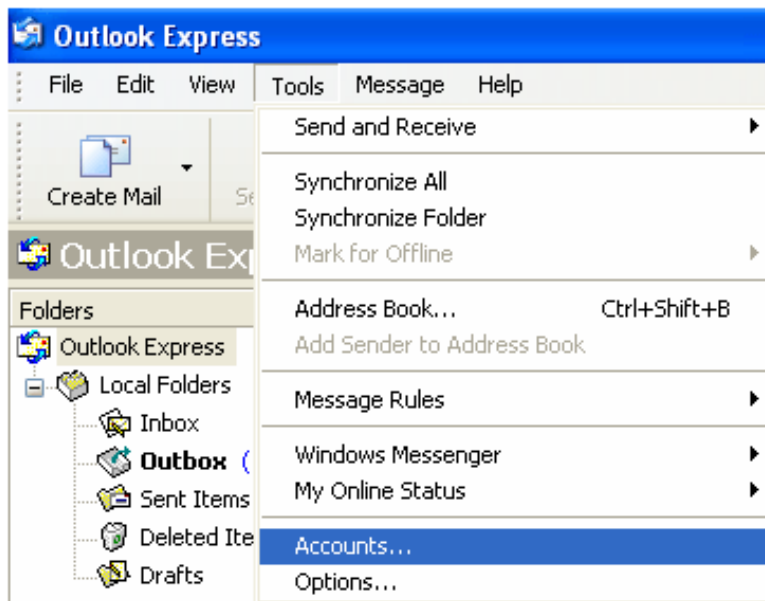
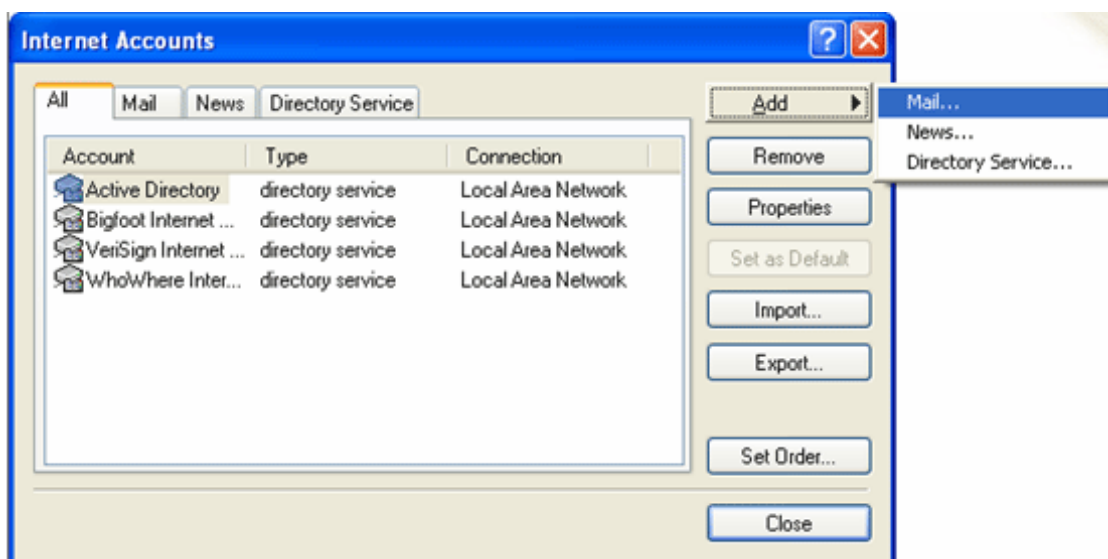


