

OUTLOOK EXPRESS 6

MarketingMatch Email Setup Instructions

1. Select “Tools” and then “Accounts” from the Upper Menu bar from within Outlook Express
2. Select the “Mail” tab and then click the “Add” button to the right hand side selecting “Mail”.

The following screen appears. Enter “Your Name” as you wish it to appear on any emails sent and click Next

Internet Connection Wizard

Your Name

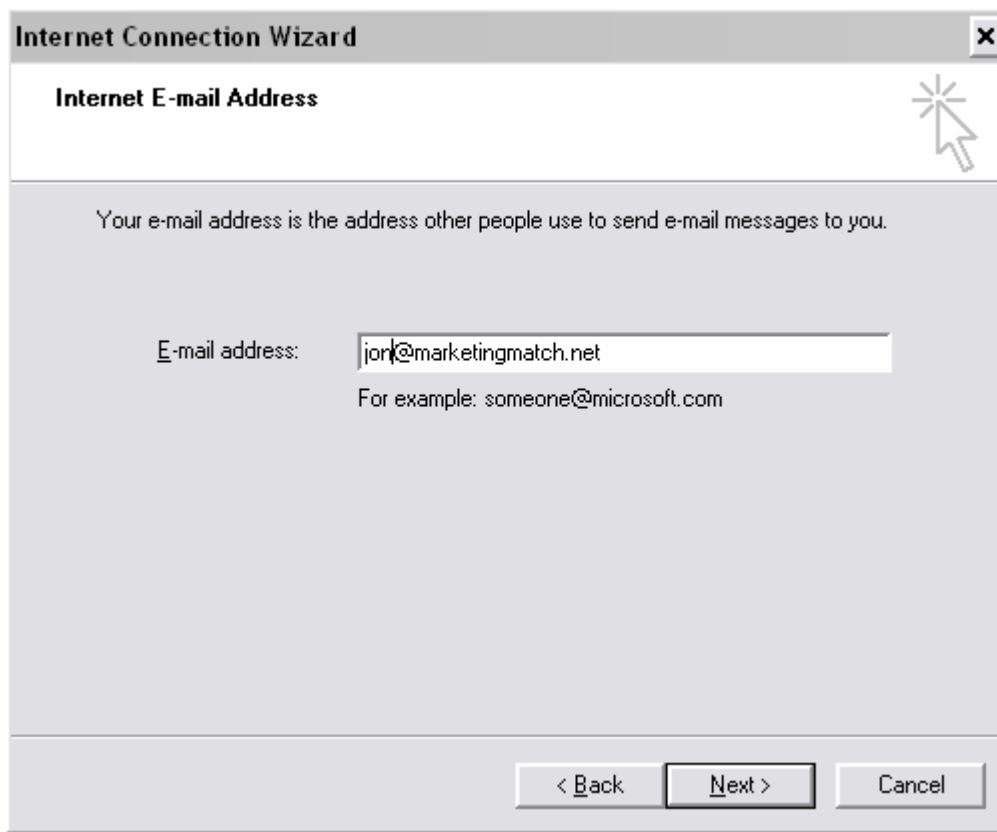
When you send e-mail, your name will appear in the From field of the outgoing message.
Type your name as you would like it to appear.

Display name:

