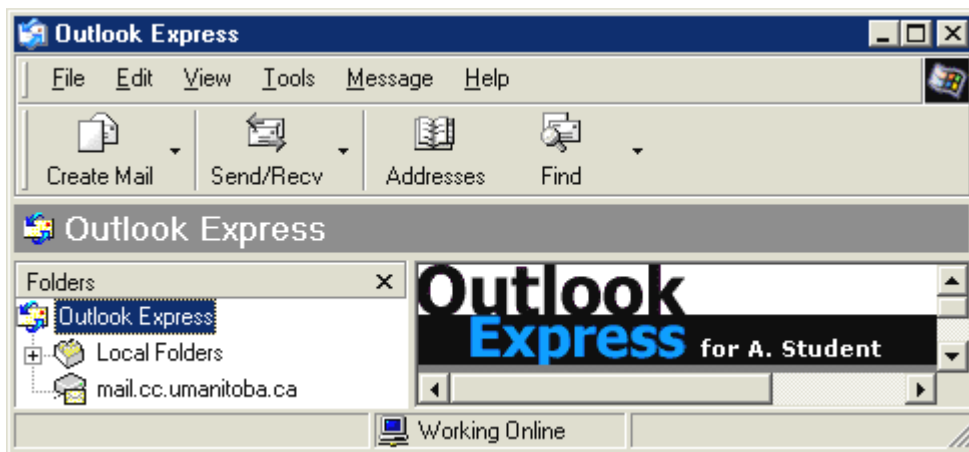


# How to Configure Microsoft Outlook Express and Microsoft office Outlook Preferences for Windows

This web page covers configuring Microsoft Outlook Express 6 and Microsoft office Outlook for receiving and sending email using the MalawiNet's mail servers. It is assumed that you can already connect to the Internet. For information related to connecting to the Internet via MalawiNet.

## 1 Configuring Outlook Express

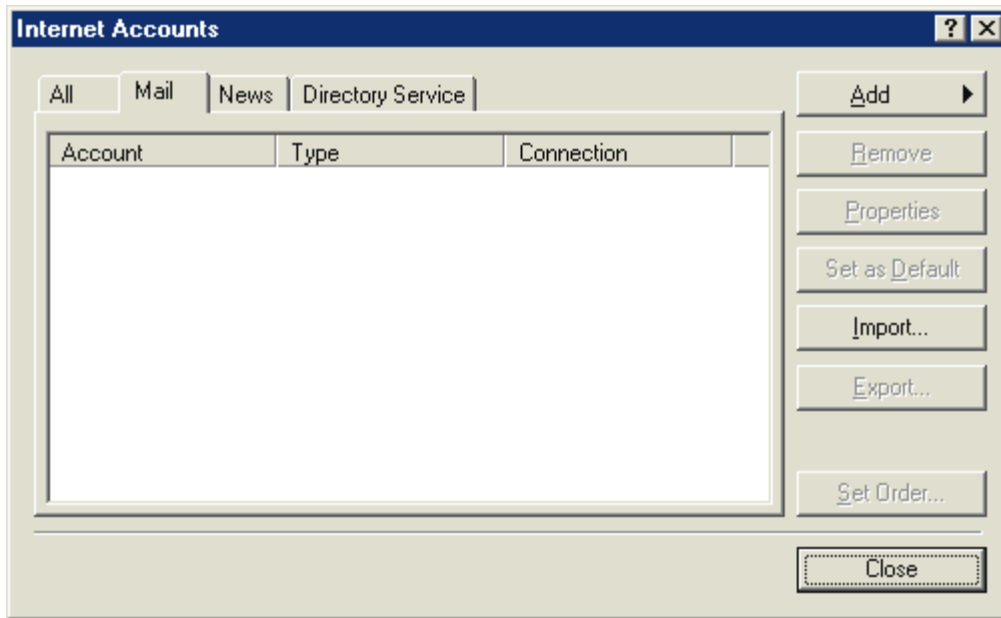
- Open Outlook Express. You do not need to be connected to the Internet to do this.