Microsoft Outlook Express 5 and 6 – Email Client Settings

1. Open Microsoft Outlook Express
2. From the 'Tools' menu, select 'Accounts'.

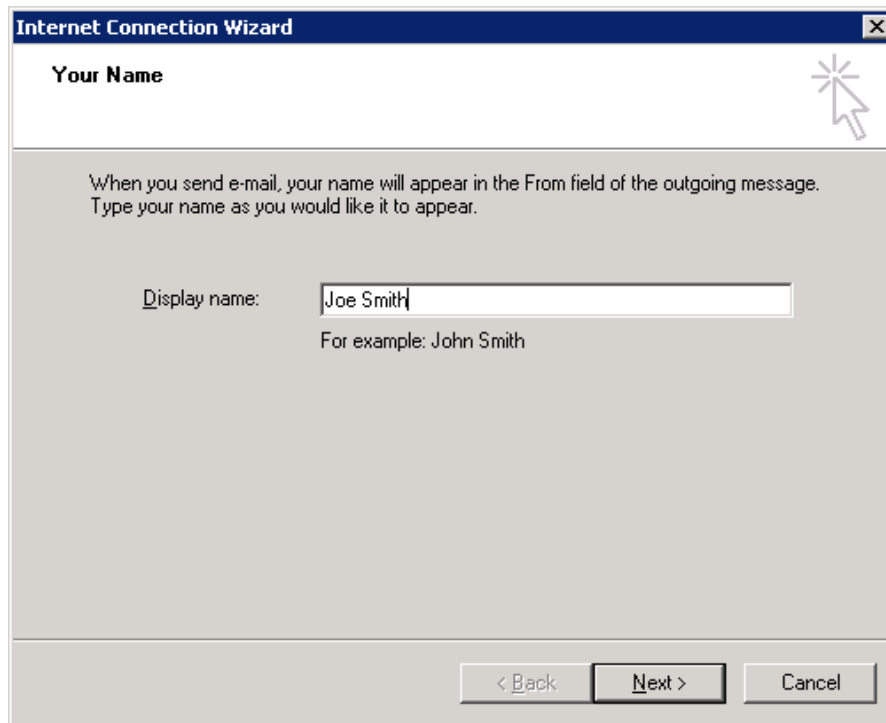


3. From the 'Internet Accounts' screen, click 'Add' then select 'Mail...' from the drop-down menu.



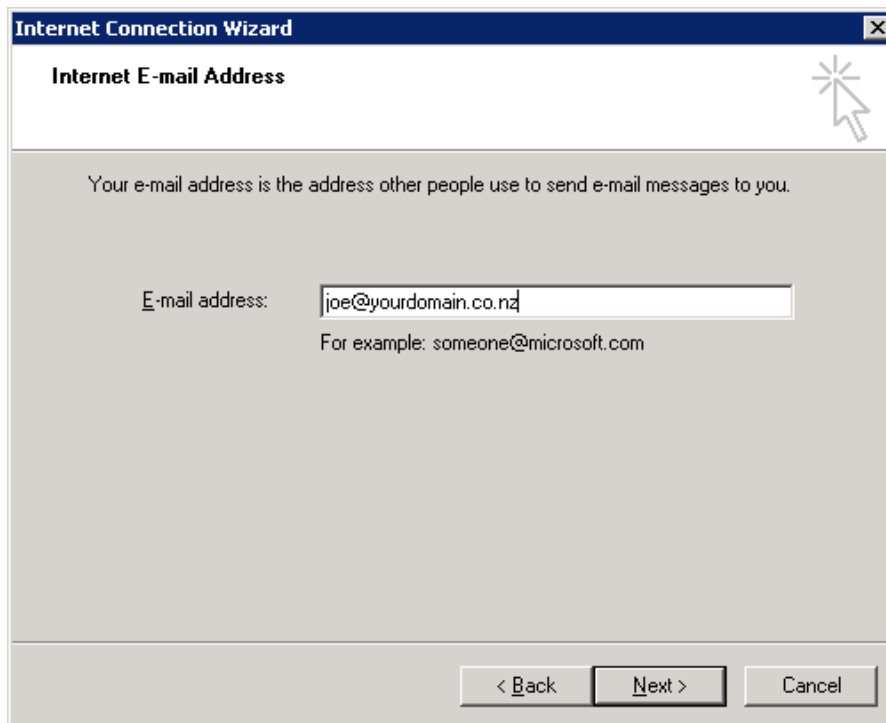
This will open the internet connection wizard.

4. In the internet connection wizard type your name in the 'Display name:' field, as you would like it to appear in the 'from' field of your outgoing mail, then click 'Next'.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a mouse cursor icon. The text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a text input field labeled "Display name:" containing the text "Joe Smith". Below the field is the text "For example: John Smith". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

