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RVUSA E-mail Setup - Microsoft Outlook Express

If you are setting up Outlook Express for the first time, skip to Step 4.

1. Click the **Tools** pull-down menu at the top of the Outlook Express screen and select **Accounts**.
2. Click the **Mail** tab on the Internet Accounts window.
3. Click the **Add** button to the right and select **Mail**. The Internet Connection Wizard will open.
4. Enter your first and last name into the **Display Name** field and click **Next**.
5. Enter your full email address into the **E-mail Address** field and click **Next**.
6. Match the same settings illustrated in the below graphic with the options shown in your **E-Mail Server Names** portion of the setup wizard. Click **Next** when finished.

A screenshot of the "Internet Connection Wizard" dialog box, specifically the "E-mail Server Names" step. The window has a blue title bar with the text "Internet Connection Wizard" and a close button. Below the title bar, the text "E-mail Server Names" is displayed. The main area contains the following text and input fields:

My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

7. Enter your information into the fields as follows: (See red letters in graphic below.)
 - A. Your full email address into the **Account Name** field.
 - B. Password for the email account.
 - C. Ensure **Remember Password** is checked.
 - D. **Do not** check "Log on using Secure Password Authentication (SPA)."

- Click **Next & Finish** when completed.

The screenshot shows the 'Internet Mail Logon' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet Mail Logon'. The main instruction is 'Type the account name and password your Internet service provider has given you.' There are three input fields: 'Account name:' (labeled A), 'Password:' (labeled B), and a checked checkbox for 'Remember password' (labeled C). Below these is a checkbox for 'Log on using Secure Password Authentication (SPA)' (labeled D). The text explains that SPA is required for some providers. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

If you are not setting up Outlook Express for the first time, please skip to Step 11.

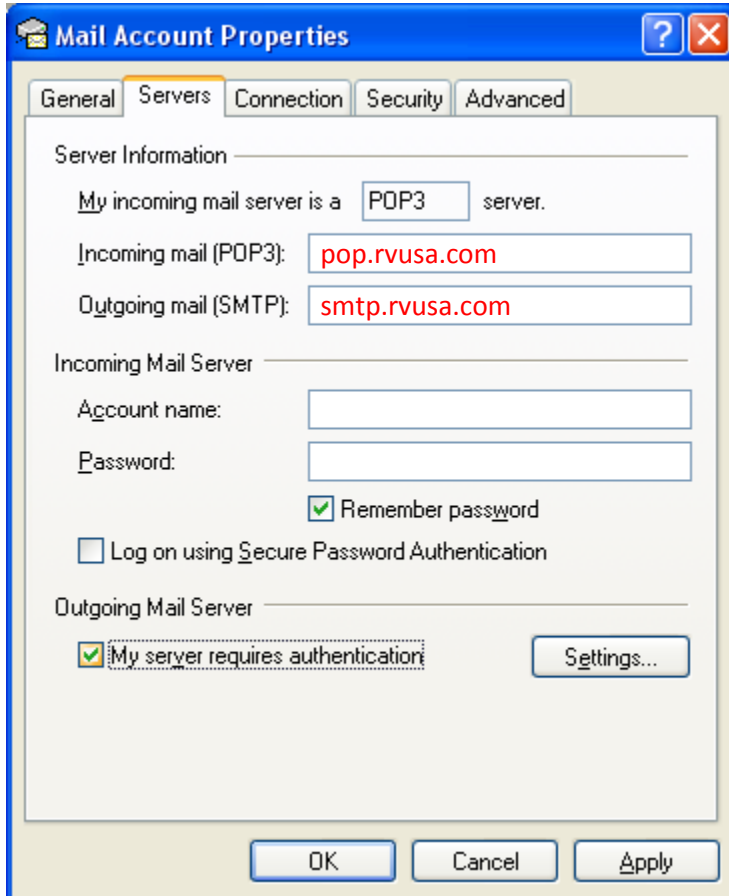
- Click the **Tools** pull-down menu at the top of the Outlook Express screen and select **Accounts**.
- Click the **Mail** tab on the Internet Accounts window.
- Click on the newly created email account and click on the **Properties** button to the right.

The screenshot shows the 'Internet Accounts' dialog box. The title is 'Internet Accounts'. There are tabs for 'All', 'Mail', 'News', and 'Directory Service', with 'Mail' selected. A table lists the accounts:

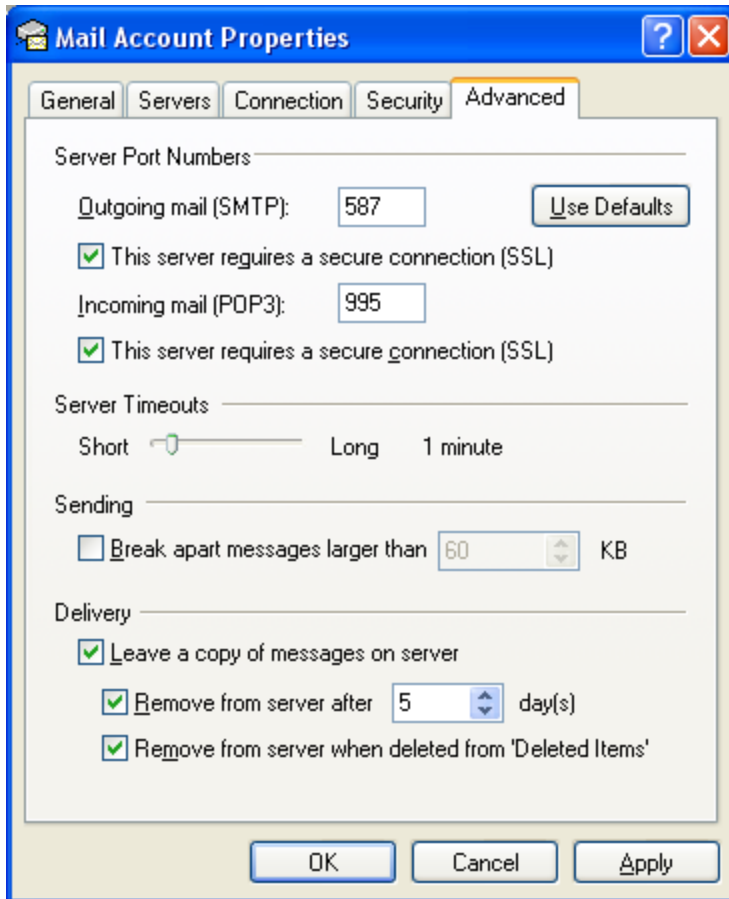
Account	Type	Connection
sdf.sdf.com	mail (default)	Any Available

On the right side, there are buttons: 'Add', 'Remove', 'Properties', 'Set as Default', 'Import...', 'Export...', 'Set Order...', and 'Close'.

12. Click the **Servers** tab in the Mail Account Properties window.
13. Match the same settings illustrated in the below graphic with the options shown in your **Servers** tab. Settings under Incoming Mail Server for **Account Name** and **Password** should already be filled in your account information. These fields **should not** be blank.



14. Click on the **Settings** button next to “My server requires authentication.”
15. Ensure that there is a dot filled in next to “Use same settings as my incoming mail server.” Click **OK**.
16. Click the **Advanced** tab.
17. Match the same settings illustrated in the below graphic with the options shown in your **Advanced** tab.



18. Click **OK** when complete. This will return you to the Internet Accounts window which you can now close.
19. Click the **Inbox** folder.
20. Click **Send/Recv** button on the top toolbar. This will initiate a manual download of all email from our servers for the account.

Your account is now setup and ready for use.