



## Configuring Outlook Express for use with your DiscoverLimu.com e-mail account

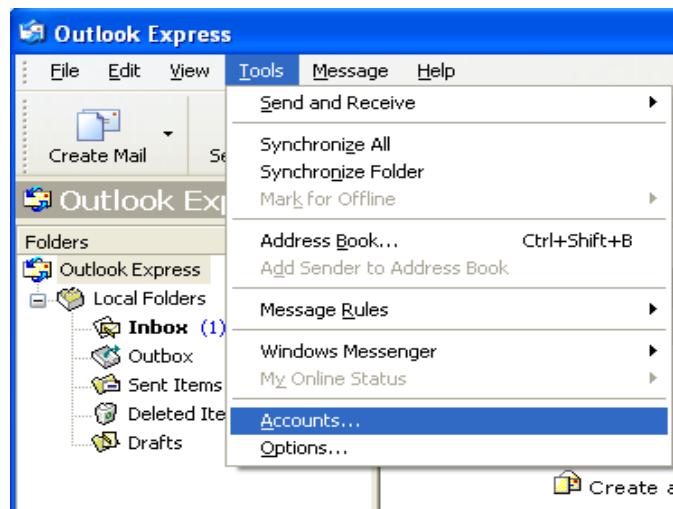
This document will step you through the process of configuring Outlook Express for use with your DiscoverLimu.com e-mail account. The first section contains instruction for using POP3/SMTP to download your e-mail to your computer. POP3 e-mail retrieval downloads e-mail to your computer and removes it from the server.

The second section contains instructions for using Microsoft Outlook as an IMAP mail client. IMAP allows you to send/receive e-mail and manipulate e-mail while storing it on the mail server for greater data protection and availability. If you choose to use IMAP for e-mail access you will also be able to use the Internet Browser application to read, send and manipulate e-mail from any internet connected computer.

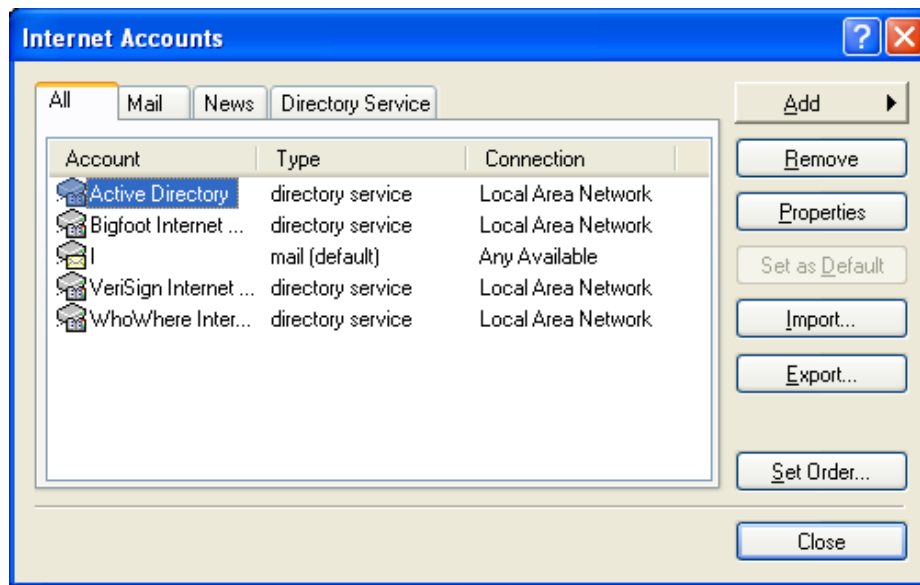
### Configuring POP3/SMTP to send and receive e-mail

