

## How do I configure Outlook or Outlook Express for E-Mail Accounts

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### Outlook & Outlook Express

- To configure your e-mail account simply login to your domain and click on the mail icon
- Then click on Add/Remove/Manage Accounts
- Select the Email Account for Outlook or Outlook Express. Click the Configure Outlook image next to the account you wish to set up.
- Now select Your Option of Choice and Follow the Promps

Manually Configure Outlook or Outlook Express (please replace 'yoursite' with your ful domain name ie abc.com and 'yourusername' with the email account name ie. john)

- Outgoing Server: mail.'yoursite'
- Incoming Server: mail.'yoursite'
- Username: ['yourusername'@'yoursite'](#)
- Enter the credentials as given by your administrator
- Please remember that the outgoing server needs authentication. Select the radiobutton 'My Outgoing Server Requires Authentication'. Select 'Same as Incoming'