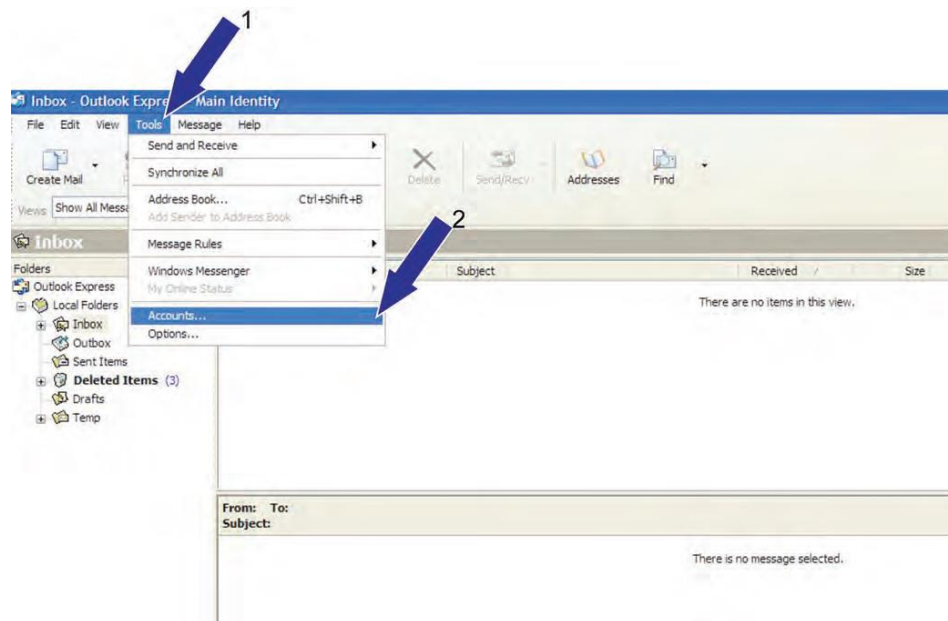
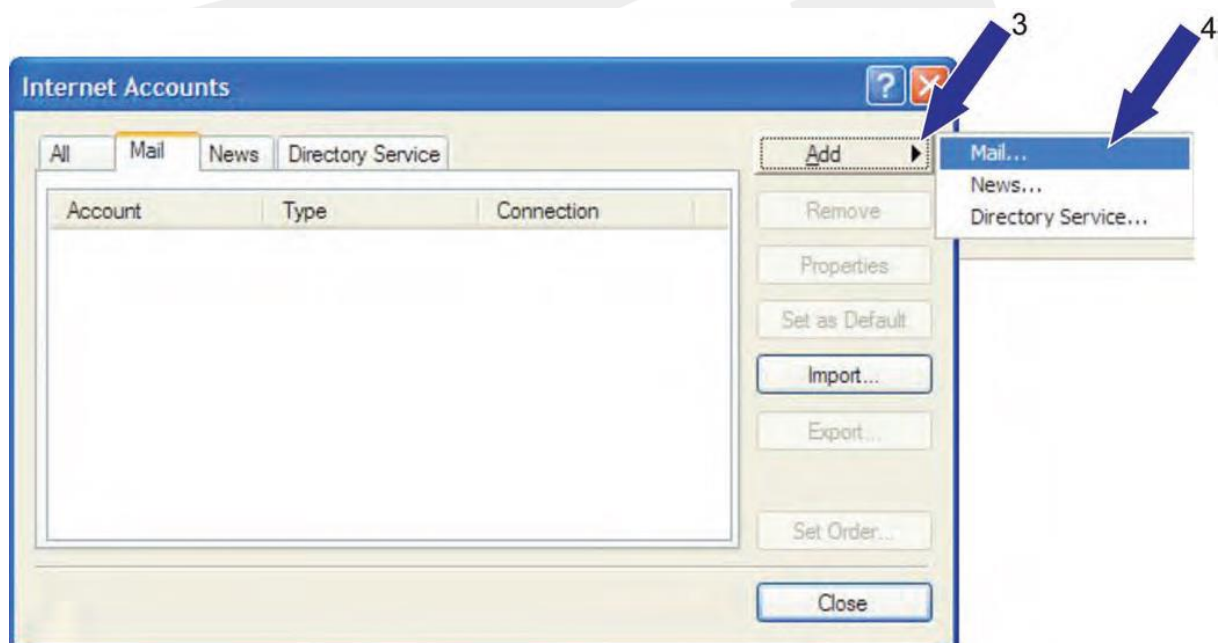


