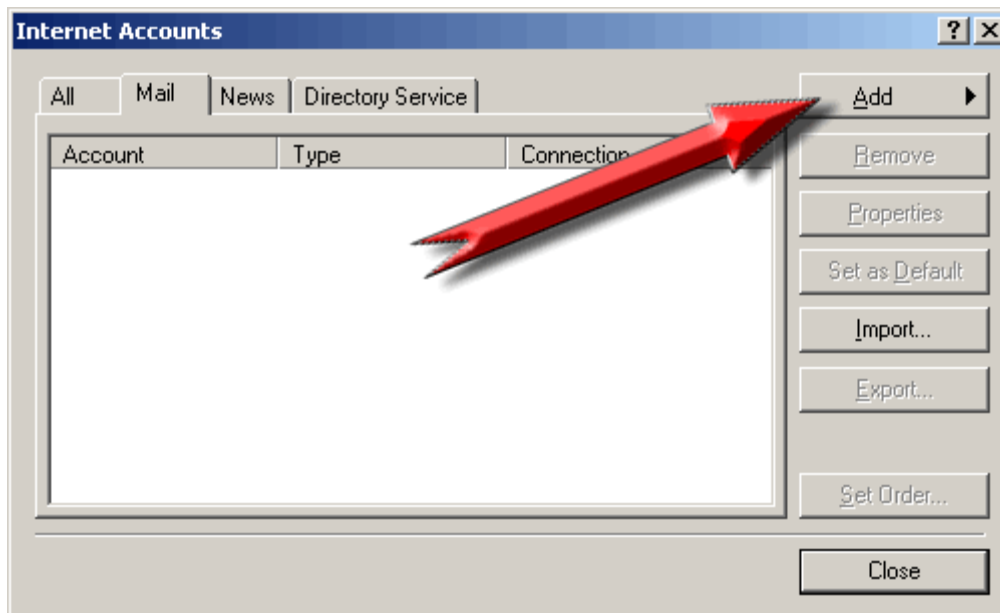
### Step 3:

Click the Mail tab



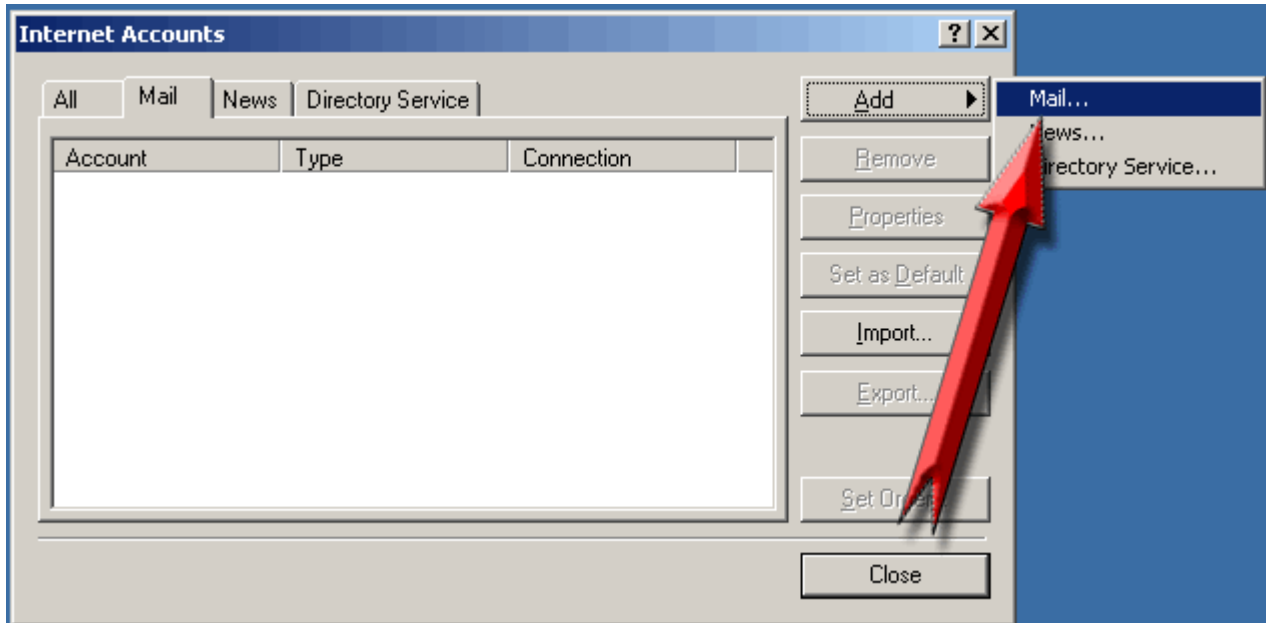
### Step 4:

Click the "Add" button



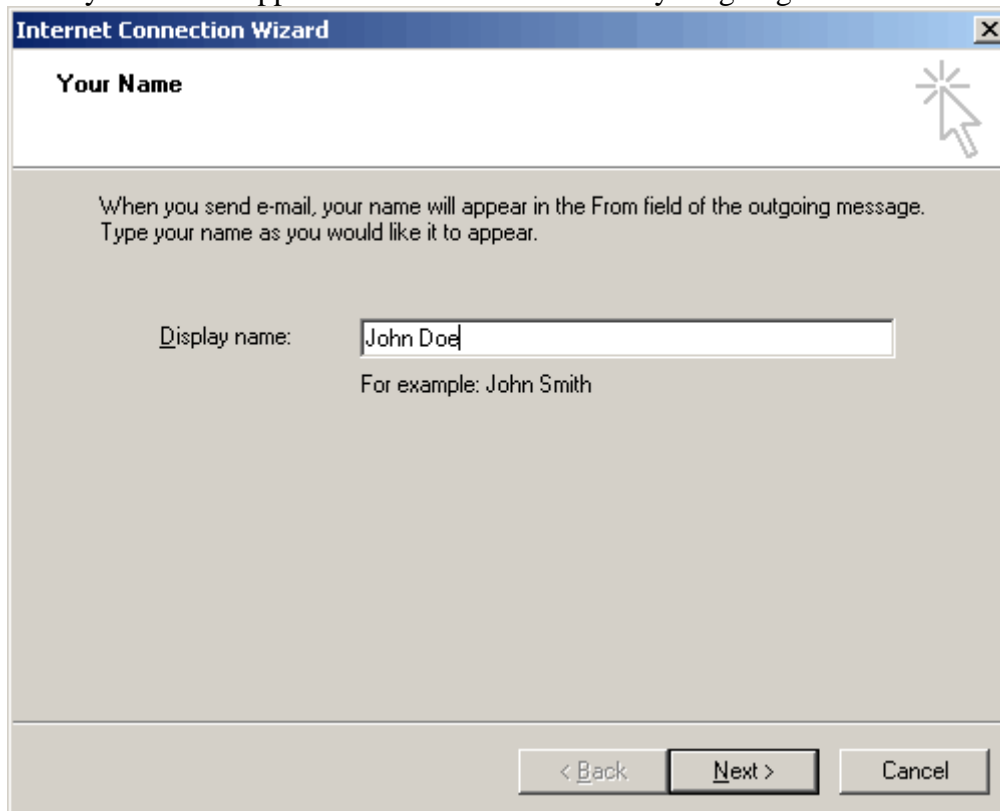
### Step 5:

Select “Mail”...



