

Outlook Express Setup

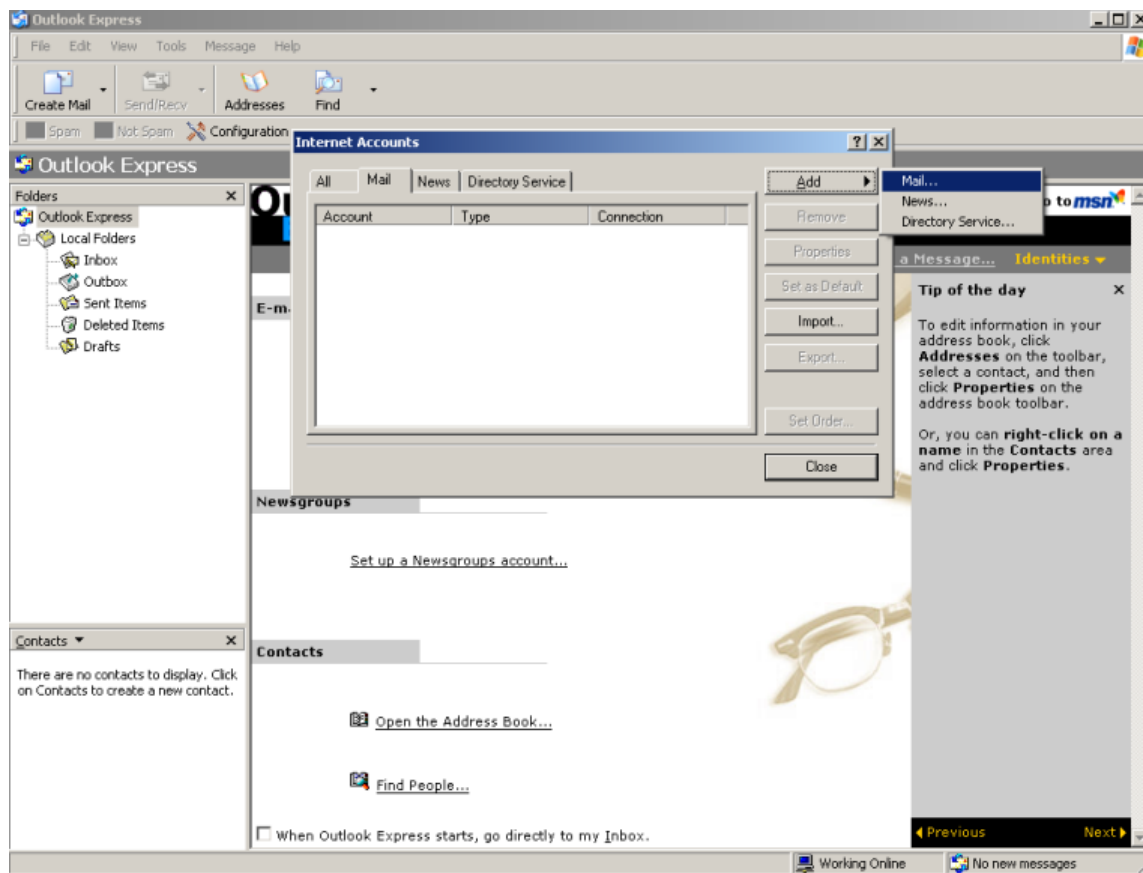
1. Open up Outlook Express by double clicking on it's icon on the desktop.

If this icon isn't present click on the **Start button**, then **Programs**, and then an Outlook Express icon should be present in that menu.