For example: John Smith

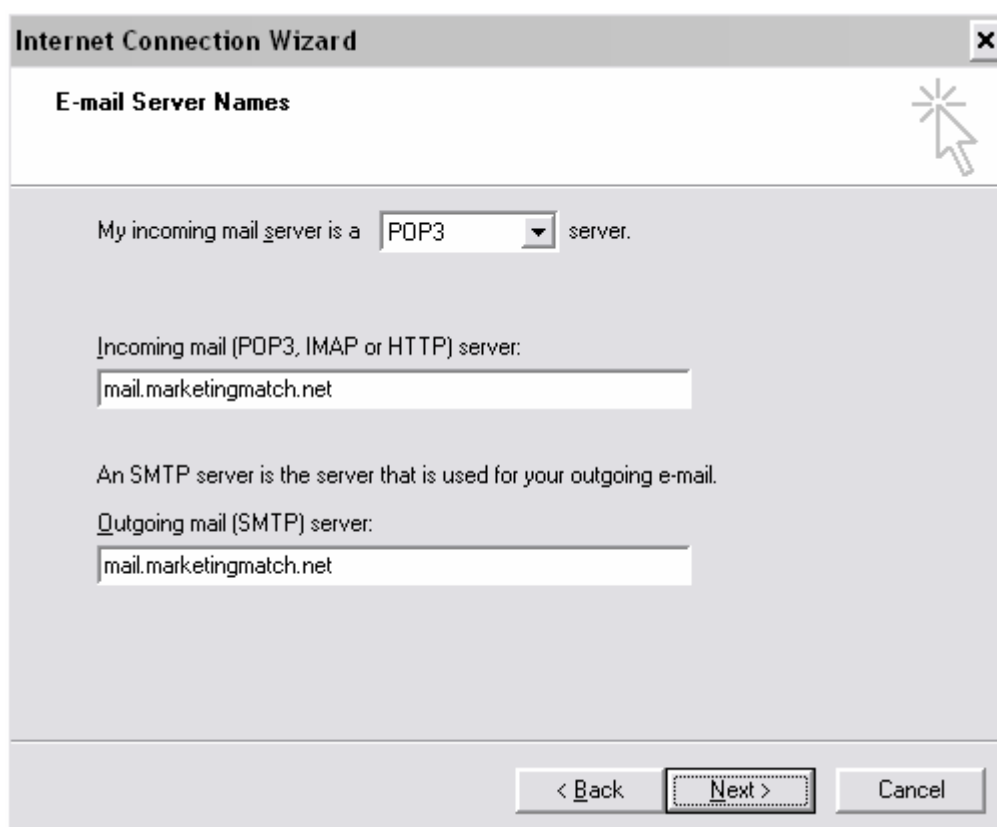
< Back Next > Cancel

3. On the following screen, enter your email address as provided to you by MarketingMatch and then click Next.



The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Internet E-mail Address" with a mouse cursor icon pointing to it. Below the heading, there is a text box containing "Your e-mail address is the address other people use to send e-mail messages to you." Underneath, the label "E-mail address:" is followed by a text input field containing "jon@marketingmatch.net". Below the input field, there is a smaller text box with the example "For example: someone@microsoft.com". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

4. On the following screen, enter the Incoming mail and Outgoing mail server as provided to you by MarketingMatch. Ensure that the incoming mail server is set to POP3. Click Next.



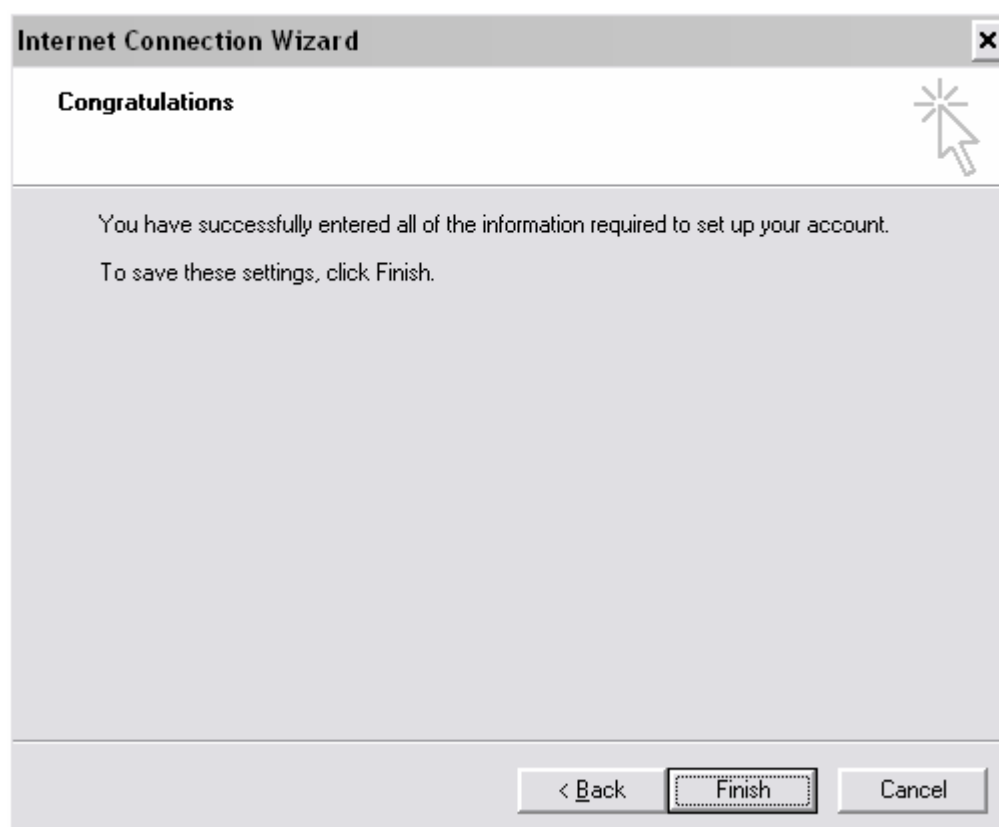
The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "E-mail Server Names" with a mouse cursor icon pointing to it. Below the heading, there is a text box containing "My incoming mail server is a" followed by a dropdown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