Setting up an IMAP mail account in Outlook Express

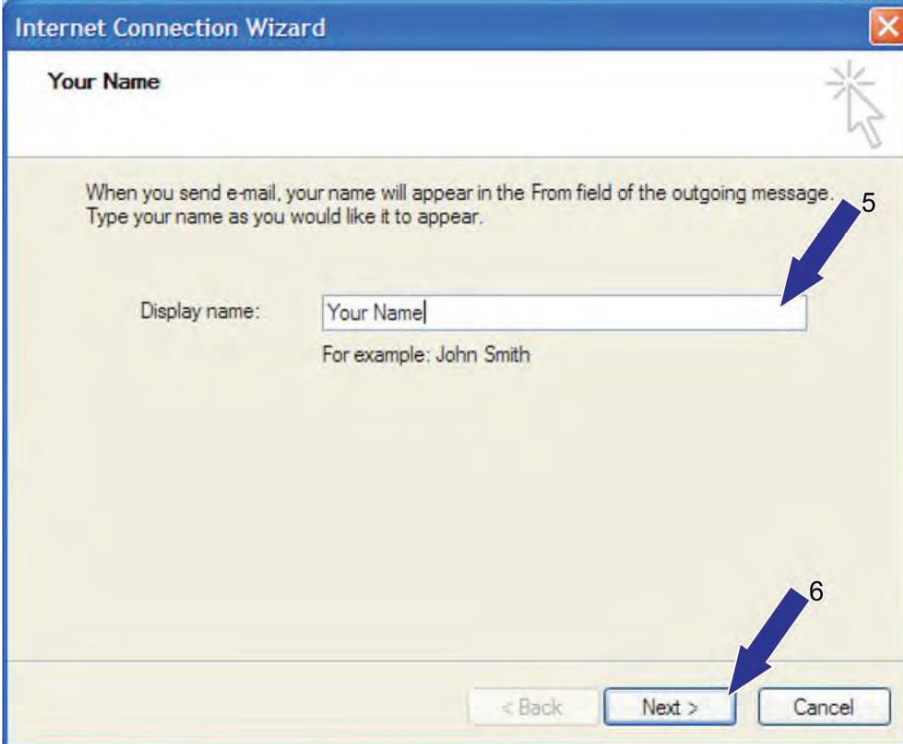
1. On the top select Tools and then Accounts



