



Technology Helper

Setting Up Outlook Express E-mail (for avonschools.us)

Outlook Express can handle multiple accounts at once. All e-mail downloaded from the multiple accounts will be delivered to the **Inbox**.

Adding Mail Accounts

1. Open Outlook Express (If your computer does not have it, go to www.microsoft.com and download and install Internet Explorer.)
2. Click **Tools > Accounts**
3. Click **Add > Mail...**
4. Type the name you want displayed on your e-mail *e.g.* Joe Smith
5. Click **Next**
6. Type your e-mail address *e.g.* jsmith@avonschools.us
7. Click **Next**
8. Choose **POP3** from the drop down list
9. The incoming mail (POP3) server is **mail.avonschools.us**
10. The outgoing mail (SMTP) server is **mail.avonschools.us**
11. Click **Next**
12. Choose **Log on using :**
13. Type your username *e.g.* jsmith
14. Type your e-mail password (This is supplied with your account, and is the same as your login password)
15. Click **Next**
16. Choose a *Friendly Name* to identify this account in Outlook Express
This can be anything - it will not appear on the e-mail
17. Choose **"Connect using LAN"**
18. Click **Next**
19. Choose **"Use an existing connection"**
20. Click **Next**
21. Select a connection from the list
22. Click **Next**
23. Click **Finish** to complete the setup