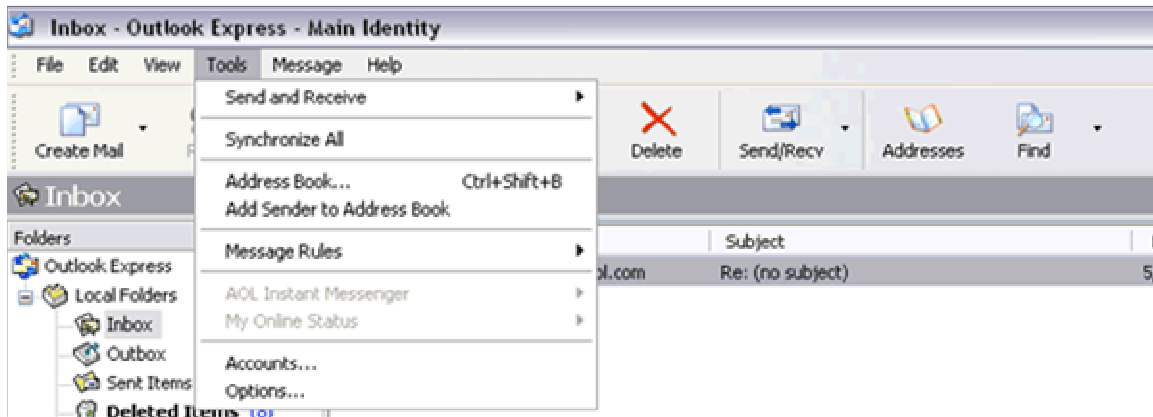
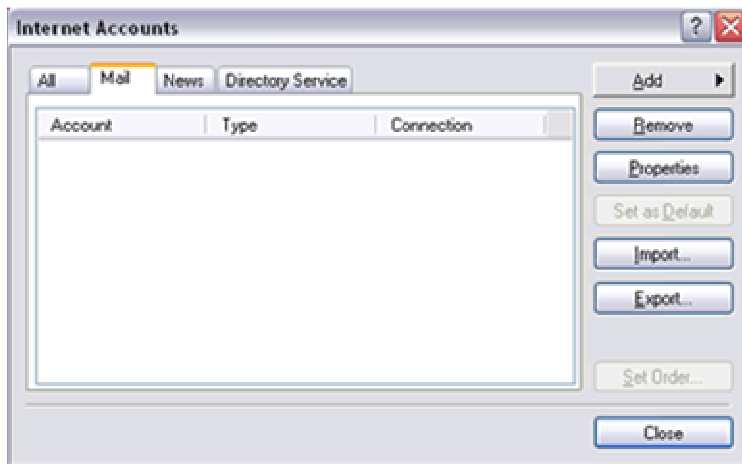


## Setting up an Email account through Outlook Express:

1. Open up Outlook Express and click on the “tools” drop down menu. (See image below.)

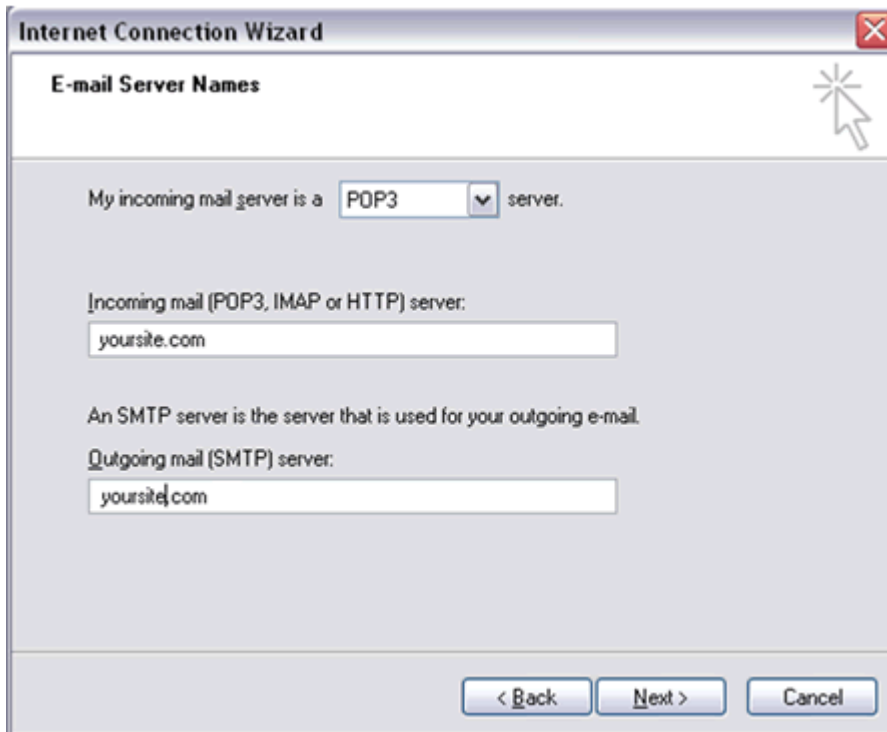


2. Click on “Accounts” and make sure that the “Mail” tab is selected in this new window. Click on “Add” on the upper right hand side of the window. (See Image)



3. In the menu that pops up to the right hand side, choose “mail” and enter a **Display Name** into the field. The **Display Name** is what the recipient will see in the “From:” field of any email that you send. Click **Next**.
4. Enter your full email address into the next field and click **Next**.
5. In the “E-mail Server Names” window that shows up next, make sure that you choose “POP3” from the “My incoming mail server is a:” drop down list.

6. For both of the “Incoming mail server:” and “Outgoing mail server:” fields, enter mx1.visualedgedesign.com. (**Instead of “yourwebsiteaddress.com” enter your own website address**) Click Next.



7. Fill in your User ID (full email address) and password.

8. Click Next and then “Finish”

9. Back in the “Internet Accounts” window, under the “Mail” tab, highlight the email account that you just set up by clicking on it once.

10. Now click on “Properties” on the right hand side. Under the “servers” tab in this new window that pops up, there is a check box at the bottom that says “My server requires authentication”. Make sure this is checked.

**You have successfully set up your email account in Outlook Express!**  
**If you have any questions concerning these instructions please contact**  
**[techservices@visualedgedesign.com](mailto:techservices@visualedgedesign.com) or call 877-775-2530.**