2. Select the Mail tab near the top; near the right, click Add and then Mail

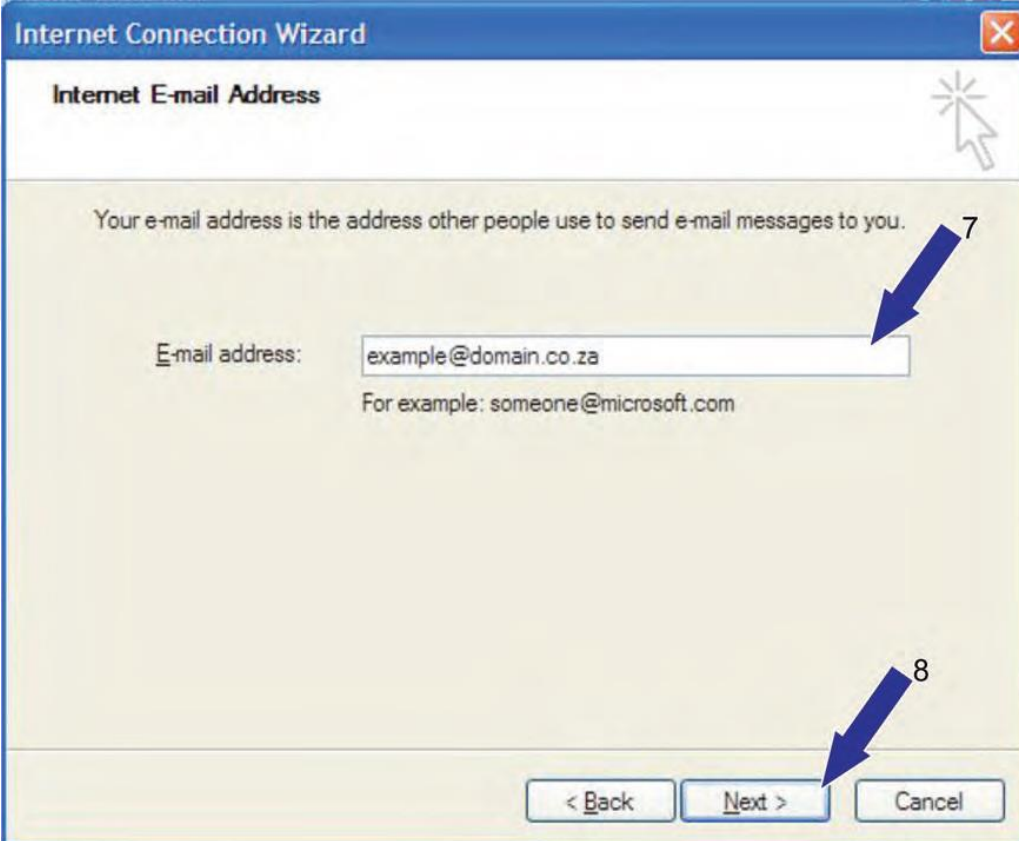


3. Enter your name and click Next



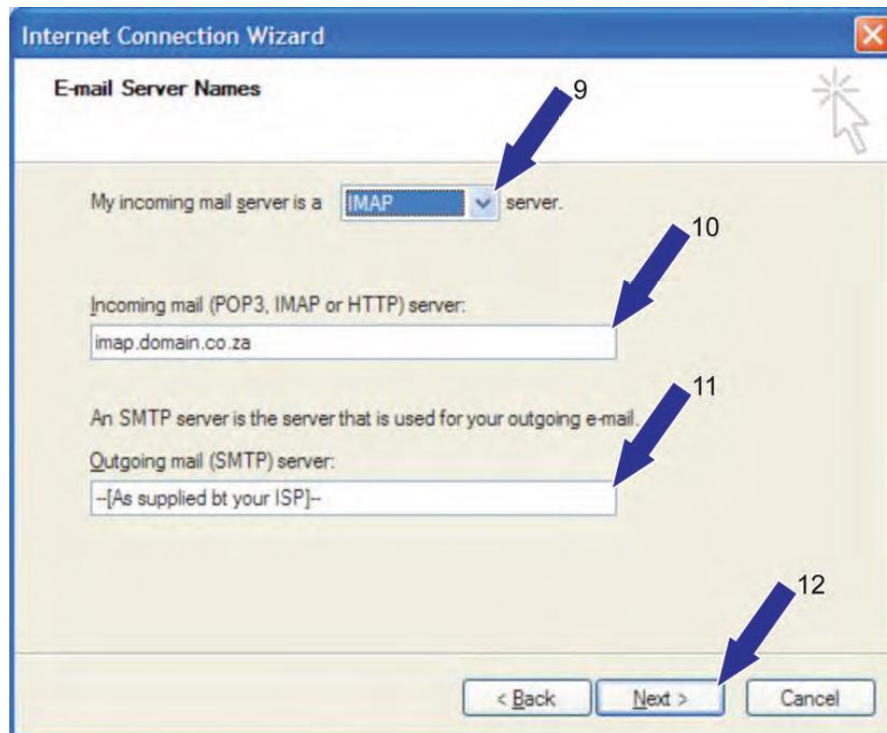
The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The subtitle is 'Your Name'. The main text says: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' There is a text input field labeled 'Display name:' containing the text 'Your Name'. Below the field is an example: 'For example: John Smith'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A blue arrow labeled '5' points to the 'Next >' button. Another blue arrow labeled '6' points to the 'Next >' button.

4. Enter your email address and click Next



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The subtitle is 'Internet E-mail Address'. The main text says: '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 'example@domain.co.za'. Below the field is an example: 'For example: someone@microsoft.com'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A blue arrow labeled '7' points to the 'Next >' button. Another blue arrow labeled '8' points to the 'Next >' button.

