

## EMAIL SETUP INSTRUCTIONS - OUTLOOK EXPRESS

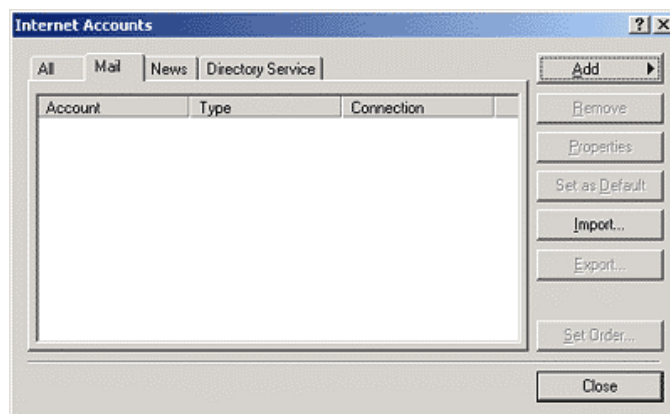
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### Requirements Before Setup

- ❑ Internet Explorer version 5 or higher
- ❑ Microsoft Outlook Express
- ❑ Account address, username and password as provided by IIMS
- ❑ SMTP (Outgoing Server) Address of your Internet Service Provider (ISP)
- ❑ Internet connectivity through your Internet Service Provider (ISP). *Double check that you are connected by browsing a few Web pages (e.g., www.yahoo.com, www.disney.com)*

### Setup Instructions

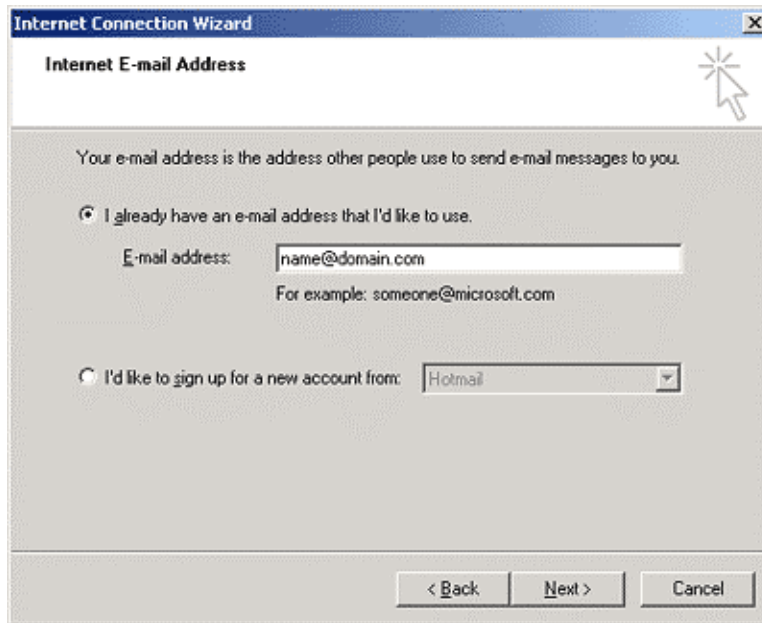
1) Using your mouse, click on the Outlook Express icon. Once Outlook Express is open, from your main menu select "**Tools**" followed by "**Accounts**". A new window labeled "**Internet Accounts**" should appear.



2) Under the **Mail** tab of the Internet Accounts window, click on the **Add** button and select the **Mail** option. A window labeled "**Internet Connection Wizard**" will appear. Under the **Display Name** prompt enter the name as you want it to appear when people receive emails from you (e.g., John Smith). Click the **Next** button to continue.



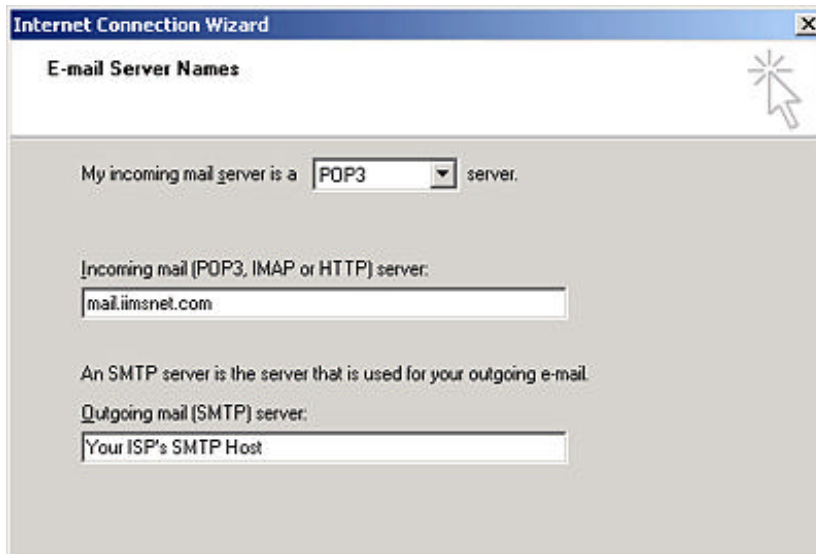
3) In the “**I already have an email address...**” area, enter the email address given to you by IIMS (e.g., jsmith@domain.com) after “**E-mail address:**” Click **Next** to continue.



