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Outlook Express – Add an Account to OE for Checking Email

In order for Outlook Express to check an email account for messages it needs to know the email server addresses as well as the username and password for each account to be checked. *Username & Password is assigned by AVCI.net.*

STEP	INSTRUCTIONS
1.	Launch Outlook Express •From the Tools menu select and click on Accounts...
2.	Click on the Mail tab to bring the mail entries forward. Click on the Add button, select and click on Mail...
3.	Enter in your First and Last Name <i>Example: John Doe</i> Click the Next button to continue.
4.	Enter in your email address <i>Example: johndoe@avci.net</i> Click the Next button to continue
5.	The incoming mail server is a POP3 should come up as default – Do Not Change this. Enter the incoming mail server: avsin.avci.net Enter the outgoing mail server: avsout.avci.net Click the Next button to continue
6.	Enter your Account name <i>Example: johndoe</i> Enter your Password Click the Next button to continue
7.	Click Finish Click Close to exit the Internet Accounts window
8.	You must Exit and then re-open Outlook Express for these changes to take effect
9.	By default, Outlook Express sends and receives email for accounts each time it is launched.
10.	Review the Tools, Options... to change when Outlook Express sends and receives messages.