How to use Outlook Express 6 for your Email Accounts

version 1.1 • For future consultation, this document can be found at www.integricore.com/support

>>> This simple guide will walk you through some of aspects of Outlook Express that you may find helpful if you are interested in consolidating your email accounts into one program and/or have an interest in checking those accounts at multiple locations. *It is advised that you print this for current and future use.*

I. Establishing multiple email accounts in Outlook Express

1. Once in the Outlook Express program, click on Tools.
2. Then select Accounts. Once at the Internet Accounts screen, select Add and then Mail.
3. This will then take you to the New Account Creation Wizard, and the first box will be Display Name. This is what comes up in the From box for those you email. Click Next once done.
4. The next box will be for the email account you are establishing. Click Next once done.
5. The two boxes that then appear determine how your email is sent and received online. The Incoming Mail Server is generally a POP3 account and for integriCORE accounts it is **mail.yourdomain.com** (yourdomain should be replaced with your actual domain name). The Outgoing Mail Server (SMTP) box should have **mail.yourdomain.com** for it, as well. Once finished, click Next.
6. The top box on this next screen, Account Name, will be the entire email address you are currently establishing (for integriCORE accounts). The next box, Password, will be just that (Note: If you know your password and would like to change it, you can at any time by going to **www.yourdomain.com/webmail**). Click Next once done.
7. Click Finish on the next screen.
8. To finalize the process, return to the Internet Accounts screen (by going to Tools, and then Accounts).
9. Double-click the account that was just created (which should appear mail.yourdomain.com) and rename it something more familiar by typing it in the first box on that screen.
10. Then click on the Servers tab at the top.
11. On the bottom of the screen, make a check mark appear for My server requires authentication and leave it at that. FINISHED - Repeat for Additional Accounts as Necessary

II. Having emails placed into different folders for each corresponding account

1. Once in the Outlook Express program, click Tools, Message Rules after that, and then select Mail.
2. Then click New.
3. Under the [1.] box, considered the Conditions box, you want to choose "Where the message is from the specified account."
4. Under the [2.] box, considered the Actions box, you want to choose "Move it to the specified folder."
5. Under the [3.] box, it should appear that these two conditions will occur for this email account, but you need to establish the account by clicking on the hyperlinked "specified" and the correct folder for the emails to go to by clicking on the hyperlinked "specified" on the next line.
6. Click OK. FINISHED - Repeat for Additional Accounts as Necessary

III. Allowing emails to remain on the server so that they can be received at more than one location

1. Once in the Outlook Express program, click Tools, Accounts, and then double-click the account you would like to modify.
2. Then in the Email Account Properties window, select the Advanced tab.
3. On the bottom of the screen, under the Delivery section, there is a box "Leave a copy of messages on server" that will need a check mark placed in it.
4. At this point, you can also determine if you would like to just leave messages on the server indefinitely, or you can also have messages deleted after so many days or you can have them deleted once they have been removed from Deleted Items. FINISHED - Repeat for Additional Accounts as Necessary

Tip(s): Keep in mind you can create additional **Identities** if many people would like to use Outlook Express on the same computer.