

## **Outlook Express**

### Email configuration

#### **1 Required Settings**

Most email programs that support the POP/IMAP and SMTP email standards for sending and receiving email use the following five primary settings.

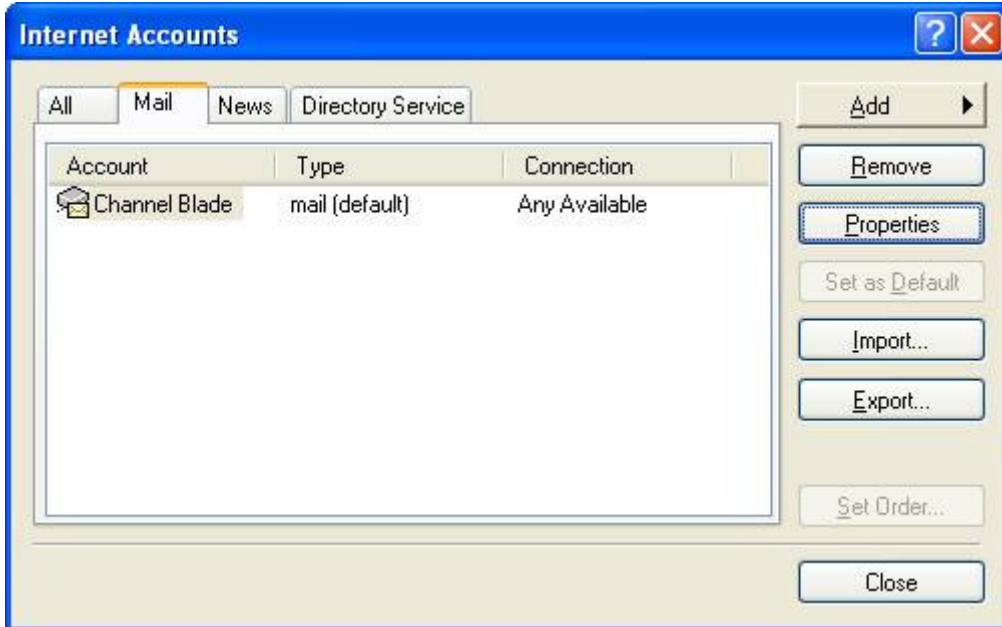
1. Username - You must enter your complete email address. (Example: user@<yourdomain>)
2. Password - This is the same password that you use to login to Web Mail.
3. Incoming Mail Server
4. Outgoing Mail Server (SMTP)
5. Outgoing Mail Server (SMTP) Authentication

In order to send email, you must set your email software to use authentication when connecting to the outgoing mail server. If your email software asks you to enter a username and password, enter the same username and password that you entered in settings one and two above.

#### **2 Setting up your email account**

The screen shots below are from Outlook Express. You can do this by clicking on the icon from your desktop or by selecting this from your Programs Menu.

On the **Tools** menu, click **Accounts**.



Under **Mail**, you can see **Accounts**, click to highlight your email account. Then click **Properties**. The General settings will remain the same, but verify they are correct.

**Mail Account** displays how your recipients will see it. In the **Name** box, your display name is here. In the **E-mail Address** box, your complete e-mail address should show. (Example: [user@<yourdomain>](mailto:user@<yourdomain>))

Click on the **Servers** tab.



**NOTE: Replace channelblade.com with your domain name.**

In the **Incoming mail server**, type pop.<yourdomainname>  
If you use **IMAP** enter: imap.<yourdomainname>

In the **Outgoing mail server (SMTP)** box, type smtp.<yourdomainname>

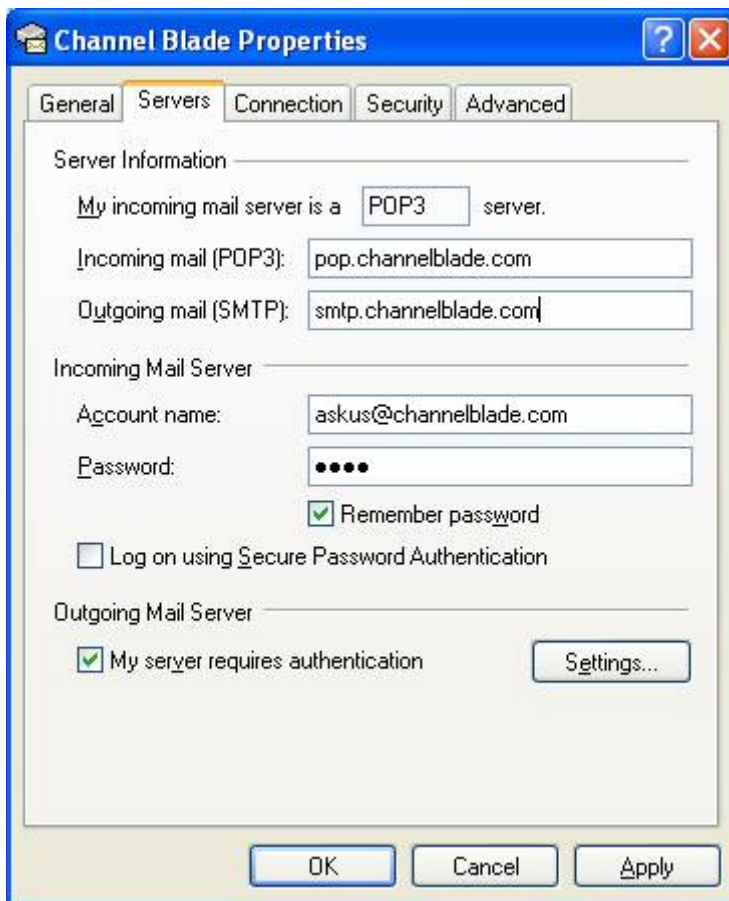
**\*\*\*IMPORTANT: If the you send your outgoing mail through your Internet Service Provider (ISP), which is something other than mail.<dealer domain name>, then you will not change your outgoing mail server. \*\*\***

Now, click on **Settings**.



Ensure the first radio button is checked which will use the same settings as your incoming mail server (unless your send outgoing mail through your ISP). Click **OK**.

Click **Apply** and then **OK** after you have completed entering this configuration information, and then click **Close**.



**If you need assistance,  
Please contact Channel Blade Support  
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**Our hours of operation:  
Monday – Friday  
8:30 AM EST to 5:30 PM EST**