



**PAETEC**

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## Configuring Microsoft Outlook Express

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The following instructions will assist you in configuring Microsoft Outlook Express 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
- 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 In the **E-mail Address** field enter your e-mail address, Example: johnsmith@fast.net, and click **Next**.
- 8 On 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. In the **Incoming Mail Server** field enter **pop.fast.net** (all lower case).
- 9 In the **Outgoing Mail Server** field enter **relay.fast.net** (all lower case) and click **Next**.
- 10 On the **Internet Mail Logon** screen select **Log On Using** and enter the username for the e-mail account you are setting up in the **POP Account Name** field. Your e-mail usernames and passwords can be found under the **E-Mail Logins** section of your **PAETEC Customer Setup Information** sheet. In the **Password** field enter the password for the e-mail account you are setting up. If you would like to be prompted for your password each time you log on to the mail server, leave this field blank.
- 11 Click **Next**.
- 12 In the **Internet Mail Account Name** field enter a name for this account, Example: John's Mail, and click **Next**.
- 13 On the **Choose Connection Type** screen select the appropriate connection method for your set up and click **Next**. If you chose **Connect Using My Phone Line**, you will be prompted to specify a dial up connection for Outlook Express to use. Click **Use an Existing Dial-up Connection** and highlight your FASTNET connection.
- 14 Click **Next**
- 15 Click **Finish**

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. To specify an account when sending mail, compose a new message and then click **File**. Click **Send Message Using** or **Send Later Using** and you will be presented with a list of established accounts. Click the account you wish to send from. To specify an account to check for new mail on, click **Tools** and select **Send and Receive** and you will be presented with a list of established accounts. Select the account you want to check for new mail on. For more information on specifying accounts see accounts in the Outlook Express help file.

Congratulations! You have successfully created your email account in Outlook Express. 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.