

Configuring Outlook Express 5.x

Whether you're sending and receiving e-mail or reading messages posted to your favorite newsgroups, Microsoft Outlook Express 5.0 helps you stay connected to others.

This tutorial will show you the basics on setting up an e-mail account with Outlook Express 5.x and how to send and receive e-mail. This will get you started in the right direction. This will also show you how to access the Outlook Express 5.x help to learn about the more advanced features it has to offer.

If you do not own Outlook Express 5.x for Macintosh you can download it here:

<http://www.microsoft.com/mac/oe/>

Microsoft has an interactive Flash demo of the new features available in Outlook Express 5.x:

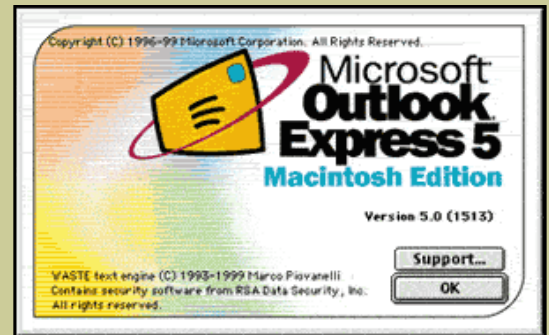
<http://www.microsoft.com/mac/oe/flashdemo6/detect.htm>

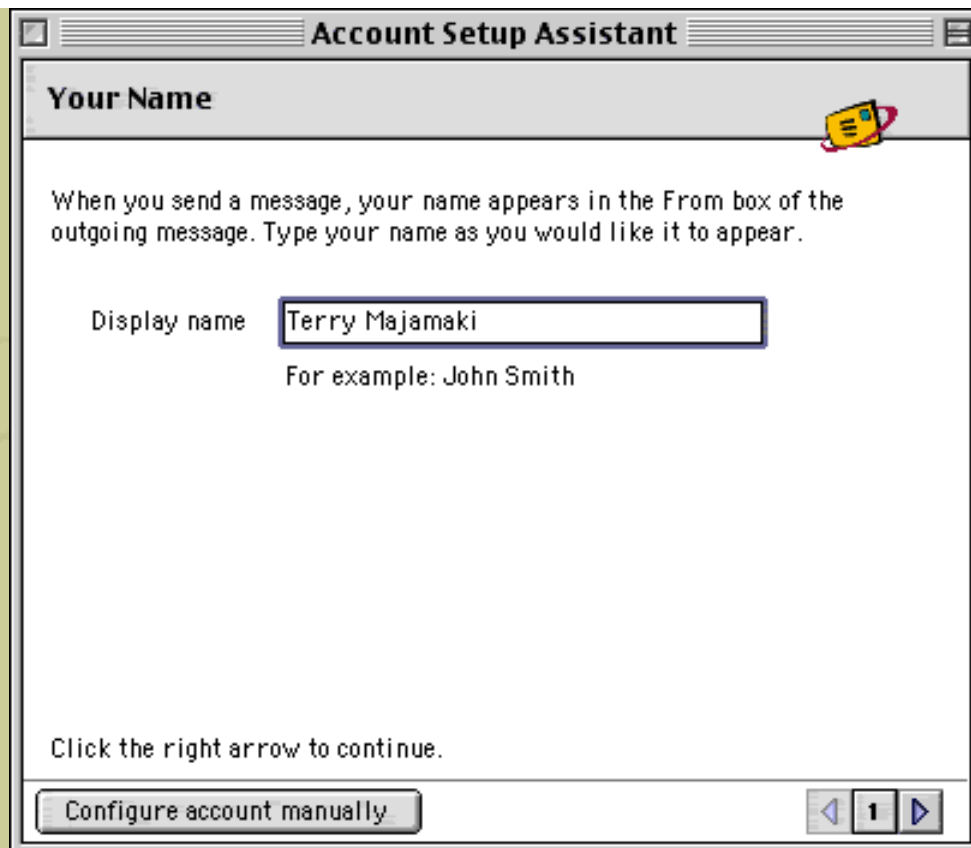
Launch Outlook Express 5.x and find the **Tools** menu item and select **Accounts**. (Figure 1)



(Figure 1)