Open Outlook Express

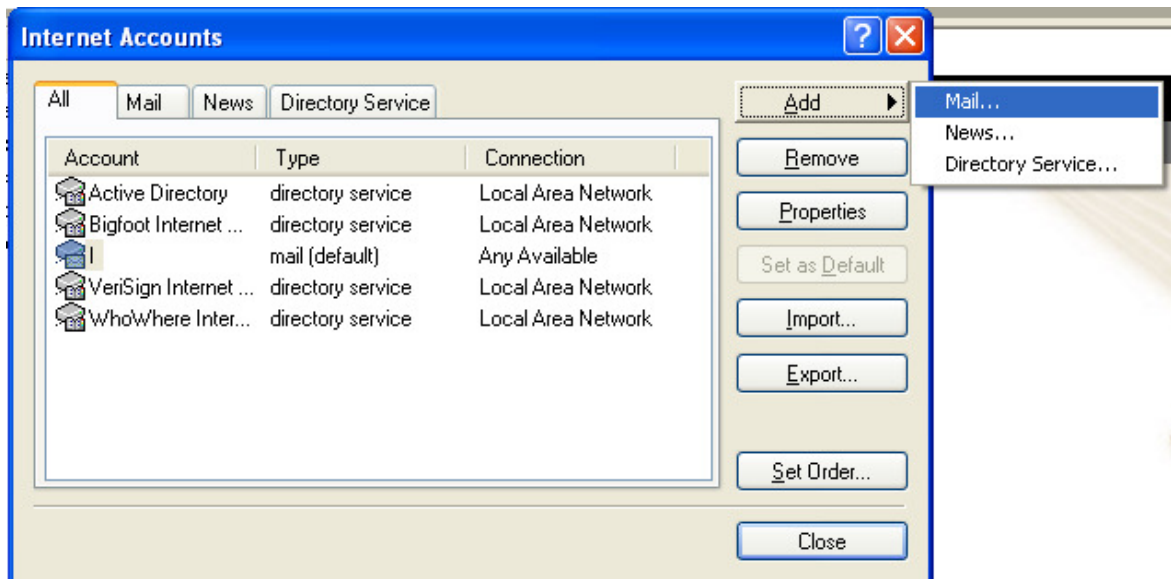
From the Tools Menu select Accounts



The Internet Accounts configuration window will display



Click the Add button and select Mail from the pop-up menu



Enter a descriptive display name (IE: DiscoverLimu.com)

**Internet Connection Wizard** 

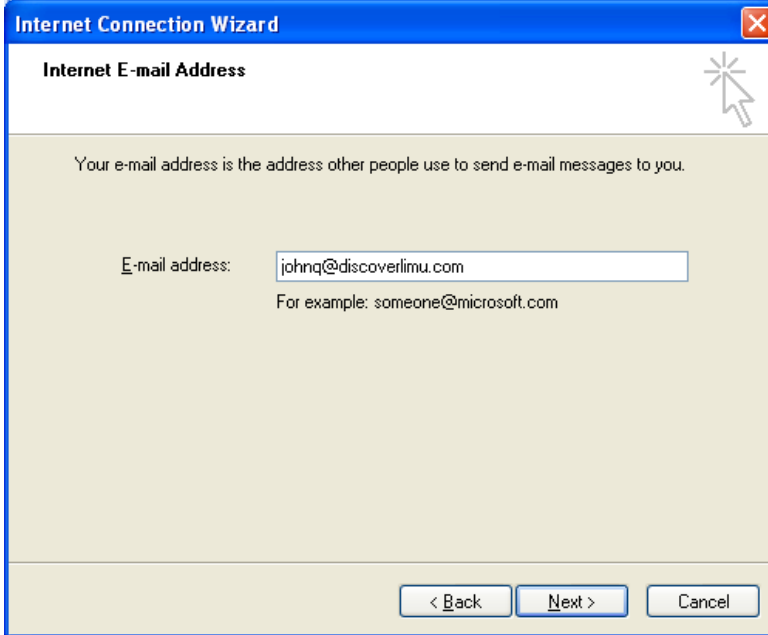
**Your Name** 

When you send e-mail, your name will appear in the From field of the outgoing message.  
Type your name as you would like it to appear.

Display name:

For example: John Smith

Enter the e-mail address you select when registering your DiscoverLimu.com account and click Next



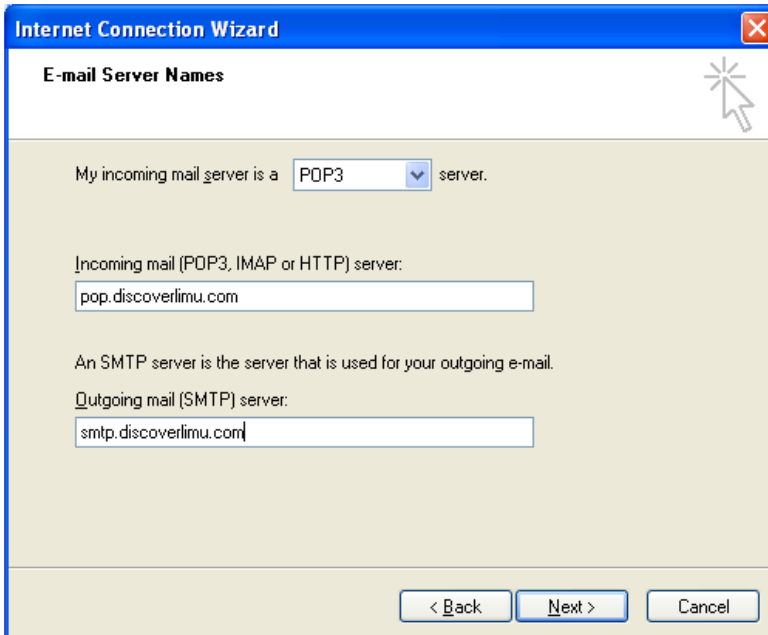
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field labeled "E-mail address:" containing the text "johnq@discoverlimu.com". Below the input field is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Complete the page with the information below:

Incoming mail (POP3, IMAP or HTTP) server: pop.discoverlimu.com

Outgoing mail (SMTP) server: smtp.discoverlimu.com

Your screen should be as shown below, click Next



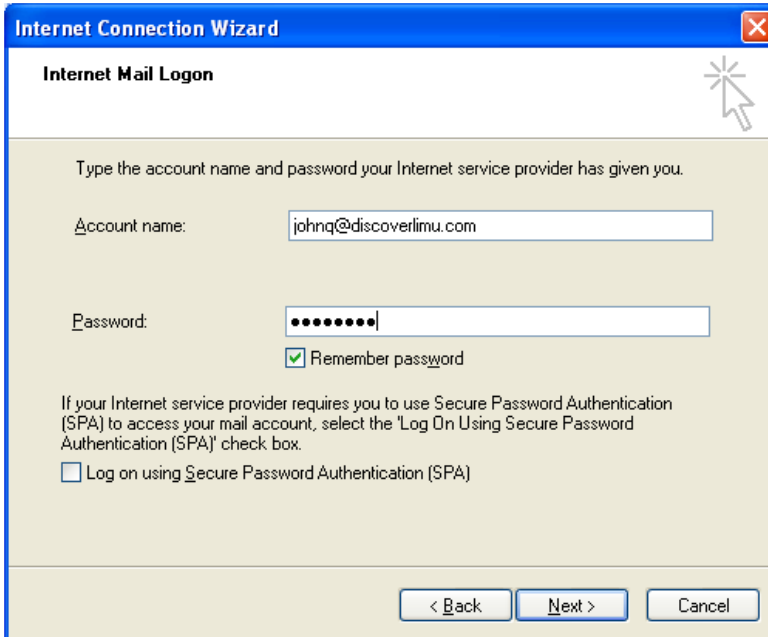
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "E-mail Server Names". Below the heading is a mouse cursor icon. The text reads: "My incoming mail server is a POP3 server." There is a dropdown menu showing "POP3". Below this is a text input field labeled "Incoming mail (POP3, IMAP or HTTP) server:" containing the text "pop.discoverlimu.com". Below that is another text input field labeled "Outgoing mail (SMTP) server:" containing the text "smtp.discoverlimu.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Complete the page with the information below:

Account name: - This is the username assigned when you registered your DiscoverLimu.com account and should be the same as your DiscoverLimu.com email address (johnq@discoverlimu.com)

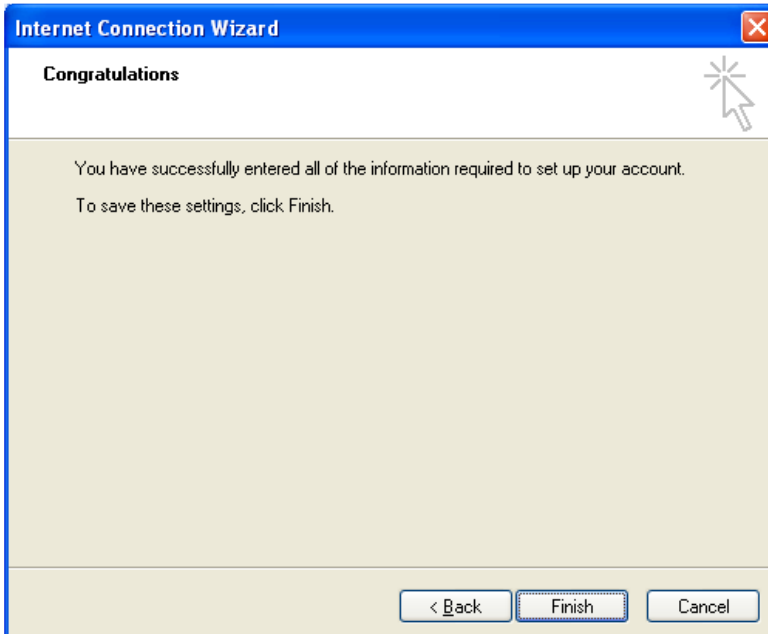
Password: - This is the password you chose when registering your DiscoverLimu.com account. Remember. do not share you password with anyone

