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## Setup Information

This is the setup information for Microsoft's Outlook Express. If you need this program, it is available via CD ROM through our office as part of Internet Explorer 5.01.

**If this is the first time you are using Outlook Express the Setup Wizard will start up. If not, go to the menu tab *Tools, Accounts*, and then click add, and mail. The box below will appear.**

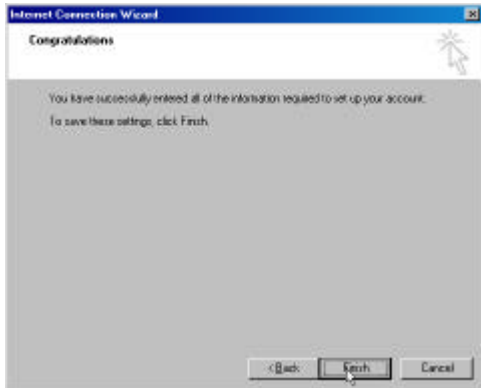
1. **Display Name.** The name someone you send email to will see.

2. **Email address.** This is your username, the name you selected, followed by @swnm.com. User name

3. **Server information.** Mail server should be set to POP3. For both incoming and outgoing mail, the correct

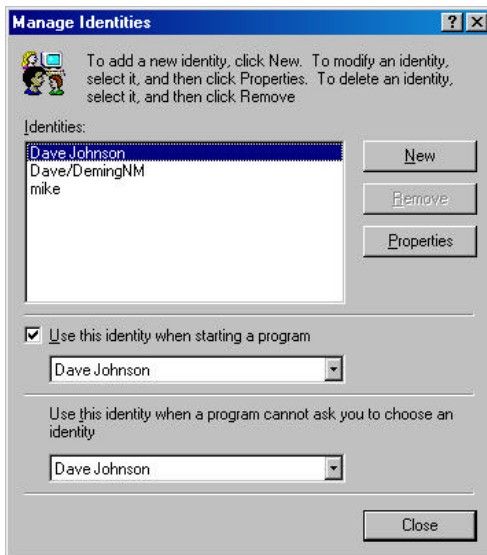
4. **Logon.** Your POP account name is your username. The password is the password you selected. Passwords are

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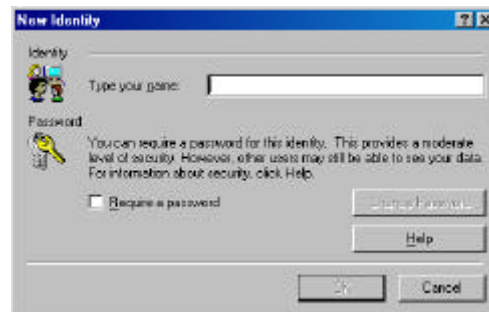
5. **Finish.** You have now successfully created your email account. If you need or want to create more than one account (for aliases for example), then repeat the process for each account. You can also setup an identify. Identities allow more than one person to use Outlook Express with their own preferences. You can later edit this information by going to tools, accounts, mail and properties.

## Identities:



### Add a New Identity:

From the file menu go to Manage Identities (box to left), and new. The box below will appear. Fill in the information, and click ok. You will then be prompted if you wish to switch identities. Say yes to switch. You DO NOT need to reestablish your internet connection. When asked if you wish to keep your current connection say yes.



### Switch Identities:

Again, from the file menu go to identities and switch identities. When you switch, you will see the box to the left.

**Need Help?** Always check online help in Outlook Express. Click on the help menu and search the index for your topic.