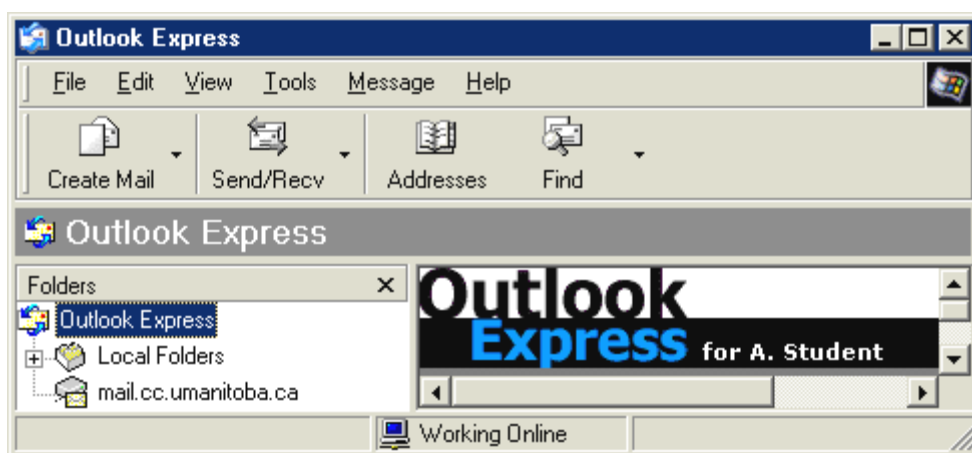


How to Configure Microsoft Outlook Express and Microsoft office Outlook Preferences for Windows

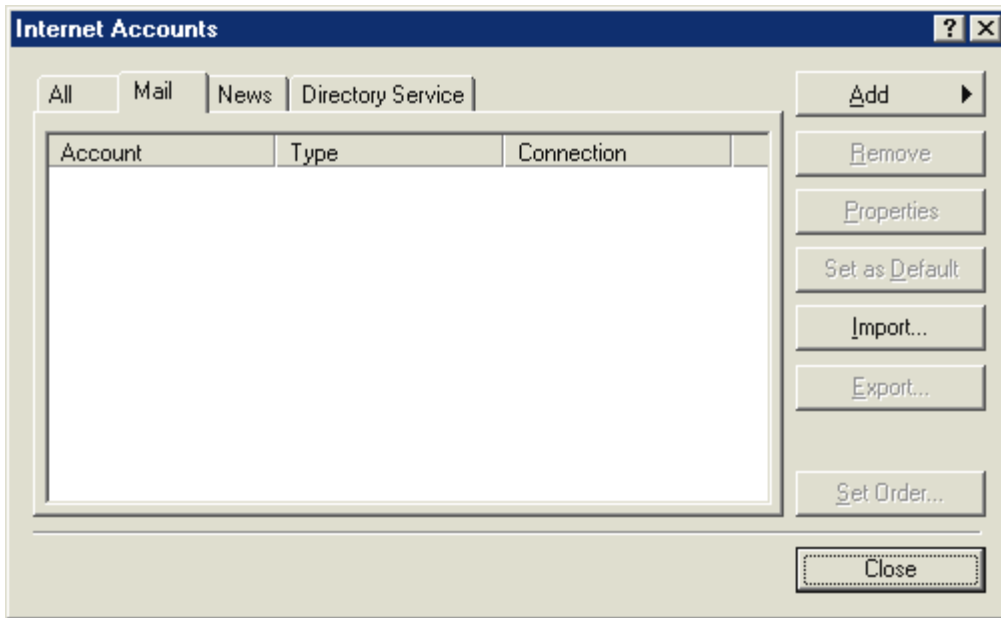
This web page covers configuring Microsoft Outlook Express 6 and Microsoft office Outlook for receiving and sending email using the MalawiNet's mail servers. It is assumed that you can already connect to the Internet. For information related to connecting to the Internet via MalawiNet.