Your screen should look similar to the one below, click Next



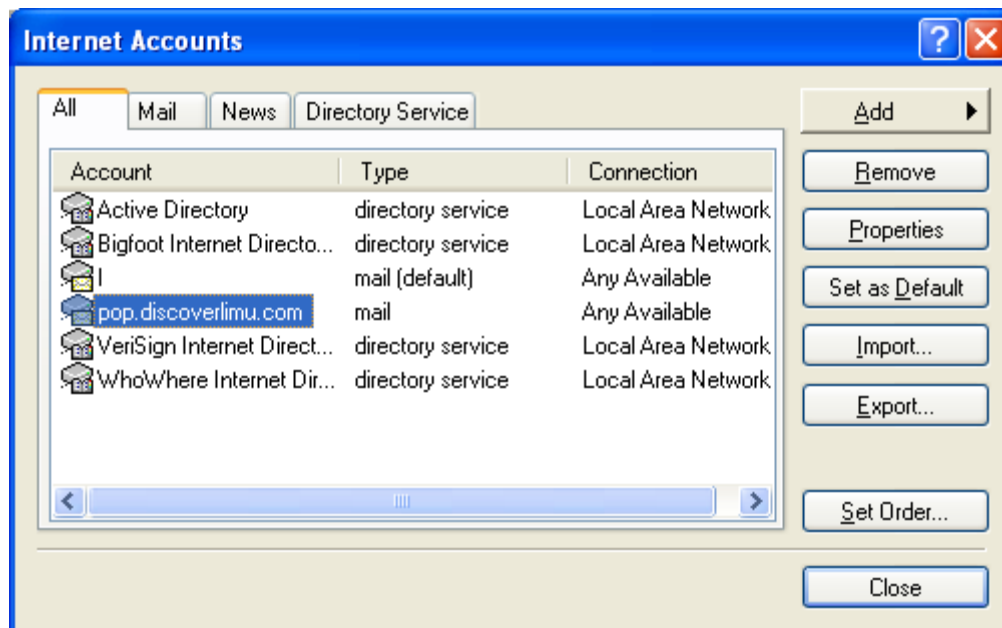
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet Mail Logon". Below the heading, there is a mouse cursor icon. The text reads: "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" with the text "johnq@discoverlimu.com" and "Password:" with a masked password of ".....". Below the password field is a checked checkbox labeled "Remember password". Further down, there is a paragraph: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box." Below this is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

Click Finish

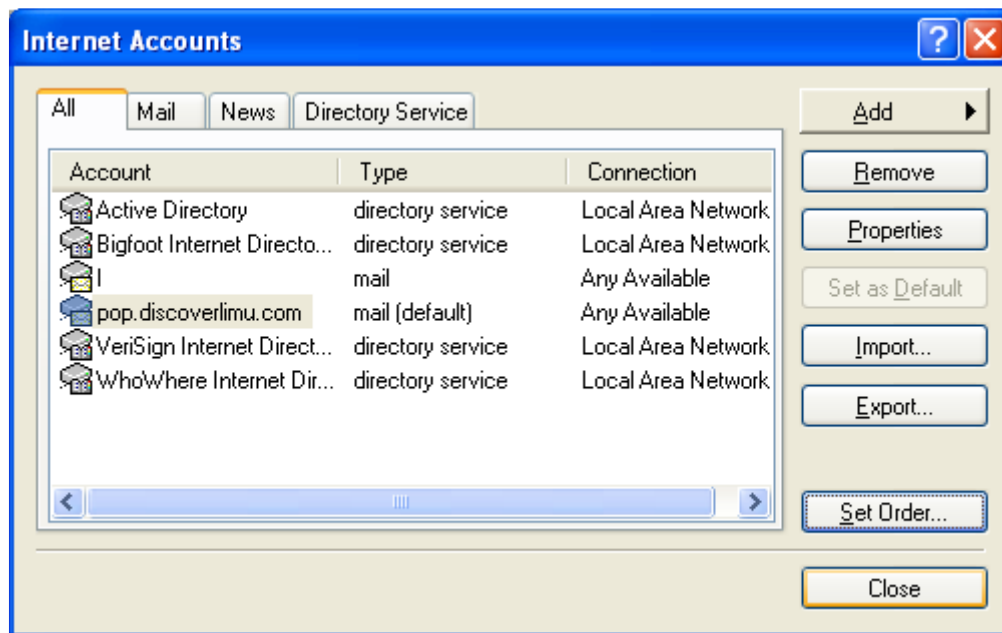


The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Congratulations". Below the heading, there is a mouse cursor icon. The text reads: "You have successfully entered all of the information required to set up your account. To save these settings, click Finish." At the bottom, there are three buttons: "< Back", "Finish", and "Cancel".

Click the e-mail account you just created. The account will be highlighted as shown below



To set your DiscoverLimu.com e-mail address as your default e-mail address click the 'Set as default' button. Your screen will look similar to below.