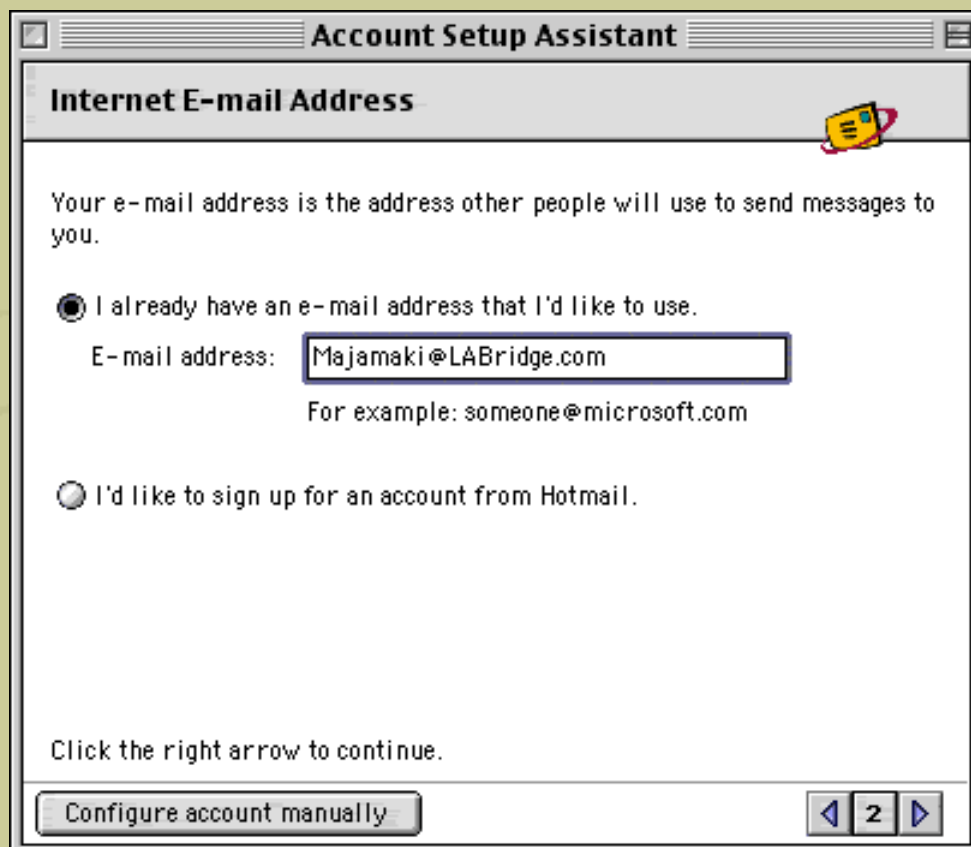
After you select **Accounts** you will see the **Account Setup Assistant**. Enter your name as shown in Figure 2. Now click the right hand arrow located at the bottom right hand corner.





(Figure 2)

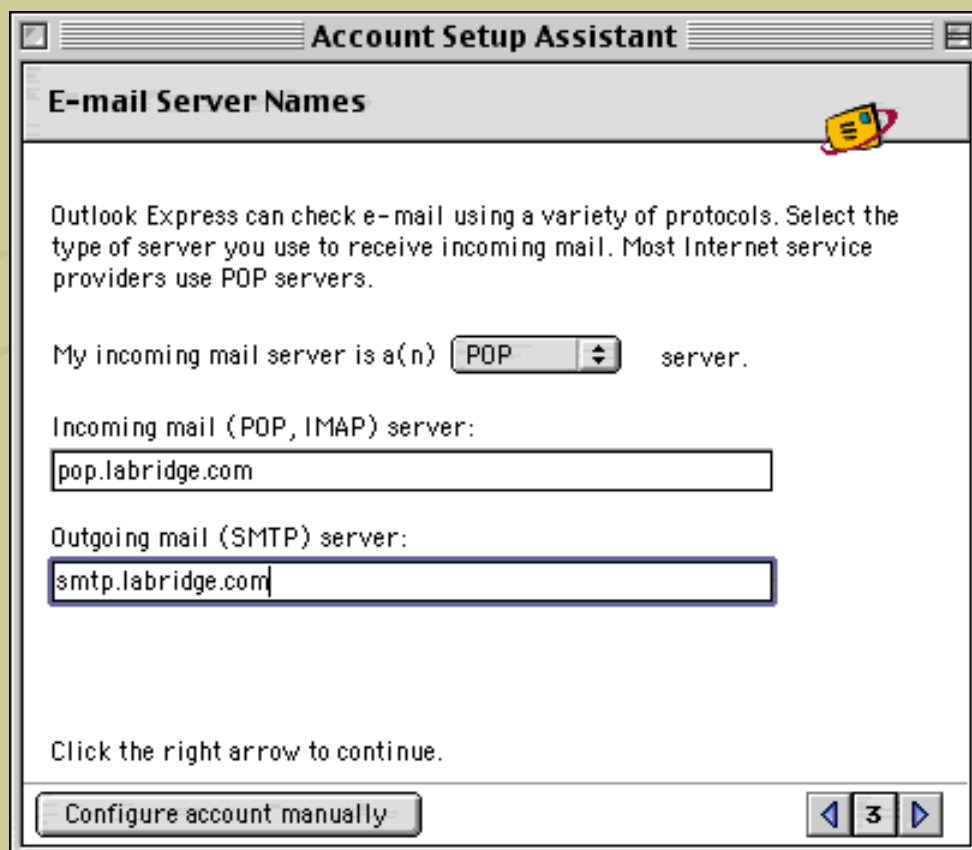
Next you need to specify you already have an e-mail address that you would like to use. Enter your e-mail address in the **E-mail address** field. As shown in Figure 3. Now click the right hand arrow located at the bottom right hand corner.