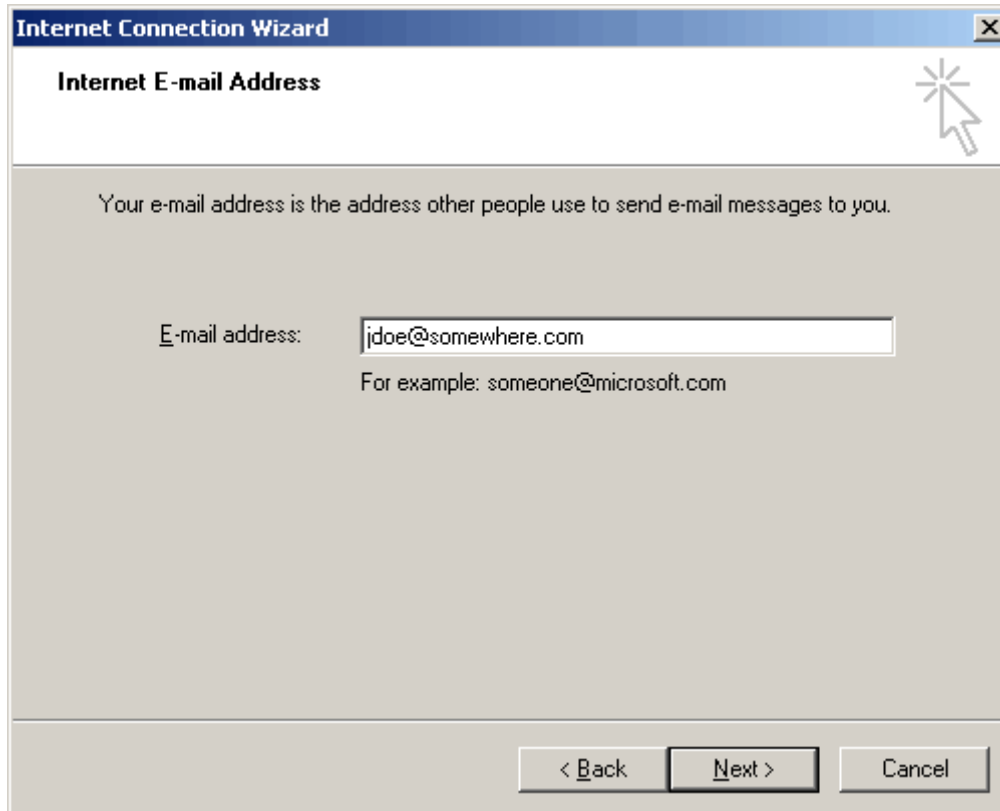
### Step 6:

Enter the name that you want to appear in the “From” field of any outgoing E-Mail



**Step 7:**

Enter your E-Mail address. Example: joe@somewhere.com



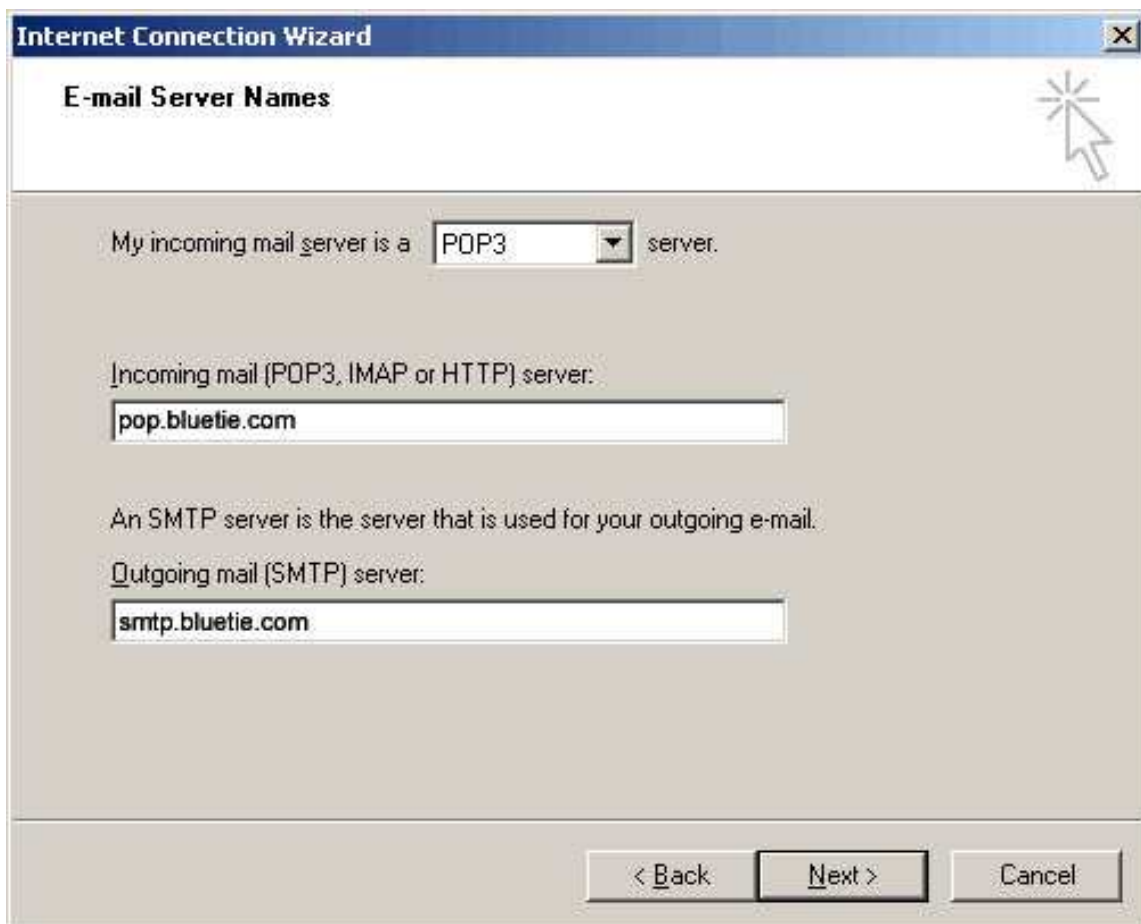
### Step 8:

“My incoming mail server is a” (select POP3 from the drop-down list).

In the “Incoming mail (POP3, IMAP or HTTP) server” field, enter “**pop.bluetie.com**” or “pop.your domain” here Example: If your domain name is “myproduct.com” you would enter “pop.myproduct.com”

In the “Outgoing mail (SMTP) server” field you would put in one of the following options:

- “**smtp.bluetie.com**”
- “smtp.your domain” - example: If your domain name is “myproduct.com” you would enter “smtp.myproduct.com”
- Alternatively, you can enter your Internet Service Provider (“ISP”) information. Usually it will be something like mail.isp.com where ISP is your Internet Service Provider (you might have to contact your ISP for the correct information).

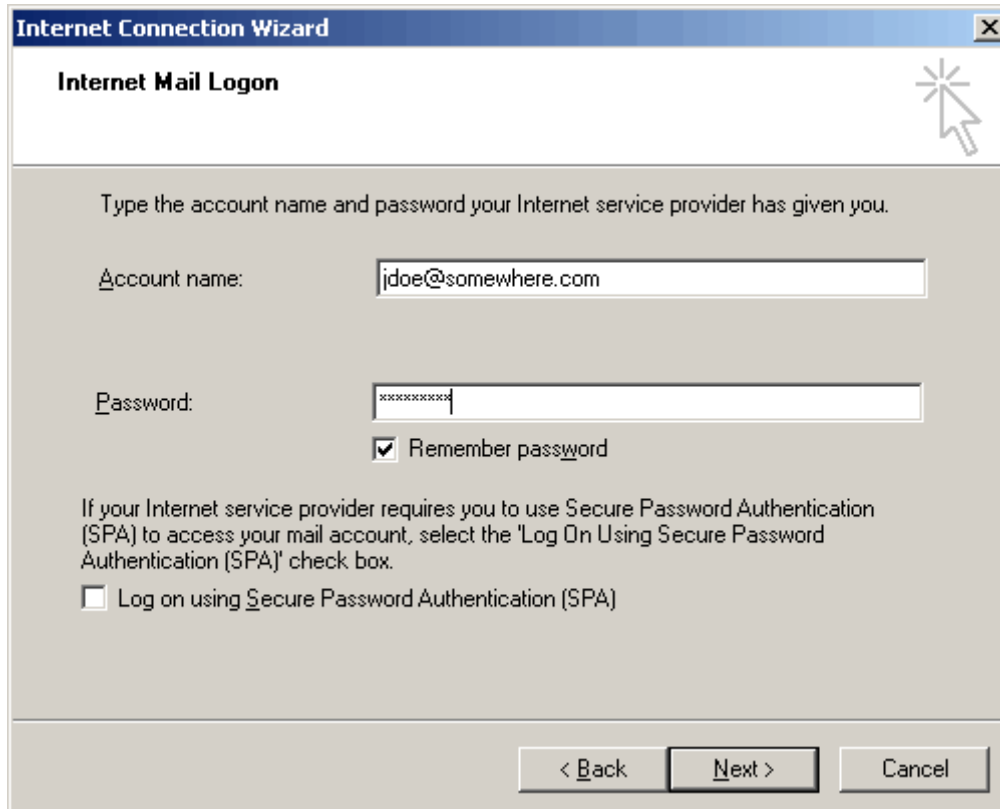


### Step 9:

Your Account name is your full E-Mail address Example: [jdoe@somewhere.com](mailto:jdoe@somewhere.com)

Your password is the password that you either specified or were assigned when your account was set up.