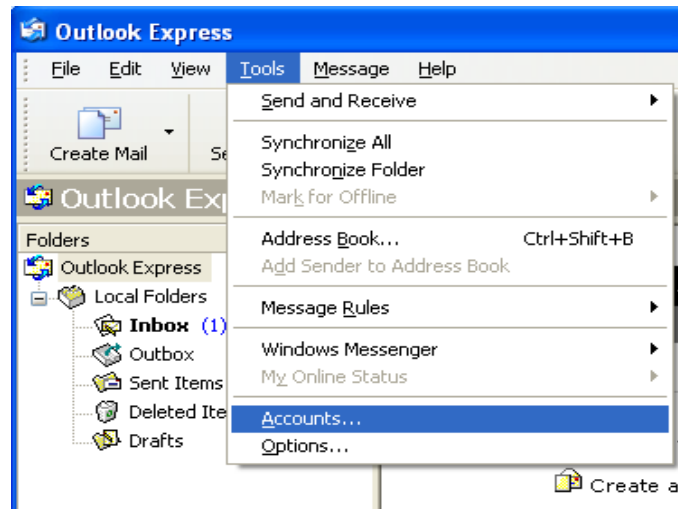
Click Close.

If you have correctly entered your information you are now ready to use Outlook Express to send and receive your e-mail.

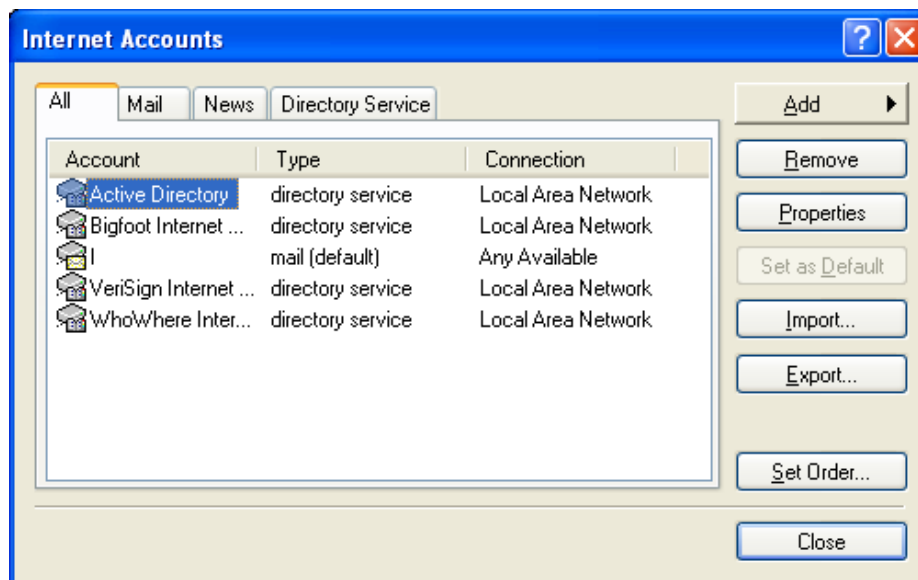
## Configuring IMAP to send and receive e-mail