- Under the **Tools** menu, select **Accounts**.

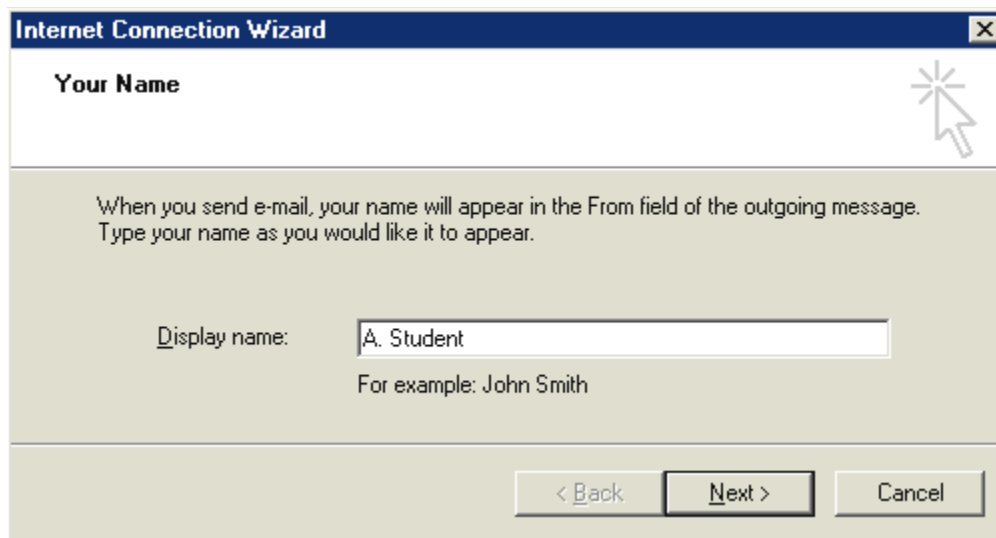
Click on the **Mail** tab of the **Accounts** window.

Click on the **Add** button, and select **Mail...** to enter details about your account.



Note that more than one account can be listed, for one or more people.

- Enter your name into the textbox, and then click the **Next** button.



- Select **I Already have an e-mail address that I'd like to use**. Enter your email address into the textbox named **E-Mail address**: Click on the **Next** button to continue.

The screenshot shows the 'Internet Connection Wizard' window at the 'Internet E-mail Address' step. The title bar reads 'Internet Connection Wizard'. 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 'student@malawi.net'. Below the field is the example text: 'For example: someone@microsoft.com'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

- Now select **POP3** as the incoming mail server type. Then enter the mail server names into the **Incoming mail server:** and **Outgoing mail server:** textboxes.


**Outgoing mail:** *smtp.malawi.net*

**Incoming mail:** *mailhost.malawi.net*

The screenshot shows the 'Internet Connection Wizard' window at the 'E-mail Server Names' step. The title bar reads 'Internet Connection Wizard'. 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 the text: 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text input field containing 'mailhost.malawi.net'. Below that is the text: 'An SMTP server is the server that is used for your outgoing e-mail.' followed by the text: 'Outgoing mail (SMTP) server:' followed by a text input field containing 'smtp.malawi.net'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

Click on the **Next** button to continue

- Enter a name for the account in the **Account name:** textbox. For security reasons, we recommend that you don't enter a password into the **Password:** textbox , and uncheck **Remember password**, so that you will be prompted for your password every time you check your mail.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-title "Internet Mail Logon". The dialog box has a close button (X) in the top right corner. Below the title bar, there is a mouse cursor icon. The main area of the dialog box contains the following text and controls:

Type the account name and password your Internet service provider has given you.

