

Microsoft Outlook Express Setup

This simple tutorial will guide you through setting up your PES Energize e-mail account(s) in Microsoft Outlook Express. If you do not already have an e-mail account with us, you will need to contact our helpdesk in order to have one created for you.



Open the application by locating Microsoft Outlook Express in your Start Menu. Microsoft Windows XP usually places your default e-mail client at the top of the Start Menu with the label, "E-mail." In previous versions of Windows, you may find your e-mail client in the Programs area of the Start Menu.

Note: If you are asked whether to make Microsoft Outlook Express your default e-mail client, click **Yes** unless you use another program as your primary client.

Note: If you are presented with a dialog like the one at right, please skip to **Step 4** of this tutorial. This indicates that there are no existing e-mail accounts set up in Microsoft Outlook Express.

Internet Connection Wizard

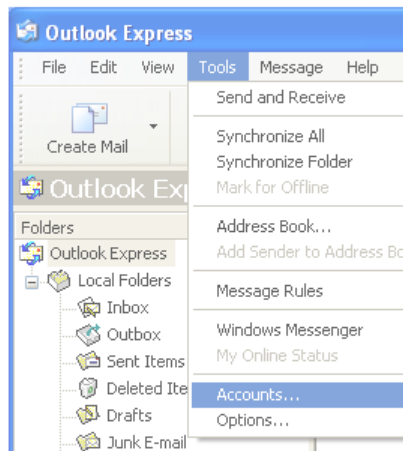
Your Name

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

Display name:

For example: John Smith

Step 1



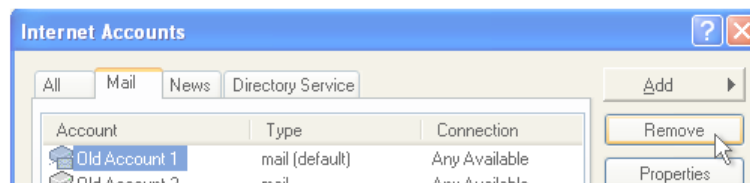
To open the **Accounts** menu, simply open the **Tools** menu and select **Accounts** from the drop-down box.

Select the **Mail** tab in the row of tabs that runs along the top of the dialog box.

Step 2

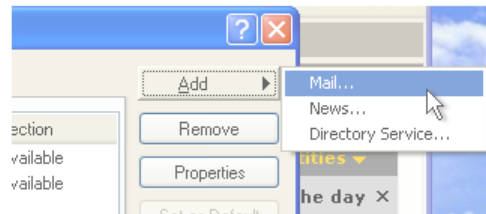
If you wish to remove an old account, simply select the account in the list and click the **Remove** button at right.

Note: This step is not required in order for your PES Energize e-mail account to function, but it is a good idea to remove any accounts that are no longer active. If you are switching from another Internet provider, that provider may remove your old e-mail account from their system. When your e-mail client attempts to check that account, it will not be able to authenticate with your old service provider. This will cause errors that will keep you from sending and receiving messages with your PES Energize e-mail account.



Step 3

When you are ready to begin, click the **Add** button and select **Mail**.



Step 4

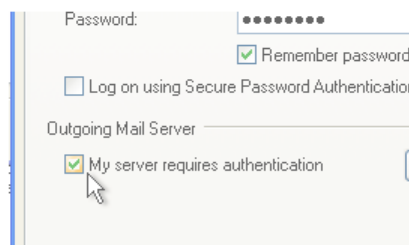
The Internet Connection Wizard will now walk you through setting up your new account. Fill out each screen with the information listed below, and click **Next**.

- Screen 1: Your display name is the name you wish other people to see. It is the name that appears on the "From" line of outgoing e-mails. Example: Jane Doe
- Screen 2: Your e-mail address is, of course, your e-mail address. The address should appear on the workorder provided at install date. Example: janedoe@energize.net
- Screen 3: Your incoming and outgoing e-mail server addresses are one and the same. Enter **mail.energize.net** in both fields.
- Screen 4: Your account name will be your **full e-mail address**, so you will most likely need to add **@energize.net** to the provided account name. Your password should appear on the workorder provided at install date if you cannot remember it. Example: janedoe@energize.net
- Screen 5: Click Finish to complete this portion of the setup process.

Finish

There is one last step that must be completed before your new e-mail account will function correctly. Open the Accounts menu once again (see Step 1 for more details). Select the account you just created, and click the **Properties** button at right. Click the Servers tab along the top of the dialog box to bring up the server settings for that account. Place a check mark in the checkbox labelled, "**My server requires authentication.**"

That's it! You should be able to send and receive e-mails with your new account. Close any dialogs that are open, and enjoy your new e-mail account!



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