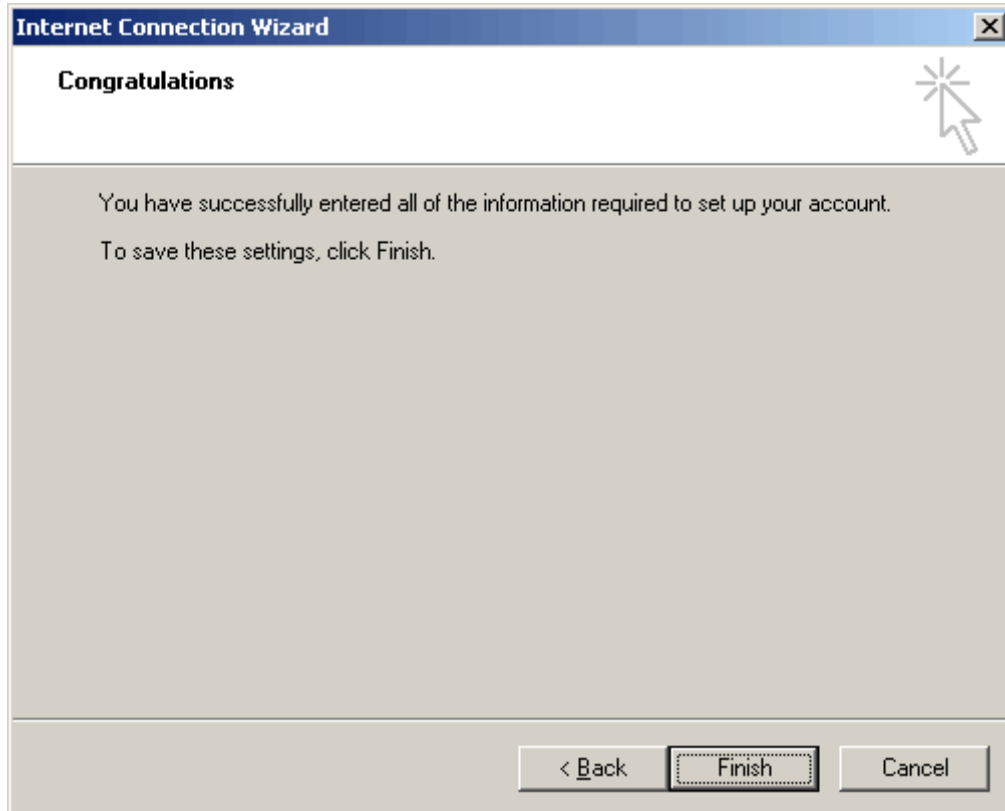
**NOTE:** If you don't want to be prompted for a password each time you try to get mail put a check in the box "Remember password"



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" containing "jdoe@somewhere.com" and "Password:" containing "\*\*\*\*\*". Below the password field is a checked checkbox labeled "Remember password". Further down, there is explanatory text: "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." and an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

**Step 10:**

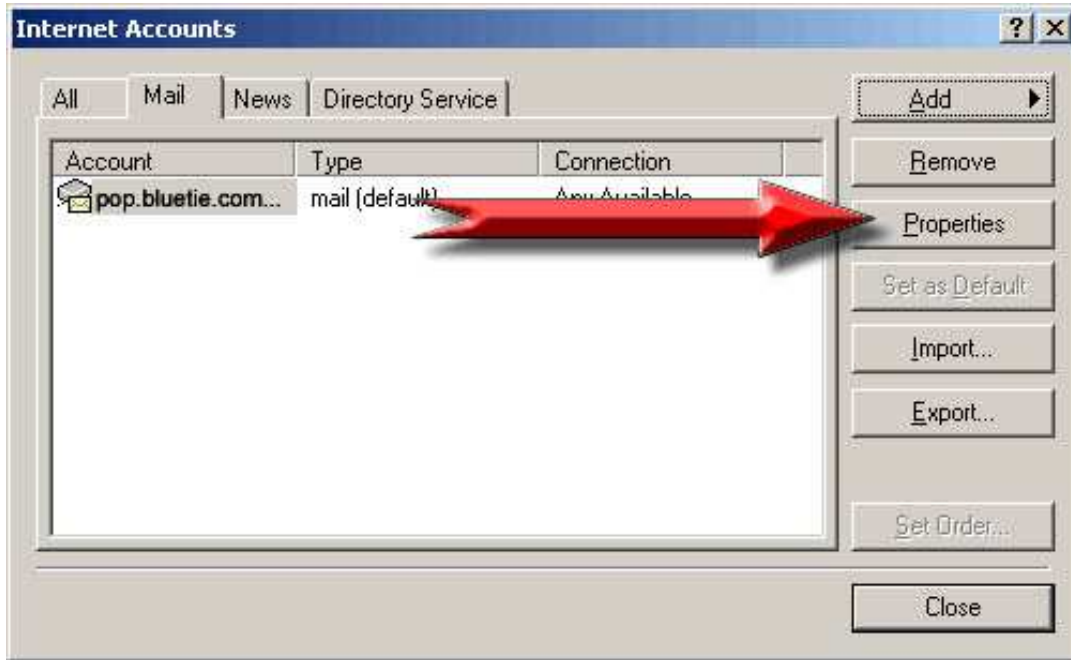
Now the initial set up of your POP3 account is finished. Click the finish button. (We are not done yet, so please continue through the next steps)