1 Configuring Outlook Express

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

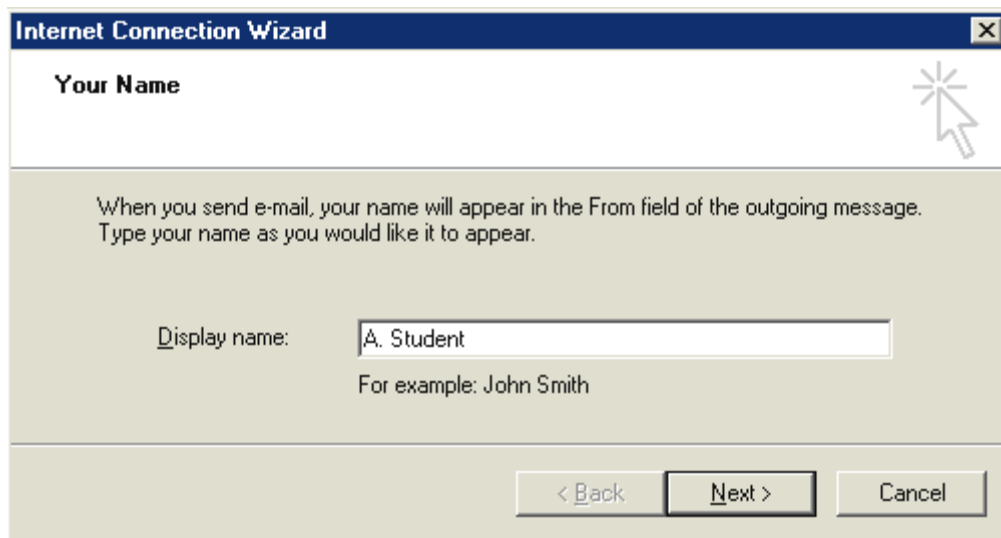


- Under the **Tools** menu, select **Accounts**.
Click on the **Mail** tab of the **Accounts** window.
Click on the **Add** button, and select **Mail...** to enter details about your account.



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.



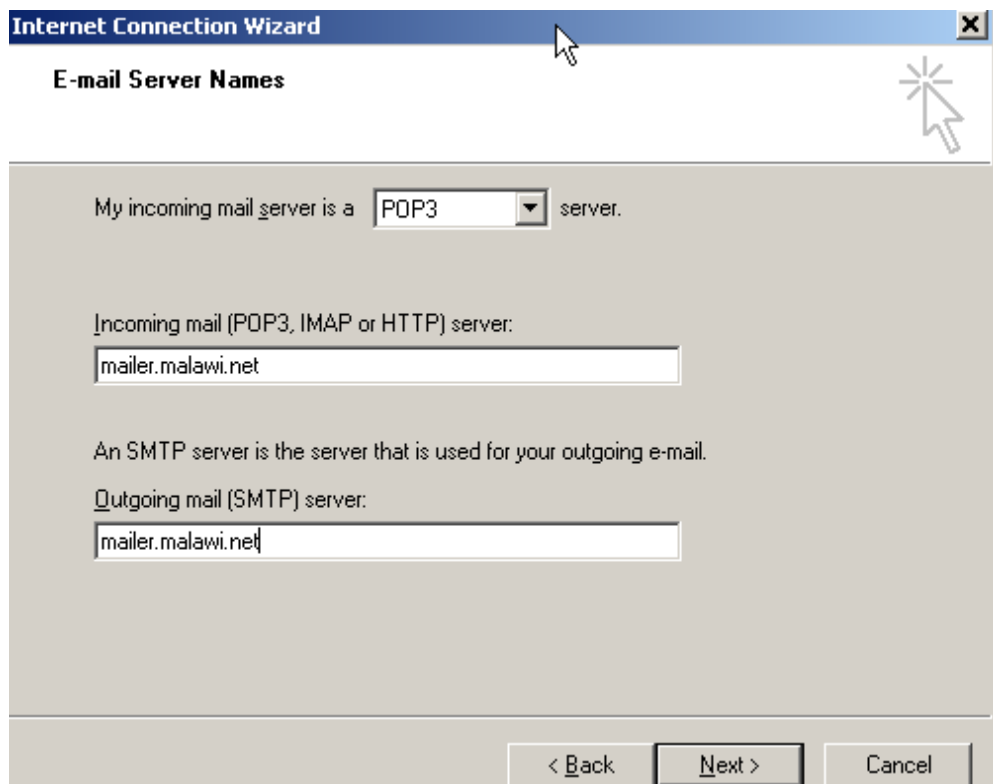
- Select **I Already have an e-mail address that I'd like to use**. Enter your email address into the textbox named **E-Mail address**: Click on the **Next** button to continue.