**A**ccount name:

**P**assword:

**R**emember password

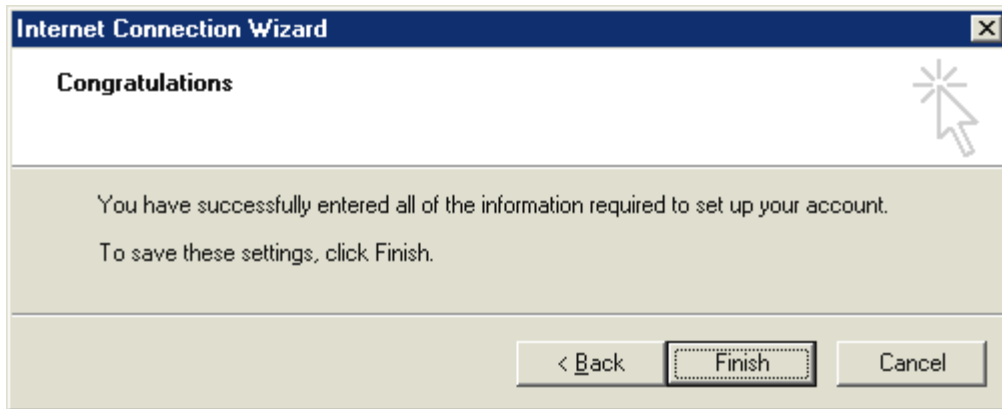
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

**L**og on using **S**ecure Password Authentication (SPA)

At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

Now you are finished setting up your new email account. Click on the **Finish**

- button to save your settings.

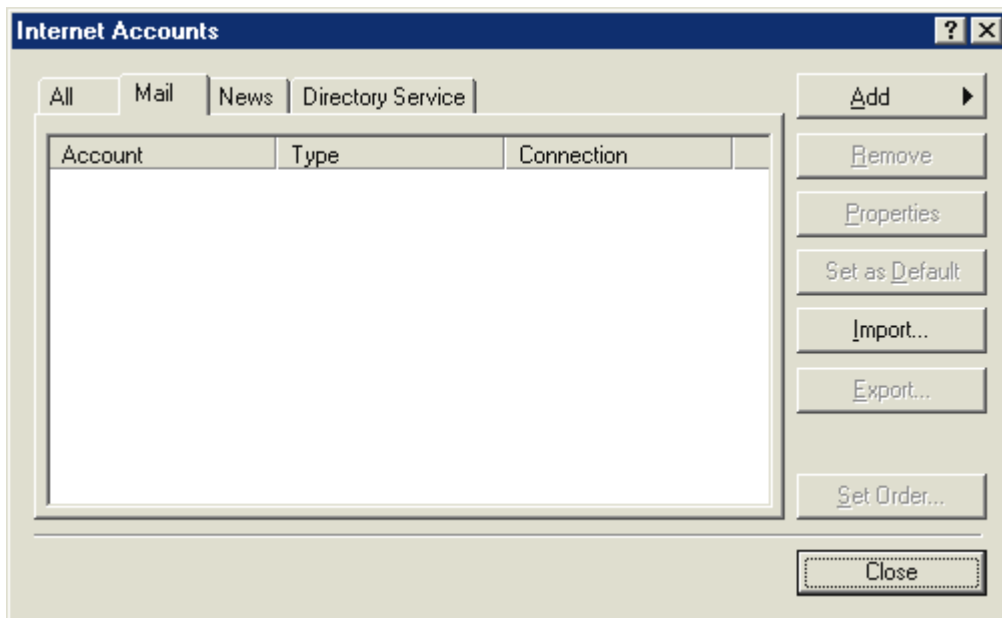


- This is an **optional** step that need be done only if you want to check your mail from more than one location, such as both school and at home.

If you choose this option, you will have to remove mail from the server regularly to avoid having your inbox overflow (and then having to rejoin your truncated mail!).

Under the **Tools** menu, select **Accounts**.