5. Enter your Account name (Username) and password as provided by MarketingMatch. Ensure Remember password is ticked. Click Next.



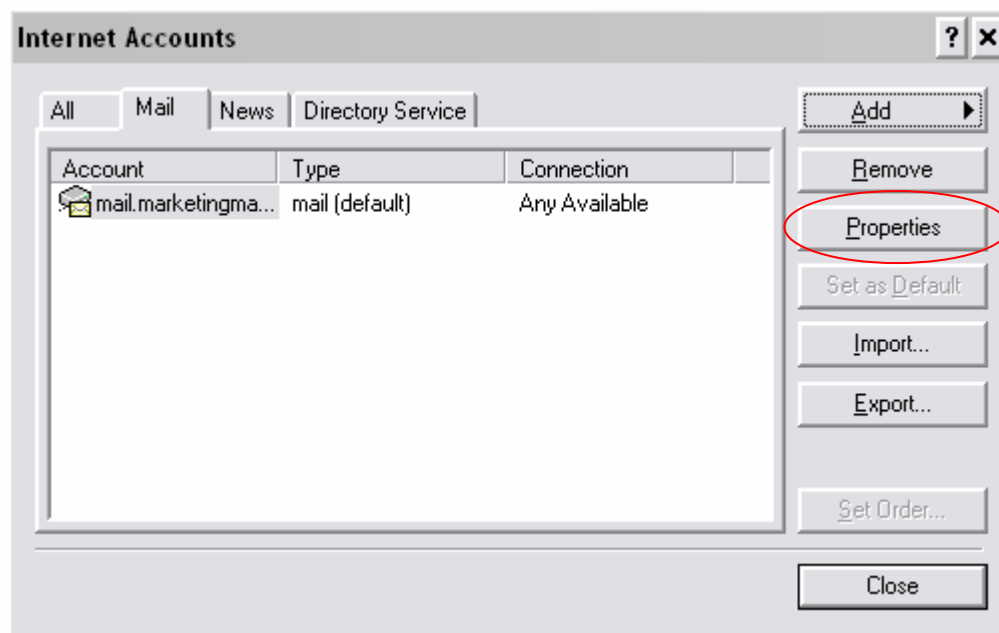
The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. Below the title bar is a header area with the text "Internet Mail Logon" and a mouse cursor icon. The main content area contains the following text: "Type the account name and password your Internet service provider has given you." Below this are two input fields: "Account name:" with the text "jon@marketingmatch.net" and "Password:" with a masked password of ten dots. A checked checkbox labeled "Remember password" is located below the password field. Further down, there is a paragraph of text: "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 of the window are three buttons: "< Back", "Next >", and "Cancel".