5. In the 'E-mail address:' field, enter your full email address (for example, "user@yourdomain.co.nz"). Click 'Next'.

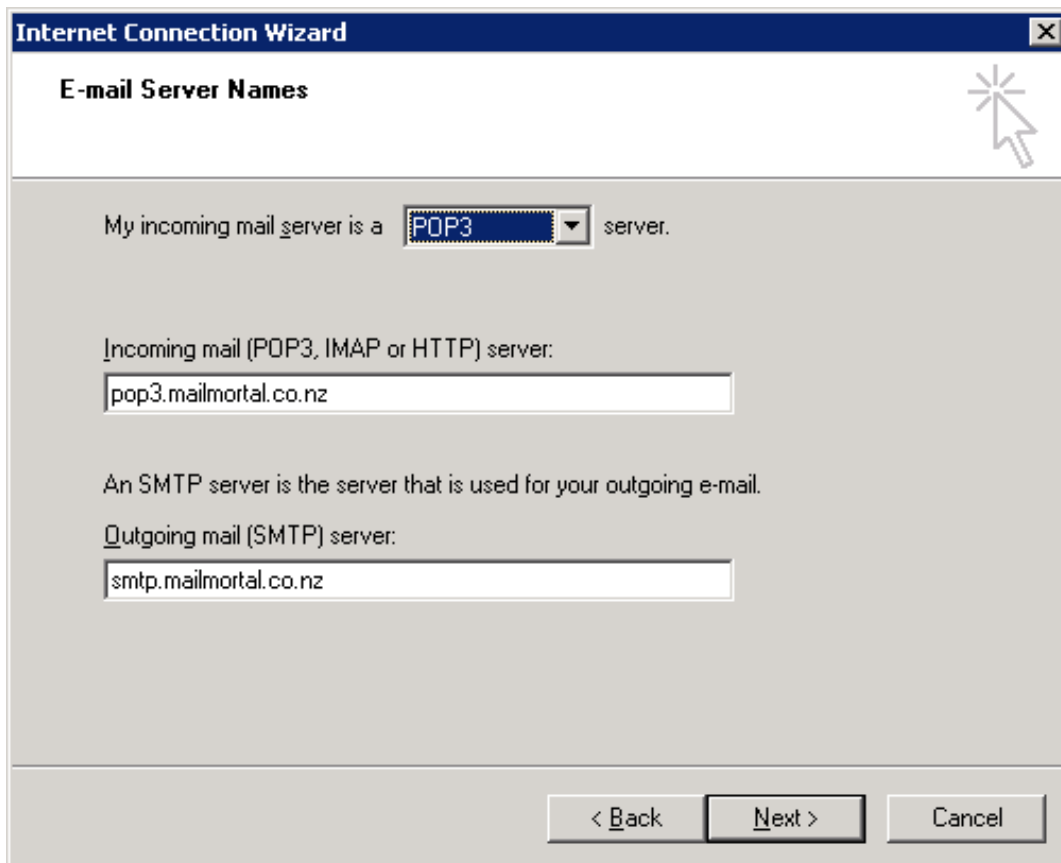


The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field labeled "E-mail address:" containing the text "joe@yourdomain.co.nz". Below the field is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

6. In the 'E-mail Server Names' screen, enter the following information:

E-mail Server Names

- My incoming mail server is a 'POP3' server.
- 'Incoming mail (POP3,IMAP or HTTP) server' enter: pop3.mailmortal.co.nz
- 'Outgoing mail (SMTP) server' enter: smtp.mailmortal.co.nz



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The window contains the following text and input fields:

My incoming mail server is a 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:

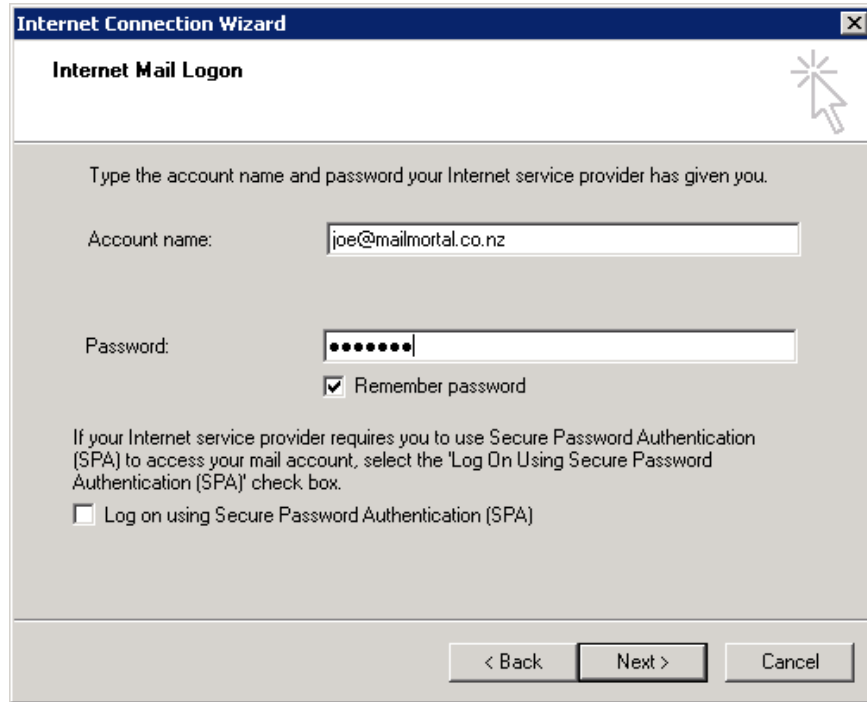
At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

