

1. Open Outlook Express
2. Select Tools->Accounts... ( On the top menu bar, click on the Tools menu and then choose Accounts... Any menu item, I will indicate like Tools->Accounts...)
3. On this pop-up box ( called Internet Accounts ), Select Add->Mail from the top right button.
4. Another pop-up box ( called Internet Connection Wizard ), type in the name of the account as you want it to appear in outgoing email (when you send email to someone). For example, Debbie.
5. Click Next
6. Type in the E-mail address of the account. For example, debbie@debbiesweb.com
7. Click Next
8. Leave the POP3 as it is.
9. Type mail.<your domain name>.com in the first box.
10. Type mail.<your domain name>.com in the second box.
11. Click Next
12. Type the account name, for example debbie, in the first box.
13. Type your email password we picked in the second box.
14. Leave the "Log on using Secure Password Authentication (SPA)" unselected.
15. Click Next
16. Click Finish
17. Now, you will see the account you just created in the list of accounts as mail.debbiesweb.com. Select it by double clicking on the name. This will bring up the properties for the new account.
18. Change mail.<your domain name>.com to <Your name>
19. Change Name: to <Your name>
20. Leave everything else as it is.
21. Click on the Advanced tab on the top of this little window.
22. At the bottom of the little window is a check box next to "Leave a copy of message on server". Select it.
23. Select the checkbox next to "Remove from server when deleted from 'Deleted Items'".
24. Click OK.

25. Click Close.

Now you have your email setup. Now we need to set your Message Rules so that all your email is separated for you when it gets downloaded.

1. Select Tools->Message Rules->Mail... A new window comes up (Message Rules).
2. Click on the New... button on the new window. Another new window comes up (New Mail Rule).
3. In the first box ( Select the Conditions for your rule: ), scroll down until you find Where the message is from the specified account.
4. Click the checkbox next to it.
5. In the second box ( Select the Actions for your rule: ), select the checkbox next to "Move it to the specified folder.
6. In the third box (Rule Description), you will now see your rule. You need to fill in the details.
7. Click on the first underlined word "specified". A Select Account window pops up.
8. Select the account we just created above.
9. Click OK.
10. Click on the next underlined word "specified". A new window pops up ( Move ).
11. Single Click on the "Local Folders just to highlight it.
11. Click on the New Folder button on the right side menu. A "New Folder" window pops up.
12. Enter the folder name, for example Debbie.
13. Click OK.
14. Click OK again.
15. Now you are back in the New Mail Rule window.
16. In the fourth box, type in a new rule name, for example - Debbie Rule
17. Click OK.
18. Click OK.

Test it out by sending yourself email. If it doesn't work it usually has to do with the password you used. For a last resort, call me 855-2884.