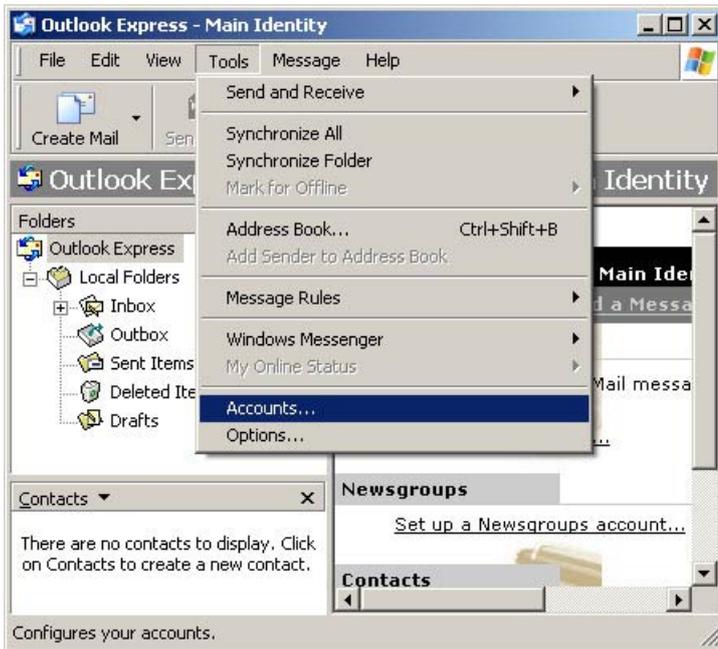
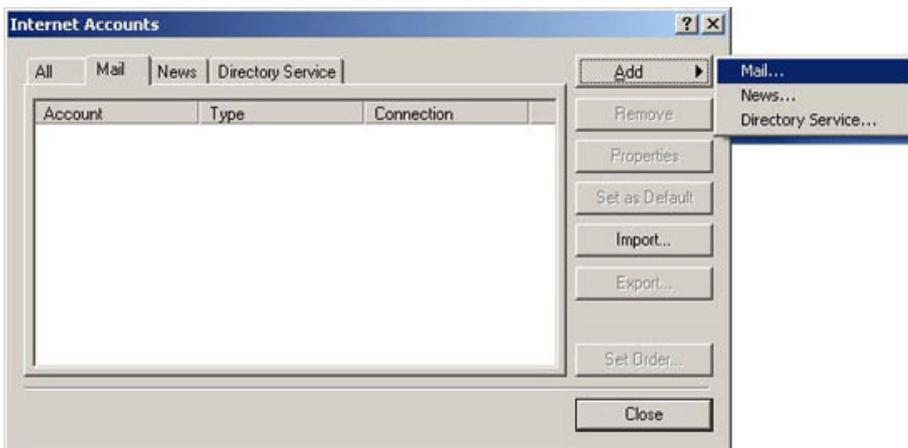


Set up for Outlook Express

1. Click on Tools and select Accounts.



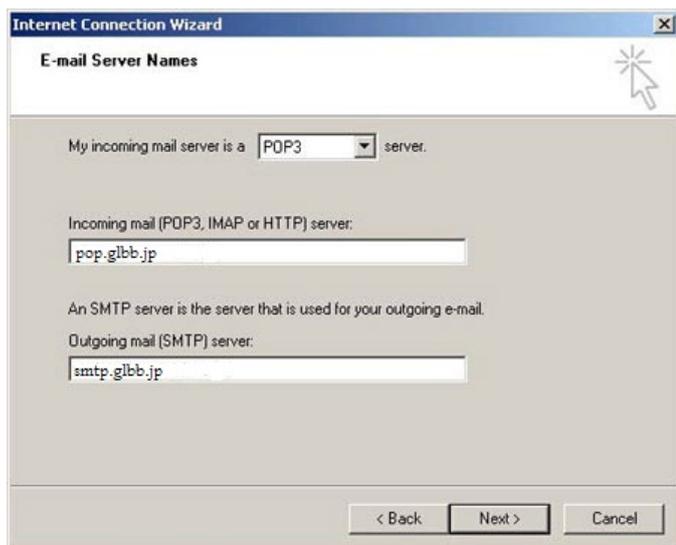
2. A new window will open up and you want to select the Add Mail Option on this screen.