7. In the 'Internet Mail Logon' screen, enter the following information:

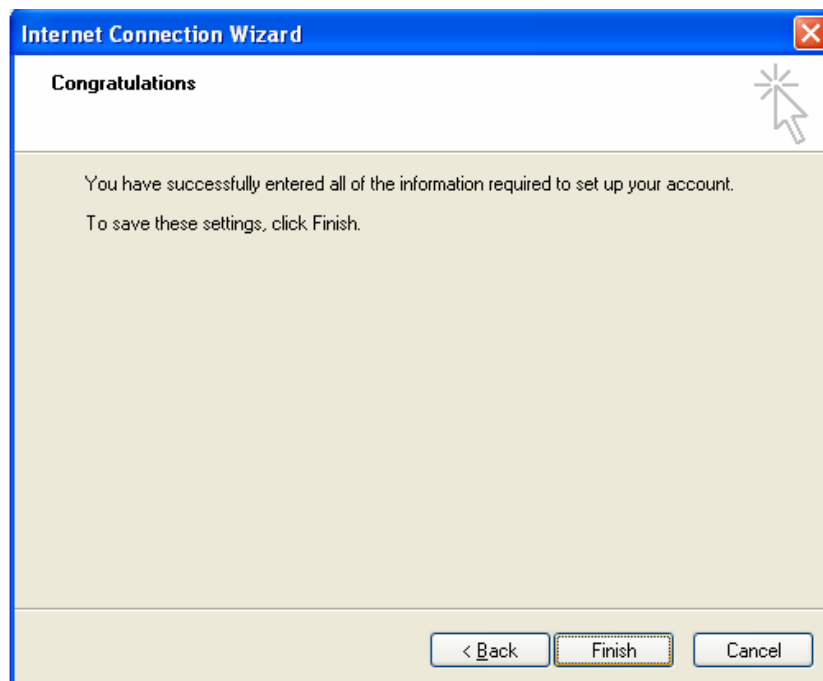
Internet Mail Logon

- a. Account name: enter your email @mailmortal.co.nz example:joe@mailmortal.co.nz
- b. Password: Enter your Mail Mortal password.
- c. Tick the box marked 'Remember password'