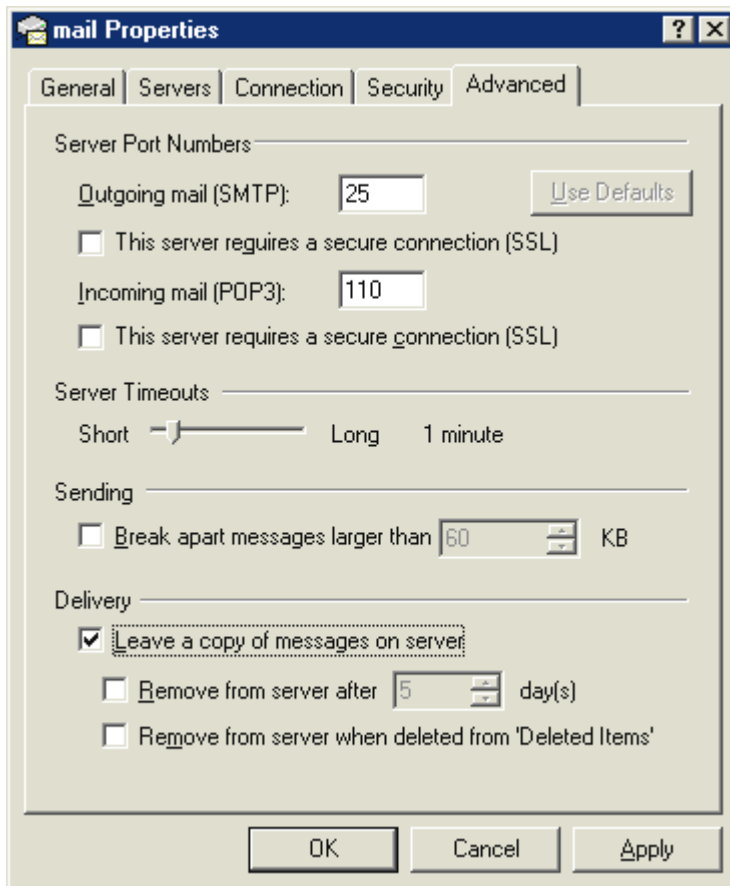
Click on the **Mail** tab of the **Accounts** window. Select the account that you just created, and click on the **Properties** button



Note that more than one account can be listed, for one or more people.

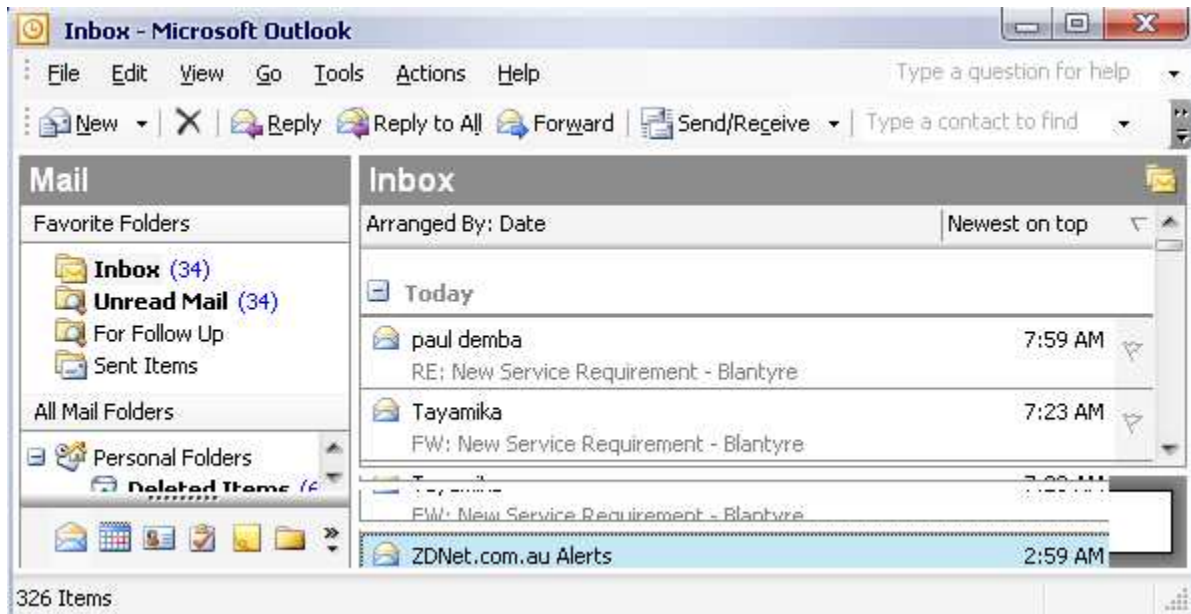
Click on the **Advanced** tab.

