

How to configure your email if you're using Outlook Express 6 v1

This guide will show you how to configure your Saco Technology email account if you're using Outlook Express 6. Follow the steps below and your email account should be ready to use within ten minutes:

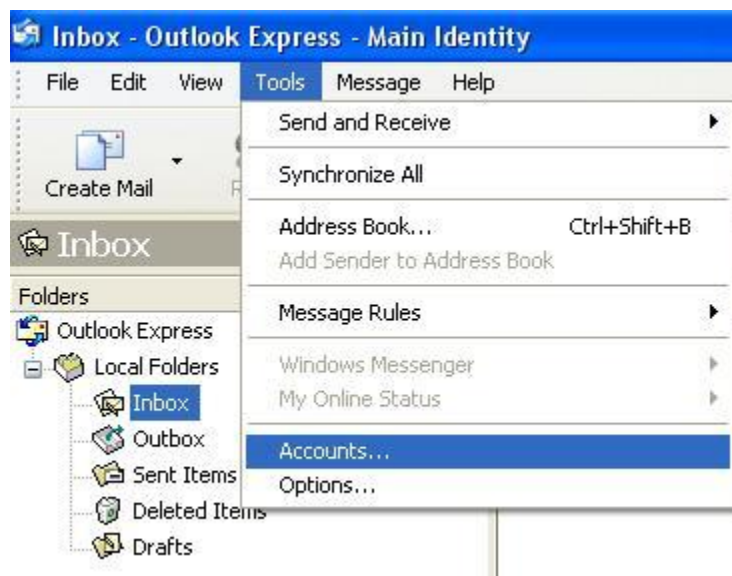
Step 1

Click on the Start button. Then Select programs or All Programs. You will then have an option to open Outlook Express.



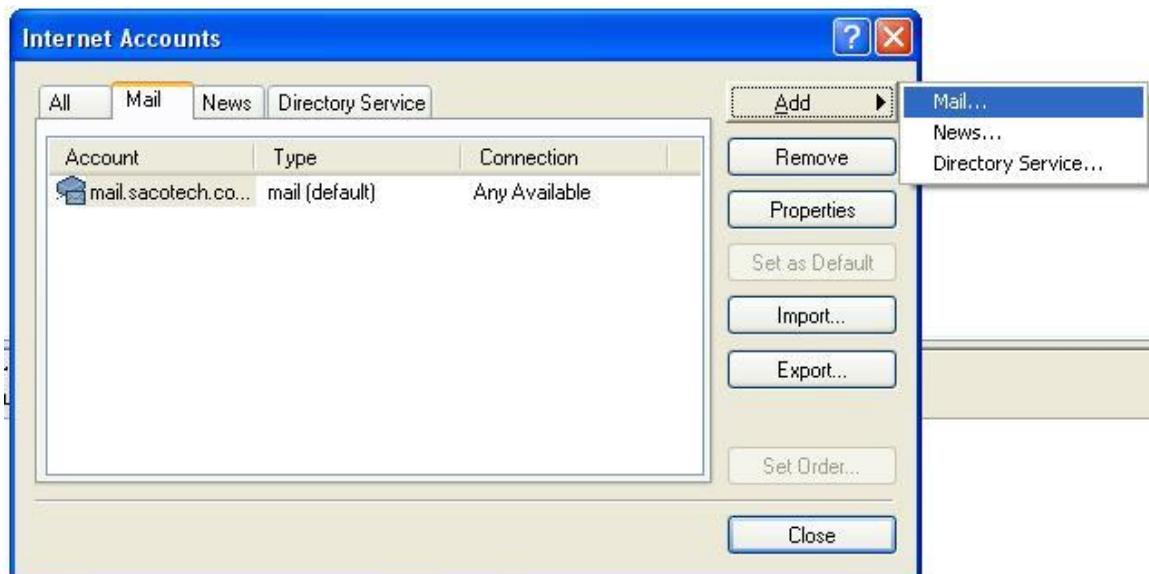
Step 2

Once Outlook Express has opened select Tools, options from the menu.



Step 3

Make sure the Mail tab is selected. Click Add, then on Mail.