8. Click 'Next'

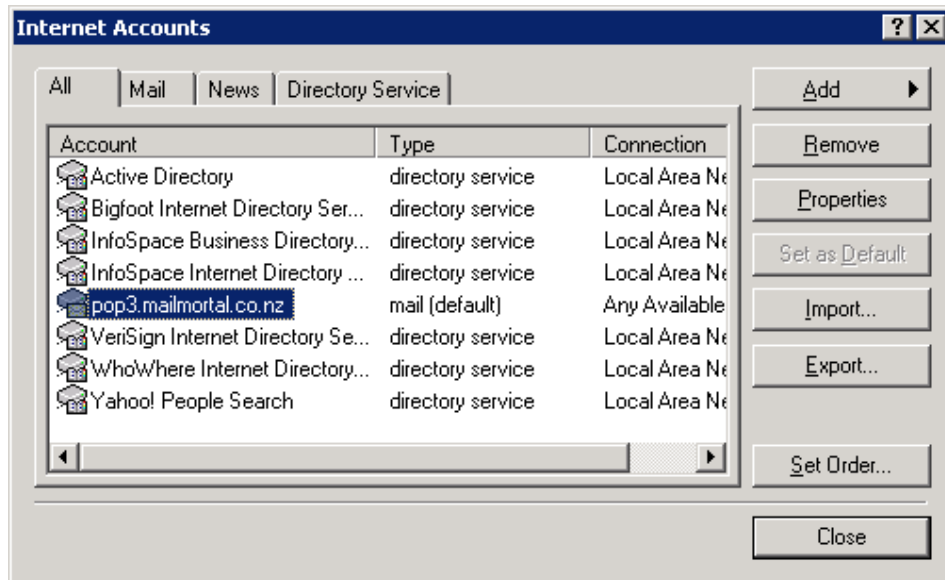


9. Click on 'Finish'.

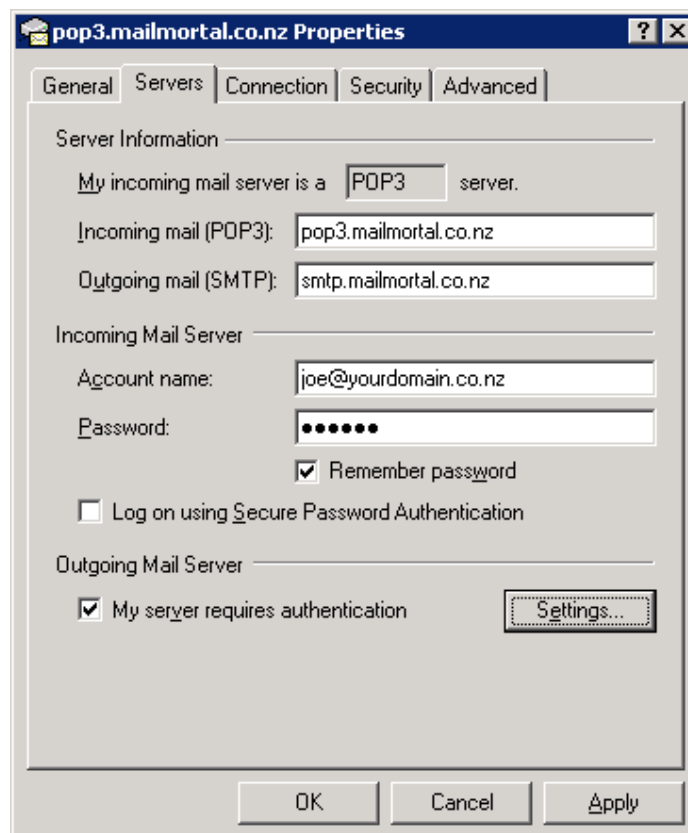


10. Again, click 'Tools' and then select 'Accounts' this will again open the internet accounts screen.

11. From the 'Internet Accounts' screen, select your Mail Mortal email account (usually pop3.mailmortal.co.nz) then click on 'Properties'.



12. Select the 'Servers' tab. Under 'Outgoing Mail Server' tick the box next to 'My server requires authentication' and click 'Apply'



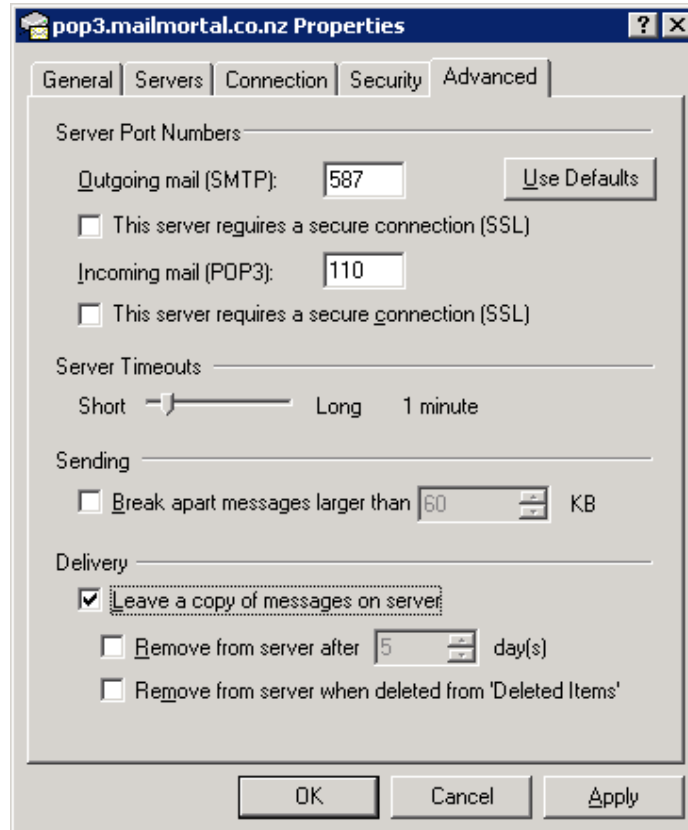
13. Select the 'Advanced' tab and enter the following information:

Server Port Numbers

- 'Outgoing mail (SMTP)' Enter port number: 587
- 'Incoming mail (POP3)' Should automatically be 110. If not enter port number: 110

Delivery

- Tick the box marked 'Leave a copy of messages on the server'



14. Click 'OK'.

Congratulations, you have now completed your setup of Outlook Express. Mail Mortal will now be protecting your inbox from unwanted spam meanwhile delivering you a report so you can see exactly what has been blocked. If you have any queries please do not hesitate to contact us.

Kind regards,

The Mail Mortal Team

Email: info@mailmortal.com

Ph: (03) 96517289