(Figure 3)

Next you will specify a mail server. Make sure that **POP** is selected as the incoming mail server, in the **Incoming mail**

server field you want to enter **pop.labridge.com** and for **Outgoing mail server** you want to enter **smtp.labridge.com** as shown in Figure 4. Now click the right hand arrow located at the bottom right hand corner.



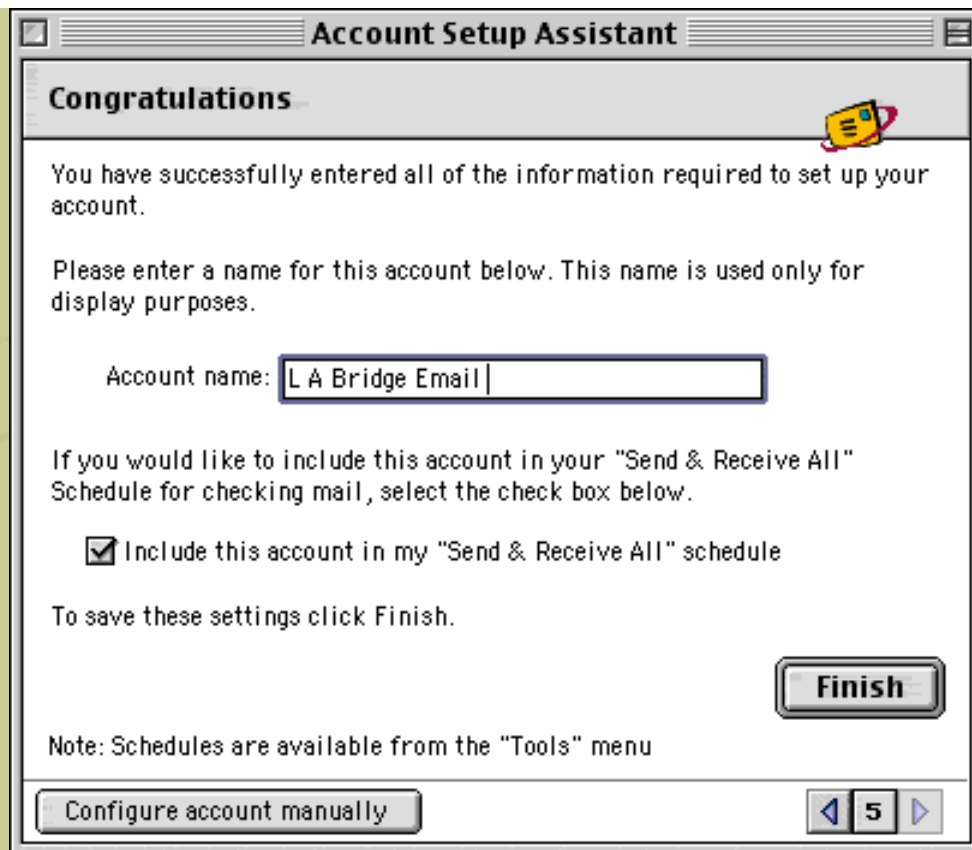
(Figure 4)