Under **Delivery**, choose *Leave a copy of messages on server*. The other options available allow you to have mail removed from the server either after a certain number of days or when messages you have downloaded have been deleted.



## 2 - Configuring Microsoft Office Outlook

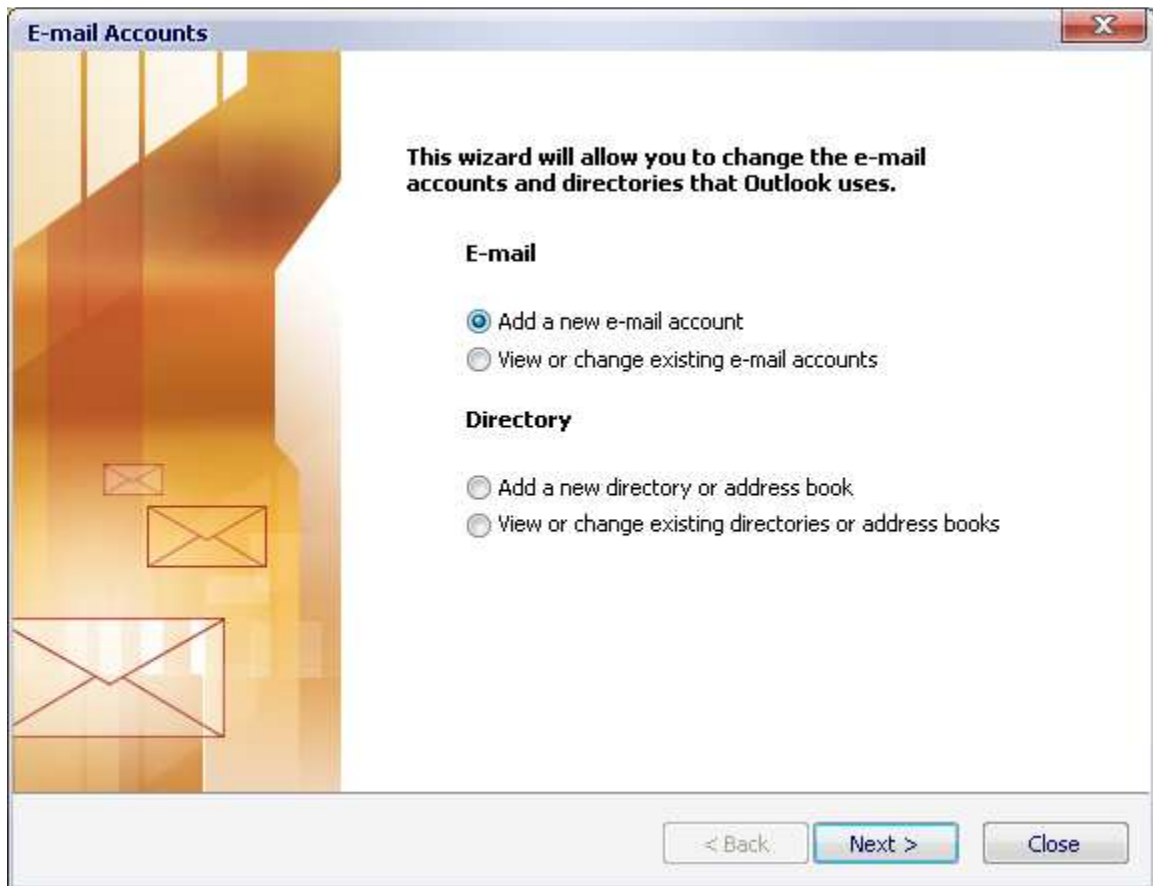
- Open Microsoft office Outlook.