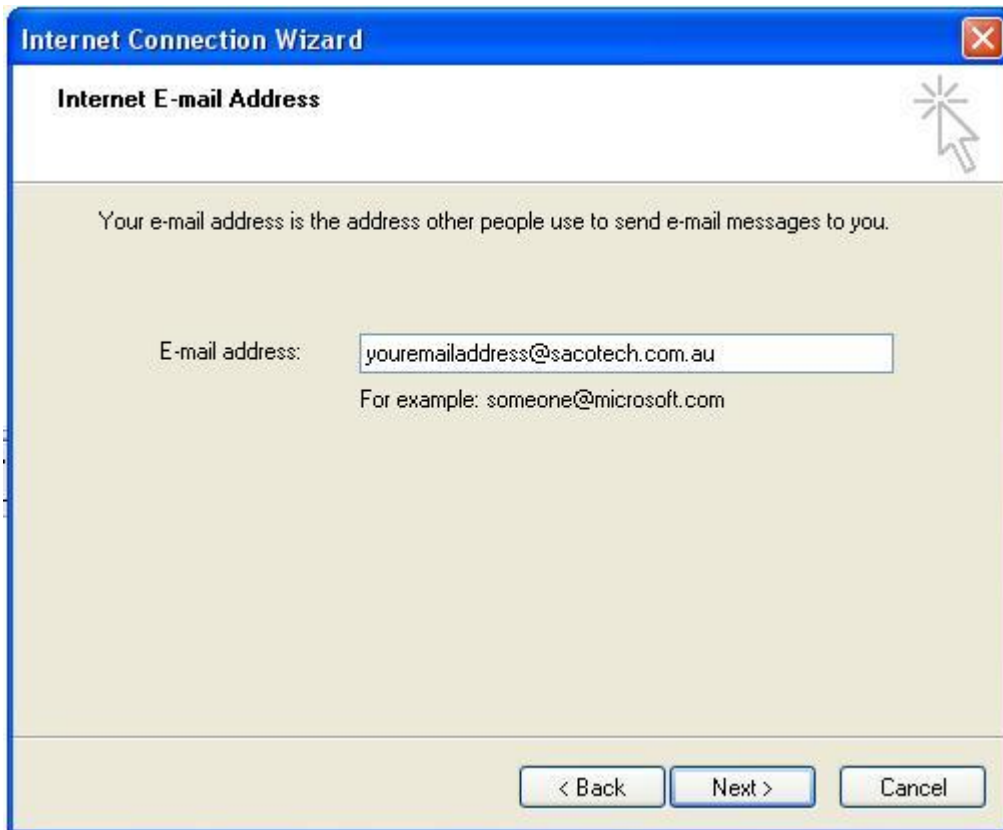
Step 4

In the display name box enter the name you would like to appear when sending emails.



Step 5

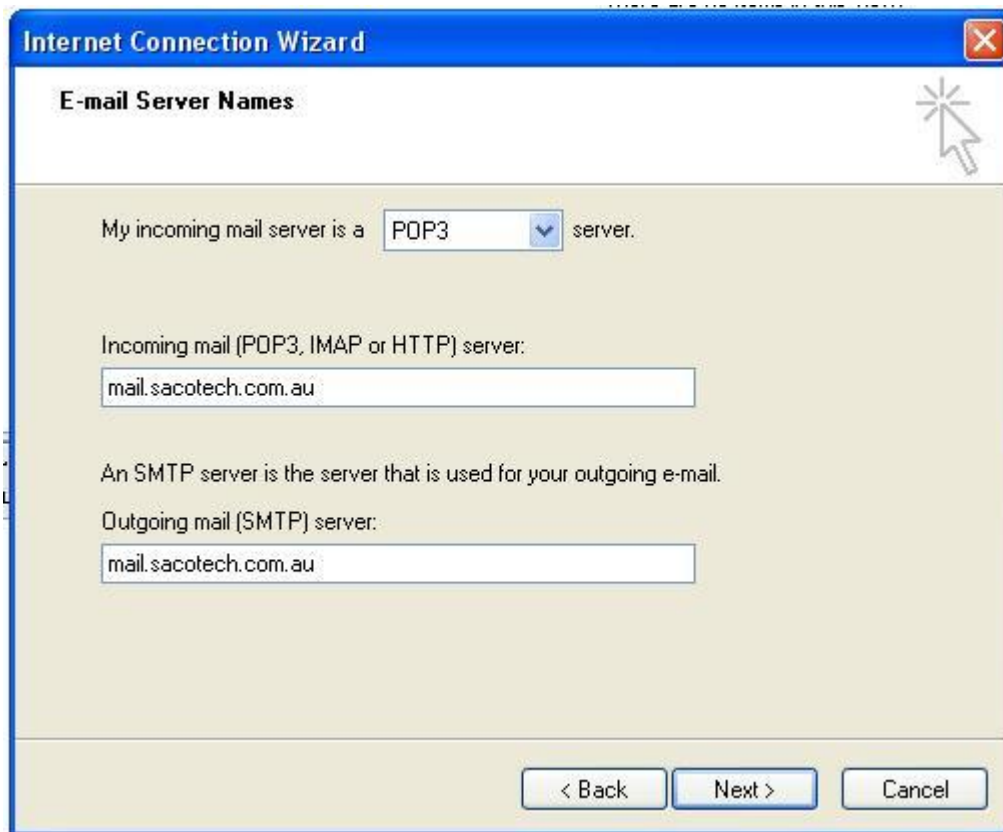
In the email address box enter your email address.
(Example headoffice@sacotech.com.au)