6. The following screen appears – click Finish

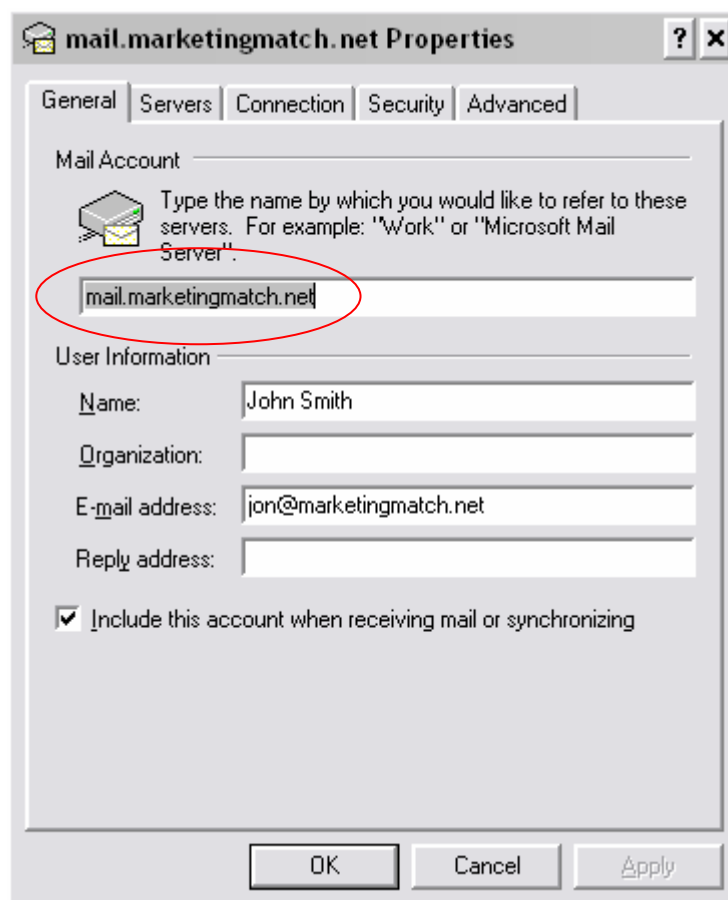


The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. Below the title bar is a header area with the text "Congratulations" and a mouse cursor icon. The main content area contains the following text: "You have successfully entered all of the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

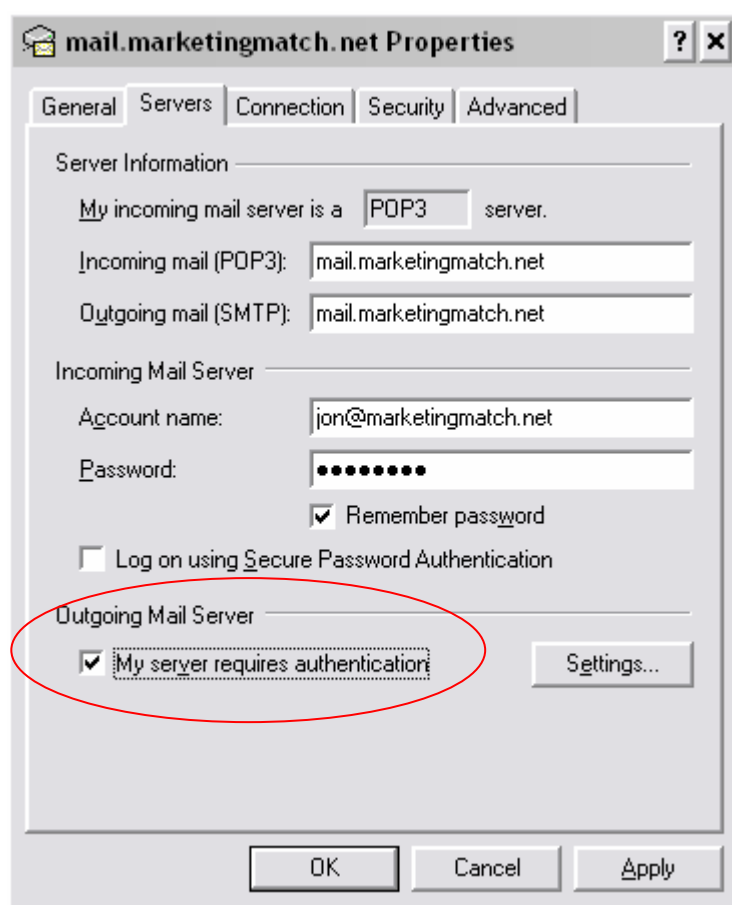
7. After clicking Finish you are taken back to the list of mail accounts. **Highlight the mail account you have just set up** – by default this will take the name of the incoming mail server – and select Properties from the right hand side.



8. The following settings box appears. Enter a user friendly name for the Mail Account on the first line such as Jon's Main Email and then select the Servers Tab at the top.



9. Ensure the last box is ticked – “My Server requires authentication” as shown below. **DO NOT** tick the box above – “Log on using Secure Password Authentication” – this should be kept blank.



10. Click on the “Settings” button next to where you have just ticked the box and ensure that “Use same settings as my incoming mail server” is selected. Click OK.



11. Click OK again on the main options box and you will return to the list of Internet Mail Accounts.

12. Your email setup has now been completed - Click Close on the box to complete the changes.