**Step 11:**

There are a couple of personalized settings that need to be configured before we are finished. Select the email account you have added and click on “Properties”



### Step 12:

The field that the arrow is pointing to is where you can set the name of the connection you can put anything you want in here. This name is what shows up on the Internet Accounts screen.



### Step 13:

On the Servers tab, put a check mark in the checkbox labeled “My server requires authentication”. The “Settings” button next to that checkbox pulls up a new page – the setting there should be to “use the same settings as the incoming mail server”. (that will be the default setting)

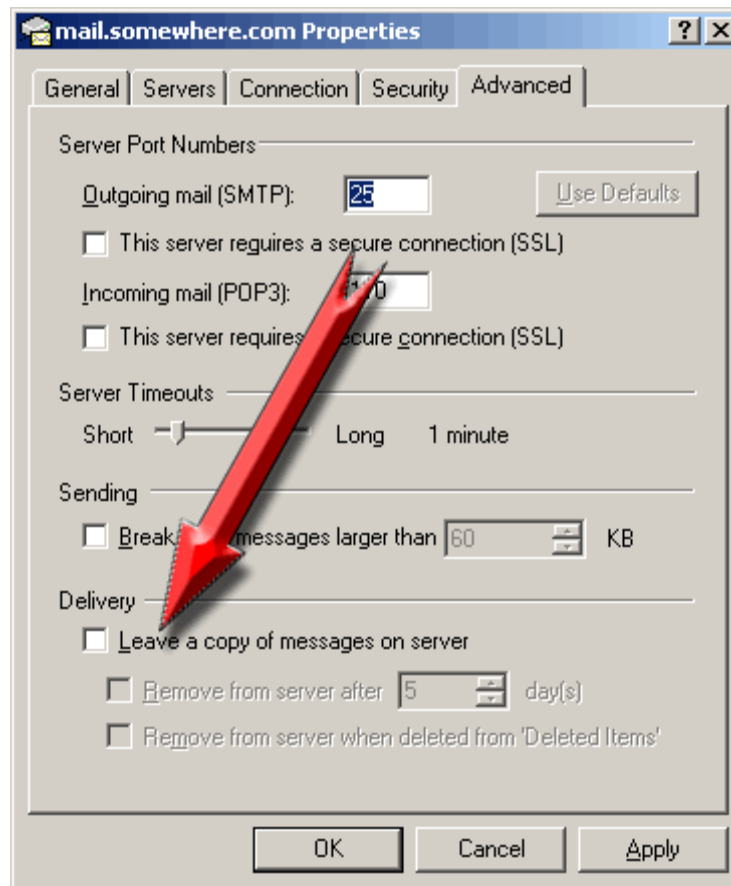
If at some point you change your password via the webmail system, you will have to change the password field on the servers tab if you have it set to remember your password.



### Step 14: (optional)

Sometimes, local Internet Service Providers will block your computer from using other email systems to send mail out. They do this by retaining sole access to the default Outgoing mail port, port 25. If you are having trouble sending mail, you can either use the ISP's outgoing port (explained earlier in this document) or you can change the Outgoing mail port number from 25 to 5125.

If you want to leave a copy of your E-Mail on the email server check the box "Leave a copy of messages on server". We recommend that you do not check this unless you will be accessing your email account from the web as well as with Outlook Express.



*If you have the "Leave a copy of messages on server" box checked you can set a default time period to delete messages off the server. And you have the option to delete the messages off the server that you delete in Outlook Express.*