

NWE- Blue Box Broadband

Blue Box Broadband: Outlook Express Email Set-up

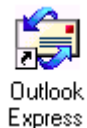
This guide will show you how to configure Outlook Express 4, 5 or 6 to send and receive email.

Note that there are slight visual differences between the versions; please allow for small text discrepancies.

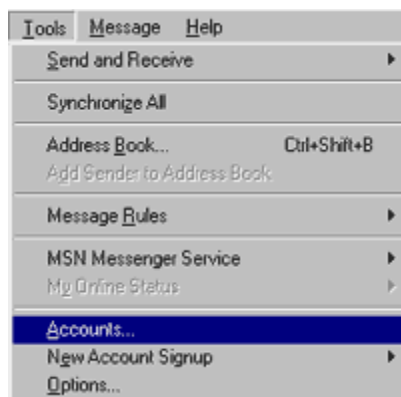
Step 1. On your desktop Click on **Start**



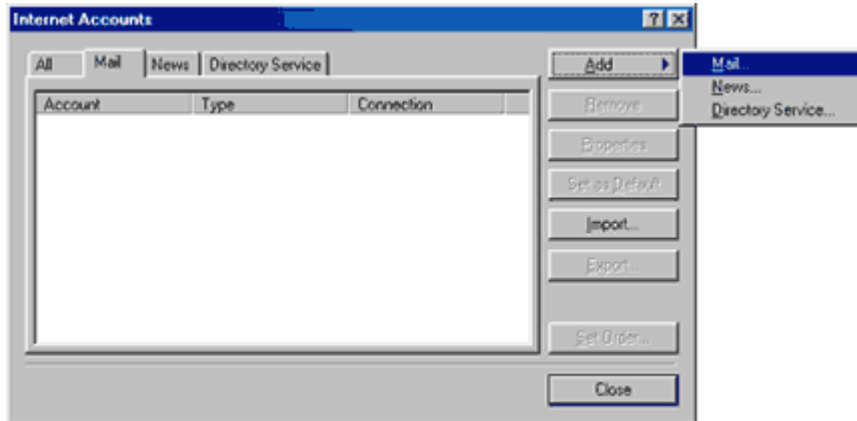
Step 2. Click on **Outlook Express**.



Step 3. Click on the icon called Tools found at the top of the screen, next click on **Accounts** from the drop down menu.



Step 4. Click the **Add** button, and choose **Mail....**

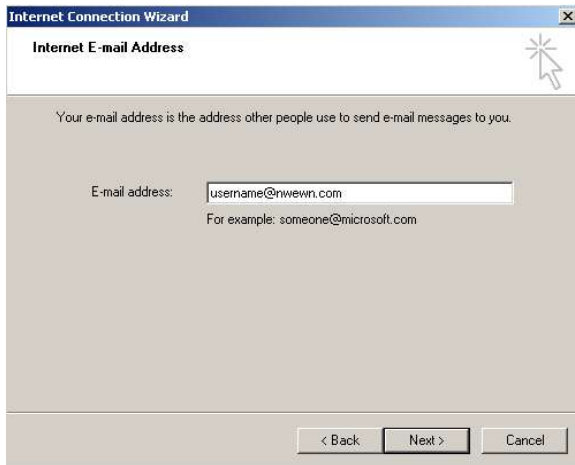


Step 5. In the **Display name:** field, type in your name.



Step 6. Click the **Next** button.

Step 7. In the **E-mail address:** field, type in your email address (e.g. username@nwn.com).

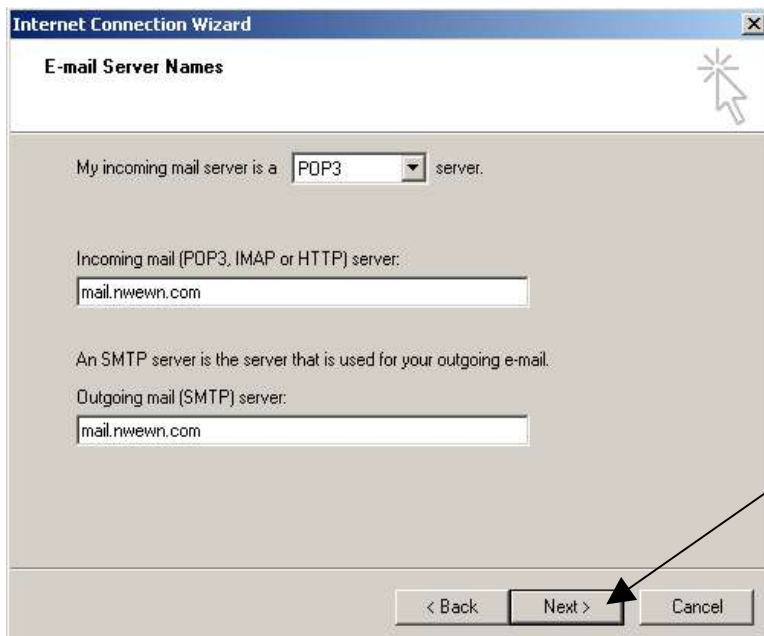


Step 8. Click the **Next** button.

Step 9. Click the down arrow on the **My incoming mail server is** a drop-down list and choose **POP3**.

Step 10. In the **Incoming mail (POP3 or IMAP) server:** field, type mail.nwewn.com.

Step 11. In the **Outgoing mail (SMTP) server:** field, type mail.nwewn.com.



Step 12. Click the **Next** button.

Step 13. In the **Account name:** field, type in your username.

Step 14. In the **Password:** field, type in your password.

Step 15. Check the box next to **Remember password.**



The screenshot shows the 'Internet Mail Logon' dialog box from the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a prompt: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' containing the text 'username' and 'Password:' containing a series of dots. Below the password field is a checked checkbox labeled 'Remember password'. A paragraph of text explains that if the provider requires Secure Password Authentication (SPA), the user should select the 'Log On Using Secure Password Authentication (SPA)' checkbox, which is currently unchecked. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Step 16. Click the **Next** button.

Step 17. Click the **Finish** button.



The screenshot shows the 'Congratulations' dialog box from the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main heading is 'Congratulations'. Below the heading, there is a message: 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.' At the bottom, there are three buttons: '< Back', 'Finish', and 'Cancel'.

Step 18. Click the **Close** button.

Configuration completed.