- 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 or mailer.malawi.net*

Incoming mail: *mailer.malawi.net*



Click on the **Next** button to continue

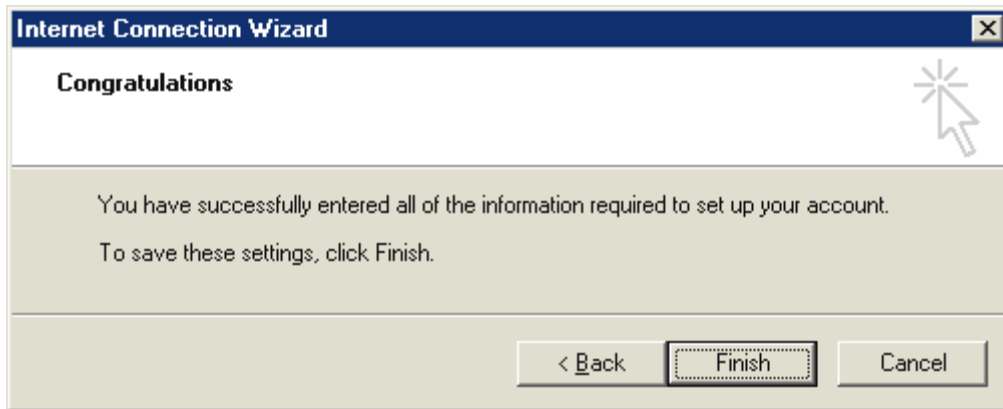
- Enter a name for the account in the **Account name:** textbox. For security reasons, we recommend that you don't enter a password into the **Password:** textbox , and uncheck **Remember password**, so that you will be prompted for your password every time you check your mail.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are three input fields: "Account name:" containing the text "studenta", "Password:" which is empty, and a checkbox labeled "Remember password" which is unchecked. Below the password field, 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." followed by another unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible over the "Next >" button.

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

- button to save your settings.

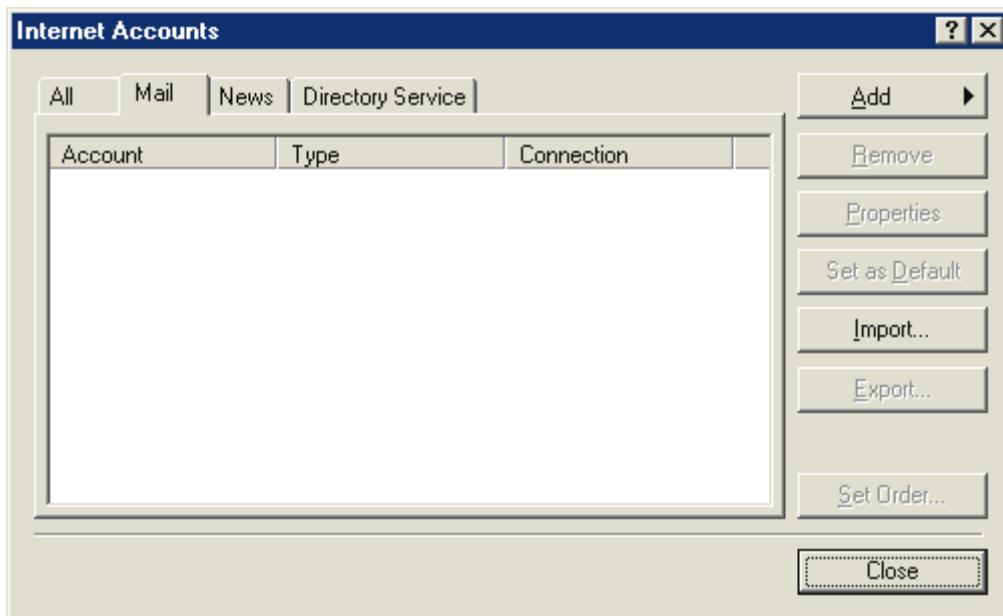


- This is an **optional** step that need be done only if you want to check your mail from more than one location, such as both school and at home.