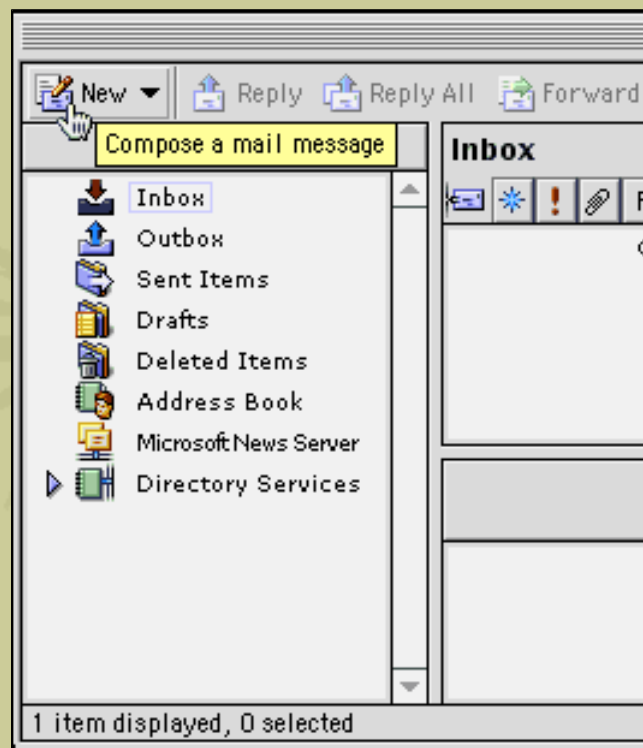
(Figure 5)

Next you want to give your e-mail account a name, in the **Account name** field enter L A Bridge E-mail. As shown in Figure 6. Now click **Finish** to complete your new e-mail account setup in Outlook Express 5.x



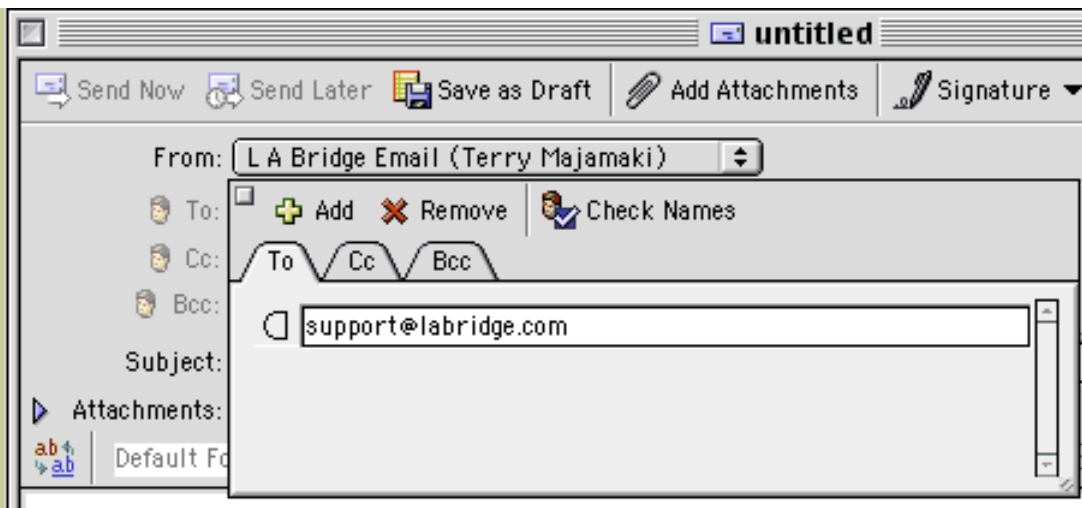
(Figure 6)

Next is a simple tutorial on sending e-mail. In Outlook Express 5.x click **New** in the top left hand corner as shown in Figure 7.



