



PAETEC

Configuring Microsoft Outlook Express 5

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The following instructions will assist you in configuring Microsoft Outlook Express 5 as your e-mail program. All information required to set up your e-mail account can be found on your **PAETEC Customer Setup Information** sheet.

- 1 Open Microsoft Outlook Express 5
- 2 On the menu bar click **Tools**
- 3 Click **Accounts**
- 4 Click the **Mail** tab
- 5 Click **Add** and Select **Mail**. You will be presented with an **Internet Connection Wizard** to assist you in configuring your e-mail accounts.
- 6 In the **Display name** field enter your name, Example: John Smith, and click **Next**
- 7 Select **I already have an e-mail address that I'd like to use**
- 8 In the **E-mail address** field enter your e-mail address, Example: johnsmith@fast.net, and click **Next**
- 9 In the **E-mail Server Names** screen, **My incoming mail server is a ...** should be set to **POP3**. If not, use the arrow to the right of the field and select **POP3** from the pull down menu.
- 10 In the **Incoming Mail Server** field enter **pop.fast.net** (all lower case).
- 11 In the **Outgoing Mail Server** field enter **relay.fast.net** (all lower case) and click **Next**
- 12 In the **Account name** field enter your e-mail username
- 13 In the **Password** field enter the password for the e-mail account you are creating
- 14 Click **Next**
- 15 Click **Finish**

Repeat the above steps for each account you wish to set up. If you have multiple accounts you will need to specify which account to use when sending and receiving mail. If no account is specified when sending, the default account will be used. If no account is specified when checking for new mail, all accounts will be checked.

Congratulations! You have successfully created your email account in Outlook Express 5. If you need any assistance, please contact PAETEC's Customer Care Department at 877.315.3278. Customer Support is available 24 hours 7 days a week.