2. Now that Outlook Express is open click on **Tools**, then select **Accounts**.

3. Make sure the **Mail** tab is selected

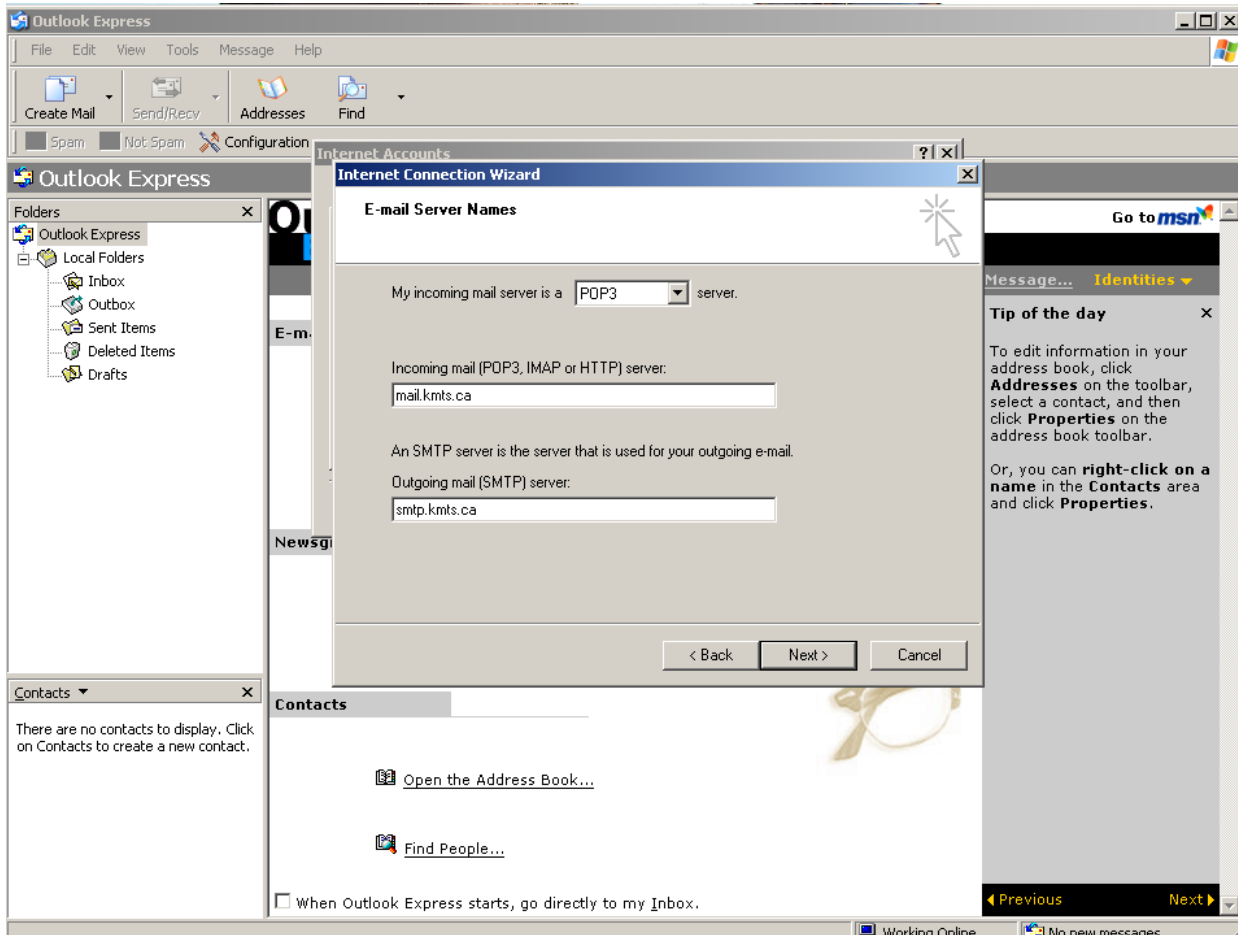
4. Click on **Add** and select **Mail**.