3. It will open up the Internet Mail Wizard and you can begin setting up your mail account through it.



4. In the first screen you want to put in your **FULL** email address and click next.
5. On the next screen you want to be sure the settings look as follows then click next.



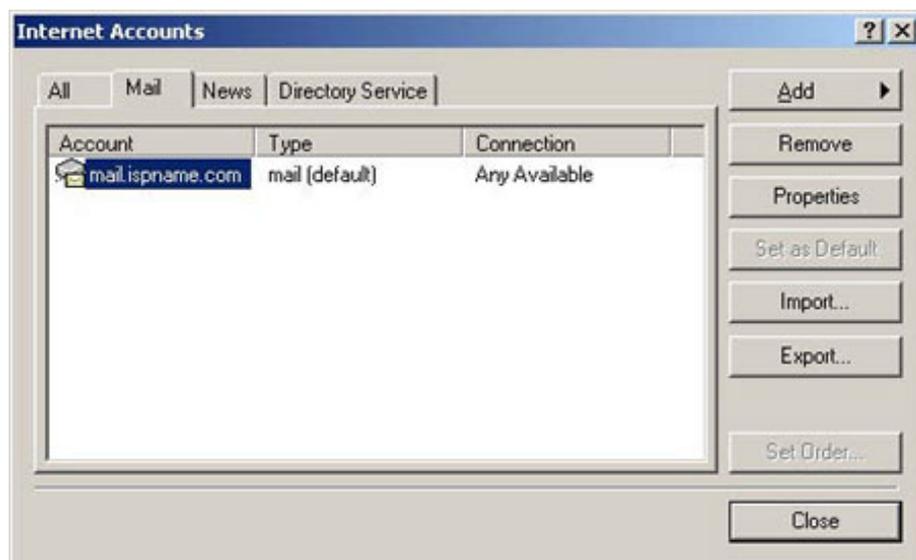
6. In this screen you want to have them input their username and password and be sure that using secure log on is NOT checked.



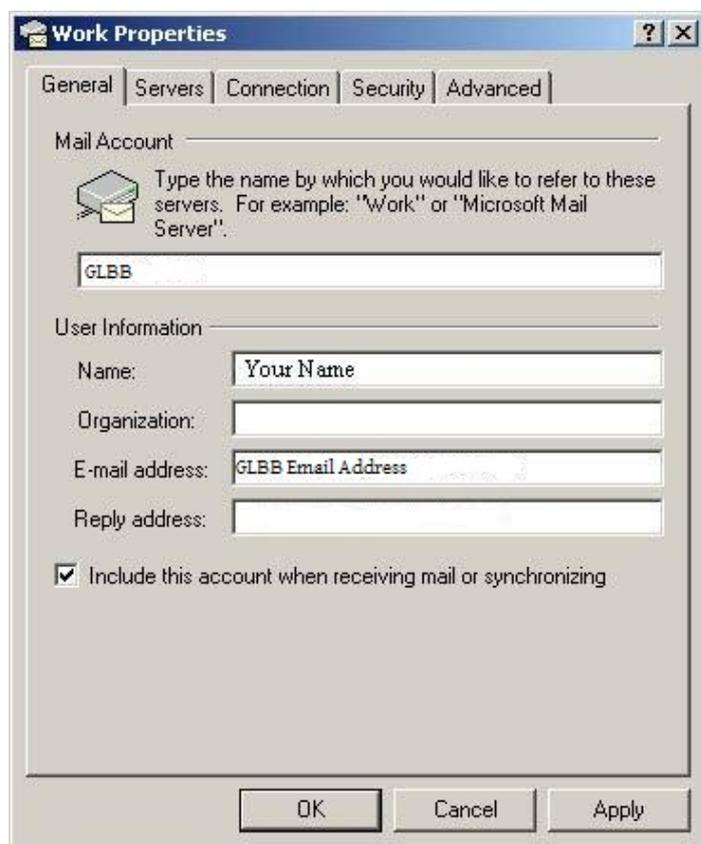
7. Then you will have a completeing screen and you simply want to click Finish.



8. Once you have completed the mail set up you should see this screen again.



9. To check the mail settings simply click on Properties once GLBB is selected and it will bring up the following screen go through and make sure the settings look just as these do



10. Under the **Servers** tab, make sure the My server requires authentication is checked.



11. Under the **Advanced** tab, make sure the port numbers are set as they are shown here.

Incoming Mail Server (POP): 110
Incoming Mail Server (IMAP): 143
Outgoing Mail Server: 587