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**.

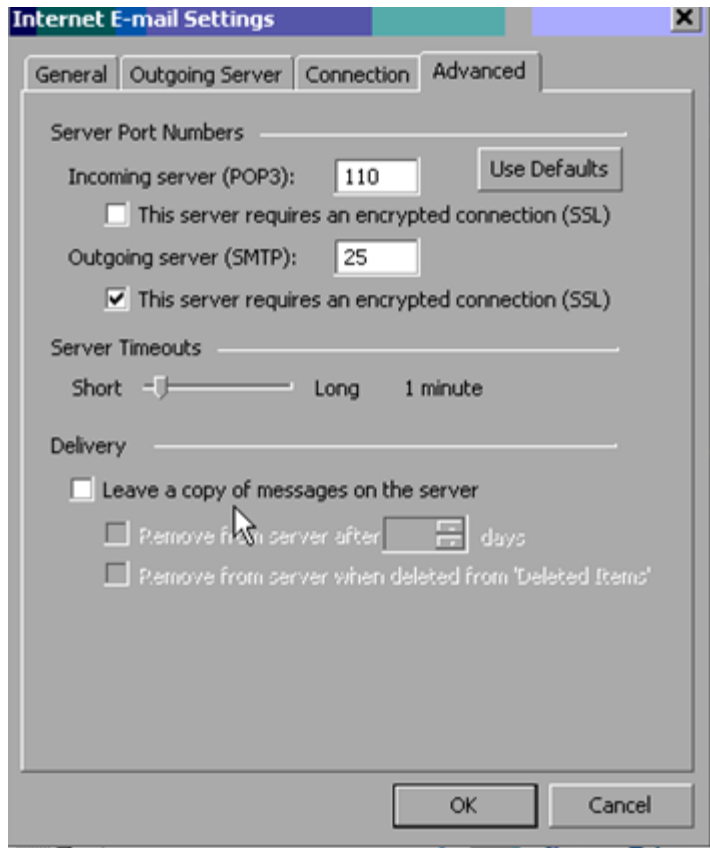
Click on the **Mail** tab of the **Accounts** window. Select the account that you just created, and click on the **Properties** button



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

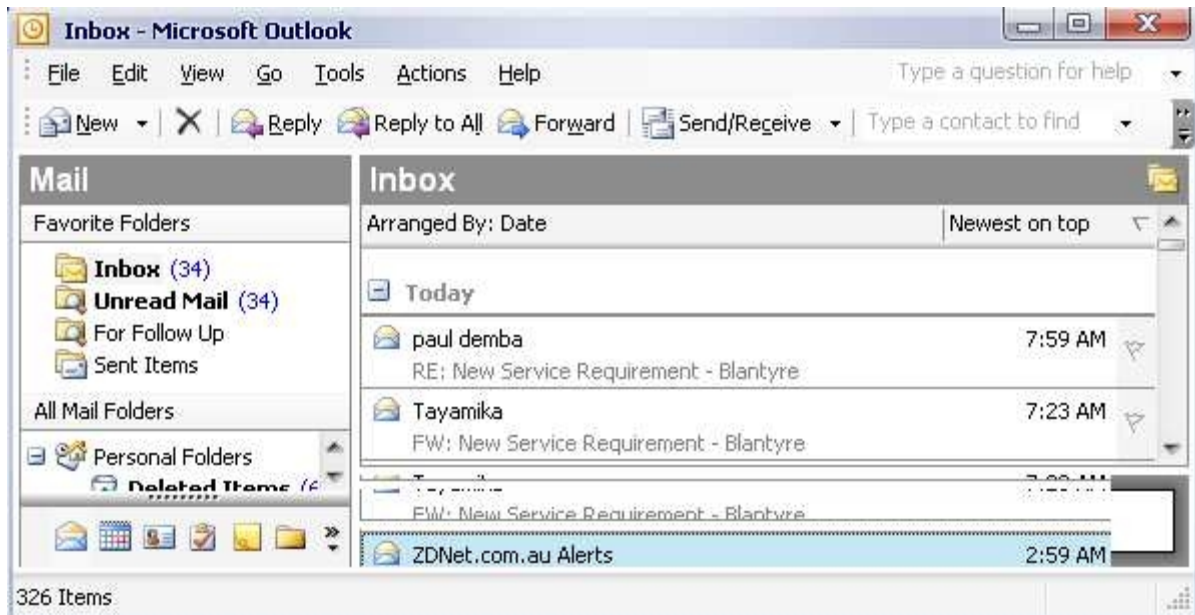
Click on the **Advanced** tab.