Step 6

- Select POP3 as the incoming mail server
- In the Incoming mail server text box, type the name of the POP3 server (Example mail.sacotech.com.au)
- In the Outgoing mail server text box, type the name of the SMTP server (Example mail.sacotech.com.au)
- Then click next

*If you aren't using Saco Technology internet you will need to change the outgoing mail server to your current ISP's outgoing mail server.



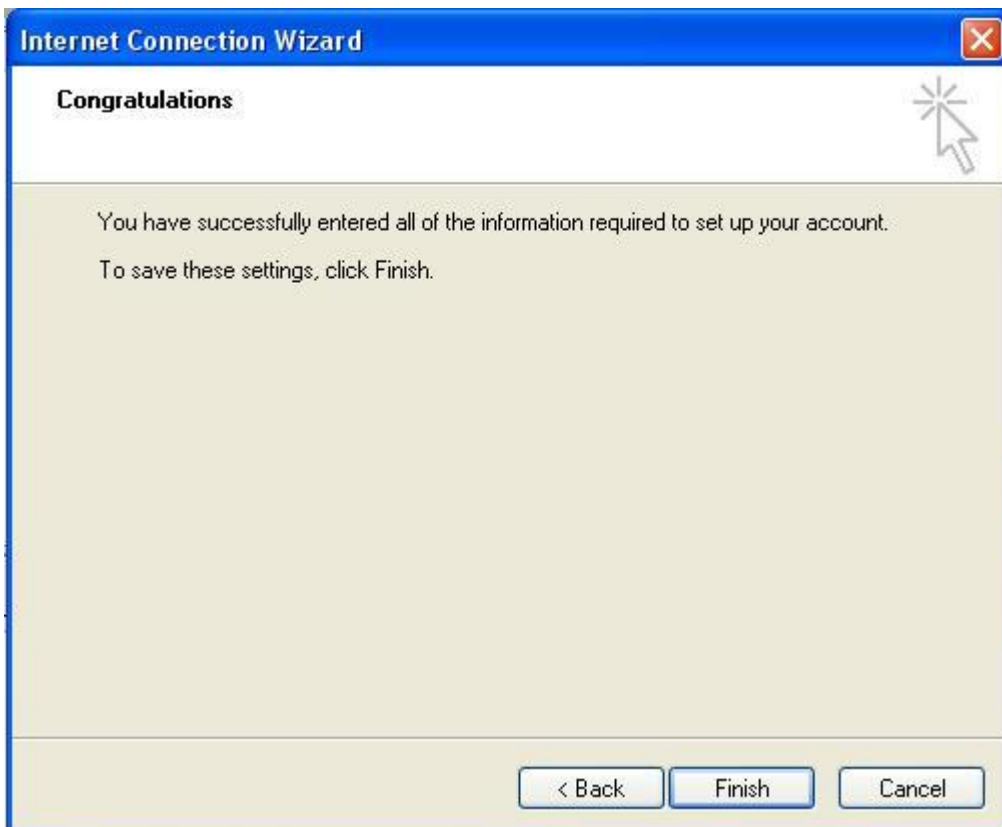
Step 7

- In the account name box enter your email address (Example headoffice@sacotech.com.au)
- Then enter your password
- Then select next



Step 8

Click Finish



Step 9

You have now completed the setup of configuring Outlook Express so you can now send and receive your email. From this last area you can simply delete old email accounts by selecting the account and clicking remove or you can simply complete the steps above if you have multiple email accounts.