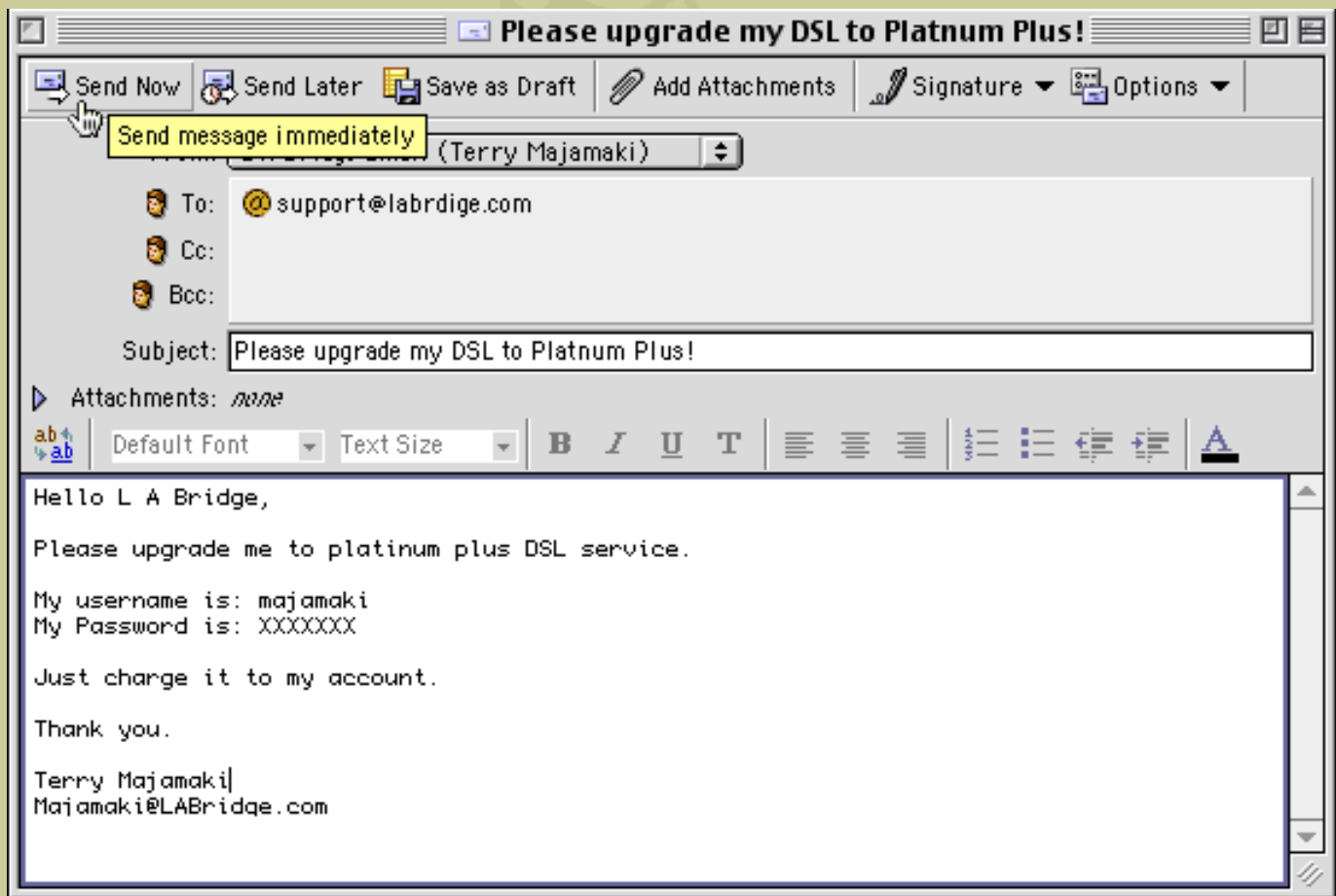
(Figure 7)

Next you want to enter an e-mail address in the **To** field as shown in Figure 8. Once you have entered an e-mail address click in the message area.



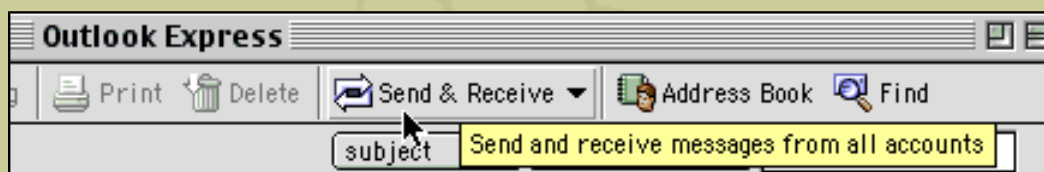
(Figure 8)

Now you can compose your e-mail. Fill in the **Subject** field with a subject and then type your e-mail message into the **e-mail message area**, as shown in Figure 9. Once you are ready to send your e-mail you can click **Send Now** to have your e-mail go to it's destination.



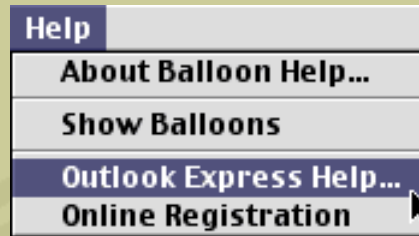
(Figure 9)

To get e-mail that others have sent to you just click **Send & Receive** as shown in Figure 10.



(Figure 10)

That's all you have to do to send e-mail and receive e-mail. For more advanced features available in Outlook Express 5.x go to the **Help** menu and select **Outlook Express Help...** as shown in Figure 11.



(Figure 11)

Microsoft has an interactive Flash demo of the new features available in Outlook Express 5.x:
<http://www.microsoft.com/mac/oe/flashdemo6/detect.htm>

Find more information about Microsoft Mac product here: <http://www.microsoft.com/mac/>

[This page is located at: <http://www.LABridge.com/site/configure/my/outlook/oe5-mac/oe.html>]

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