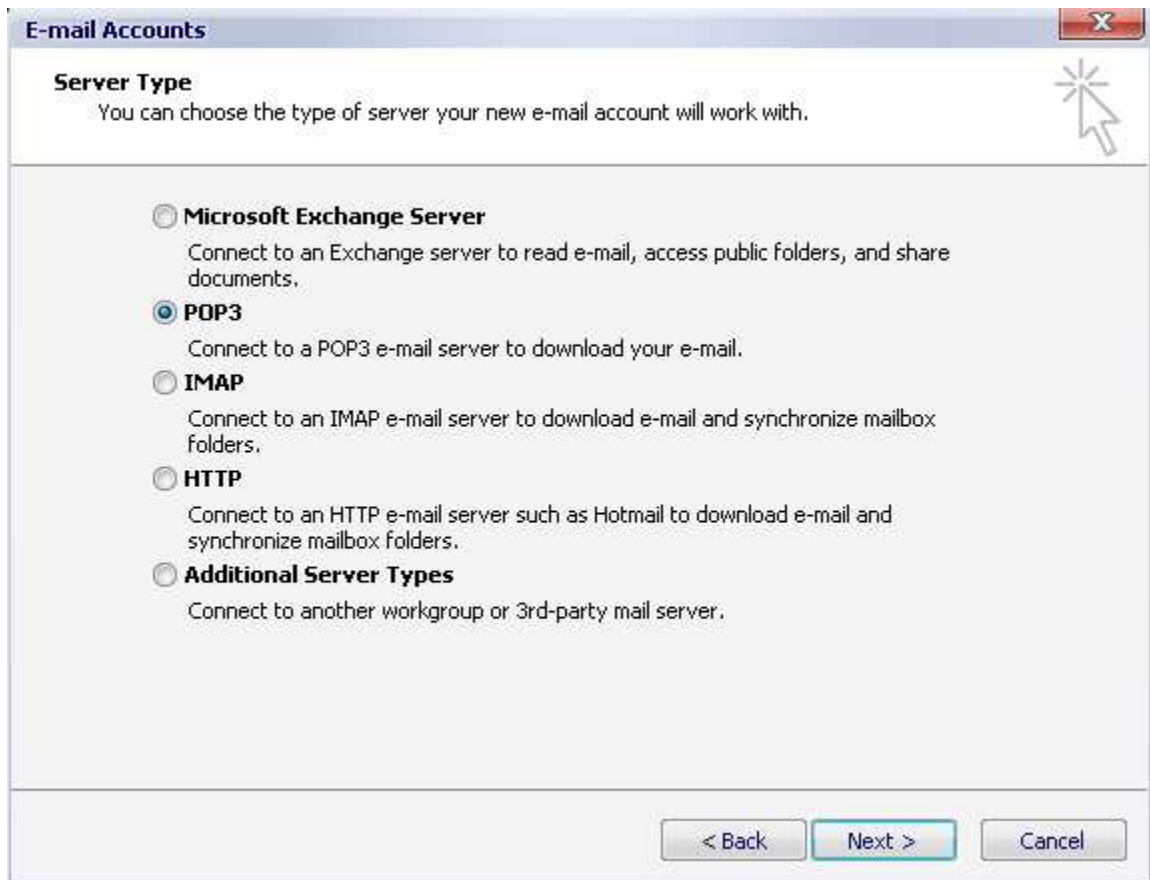
- Under the **Tools** menu, select **Accounts Settings**.



Select **Add new e-mail account** on **email accounts** window. Then click **next**.



Choose **POP3** option, and then click **next**.



