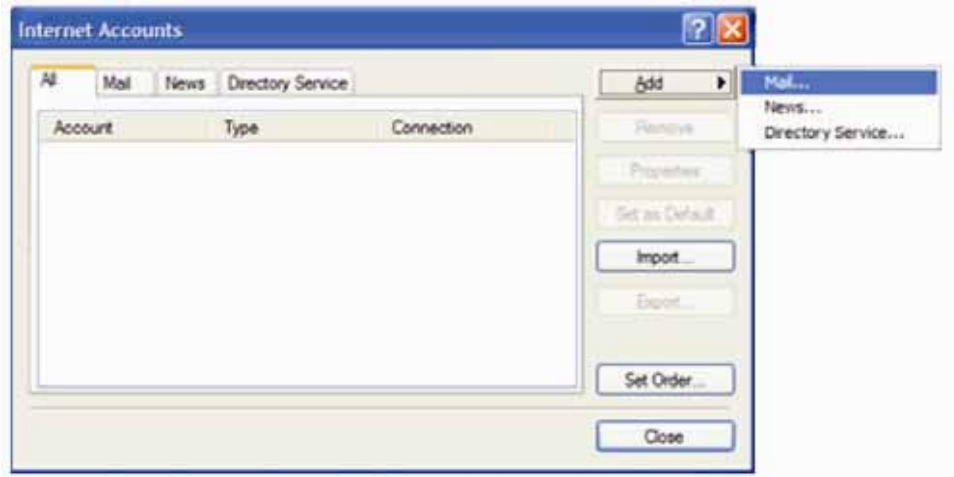


# Setup Instructions for Outlook Express

**Note:** before you begin setup

- You may need to enable POP3 from within you webmail account before you can access your pop email – see further instructions at the end of this article about configuring pop.
- If you experience difficulties with your outgoing email you may need to check with your internet service provider. Some ISP's will only allow the relay of outgoing mail using their outgoing mail server e.g. Telstra Bigpond uses mail.bigpond.com for its outgoing mail address and blocks all others.

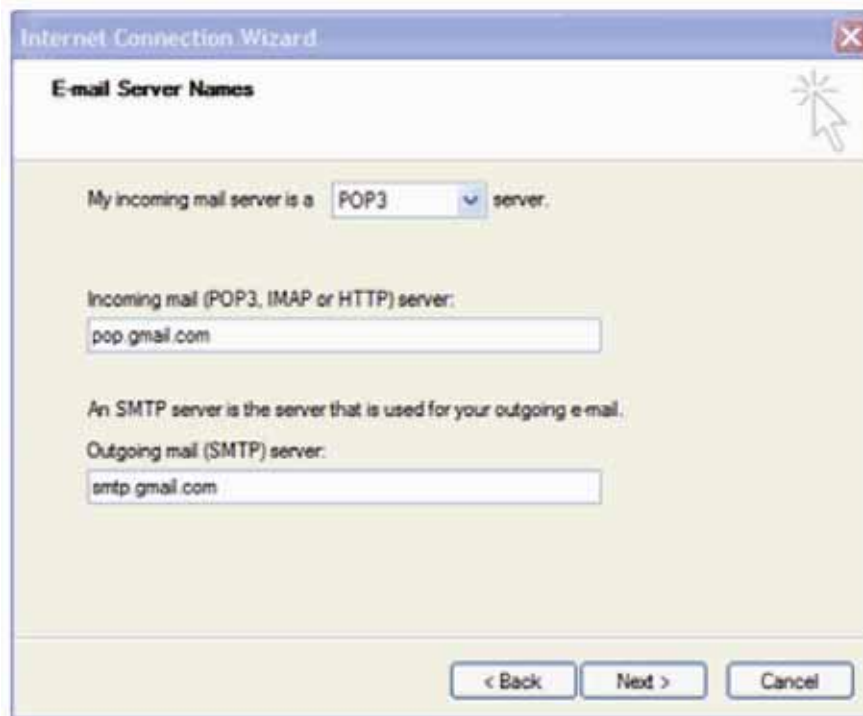
1. Open Outlook Express
2. Click the **Tools** menu, and select **Accounts**
3. Click **Add**, and then click **Mail**



4. Enter your *name* in the **Display name** field and click **Next**
5. Enter your *email address* in the **Email address** field and click **Next**



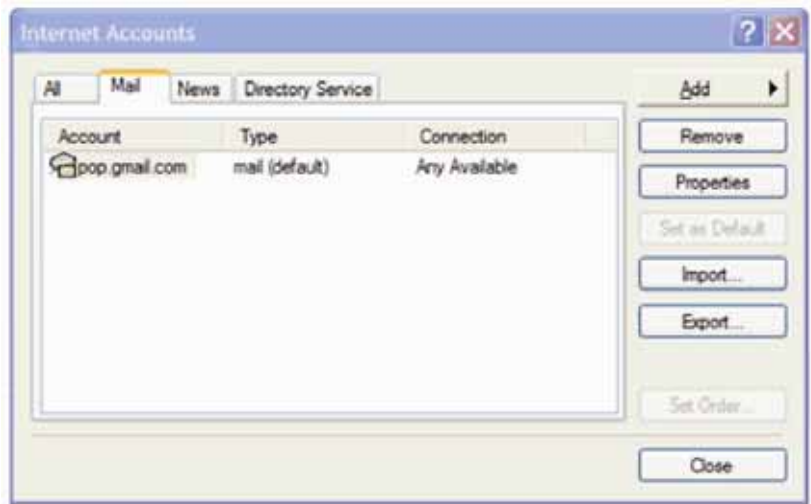
6. Enter *pop.gmail.com* in the **Incoming mail** (pop3) server field
7. Enter *smtp.gmail.com* in the **Outgoing mail** (smtp) server field and click **Next**