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

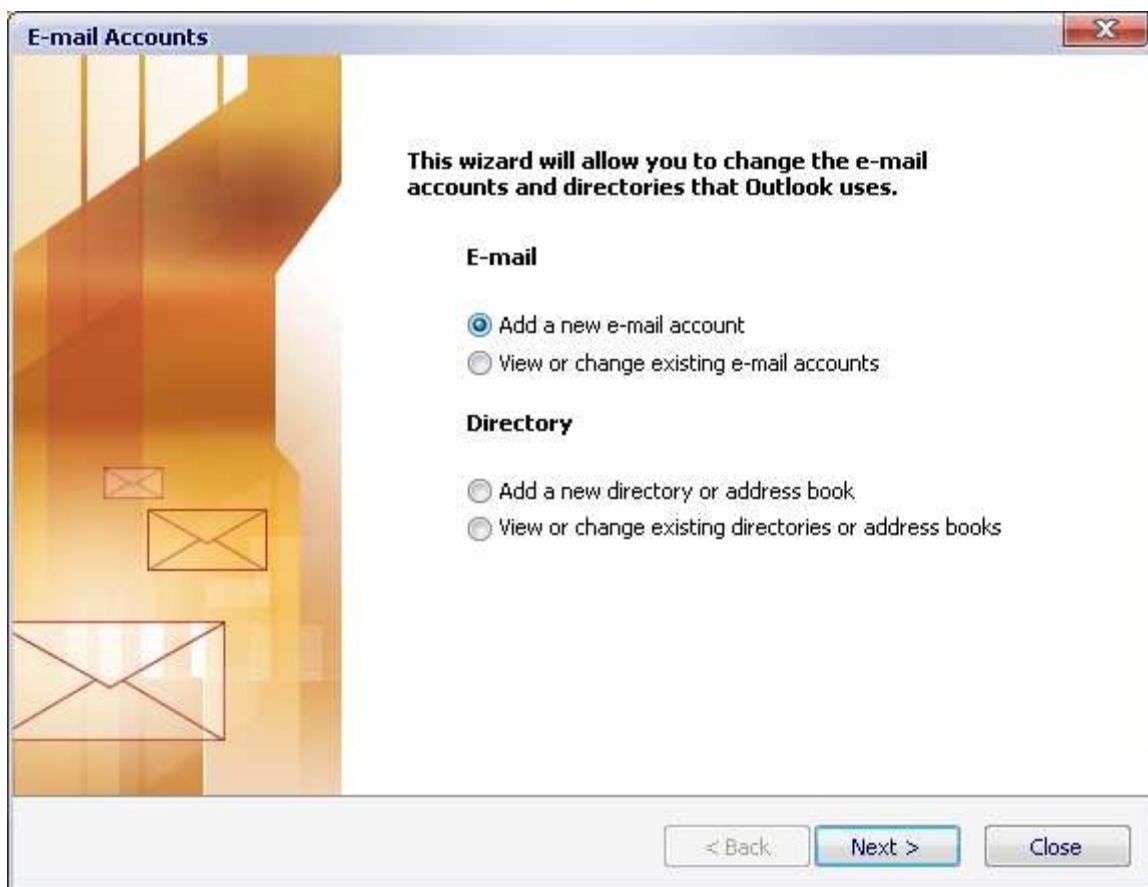
- Open Microsoft office Outlook.