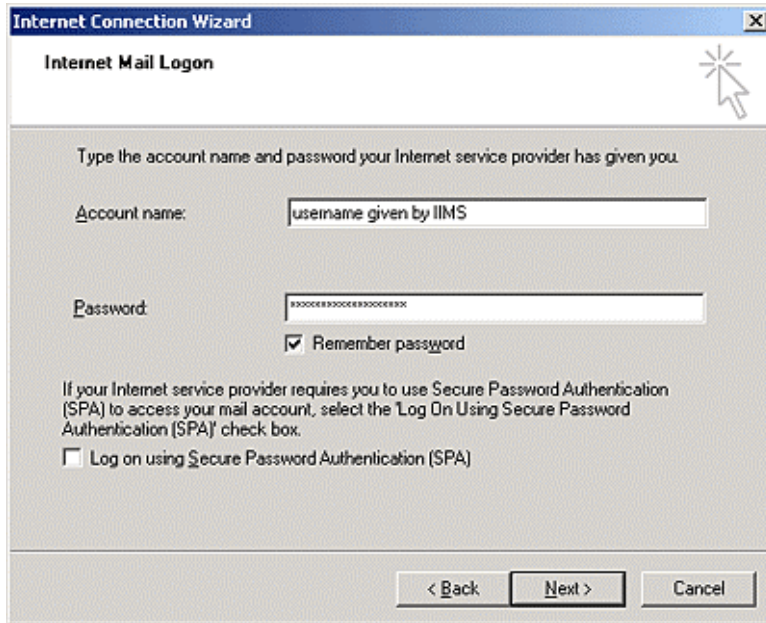
4) On this screen you will need to fill in the Incoming and Outgoing mail server information. The Incoming mail server is a **POP3 server** (this will be the default setting).

- ▶ Under Incoming Mail Server (POP3) enter **mail.iimsnet.com**
- ▶ Under Outgoing Mail Server (SMTP) enter your **ISP's mail server address** (e.g., smtp.snet.com; smtp.rcn.com). If you have not already done so, you will need to contact your ISP for this information. *Note – some ISP's allow you to use our SMTP server. If this applies in your case, you can enter the following IIMS SMTP server name: mail.iimsnet.com*

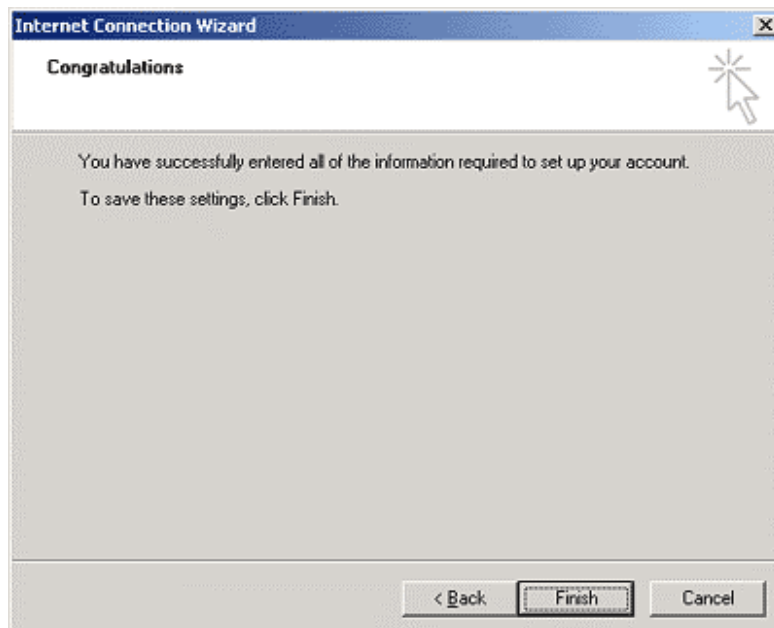
Click **Next** to continue.



5) Enter the **Account Name (Username)** provided to you by IIMS. This is often the same as the portion of your email address before the @ symbol. Then enter the **Password** provided to you by IIMS. This will appear as asterisks (\*). Make sure the **Remember Password** box is checked so that you are not prompted for this information each time you check your email in the future. Click **Next** to continue.



6) You should now see a “Congratulations...” screen. Click the **Finish** button in this Internet Connection Wizard. Then click the **Close** button at the bottom of the **Internet Accounts** window.



## Testing Mail Setup

Now that you've setup your email account, you will need to run a few tests to make sure everything is configured properly.

- 1) For best results, restart your computer to ensure that all of your new settings are saved.
- 2) Make sure you are connected to the Internet. Browse some Web pages (e.g., [www.yahoo.com](http://www.yahoo.com); [www.disney.com](http://www.disney.com)) to make sure you're connected.
- 3) Once your computer is restarted and you are connected to the Internet, double-click on the **Outlook Express** icon to open this program.
- 4) Under the **Message** menu of Outlook Express select **New Message** to create a new email.
- 5) Under the **To:** area of the email enter your own email address (e.g., [jsmith@domain.com](mailto:jsmith@domain.com)). If you'd like enter a subject and write a short message to yourself. Click the **Send** button to send this message.
- 6) Under the **Tools** menu select **Send and Receive**. You should receive the message you just sent yourself. If you do not receive your message within a few minutes, check your email settings and refer to IIMS's email troubleshooting document on our Web site. If you still cannot correct these problems, contact your IIMS Account Manager (203.265.2424) for further assistance.