Open Outlook Express

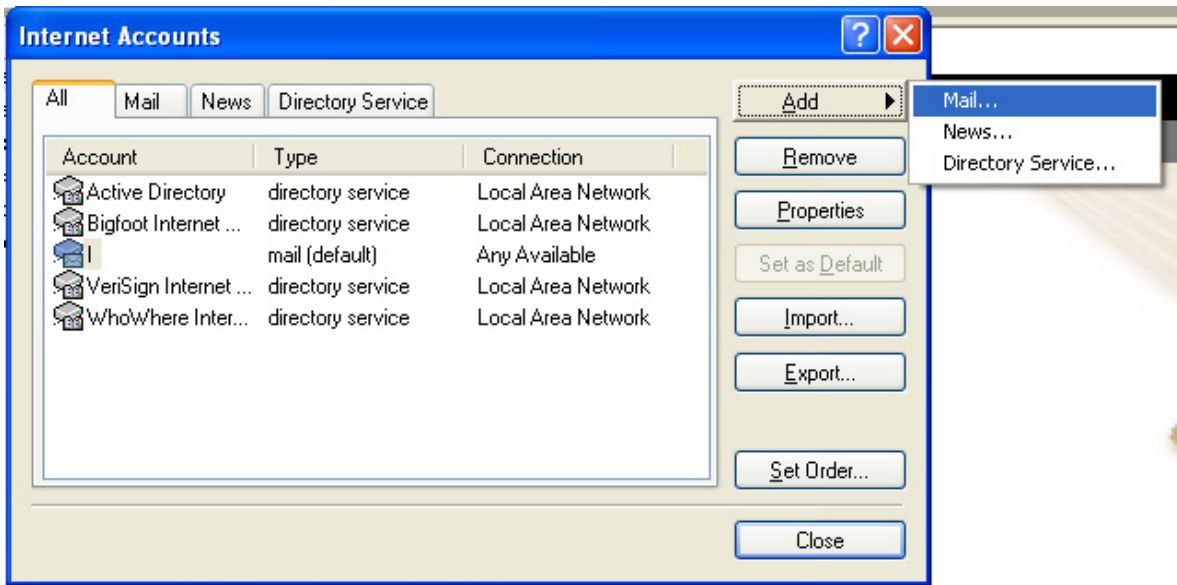
From the Tools Menu select Accounts



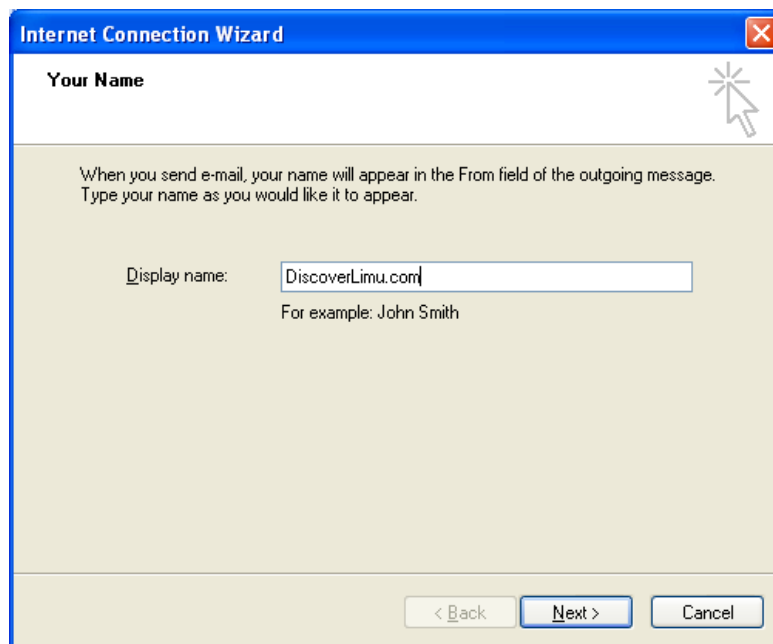
The Internet Accounts configuration window will display



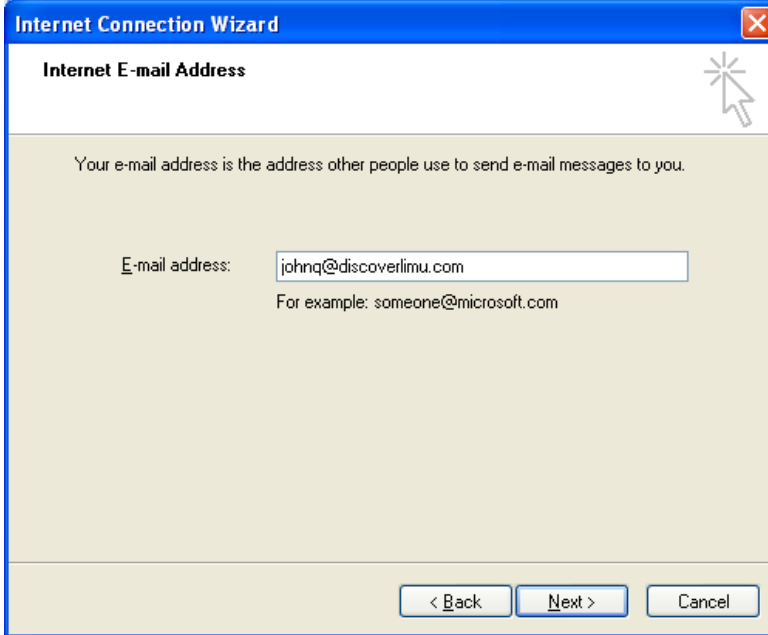
Click the Add button and select Mail from the pop-up menu



Enter a descriptive display name (IE: DiscoverLimu.com)



Enter the e-mail address you select when registering your DiscoverLimu.com account and click Next



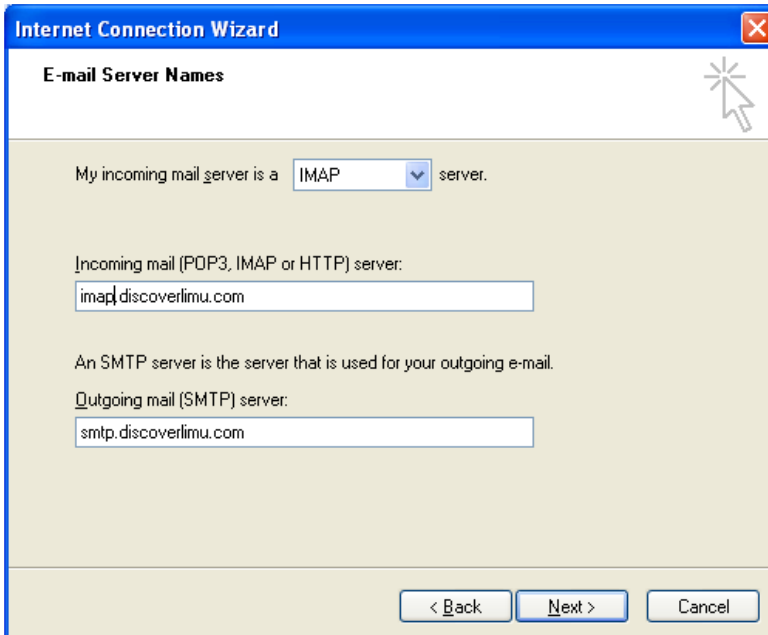
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Complete the page with the information below:

Incoming mail (POP3, IMAP or HTTP) server: pop.discoverlimu.com

Outgoing mail (SMTP) server: smtp.discoverlimu.com

Your screen should be as shown below, click Next



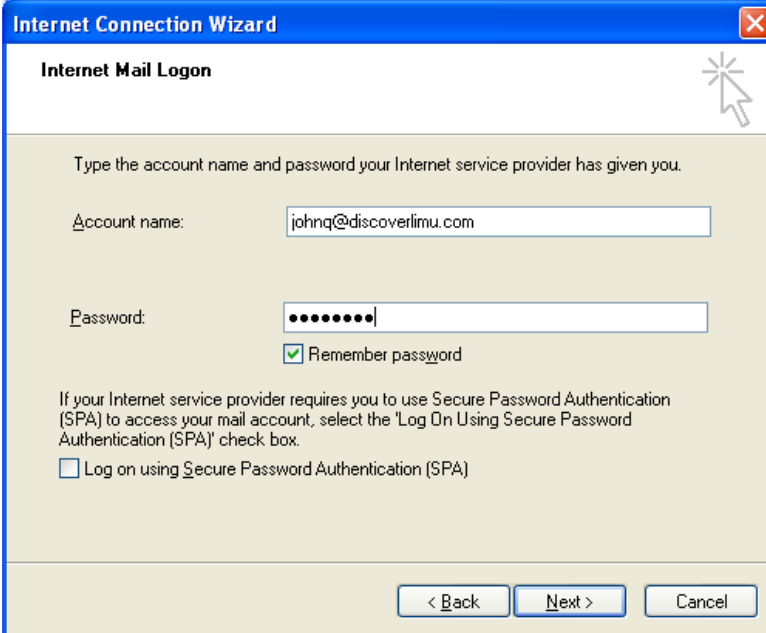
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "E-mail Server Names". Below the heading is a mouse cursor icon. The text reads: "My incoming mail server is a" followed by a dropdown menu showing "IMAP" and "server." Below this is a text input field labeled "Incoming mail (POP3, IMAP or HTTP) server:" containing the text "imap.discoverlimu.com". Below that is another text input field labeled "Outgoing mail (SMTP) server:" containing the text "smtp.discoverlimu.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Complete the page with the information below:

Account name: - This is the username assigned when you registered your DiscoverLimu.com account and should be the same as your DiscoverLimu.com email address (johnq@discoverlimu.com)

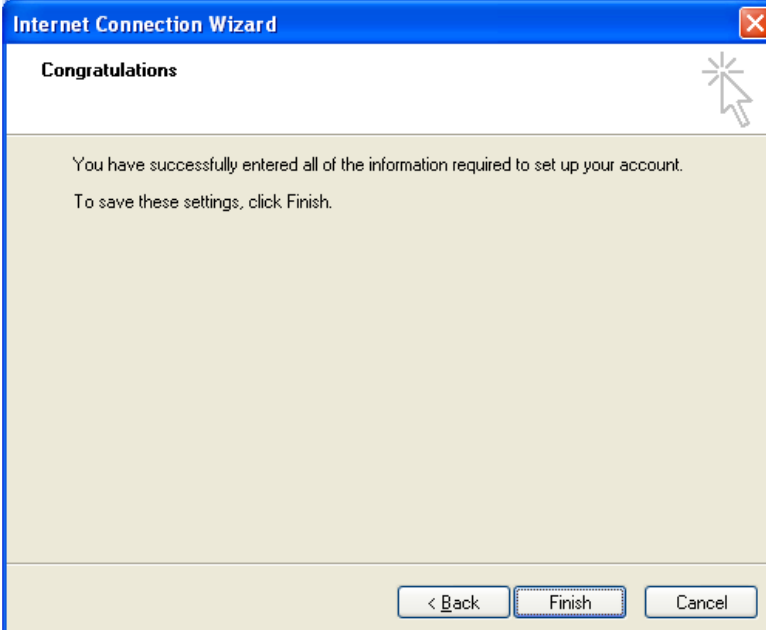
Password: - This is the password you chose when registering your DiscoverLimu.com account. Remember. do not share you password with anyone