8. Enter your *email address* in the **Account name** field
9. Enter your *password* in the **Password** field and click **Next**, then click **Finish**



10. Highlight your email account under **Account** and click **Properties**



11. Click the **Advanced** tab

12. Fill in the following information

- Check the box next to **“This server requires a secure connection (SSL)”**
- Enter 465 in the **Outgoing mail (SMTP)** field
- Under **Outgoing mail (SMTP)** check the box next to **“This server requires a secure connection (SSL)”**
- Under **Incoming mail (POP3)** check the box next to **“This server requires a secure connection (SSL)”** the port will change to 995



13. Click the **Servers** tab and check the box next to **“My server requires authentication”** click **OK**



14. Congratulations you are now done configuring your email account

# Configuring POP3 in your webmail account

1. Open a web browser window
2. Load your webmail login page <http://webmail.yourdomain>
3. Login with your **email address** as the **username** and your **password**

go global website solutions

Welcome to

Sign in to your account at

Username:

Password:

Remember me on this computer.

Sign in

[I cannot access my account](#)

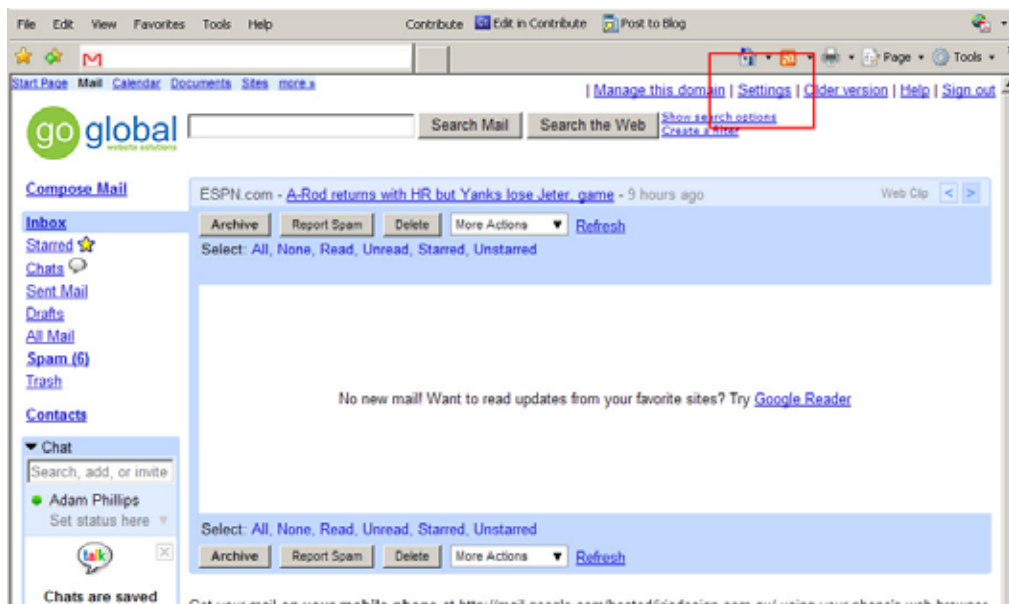
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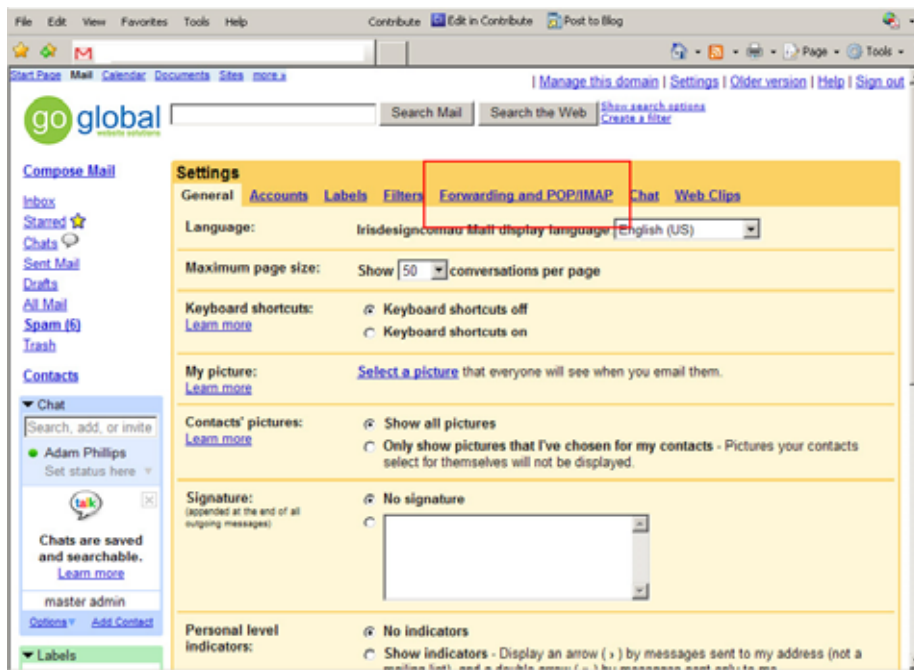
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4. Click on the **Settings** text link top right corner of page



5. Click on the **Forwarding and POP/IMAP** text link



6. Under the **POP Download** heading *check* **Enable POP for all mail**

7. **When messages are accessed with POP** select **delete Mail's copy**



8. **Save Changes**, Sign out and close browser