Enter your **user information**, **logon information**, and **server information**. For security reasons, we recommend that you don't enter a password into the **Password:** textbox , and uncheck **Remember password**, so that you will be prompted for your password every time you check your mail. On server information,

**incoming mail : mailhost.malawi.net**

**outgoing mail : smtp.malawi.net**

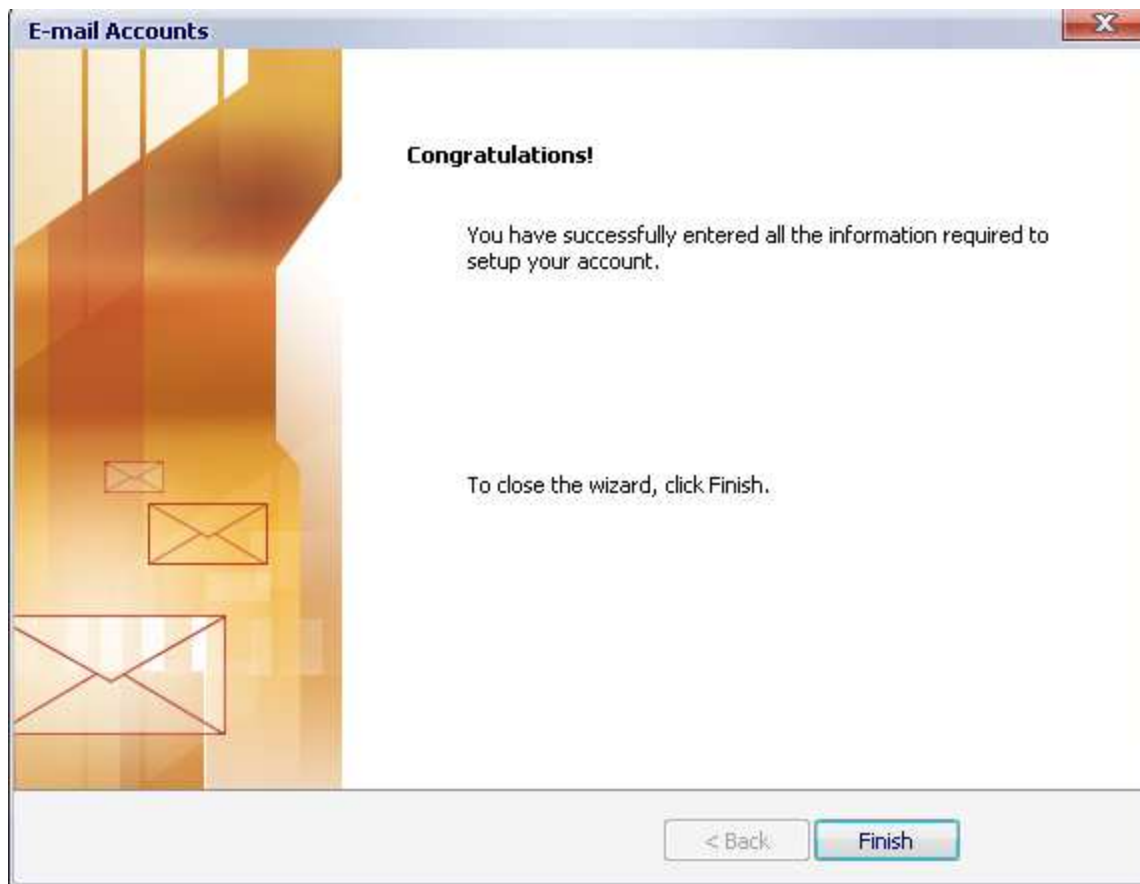
As shown in the figure below.

**E-mail Accounts** ✕

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

<b>User Information</b>	<b>Server Information</b>
Your Name: <input type="text" value="student"/>	Incoming mail server (POP3): <input type="text" value="maihost1.malawi.net"/>
E-mail Address: <input type="text" value="student@malwi.net"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.malawi.net"/>
<b>Logon Information</b>	<b>Test Settings</b>
User Name: <input type="text" value="student"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

Then click **Next**.



Then click **Finish**.