Your screen should look similar to the one below, click Next



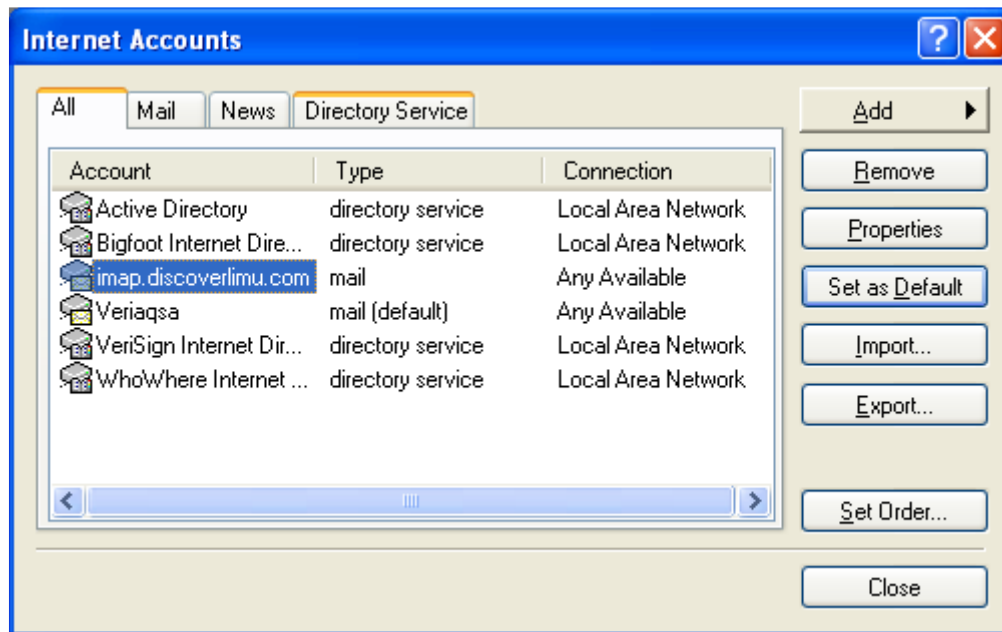
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet Mail Logon". Below the heading, there is a text prompt: "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" with the text "johnq@discoverlimu.com" and "Password:" with a masked password of seven dots. A checked checkbox labeled "Remember password" is located below the password field. A paragraph of text explains that if the service provider requires Secure Password Authentication (SPA), the "Log On Using Secure Password Authentication (SPA)" checkbox should be selected. This checkbox is currently unchecked. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

Click Finish

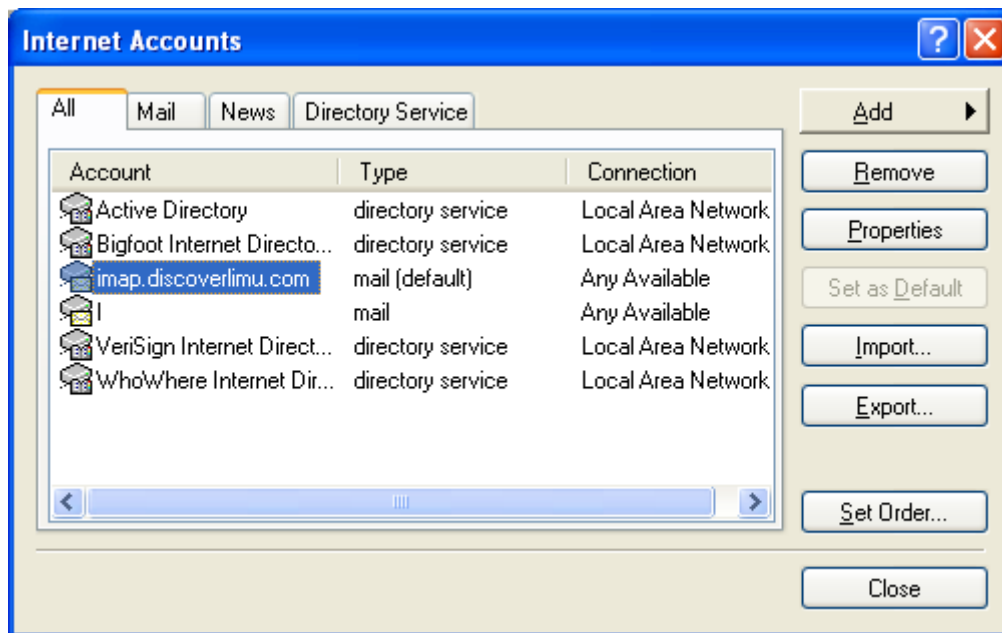


The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Congratulations". Below the heading, there is a text prompt: "You have successfully entered all of the information required to set up your account. To save these settings, click Finish." At the bottom of the window, there are three buttons: "< Back", "Finish", and "Cancel".

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To set your DiscoverLimu.com e-mail address as your default e-mail address click the 'Set as default' button. Your screen will look similar to below.



Click Close.

If you have correctly entered your information you are now ready to use Outlook Express to send and receive your e-mail.