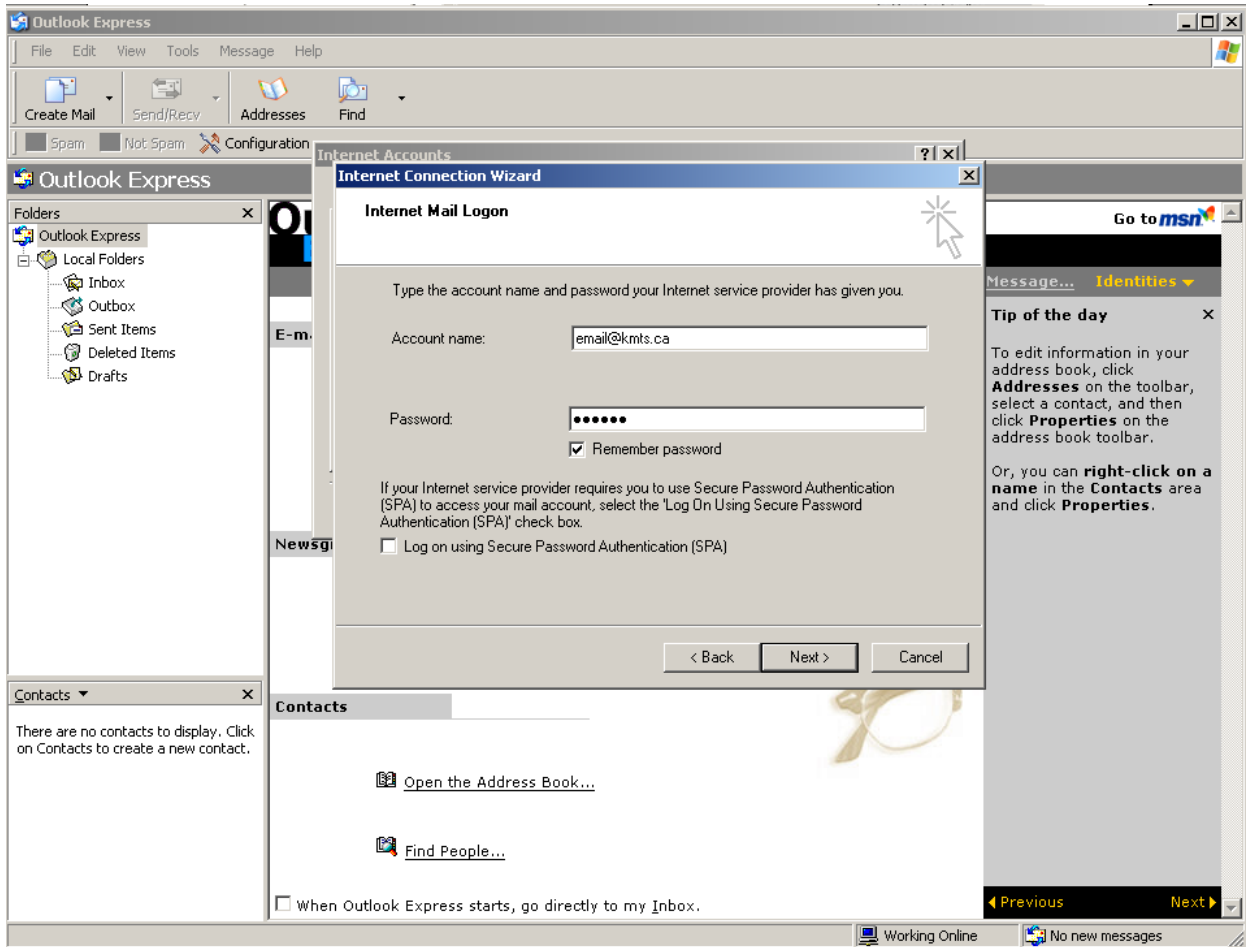
5. A new window should pop up, type your name in the box provided and click **Next**.

6. Type in your e-mail address (eg. email@kmts.ca) and click **Next**.

7. Now it should be asking for your POP3 and SMTP address, enter **mail.kmts.ca** for the incoming server (POP3) and **smtp.kmts.ca** for the outgoing server (SMTP) and click **Next**.



8. You will be asked for your account name and password, username must include the **@kmts.ca** (eg. **email@kmts.ca**). Type both of these in and make sure **“secure password authentication”** is not checked, then hit **Next**.



9. You will see a congratulations screen. All that is left to do is hit the **Finish** button and you are ready to use your mail.

You're done!