- From the drop down list, select your account type as IMAP (your incoming mail server is `imap.adept.co.za`, however we can personalise this to `imap.yourdomain` if you so prefer); click Next



The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window has a blue title bar and a close button in the top right. The main area is light beige. At the top, it says 'My incoming mail server is a' followed by a dropdown menu showing 'IMAP' and the word 'server.' to its right. Below this is a text box labeled 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'imap.domain.co.za'. Further down is another text box labeled 'Outgoing mail (SMTP) server:' containing '-[As supplied bt your ISP]-'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'. Blue arrows with numbers point to specific elements: arrow 9 points to the 'IMAP' dropdown, arrow 10 points to the incoming mail server text box, arrow 11 points to the outgoing mail server text box, and arrow 12 points to the 'Next >' button.

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a **IMAP** server.

Incoming mail (POP3, IMAP or HTTP) server:
imap.domain.co.za

An SMTP server is the server that is used for your outgoing e-mail.
Outgoing mail (SMTP) server:
-[As supplied bt your ISP]-

< Back Next > Cancel

- Enter your full email address as the Account Name; enter your password and click Next



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window has a blue title bar and a close button in the top right. The main area is light beige. It says 'Type the account name and password your Internet service provider has given you.' Below this is a text box labeled 'Account name:' containing 'example@domain.co.za'. Below that is a text box labeled 'Password:' containing a series of dots. To the right of the password box is a checkbox labeled 'Remember password' which is checked. At the bottom is a text box with the 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.' and a checkbox labeled 'Log on using Secure Password Authentication (SPA)' which is unchecked. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'. Blue arrows with numbers point to specific elements: arrow 13 points to the 'Account name' text box, arrow 14 points to the 'Password' text box, arrow 15 points to the 'Remember password' checkbox, and arrow 16 points to the 'Next >' button.

Internet Connection Wizard

Internet Mail Logon

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

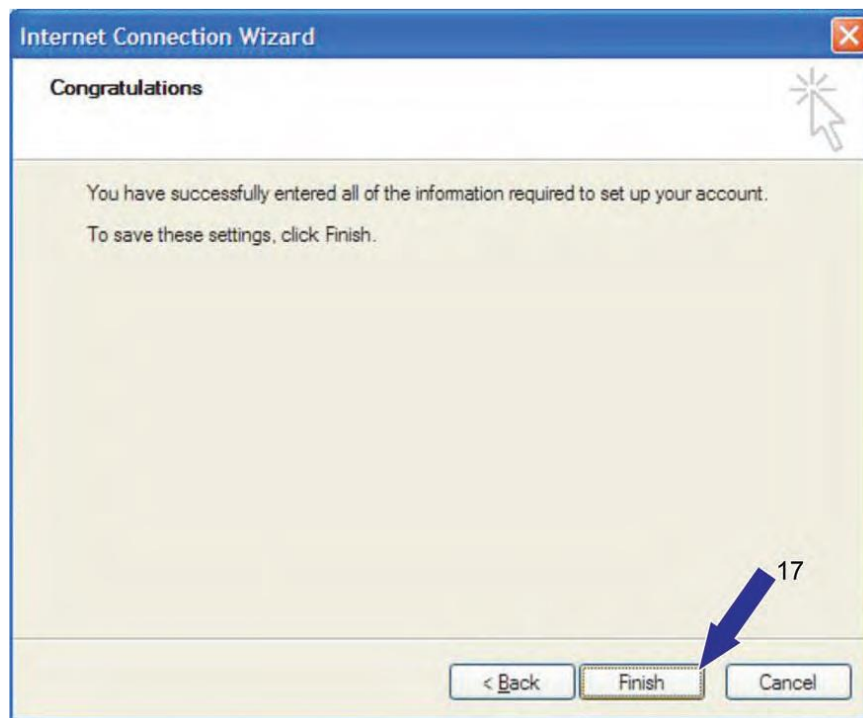
Account name: example@domain.co.za

Password:
☒ Remember 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.
☐ Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

7. Click Finish to complete the setup



8. Click Close