- 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 : mailer.malawi.net

outgoing mail : mailer.malawi.net

As shown in the figure below.

Internet E-mail Settings

Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Internet E-mail Settings

General | **Outgoing Server** | Connection | Advanced

Server Port Numbers

Incoming server (POP3):

This server requires an encrypted connection (SSL)

Outgoing server (SMTP):

Use the following type of encrypted connection:

Server Timeouts

Short Long 1 minute

Delivery

Leave a copy of messages on the server

Remove from server after days

Remove from server when deleted from 'Deleted Items'

OK

Cancel

Internet E-mail Settings

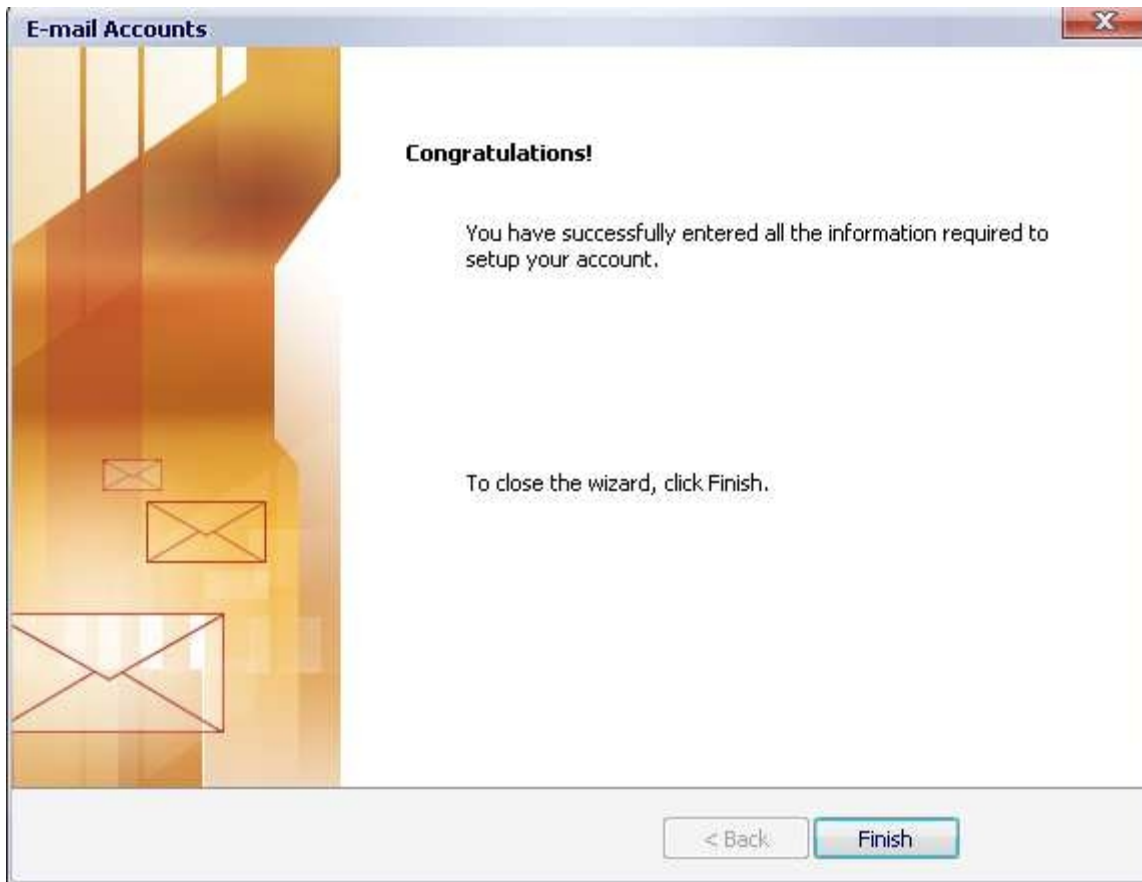
General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

- Use same settings as my incoming mail server
- Log on using
 - User Name:
 - Password:
 - Remember password
- Require Secure Password Authentication (SPA)
- Log on to incoming mail server before sending mail

OK Cancel

Then click **Next**.



Then click **Finish**.